

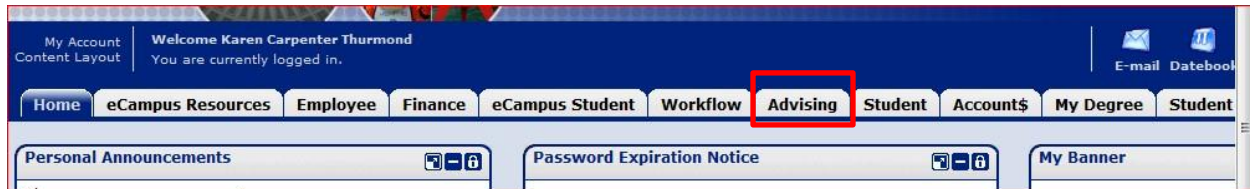
# ADVISORS' QUICK GUIDE

The intent of this document is to provide Advisors an easy reference for using UMdegree to assist with registering students.

## Login to myMemphis Portal

Go to: <http://my.memphis.edu> and log in using your UUID and password

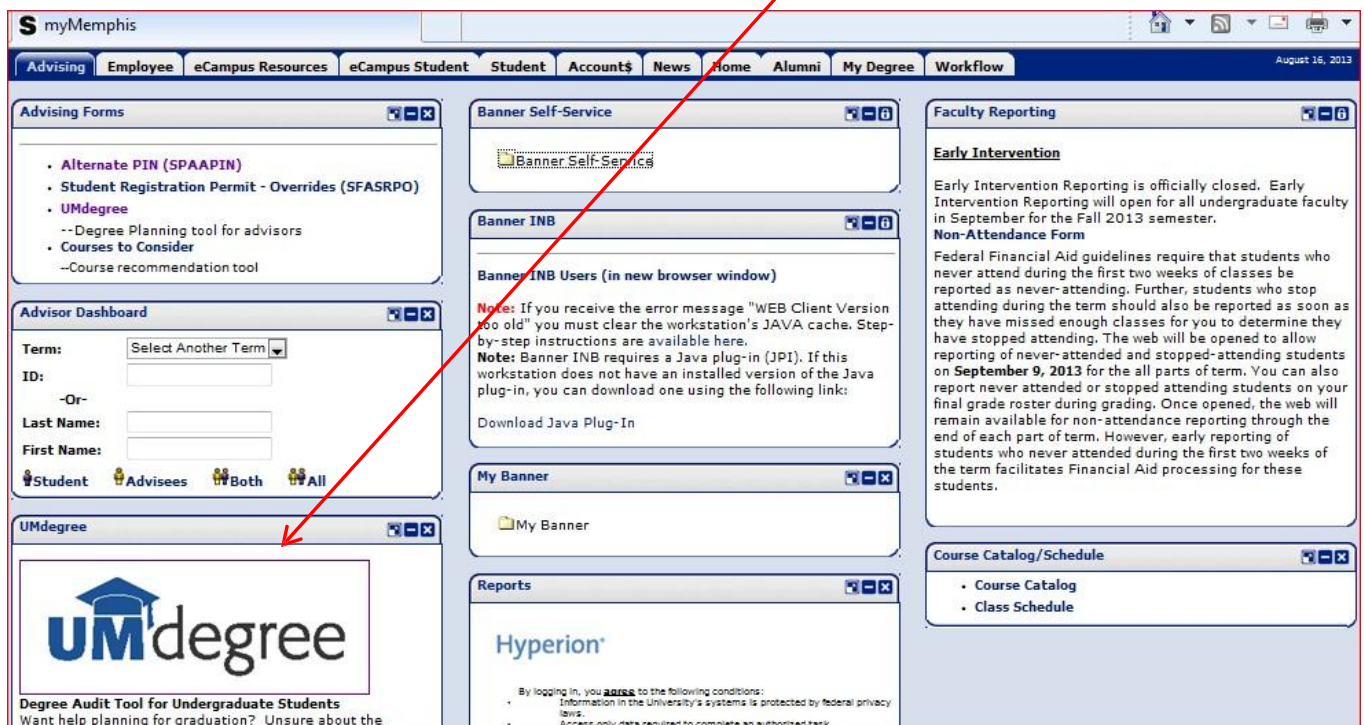
Step 1: Click on the **Advising** or **Faculty** tab – if you do not see either of these tabs, contact your Dean or Dean's designee to fill out the proper access form



## UMdegree

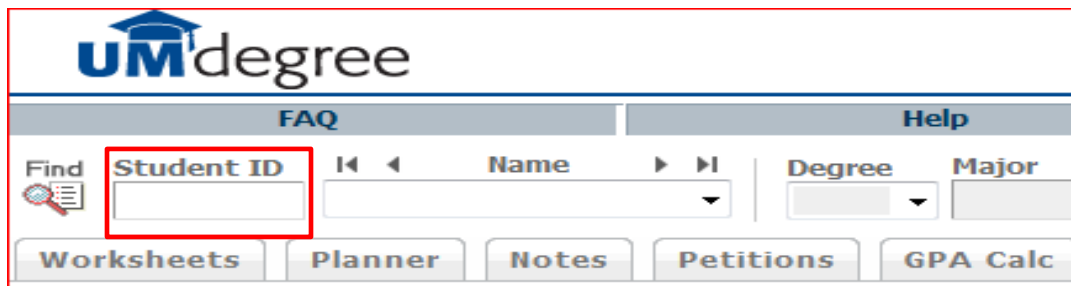
For detail instructions review the UMdegree Instruction Manual:  
[http://www.memphis.edu/umdegree/pdfs/undegree\\_manual\\_18advx.pdf](http://www.memphis.edu/umdegree/pdfs/undegree_manual_18advx.pdf)

Step 1: Locate the *UMdegree* channel, click the UMdegree logo



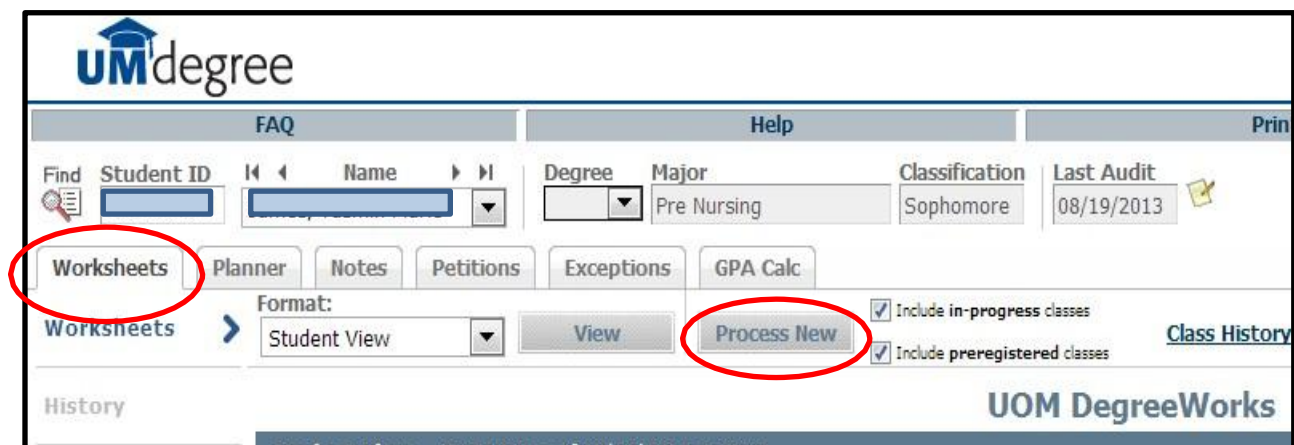
Step 2: Enter the student's UID (Banner Uxxxxxxx number) press enter  
or search by name by clicking on the 'Find' icon and entering First name and Last name

If the student information is not displayed, they have not been admitted or readmitted refer them to the Admissions Office.



## Worksheets Verification:

Step 1: Click on the 'Worksheets' tab if not automatically displayed. Click on the 'Process New' button. This is like a refresh button that tells the program to process all new information that may need to be updated to the program.



- a) Program: Degree, Major, and Concentration

If not correct, complete an [Academic Program Maintenance Form](#) have it signed by your college dean or representative, and send to Registrar's office if your college allows you that responsibility. If not, send to your college advisor to send the form to the Registrar.

**\*\*Please note: If student is an athlete, they must get CAAS permission to change their major. This is important for their eligibility requirements.**

- b) Catalog: The Academic Year indicates the student catalog. If not correct, complete an [Academic Program Maintenance Form](#) and send to Registrar office (or to the college advisor to submit to Registrar).

[FAQ](#)
[Help](#)
[Print](#)
[Log Out](#)

Find 
Student ID 
Name 
Degree 
Major 
Classification 
Last Audit

[Worksheets](#)
[Planner](#)
[Notes](#)
[Petitions](#)
[GPA Calc](#)

Format: 


☒ Include in-progress classes
☒ Include preregistered classes
[Class History](#)

What If

Look Ahead

Student View
AC295666 as of 08/14/2013 at 05:55

Student		Degree	NONE	Academic Standing
ID		Major	Pre Nursing	Graduation Status
College	Academic Counseling Center	Concentration		Degree Status
Advisor	Surtees, Lawrence	Minor		Graduation Term
Overall GPA	2.770	Classification	Sophomore	

Degree Progress

Requirements
71%

☒ Pre Nursing Major

Academic Year: 2013-2014

- c) Advisor: You should be listed as the advisor of record. If not, contact the department or college personnel who assign advisors.

[FAQ](#)
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Degree Progress

Requirements
71%

☒ Pre Nursing Major

Academic Year: 2013-2014  
GPA: 2.770

- d) Fallthrough/Elective Courses: scroll down and review the transfer courses to see if any courses can be petitioned for general education, college or major requirements.

The screenshot shows the UM degree portal interface. At the top, there are navigation links for FAQ, Help, Print, and Log Out. Below this, a search bar allows users to find a student by ID, Name, Degree, Major, Classification, or Last Audit. The main content area displays a student's progress, including a list of courses and their status. A red arrow points to the 'Fallthrough Courses' section, which lists various courses and their corresponding credits.


Fallthrough Courses				Credits Applied: 43	Classes Applied: 18
ART 2523	Ceramics I	R	3	Fall 2011	
BIOL 1110	General Biology I	C	3	Fall 2012	
Satisfied by: BIO114 - Philander Smith College					
BIOL 1111	General Biology I Lab	C	1	Fall 2012	
Satisfied by: BIO114L - Philander Smith College					
BIOL 1120	General Biology II	C	3	Spring 2013	
Satisfied by: BIO124 - Philander Smith College					
BIOL 1121	General Biol II Lab	C	1	Spring 2013	
Satisfied by: BIO124L - Philander Smith College					
CHEM 1110	General Chemistry I	D	3	Fall 2011	
Satisfied by: CHM134 - Philander Smith College					
CHEM 1111	General Chemistry I Lab	D	1	Fall 2011	
Satisfied by: CHM134L - Philander Smith College					
ENGL LD02	Advanced Comp	A	3	Fall 2012	
Satisfied by: ENG203 - Philander Smith College					
GEN LD01	Freshman Colloquium I	A	1	Fall 2011	
Satisfied by: ORI111 - Philander Smith College					
GEN LD02	Freshman Colloquium II	A	1	Spring 2012	
Satisfied by: ORI121 - Philander Smith College					
HMSE 2102	First Aid and CPR	A	2	Spring 2012	

- e) Worksheet or registration checklist: identify what courses are needed to complete the degree (look for courses highlighted as being “still needed” or listed under “unmet conditions”)

## Petitions


A) Click on the ‘Petitions’ tab and complete the petition request. B) Click on the ‘add petition’ tab and enter your request. Message will be delivered to a central queue to be processed. C) When the petitions have been applied, they will show as such in the petitions tab. A screenshot of an example is provided on the next page for A-C.

A)





FAQ		Help		Print	
Find	Student ID	Name	Degree	Major	Classification
				Pre Nursing	Sophomore
			Last Audit		08/19/2013
<a href="#">Worksheets</a> <a href="#">Planner</a> <a href="#">Notes</a> <a href="#">Petitions</a> <a href="#">Exceptions</a> <a href="#">GPA Calc</a>					
Format:			<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes		
Student View			<a href="#">View</a> <a href="#">Process New</a> <a href="#">Class History</a>		
History			Degree Progress		
What If			Requirements 80%		
Look Ahead			Pre Nursing Major		

B)



FAQ		Help		Print	
Find	Student ID	Name	Degree	Major	Classification
				Pre Nursing	Sophomore
			Last Audit		08/19/2013
<a href="#">Worksheets</a> <a href="#">Planner</a> <a href="#">Notes</a> <a href="#">Petitions</a> <a href="#">Exceptions</a> <a href="#">GPA Calc</a>					
View Petitions					
<a href="#">Add Petition</a> <a href="#">Modify Petitions</a> <a href="#">Delete Petitions</a>					
Add New Petition for Exception					
Enter a description and click the Submit Petition button					
Add PHIL LD01 as humanities credit					
Submit Petition					

C)

FAQ		Help		Print		Log Out	
Find	Student ID	Name	Degree	Major	Classification	Last Audit	
				Pre Nursing	Sophomore	08/19/2013	
<a href="#">Worksheets</a> <a href="#">Planner</a> <a href="#">Notes</a> <a href="#">Petitions</a> <a href="#">Exceptions</a> <a href="#">GPA Calc</a>							
View Petitions							
Add Petition							
View Petitions for Exceptions							
No Petitions Awaiting Approval							
No Petitions Approved							
Petitions Applied as Exceptions							
Description						Created By	
PHIL LD01 - Ethics and Society from Philander Smith College to count as General Education Humanity course						Surtees, Lawrence	
ENGL LD01 - Intro to Film from Philander Smith College to count as General Education Fine Art class (COMM 1851 Equivalent)						08/05/2013	
No Petitions Rejected							

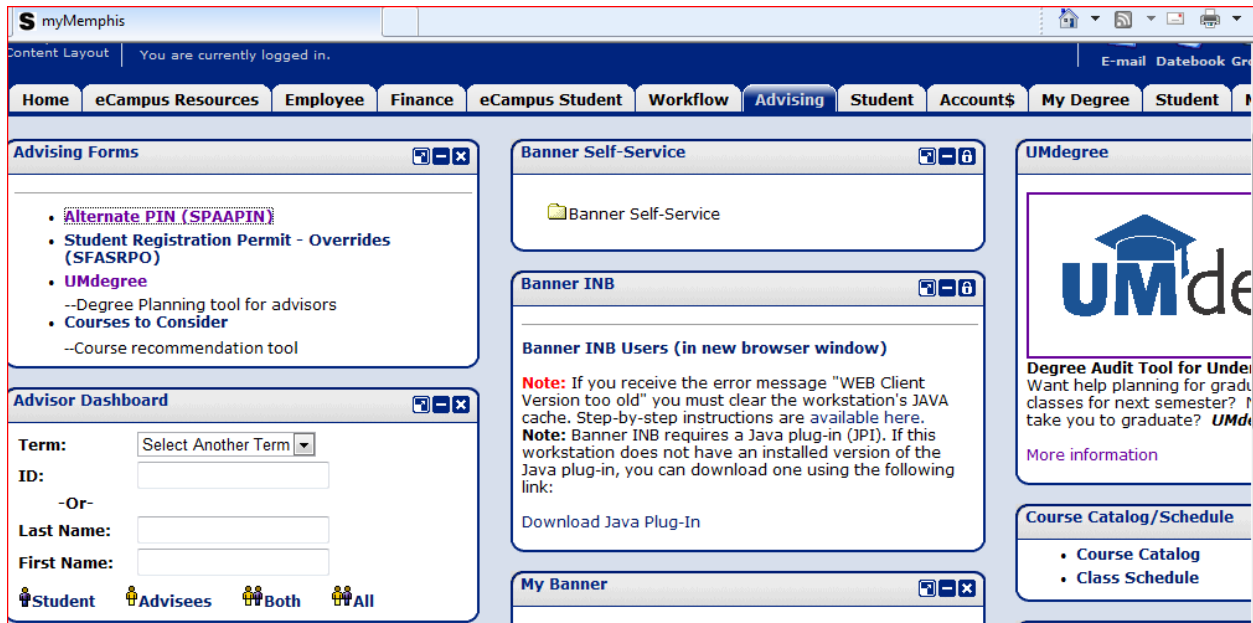




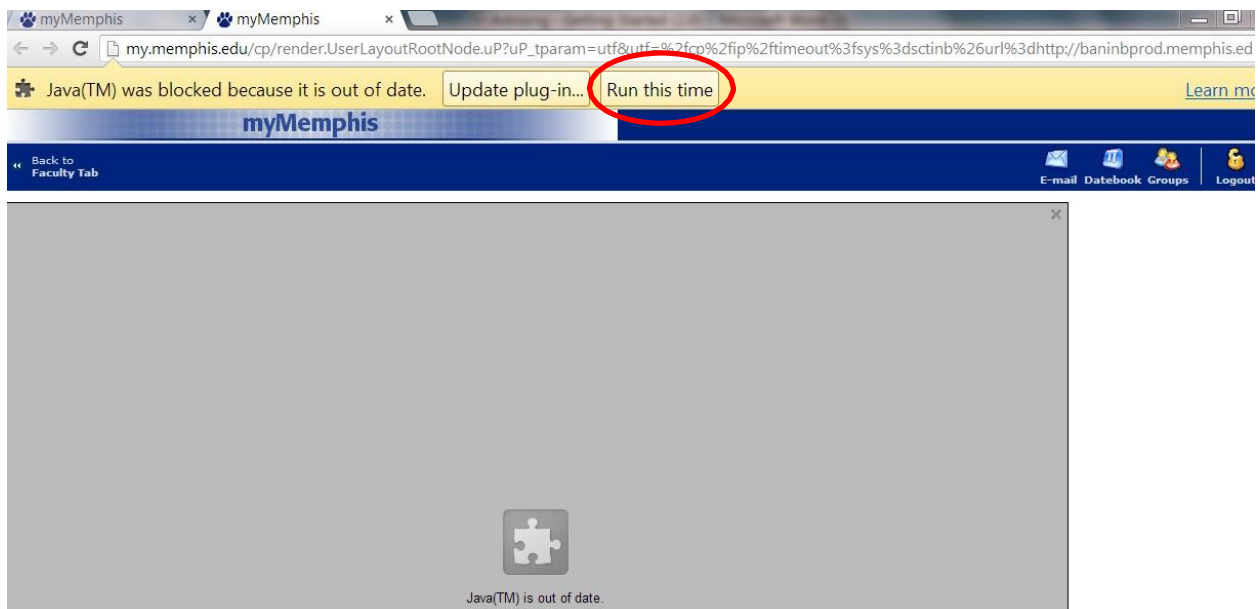
## Advising Forms Channel

**Removing the PIN:** The purpose of the student's PIN is to create a hold that will prevent the student from registering for courses until the student has met with his/her advisor. The advisor removes the PIN so that the student can register for courses in the upcoming semester.

Step 1: Click on Alternate PIN (SPAAPIN)



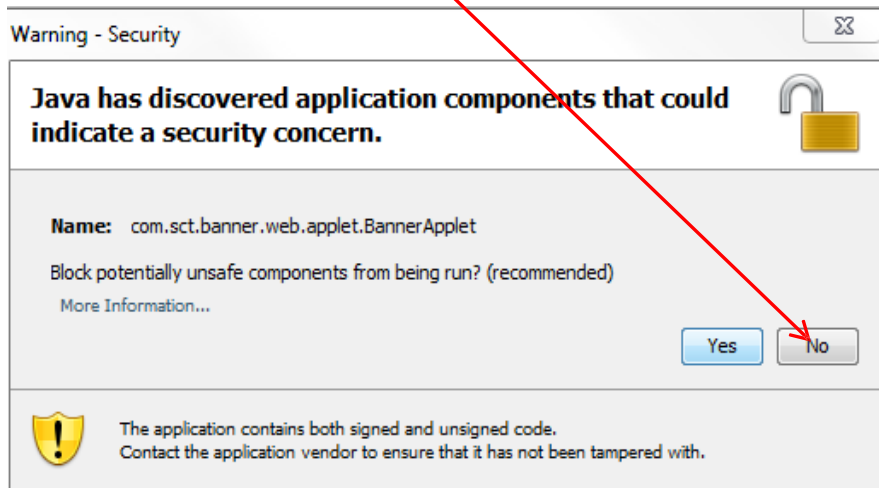
Step 2: When accessing Banner forms the following messages appear (depending on the web browser you use):



Click "Run" or Run this time (again, depending on browser—this example is Google Chrome)



Click 'NO' on Java security question



#### Step 4: SPAAPIN form

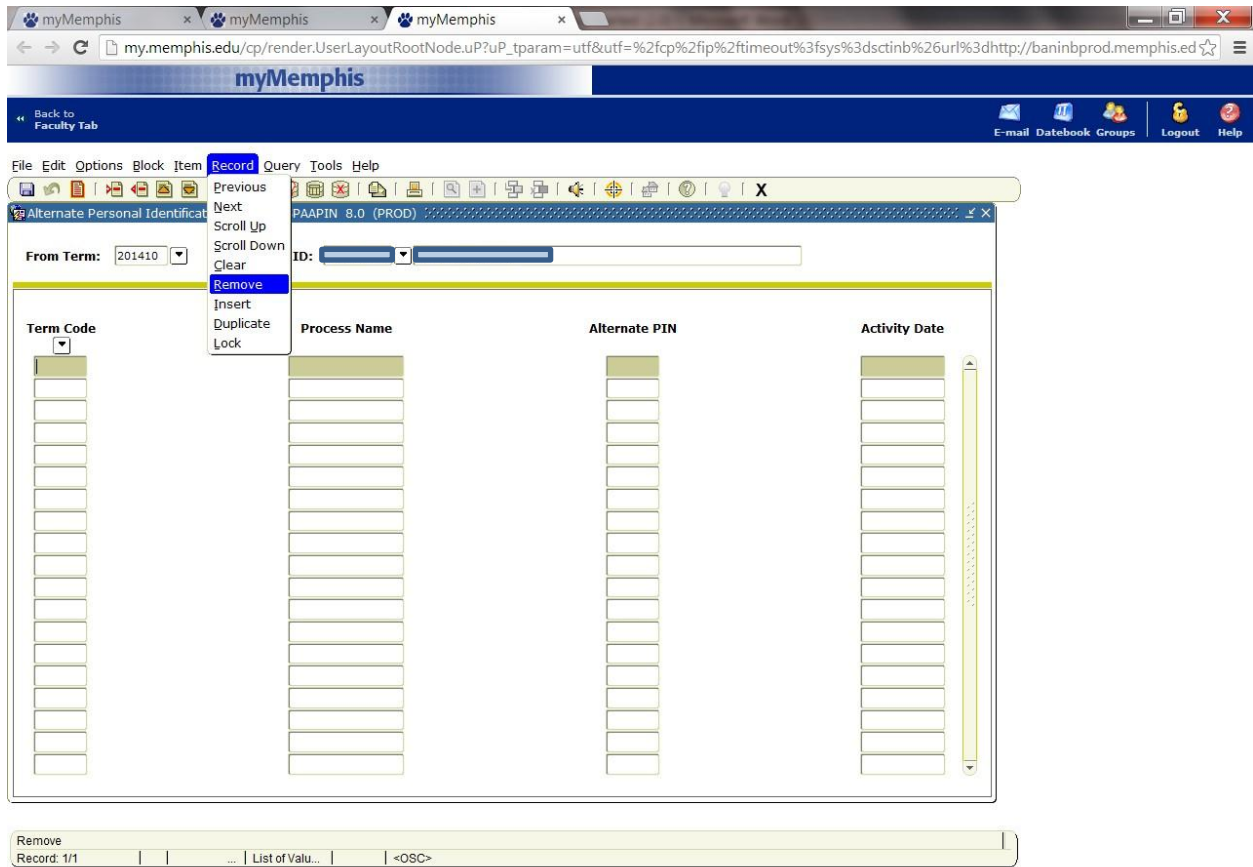
This is a screenshot of what you will initially see.

A screenshot of the SPAAPIN 8.0 (PROD) form. The form has a header bar with "Back to Faculty Tab" and "E-m". Below the header is a menu bar with "File Edit Options Block Item Record Query Tools Help". The main area contains a table with four columns: "Term Code", "Process Name", "Alternate PIN", and "Activity Date". Each column has a list of input fields. The "Term Code" column has a dropdown menu. The "Activity Date" column has a vertical scrollbar. At the bottom, there is a status bar with the text: "Starting Term Code for student's alternate PINs search. Press [LIST] for values. Record: 1/1 ... List of Valu... <OSC>".

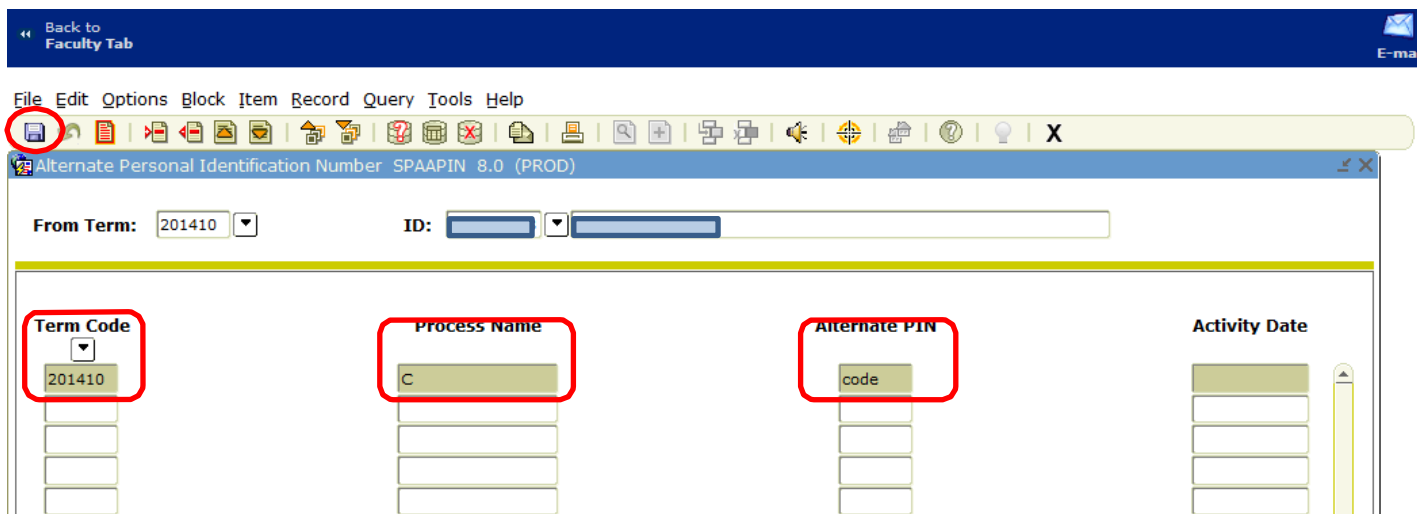
To begin, you need to know the terms and term codes. The term code is determined by adding the current year to the semester code. Spring = 10, Summer = 50, and Fall = 80. Add those to the end of the current year to get the term code. For example, spring semester of 2012's term code was: 201210.

- A. Term Code: type in the term code for the upcoming semester/semesters that you wish to remove the pin (summer and fall can be removed at the same time), then tab over to the student ID
- B. Student ID: enter their Banner ID (Uxxxxxxxx) (student's name will automatically pop up)
- C. Go to "Next Block".
- D. Go to "Record" and click on "REMOVE" (NOT "CLEAR"!).
- E. Semester Code: Enter the semester code for which you are clearing the student, then tab over
- F. Process Name: enter "C" in Process name field
- G. Alternate Pin field: enter the College Code provided by your College Advisor, which often is the advisor's initials
- H. Click "Save" **IMPORTANT NOT TO MISS THIS STEP**

Steps A, B, and C. Enter the term code, the student ID, and hit next block.



Step D) Be sure to remove the TREG completely, don't just clear the pin (otherwise it won't save correctly and the student will still be restricted from registering).



Steps E, F, G, and H. When you hit save, the date will automatically post in the activity date.