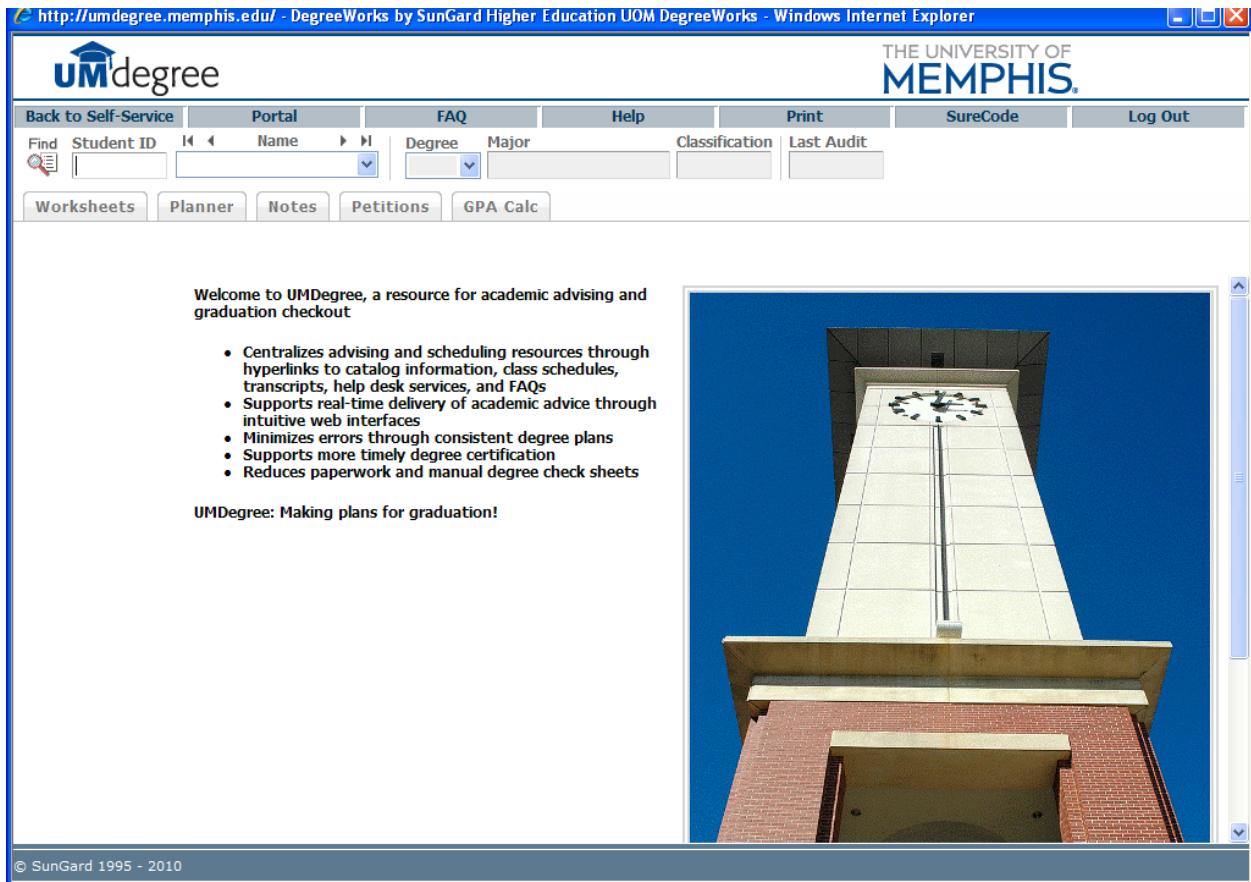


UMdegree Training Manual



THE UNIVERSITY OF
MEMPHIS®
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UMdegree Training Manual

Version 1.8.1 (Advisors) ADVX

Table of Contents

Background Information
Login
Navigational Tools
How to Find Students
Worksheet
Look Ahead
What if
Planner
Petitions
Notes
GPA Calculators

UMdegree

Background

Purpose of the course: Introduce academic advisors to UMdegree at The University of Memphis

Objectives: At the end of the training session, advisors should be able to:

1. find students using the UMdegree search methods
2. view and understand the components of a student UMdegree worksheet and its requirements
3. view and understand a UMdegree “*what if*” worksheet
4. be introduced to the UMdegree *Planner*
5. begin using UMdegree to submit requests for petitions
6. see and practice the functionality of notes in UMdegree
7. review GPA calculators delivered with UMdegree

UMdegree

Login

Step 1) Login in to myMemphis

Step 2) Click on Advisor (or Faculty) Tab

Step 3) Find the UMdegree channel

The screenshot shows the myMemphis website interface. At the top, there's a navigation bar with tabs: Home, eCampus Resources, Faculty, Employee, Finance, Student, Account\$, eCampus Student, and eCampus Faculty. The 'Faculty' tab is selected. Below the navigation bar, there's a 'Welcome Karen Carpenter Thurmond' message. The main content area is divided into several sections:

- ALEKS Math Placement:** ALEKS is a math placement instrument that provides students with an opportunity to find out what math course best fits their current knowledge and abilities. [More Information](#)
- True Blue Life:** The U of M is full of campus opportunities, information sharing, and educational and career support. As you journey through college, explore all of your possibilities here. [True Blue Life \(Admin\)](#)
- Course Catalog/Schedule:**
 - Course Catalog
 - Class Schedule
- Faculty Senate:**
 - Faculty Senate Website
 - Faculty Grievance Committee<https://umdegree.memphis.edu/> was
- Faculty Schedule:** Today is: Sep 19, 2011. Search (MM/DD/YYYY): 09/19/2011. Go. [Weekly View](#)
- Faculty Dashboard:** Introduction to University, ACAD 1100 Term 2011
- Course Roster & Drop/Add Activity:**
 - Access the drop/add report**
Instructors can view drop/add activity for courses they are assigned to teach. [Access class roster with optional photos report](#)
 - Instructors can view class rosters for courses they are assigned to teach with the option of displaying student photos if the course is not fully online.**
 - Step-by-step guide**
A guide for using the Drop/Add channel
- Banner Self-Service:** [Banner Self-Service](#)
- Advising Forms:**
 - Alternate PIN (SPAAPIN)
 - Student Registration Permit - Overrides (SFASRPO)
 - Early Intervention Form
 - Replacement System Coming Soon--
 - UMdegree
 - Degree Planning tool for advisors
- UMdegree:** [Degree Audit Tool for Undergraduate Students](#)
Want help planning for graduation? Unsure about the classes for next semester? Need to see how long it will take you to graduate? **UMDegree** can help! [More information](#)
- SETI Administration and Monitoring:**
 - SETI Question Administration
 - Monitor SETI Participation
- Academic Advising and Planning:**
 - Advising
- Faculty Reporting:**
 - Early Intervention**
Early Intervention Reporting is now officially open. You received an e-mail on September 12, 2011, from Dr. Shannon Blanton, Vice Provost for Undergraduate Programs that contained a survey link. Please access that survey to view your class rosters and inform us about students that may be at-risk. You may report students for the Fall 2011 semester until December 2, 2011; however, September 19, 2011 (first session), October 21, 2011 (full session) and November 12, 2011 (second session) are the final dates for students to drop a class. Please bookmark your survey to "my favorites" for additional use throughout the semester.
 - Non-Attendance Form**
Federal Financial Aid guidelines require that students who never attend during the first two weeks of classes be reported as never-attending. Further, students who stop attending during the term should also be reported as soon as they have missed enough classes for you to determine they have stopped attending. The web will be opened to allow reporting of never-attended and stopped-attending students on **September 12, 2011** for the all parts of term. You can also report never attended or stopped attending students on your final grade roster during grading. Once opened, the web will remain available for non-attendance reporting through the end of each part of term. However, early reporting of students who never attended during the first

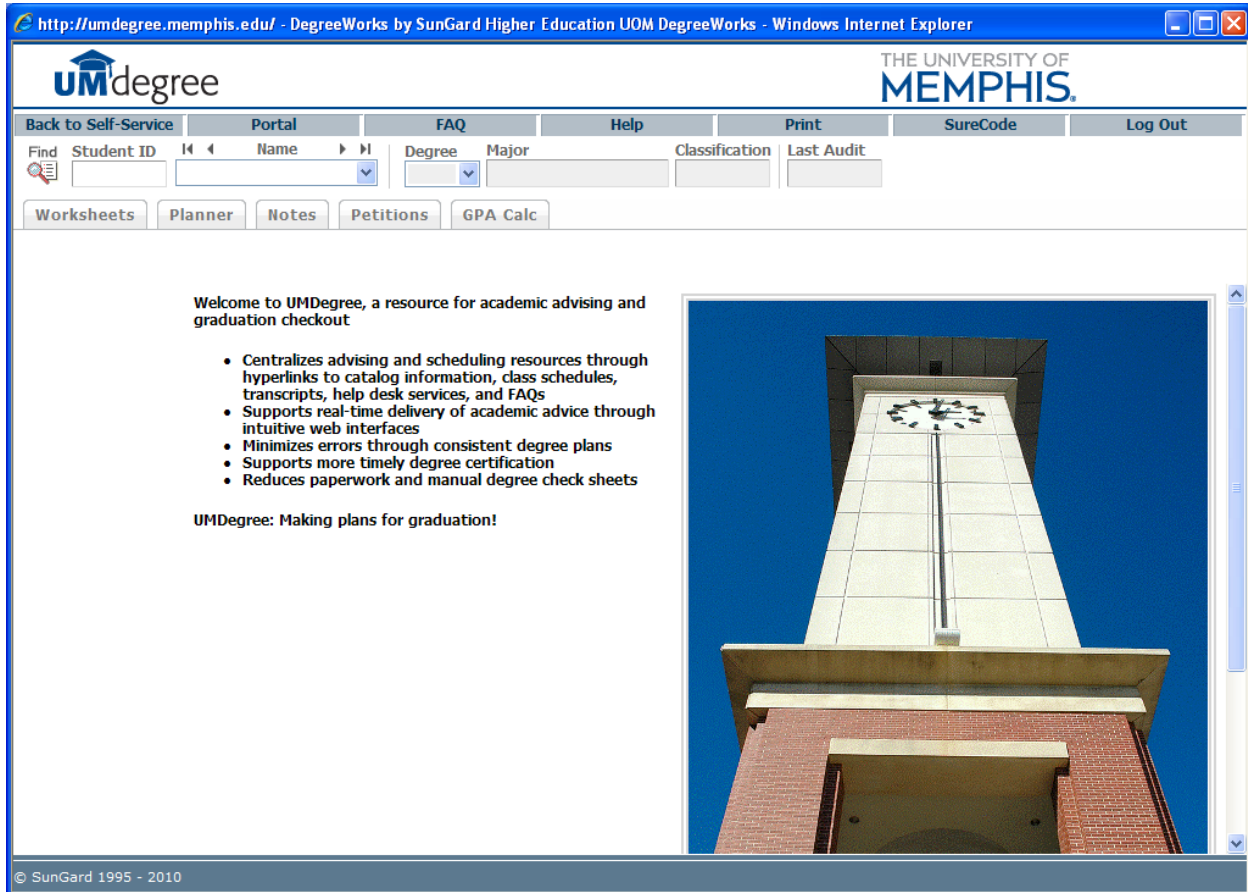
Step 4) Click on the UMdegree logo

Step 5) If you are not logged in by SSO, login using your myMemphis/email username and password

UMdegree

Navigational Tools

Welcome to UMdegree



This is the first page you will see once you login to UMdegree. Below are some navigational tools to utilize while in UMdegree

FAQ

Frequently asked questions pertaining to UMdegree

Help

Help file for Find Students (written with the student in mind, but also helpful for the Advisor)

Print

Allows the user to print the current page

Log Out

Logs user out of UMdegree

Under those navigational tools lies the *Audit Bar*

				FAQ	Help	Print	Log Out
Student ID	Name	Degree	Major	Classification	Last Audit		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

The Audit Bar allows you to search for students by name or UID.

Once student is located, it will also give general information of the student in the blocks adjacent to the student's name.

Audit Bar Terms



Allows for the location of students with the use of First & Last Name (see more in the section [The Find Tool](#))

Student ID

The UID (must follow UXXXXXXXX format and cannot be the student social)

Name

Student's name cannot be entered here. This box will automatically populate once either the student ID is entered or the student is selected from the *Find Icon* option

Degree

Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree

Major

Current student's major will be displayed here

UMdegree

How to Find Students

By student ID:

If you know the student's U number, you can enter it here and hit the enter key on your keyboard.

Student ID

As stated previously, it must be the UID (*NOT* the social security number) following the U##### format. Capitalization of the "U" will not affect search.

By student name:

If you do not know the students ID, the student can still be found using the Find Tool. Using the Find Tool will take you to a different menu on a different page.

The Find Tool

The Find Tool provides advisors with some additional ability to find individual students and groups of student based on search criteria. Each item has a pull down menu that lists the options for that item. Combine criteria to narrow your search.



Step 1) Click Find icon

Step 2) The Find Students box will appear

Step 3) Students can be searched by either the first or last name (see example)
Click the search bar to begin the search.

The screenshot shows the 'Find Students' interface in a web browser. The search criteria are as follows:

Field	Value
Student ID	
First Name	
Last Name	Dockins
Degree	All Degree Codes
Classification	All Classification Codes
Academic Year	All Academic Year values
Major	All Major Codes
Minor	All Minor Codes
Concentration	All Concentration Codes
Student Type	All Student Type Codes
Sport	No Sport selected
Academic Standing	All Academic Standings
Student Attribute	No Attribute selected

The 'Chosen Repeatable Search Criteria' box is empty. The 'Search' button is highlighted with an arrow.

Students Found: 2

ID	Name	Degree	Major	Classification
<input checked="" type="checkbox"/>	[Redacted]	BA	Sociology	Sophomore
<input checked="" type="checkbox"/>	[Redacted]		Undecided	Freshman

Step 4) In the lower box labeled Students Found, a list of students will appear with the checks in the boxes next to their names. Unselect the student that you are not interested in and hit OK.

The screenshot shows the 'Find Students' interface in a web browser. The search criteria are as follows:

Field	Value
Student ID	
First Name	
Last Name	Dockins
Degree	All Degree Codes
Classification	All Classification Codes
Academic Year	All Academic Year values
Major	All Major Codes
Minor	All Minor Codes
Concentration	All Concentration Codes
Student Type	All Student Type Codes
Sport	No Sport selected
Academic Standing	All Academic Standings
Student Attribute	No Attribute selected

The 'Chosen Repeatable Search Criteria' box is empty. The 'Search' button is highlighted.

Students Found: 2

ID	Name	Degree	Major	Classification
<input type="checkbox"/> U00116240	Dockins, Taquela Monique	BA	Sociology	Sophomore
<input checked="" type="checkbox"/> U00362341	Dockins, Tiraney Nicole		Undecided	Freshman

Step 5) What should appear next is the Students *UMdegree Worksheet*

The screenshot shows the UOM DegreeWorks interface in a Windows Internet Explorer browser. The page title is "DegreeWorks by SunGard Higher Education UOM DegreeWorks". The URL is "http://umdegree.memphis.edu/IRISLink.cgi". The page has a blue header with the "UMdegree" logo and navigation links: "Back to Self-Service", "Portal", "FAQ", "Help", "Print", "SureCode", and "Log Out". Below the header, there are search fields for "Student ID", "Name", "Degree", "Major", "Classification", and "Last Audit". The "Student ID" field is filled with "AA182688". The "Degree" dropdown is set to "Undecided", "Major" is "Undecided", "Classification" is "Freshman", and "Last Audit" is "02/03/2011". There are tabs for "Worksheets", "Planner", "Notes", "Exceptions", and "GPA Calc". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View" and buttons for "View", "Process New", and "Class History". The main content area is titled "UOM DegreeWorks" and "Student View AA182688 as of 02/03/2011 at 08:04". It contains a table of student information:

Student	AA182688	Level	Undergraduate
ID	AA182688	Degree	NONE
Classification	Freshman	College	Academic Counseling Center
Advisor	Brooks, Vanessa	Major	Undecided
Overall GPA	1.333	Minor	

Below the table is a "Degree Progress" bar showing "Requirements" at 25%. At the bottom, there are sections for "Undecided Major" and "General Education" requirements, both with checkboxes and "Still Needed" status.

UMdegree Worksheet

The UMdegree Worksheet gives the most recent information regarding the student's academic affairs. The worksheet is divided into **blocks**. Each block has a title and a check box in the header and when all requirements in that block are met, the box is checked with a green check mark. The block headers have different information based on the block type. All the student worksheets begin with a student information section followed by a *Degree Progress* bar.

Student Information Section

Contains basic student information such as UID, the assigned advisor, major, minor, and concentration.

Progress Bar

Displays the percentage of the student's requirement progress

Degree Block

Contains all the requirements for the student's program. Individual requirements are hyperlinked to the section for that requirement/block until the requirement is complete.

Requirement Block may include Major Block

contains all the requirements for the student's declared major (s)

Will read undecided if a major has not been declared

General Education Block

Contains all the general education courses that the student has or has not completed for graduation

College Requirements Block

Requirements specifically for the student's BA, BS, or other requirements

Upper Division Block (for some degree programs)

Required Upper Division hours grouped together.

Other Blocks will display in certain degree program depending on the requirements for that program

Fallthrough courses Block

Contains courses completed but not currently being used to fulfill requirements. This is the place where you will find electives or courses that may need to be used as substitutions, but are not yet documented.

Insufficient Courses Block





Contains courses that carry unsuccessful grades (F, W, sometimes D) and first (second, third) attempts of repeated courses.

In-progress

Contains course that the student is currently taking or is registered for in a future term. See the term to differentiate.

Legend

Contains the symbols and definitions used for the UMdegree worksheet

 Complete	 Complete except for classes in-progress	(T) Transfer Class
 Not Complete	 Nearly complete - see advisor	@ Any course number

Disclaimer

Statement of the intended use of the UMdegree Worksheet. This will be edited to reflect changes in policy prior to "go live" for students (Fall 2011)

UMdegree

Look Ahead

Allows you to enter in future course and view a student worksheet with those courses applied. Look Ahead may also be used in a What If scenario (see What If Tab).

To see an audit SHOWING COURSES FOR WHICH the student PLANS TO REGISTER IN FUTURE TERMS, use the form to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Look ahead scenarios are not saved.

The screenshot shows the 'UMdegree' web application interface within a 'Windows Internet Explorer' window. The browser's address bar displays 'http://umdegree.memphis.edu/IRISLink.cgi'. The application header includes the 'UMdegree' logo and a navigation menu with links: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', and 'Log Out'. Below the header, there is a search section with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Classification', and 'Last Audit'. The 'Look Ahead' tab is selected, and a 'Format:' dropdown is set to 'Student View'. A 'Process New' button is visible. A blue informational box states: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' The main form area is divided into two sections. The left section, titled 'Enter a course and click Add Course', contains input fields for 'Subject' and 'Number', a 'Find' icon, and an 'Add Course' button. The right section, titled 'Courses you are considering', contains a large empty box and a 'Remove Course' button. The footer of the application shows '© SunGard 1995 - 2010' and the browser status bar indicates 'Internet' and '100%' zoom.

UMdegree

What if

The What if Tab allows you to create scenarios based upon what if you changed your major or degree path.

Step 1) Select a Degree

Step 2) Select an Academic Year (catalog)

The screenshot shows the 'UMdegree' web application interface in a Windows Internet Explorer browser window. The address bar shows 'http://umdegree.memphis.edu/IRISLink.cgi'. The page has a blue header with the 'UMdegree' logo and navigation links: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', and 'Log Out'. Below the header is a search bar with 'Find' and 'Student ID' fields. A table displays student information: Name, Degree (Undecided), Major (Undecided), Classification (Freshman), and Last Audit (02/03/2011). A 'Process What-If' button is visible. The 'What-If' section is active, showing 'Degree' (Pick a Degree) and 'Academic Year' (2009-2010). Below this is the 'Choose Your Different Areas of Study' section, which includes dropdowns for Major, Minor, College, and Concentration, and a 'Remove' button. The 'Choose Your Future Classes' section has input fields for Subject and Number, a 'Find' button, and an 'Add Course' button. A 'Remove Course' button is also present. The footer shows '© SunGard 1995 - 2010' and 'Internet'.

Step 3) Select a Major (major choice is narrowed depending on choice of degree above)

Step 4) Select a College (this is required for the What If to process correctly)

Step 4) Other criteria such as Minor, Concentration can be added under the *Choose Your Different Areas of Study* section

Step 5) Future courses related to this new major can also be added to the scenario under *Choose Your Future Classes*

Step 6) Click ***Process What-If button (at top)***

What you will see next is the *What If* scenario for that student. It will look just like that student's real worksheet except this worksheet is directed towards the new major requirements for that student. The What-If worksheet will not save in the History.

DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer
 http://umdegree.memphis.edu/IRISLink.cgi

UMdegree

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit
 Undecided Freshman 02/03/2011

Worksheets Planner Notes Exceptions GPA Calc

Worksheets Back Selected What-If Items: Look Ahead Courses Used:

What If

Look Ahead

Degree Progress

Requirements 34%
 Credits 15%

☒ **Bachelor of Science in Chemistry** Academic Year: 2009-2010 Credits Required: 120
 GPA: 1.330 Credits Applied: 18

120 credits are required for your degree. You currently have 18, you still need a minimum of 102 more credits. Additional credits may be required to complete requirements.
 Minimum GPA unsatisfied
 30 credits are required for UofM residency. You currently have 18, you still need 12 more credits.

Unmet conditions for this set of requirements:

☐ General Education Requirements Still Needed: See **General Education** section
☐ Major Requirements Still Needed: **MAJOR block was not found but is required**

☒ **General Education** Academic Year: 2009-2010
 GPA: 1.330

☐ English Composition **ENGL 1010** English Composition C 3 Fall 2009
 Still Needed: **3 Credits in ENGL 1020**

☐ Oral Communication Still Needed: **1 Class in COMM 2381**

© SunGard 1995 - 2010 Internet 100%

UMdegree

Planner Tab

Shows a split screen of the student's worksheet (labeled Planner Worksheet) and an area (labeled Student Educational Planner) where courses the student needs to take in **the future** can be compiled to create a program/degree completion plan.

The screenshot displays the UMdegree Planner interface within a web browser. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, Print, SureCode, and Log Out. Below this is a search bar with fields for Student ID, Name, Degree, Major, Classification, and Last Audit. The main interface is divided into two primary sections: the Planner Worksheet on the left and the Student Educational Planner on the right. The Planner Worksheet shows student information (AA182985) as of 02/03/2011 at 08:10. It includes a table with fields for Student, ID, Level, Degree, Classification, College, Advisor, Major, and Overall GPA. Below this is a Degree Progress section with a progress bar showing 56% completion. The Student Educational Planner section includes fields for Student, Current Term, Description, Academic Year, Last Modified, Active/Inactive, and Locking Status. It also features a section for Select Term and a button for Save Plan. The interface is designed for creating and managing a student's degree completion plan.

Using the UMdegree Planner with Students

Courses may be entered into the Student Educational Planner in a “drag and drop” fashion. Student/Advisor may also type courses into the planner. The required format is:

CoursePrefix space CourseNumber

Example

ENGL 1010

ENGL1010 will not work.

To plan a category (Humanities; Upper Division) rather than a specific course prefix and number (ENGL 1010) enter a hyphen and then a space(- space) before the name of the category.

Example

- humanities

When you save, UMdegree will automatically convert all alpha characters to Upper Case.

- HUMANITIES

You may plan for up to 12 semesters in a single plan. Notes may be entered as reminders/tasks in the Notes Boxes.

Saving the Plan

Enter a name (Description) for the plan before saving.

Select the appropriate catalog (Academic Year) for this student/plan.

Do not lock the plan before saving.

Check all terms in the plan (or use the Check All Terms button on the bottom of the Student Education Planner).

Make sure to save the plan by clicking the “save plan” button at the bottom of the Student Education Planner. Multiple plans are allowed, but must be named differently.

Multiple plans will appear in the Planner pull down menu at the top left of the page.

Locking the Plan

Only the advisor may lock (unlock) a plan.

Only one plan may be active.

If there are multiple plans, you will be asked to decide which one is active.

If you desire to lock a plan, you must first save the plan (don't forget to Check All Terms).

Then lock and save again.

What if Options in the Planner

- There is a *What If Option* that will allow you to perform the *What if* scenario creation under the planner section. The Worksheet generated with What If in the Planner tab will show planned courses (courses on the saved plan) in the what if scenario.

Click Show What If Options on the Worksheet side

Select the What if Program (see What if section for details)

Click Use What If Scenario

Click Process New on the Student Educational Planner side (bottom)

Click Hide What if Options

Courses from the Planner will show in the What if Scenario

Plans may also be printed by using the **print link** at the upper right of the planner block.

UMdegree Planner

Batch Templates Import Summer2013

Templates have been created from the four year plans in the Undergraduate Catalog. These plans will be imported into the student's UMdegree planner tab when the student attends New Student Orientation. The plan imported will match the student's Banner coding in SGASTDN. The advisor may make changes to the plan in several ways:

1. [Change the saved plan by deleting one plan and loading another](#)
2. [Load in a pre defined plan after deleting a saved plan](#)
3. [Save more than one plan](#)
 - If no saved plan already exists
 - If a saved plan is already in place

Change the saved plan by deleting one plan and loading another

There are instances in which the student is not interested in the major into which he/she was admitted by the time the student attends New Student Orientation. In this case, the advisor may make a change to the four year plan template by using the "Load in a Pre Defined Plan" function in UMdegree planner.

Step 1. Open UMdegree and navigate to the student by entering the U number and pressing enter on your keyboard.

Step 2. Click on the Planner tab.

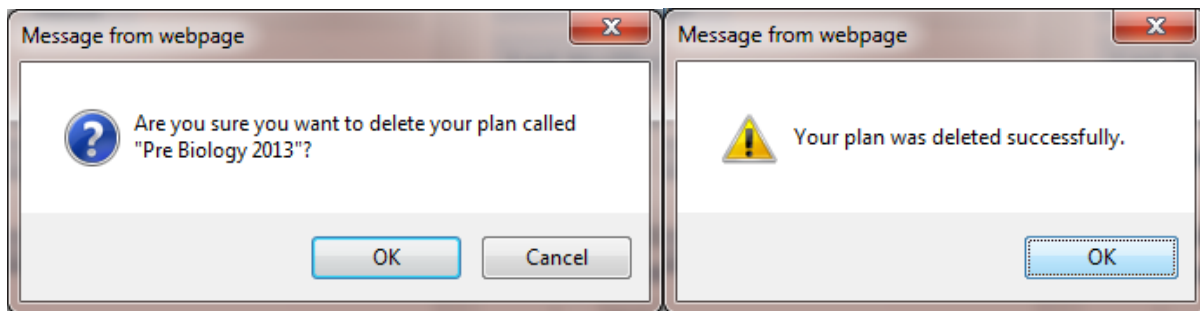
Step 2. To remove a plan no longer needed, click "Delete Plan" on the lower right.

The screenshot shows the UMdegree Planner interface. At the top, there is a dropdown menu set to 'Fall 2013' and a link 'More info on these classes'. Below this is a table of classes with their respective credit values:

Class	Credits
ENGL 1010	3
MUS 1030	3
MATH 1710	3
SOCI 1010	3
ACAD 1100	3

To the right of the class list is a 'Notes' section. At the bottom of the interface is a toolbar with several buttons: 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan' (highlighted with a red circle), 'Access Flow', 'Check All Terms', 'Uncheck All', and 'Create Block'.

You will be asked to confirm and receive confirmation that you have deleted.



Load in a pre-defined plan after deleting a saved plan

Locate the “Load in a pre-defined plan” link in the heading section of the Student Educational Planner.

Print	Exception Management	Log Out
-------	----------------------	---------

Classification
Sophomore

Last Audit
02/09/2013

Last Refresh
05/11/2013 at 5:43 am

☐ Show completed classes

☒ Edit
☐ View

t 06:09 Print
 Undergraduate
 NONE
 Academic Counseling Center
 Pre Nursing

Student Educational Planner

Student

Current Term Fall 2013

Description

Academic Year 2013-2014

Last Modified

☒ Active Plan
☐ Locked
[Load in a pre-defined plan](#)

☐ Select Term

► More info on these classes

Notes

Notice that the plan is Active by default.

Step 1. Click on Load in a pre-defined plan.

Step 2. UMdegree selects a plan based on the student's Banner coding. If the student's declared major corresponds with the plan you would like to load, Click "Search," click on the name of the plan, and click "Load into my plan." Otherwise, Click "Clear all"

Step 3. Use the Major pull down menu to find the program you want.

Hint: Pre-Biology is with Biology. Pre-Chemistry is with Chemistry. Otherwise, the major will be listed as you expect. Report variations of this truth to kthurmnd@memphis.edu.

Step 4. Chose the program you want from the search results and click "Load into my plan."

http://umdegree.memphis.edu/ - DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer

Pre-defined Plan Search

Degree All Degrees ▾

Major Biology ▾

Minor All Minors ▾

Concentration All Concentrations ▾

College All Colleges ▾

Academic Year All Academic Years ▾

Search **Clear All**

Search Results: 3 pre-defined plans found

Biology 2012
Biology 2013
Pre Biology 2013

Load into my plan

This plan is active, but must be SAVED.

Step 5. Save the plan by clicking Save Plan.

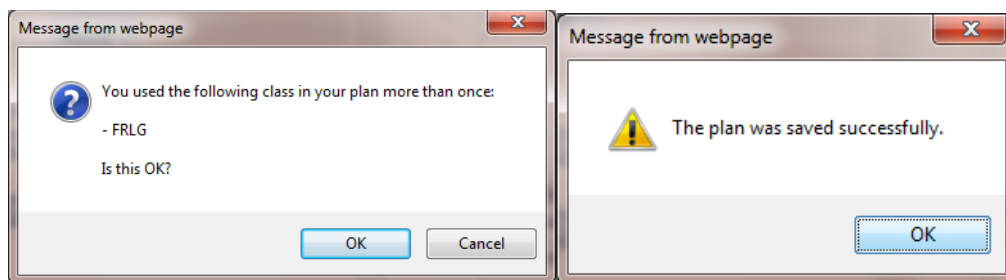
Total 7

☐ Spring 2013
[More info on these classes](#)

COMM 2381	3
- HUMANITIES	0

Save Plan Reload Form

Process New Check All Terms



Save more than one plan

Some students will require more than one plan in the UMdegree planner tab for various reasons. In this case the Load in a Pre-defined Plan steps may be used to create multiple plans.

If no saved plan already exists:

Step 1. Click on Load in a pre-defined plan.

Step 2. UMdegree selects a plan based on the student's Banner coding. If the student's declared major corresponds with the plan you would like to load, Click "Search," click on the name of the plan, and click "Load into my plan." Otherwise, Click "Clear all"

Step 3. Use the Major pull down menu to find the program you want.

Hint: Pre Biology is with Biology. Pre-Chemistry is with Chemistry. Otherwise, the major will be listed as you expect. Report variations of this truth to kthurmnd@memphis.edu.

Step 4 Choose the program you want from the search results and click "Load into my plan."

Notice that the plan is Active by default.

This plan is active, but must be SAVED.

Step 5 Save the plan by clicking Save Plan.

Step 6. Continue with instructions for "If a saved plan is already in place."

If a saved plan is already in place:

Decide ahead of time which plan will be active. Only one plan can be active, but there may be more than one saved plan. When adding a second plan, follow the procedure for "Load in a pre-defined plan" making sure that the right plan is identified as active on the front end. The plan you identify as active will be the one that appears when the UMdegree Planner tab is opened. ***If you attempt to create a second active plan, your first plan will disappear.***

Step 1. Pull down and click on "Add a new plan" and click Load.

Step 2. Click on "Load in a pre-defined plan."

Step 2. UMdegree selects a plan based on the student's banner coding. If the student's declared major corresponds with the plan you would like to load, Click "Search," click on the name of the plan, and click "Load into my plan." Otherwise, Click "Clear all"

Step 4. Use the "Major" pull down menu to find the program you want

Hint: Pre-Biology is with Biology. Pre-Chemistry is with Chemistry. Otherwise, the major will be listed as you expect. Report variations of this truth to kthurmnd@memphis.edu

Step 5 Chose the program you want from the search results and click "Load into my plan"

Notice that the plan is Active by default.

This plan can be active only if all other saved plans are inactive. In any event it must be SAVED.

Step 5 Save the plan by clicking Save Plan.

Worksheets

Planner

Notes

Petitions

Exceptions

Planner

Bank Financial Services 2013

Bank Financial Services 2013

Accounting 2013 [Inactive]

----- Add new plan -----

My Plan with Notes

Updates

Management

08 as of 05/10/2013 at 0

Student		Level	Un
ID		Degree	BB
Classification	Freshman	College	Bu
Advisor		Major	Fin
Overall GPA	0.000	Minor	

If you need additional assistance, please call Karen Thurmond at 901-678-2588 or contact by email at kthurmnd@memphis.edu

UMdegree

Petitions

The Petitions tab allows users to enter requests for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student. To create a petition, first select the student for whom you wish to enter a petition and then click the Petitions tab. This will bring up the petition screen shown below.

The screenshot shows the 'UMdegree' web application interface. At the top, there's a header with the 'UMdegree' logo and 'THE UNIVERSITY OF MEMPHIS' text. Below the header is a navigation bar with tabs: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', and 'Log Out'. A search bar is present with fields for 'Find Student ID', 'Name', 'Degree', 'Major', 'Classification', and 'Last Audit'. The 'Petitions' tab is selected in the main navigation area. On the left, there's a sidebar with options: 'View Petitions', 'Add Petition', 'Modify Petitions', and 'Delete Petitions'. The main content area displays a table titled 'View Petitions for Exceptions' with the following rows: 'No Petitions Waiting Approval', 'No Petitions Approved', 'No Petitions Applied as Exceptions', and 'No Petitions Rejected'. The footer of the browser window shows '© SunGard 1995 - 2010' and the Internet Explorer status bar.

The petition screen shows all petitions that have been entered on the student's behalf. The View Petitions screen is shown by default whenever the petition tab is selected.

Petitions are grouped according to their status. Petitions can either be waiting for approval, approved, applied as exceptions or rejected. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by the appropriate approver.

To create a new petition, click the Add Petition button. This will bring up a text box where you can enter the text for the petition.

The screenshot shows a web browser window titled "DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer". The address bar shows "http://umdegree.memphis.edu/DRISLink.cgi". The page header includes the "UMdegree" logo and "THE UNIVERSITY OF MEMPHIS". A navigation bar contains links: "Back to Self-Service", "Portal", "FAQ", "Help", "Print", "SureCode", and "Log Out". Below this is a search area with fields for "Find", "Student ID", "Name", "Degree", "Major", "Classification", and "Last Audit". A sidebar on the left lists "View Petitions", "Add Petition", "Modify Petitions", and "Delete Petitions". The main content area is titled "Add New Petition for Exception" and contains a large text box with the instruction "Enter a description and click the Submit Petition button". A "Submit Petition" button is at the bottom of the text box. The footer shows "© SunGard 1995 - 2010" and a status bar with "Done", "Internet", and "125%" zoom.

Please provide the following information with your petition:


1. Prefix, number, and name of course that would normally satisfy the requirement
2. Prefix, number, name, and (if transfer course) institution where taken of the course the substitution course
3. Requirement to which these courses are relevant in this student's program.

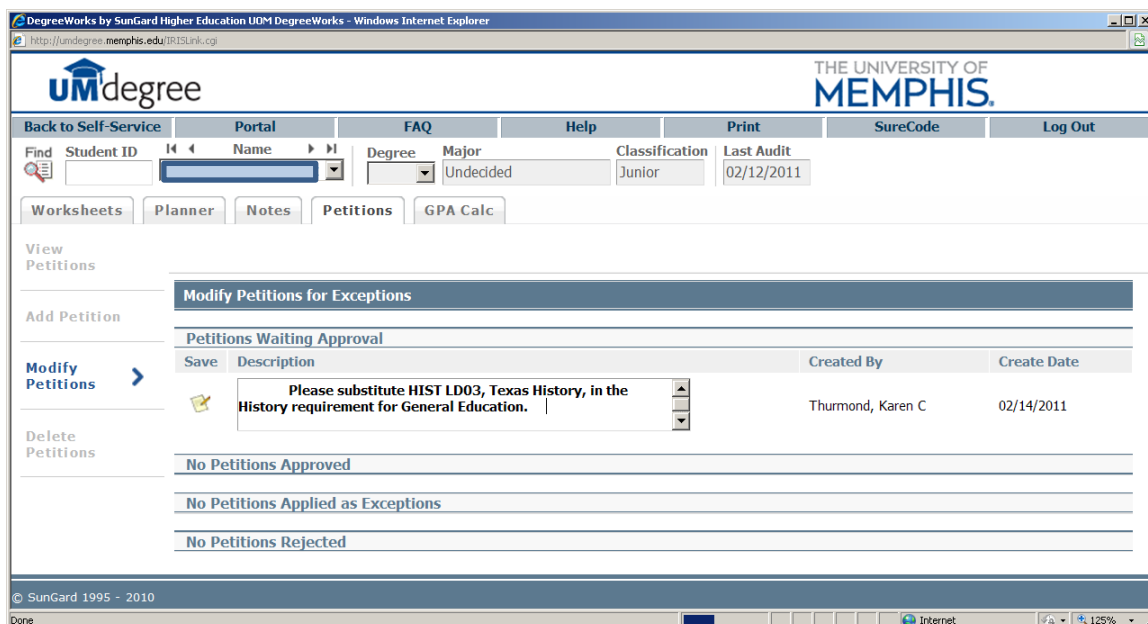
Remember that you cannot make a petition on behalf of a student until you have accessed the student in UMdegree. Think of the petition entry more like an email than a form to fill out. Sometimes more information will help the approver. Remember also that the petition may have to be reviewed by a series of approvers.


Once you have entered the text for the petition, click the Submit Petition button to save the petition to the database. A message will appear telling you your petition was added successfully.

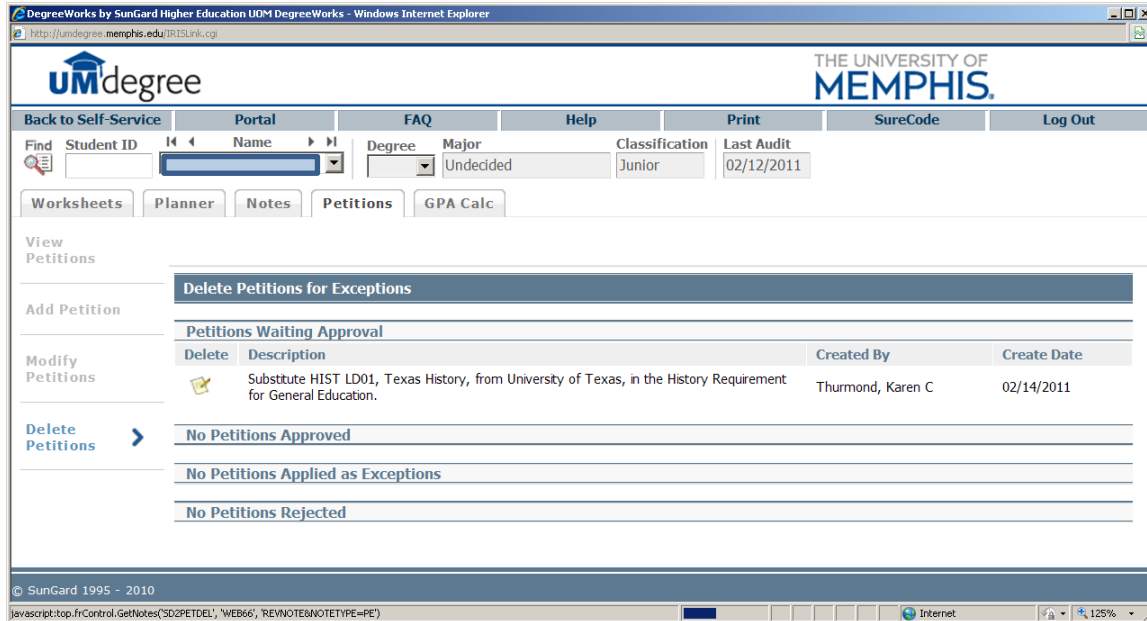


To add another petition, click the Add Petition button again and repeat the process.

To modify a petition, click the Modify Petition button. Only petitions with a status of Waiting Approval may be modified. A text window will open up for those petitions created by you. You will not be able to modify petitions created by others. To modify a petition, click in the text window and add or delete text. Click the Save  button to the left of the petition to save your changes. When a new petition is saved it is routed to a queue for approval.



To delete a petition, click the Delete Petition button. Only petitions created by you can be deleted by you. Click the Delete  button to the left of the petition to remove it from the database. **Petitions that have been approved, applied as exceptions or rejected cannot be deleted.**



UOM degree THE UNIVERSITY OF MEMPHIS

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit

Worksheets Planner Notes Petitions GPA Calc

View Petitions


Add Petition

Modify Petitions

Delete Petitions

Delete Petitions for Exceptions

Petitions Waiting Approval

Delete	Description	Created By	Create Date
	Substitute HIST LD01, Texas History, from University of Texas, in the History Requirement for General Education.	Thurmond, Karen C	02/14/2011

No Petitions Approved

No Petitions Applied as Exceptions

No Petitions Rejected

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javascript:top.fr.Control.GetNotes('SD2PETDEL', 'WEB66', 'REVNOTE&NOTETYPE=PE')

Internet 125%

Petitions will be approved/applied in a random timeframe, but usually within 48 hours. Please make a record of the students for whom you make petitions so you can go back to the petitions tab or the student worksheet to view the decision. There is no system generated response to petitions.

UMdegree

Notes

The Notes tab allows UMdegree users to document academic advising on the UMdegree records. The notes can be used for internal use only or they can be made available to the student through UMdegree on the Web. **Notes made available to the student appear in worksheets in a Notes section at the bottom of the report.** To access the Notes screen, click on the Notes tab. The section opens to a view of the notes. You have the option of adding notes or viewing notes.

The screenshot shows the UMdegree web application interface. At the top, there is a navigation bar with links: Back to Self-Service, Portal, FAQ, Help, Print, SureCode, and Log Out. Below this is a search area with fields for Student ID, Name, Degree, Major, Classification, and Last Audit. The 'Notes' tab is selected. The main content area displays a table of notes. The table has columns for Note Text, Created By, and Create Date. A single note is visible, stating 'Student was advised to register for the courses listed on the Planner.' created by 'Thurmond, Karen C' on '02/14/2011'. The footer of the application indicates '© SunGard 1995 - 2010'.

Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	Thurmond, Karen C	02/14/2011

There are predefined notes available to capture the advising session. An option to make the comment NOT AVAILABLE to students exists.

In UMdegree, all notes are public by default. The option to make a note NOT AVAILABLE to the student is provided. Please use discretion when making notes. Notes are part of the student educational record.

DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer

http://undegree.memphis.edu/IRISLink.cgi

umdegree THE UNIVERSITY OF MEMPHIS

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit

Worksheets Planner Notes Petitions GPA Calc

View Notes

Add Note

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

☐ Not available to student

Choose a predefined note from the list below

Choose a predefined note from the list below

Student was advised to register for the courses listed on the Planner.

Student and advisor discussed student's career plans.

Student was advised to apply for graduation by the official deadline.

Student was advised to consider financial aid consequences before withdrawing from any course.

Faculty advisor referred the student to the Financial Aid Office.

Student was advised to...

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Click on the Add a Note button. Use the pre-defined comment or add a comment or use a combination of both. Click Save Note.

Notes made available to the student appear at the bottom of the worksheet. Click process new to view these new notes.

DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer

http://undegree.memphis.edu/IRISLink.cgi

umdegree THE UNIVERSITY OF MEMPHIS

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit

Worksheets Planner Notes Petitions GPA Calc

Worksheets

Format: Student View View Process New Class History

What If

Look Ahead

In-progress Credits Applied: 16 Classes Applied: 5

Course	Description	Grade	Credits	Term
COMP 1200	Computer Literacy	R	4	Spring 2011
PHIL 1102	Values in Modern World	R	3	Spring 2011
PHIL 3741	African American Philosophy	R	3	Spring 2011
PHYS 2010	General Physics I/Trig	R	3	Spring 2011
SOCI 3422	Racial/Ethnic Minorities	R	3	Spring 2011

Notes

Student was advised to register for the courses listed on the Planner.

Entered by: Thurmond, Karen C Date: 02/14/2011

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You can modify or delete notes in a manner similar to the process for modifying and deleting petitions.

DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer
http://umdegree.memphis.edu/TRISLink.cgi

umdegree THE UNIVERSITY OF MEMPHIS

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit
02/12/2011

Worksheets Planner Notes Petitions GPA Calc

View Notes

Add Note

Modify Notes >

Delete Notes

Notes -- Modify

Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	Thurmond, Karen C	02/14/2011

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DegreeWorks by SunGard Higher Education UOM DegreeWorks - Windows Internet Explorer
http://umdegree.memphis.edu/TRISLink.cgi

umdegree THE UNIVERSITY OF MEMPHIS

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Classification Last Audit
02/12/2011

Worksheets Planner Notes Petitions GPA Calc

View Notes

Add Note

Modify Notes

Delete Notes >

Notes -- Delete

Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	Thurmond, Karen C	02/14/2011

© SunGard 1995 - 2010

javascript:top.frControl.GetNotes('SD2NTEDEL','WEB58','REVNOTE')

UMdegree

GPA Calculators

Graduation Calculator: The current GPA defaults. Enter the credits required and credits remaining. Click the **Calculate** button. The purpose of the Graduation Calculator is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA.

The screenshot shows the UMdegree web application in a Windows Internet Explorer browser window. The address bar displays the URL: <http://umdegree.memphis.edu/>. The page header includes the UMdegree logo and the text "THE UNIVERSITY OF MEMPHIS". A navigation bar contains links: Back to Self-Service, Portal, FAQ, Help, Print, SureCode, Exception Management, and Log Out. Below the navigation bar is a search section with fields for Student ID, Name, Degree, Major, Classification, Last Audit, and Last Refresh. The Major is set to "Undecided" and Classification is "Freshman". A row of buttons includes Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area is titled "Graduation Calculator" with a right-pointing arrow. On the left, there are links for "Term Calculator" and "Advice Calculator". On the right, a table displays the following information:

Current GPA	3.47
Credits Remaining	90
<u>Credits Required</u>	120
Desired GPA	3.5

Below the table is a "Calculate" button. The footer of the page reads "© SunGard 1995 - 2010".

In some cases, this calculator will be useful to inform the student that the desired GPA is not possible to achieve (considering the number of credits remaining).

Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin
Graduation Calculator >						
Term Calculator			Current GPA Credits Remaining Credits Required Desired GPA		3.765 111 128 4	
Advice Calculator			Error: To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 4.035 .			
<input type="button" value="Recalculate"/>						

In short, this calculator helps students to set long-term general goals.

The screenshot shows the DegreeWorks GPA Calculator interface within a web browser. The browser address bar shows the URL: <http://umdegree.memphis.edu/>. The page header includes the University of Memphis logo and navigation links: Back to Self-Service, Portal, FAQ, Help, Print, SureCode, Exception Management, and Log Out. Below the header, there are search fields for Student ID and Name, and dropdown menus for Degree and Major. The GPA Calculator section displays the following data:

Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin
Graduation Calculator >						
Term Calculator			Current GPA Credits Remaining Credits Required Desired GPA		3.47 90 120 3.5	
Advice Calculator			You need to average a 3.51 over your final 90 Credits to graduate with your desired GPA.			
<input type="button" value="Recalculate"/>						

The footer of the page indicates the copyright: © SunGard 1995 - 2010.

Term Calculator:

Current GPA and credits completed to date default. The current classes will default. Enter the credits if necessary and enter the projected grades. (You can also add a course the student might be considering but for which they haven't yet registered.) Click the **Calculate** button. You can change the classes and the grades at any time and recalculate. The term calculator can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin																								
<div>Graduation Calculator</div> <div>Term Calculator ></div> <div>Advice Calculator</div>																														
		Current GPA		3.765																										
		Credits Earned So Far		17																										
		<table border="1"> <thead> <tr> <th>Class</th> <th>Credits</th> <th>Grade</th> <th></th> </tr> </thead> <tbody> <tr> <td>COSC 107</td> <td>4</td> <td>B+</td> <td>3.300</td> </tr> <tr> <td>PHED 118</td> <td>1</td> <td>A</td> <td>4.000</td> </tr> <tr> <td>UCBP 101</td> <td>4</td> <td>C+</td> <td>2.300</td> </tr> <tr> <td>UCCP 102</td> <td>4</td> <td>B-</td> <td>2.700</td> </tr> <tr> <td>UCFH 120</td> <td>2</td> <td>A-</td> <td>3.700</td> </tr> </tbody> </table>			Class	Credits	Grade		COSC 107	4	B+	3.300	PHED 118	1	A	4.000	UCBP 101	4	C+	2.300	UCCP 102	4	B-	2.700	UCFH 120	2	A-	3.700	<div>Calculated GPA</div> <div>By achieving the grades listed here, your GPA at the end of the term will be 3.393</div> <div>Recalculate</div>	
Class	Credits	Grade																												
COSC 107	4	B+	3.300																											
PHED 118	1	A	4.000																											
UCBP 101	4	C+	2.300																											
UCCP 102	4	B-	2.700																											
UCFH 120	2	A-	3.700																											
				3.393																										

Advice Calculator

Students should enter their desired GPA and click **Calculate**. Advice will be displayed depending on the desired GPA and the chances—or unrealistic chances—of meeting that goal. Note: Although the GPA and hours are already plugged in, these fields can be revised.

One example

Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin
<div>Graduation Calculator</div> <div>Term Calculator</div> <div>Advice Calculator ></div>						
		Current GPA		3.765		
		Credits Earned		17		
		Desired GPA				
				Calculate		
<div>Graduation Calculator</div> <div>Term Calculator</div> <div>Advice Calculator ></div>						
		Current GPA		3.765		
		Credits Earned		17		
		Desired GPA		3.65		
		To achieve your desired GPA, you need one of the following:				
		5 Credits at 3.300 (B+) grade average 3 Credits at 3.000 (B) grade average 2 Credits at 2.700 (B-) grade average 1 Credits at 2.300 (C+) grade average 1 Credits at 2.000 (C) grade average 1 Credits at 1.700 (C-) grade average				
		Note: Results that would require you to take more than 150 Credits have been omitted.				
				Recalculate		

Another example of advice (after having altered the number of credits):

Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin
<div>Graduation Calculator</div> <div>Term Calculator</div> <div>Advice Calculator ></div>						
		Current GPA		3.765		
		Credits Earned		35		
		Desired GPA		4		
		Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits				
				Recalculate		