



# ADVISING MONTHLY

News & Reminders for UDM Advisors

## Applying for Graduation & RSVP'ing for Commencement 2016

Here are a few things to consider when advising students who plan on graduating in the 2015-16 academic year.

April 1

Deadline to RSVP for Commencement

April 10

Deadline to order Cap & Gown

April 26-30

Final Exam Week

April 30

Official End of Term / Degree Date

- x Graduation and Commencement are two separate components. Commencement is the actual ceremony. A student cannot walk in Commencement without having applied for graduation. A student is graduated when they have completed all their requirements and have had their degree certified by their college/school.
- x A student should first **apply** for graduation. They should apply to graduate at the end of the semester they plan to complete their requirements. Next, they completed their degree requirements and graduated. Students must complete their requirements by the end of this academic year. They will walk in Commencement on May 14th. Additional rules apply to all college rules. Please contact the college to obtain the rules.

Additional Questions about Commencement?

Contact your college/school office or the University Registrar at (313) 993-3313

- x The deadline to apply for a Winter 2016 graduation has passed. If a student missed this deadline, the student can still apply **online** as soon as possible, especially if they desire to walk in Commencement.
- x Students who have been awarded their degree in the fall 2015 term or applied for graduation for Winter 2016 or Summer 2016 have been sent an RSVP card via mail from the Registrar. A student who has applied for graduation and has not received an RSVP should contact the Registrar as soon as possible.

## Course Substitutions/Waivers

Students who apply for graduation are audited by comparing degree evaluation reports and academic transcripts. To expedite this process, advisors can review their advisee's degree evaluation report to see if any course substitutions, course waivers or exceptions are in order. The degree evaluation report must be complete and accurate. An advisor should submit a course sub/waiver form to their dean's office. The Substitution/Waiver form can be found at: <https://www.udmercy.edu/registrar/forms/>

Transfer Credits & Guest Apps?

Will your classes transfer in?

<https://www.udmercy.edu/apply/transfer-students/guides/>

## Dropping a Class

The last day to withdraw from a full semester course is March 31, 2016. If an advisee would like to drop a course, make sure that they talk to their financial aid advisor before doing so because doing so can have financial implications.

Guest App:

<http://www.udmercy.edu/registrar/forms/pdf/MichiganUniformGuestApplication.pdf>

## Taking class off campus?

Students planning on taking classes anywhere other than UDM should complete a Michigan Uniform Guest Application and correspond with their Dean's office. They need to obtain approval from their Dean's office in order to do this. Additionally, utilizing the transfer guides will help make sure that a class will transfer in.

Transfer Team: 313-993-1940