

DEGREE PROGRESS & EVALUATION

How do I look up my degree progress / degree evaluation?

You can monitor your progress through the option: [Degree Evaluation](#). This feature is also under the self-service system in [My Portal](#).

- Log in to [My Portal](#).
- Select [Self Service](#).
- Go to the [Student Records](#) menu.
- Select [Degree Evaluation](#)—available for most programs.

To generate a new evaluation:

- Select [Generate a New Evaluation](#) found near the bottom middle of the page.
- Select the radio button next to the major and select the term you started.
- Select [Generate Request](#). There is usually a delay while the system generates the evaluation.
- The top portion of the evaluation will indicate student information, overall university credit hours needed, GPA, etc. Next is usually the major, followed by any minors and then the University Core Curriculum. As a general rule, when a course is either completed or in progress (registered), the course will show in the appropriate line and a Yes in the Met column. Requirements not yet met have No in red. Some courses may be in more than one area. Such as American Politics POL 2100 may be in Objective 3A or 3C for the social science core requirement and also in the major/minor if the student is in Political Science. If you are still unsure, ask your academic advisor to help you.

I am considering several different majors. How do I know if my current coursework applies to these majors?

The [What-If](#) option on the degree evaluation tab described above will help identify how courses may transfer from one major to another. Follow the instructions above but [select the What-If option](#). If you do decide to change a major, make sure to consult with your academic advisor and fill out a [Change of Major/Program form](#).

What are Core Curriculum requirements?

The Core Curriculum is also known as general requirements. They vary slightly from college to college but are courses that Detroit Mercy considers essential to fulfill our mission. These core courses integrate the intellectual, spiritual, moral and social development of our students. The core can be found on the catalog page as outlined below:

- Go to the catalog index at udmercy.edu/catalog.
- Select [Undergraduate Catalog](#) for the current year.
- Select [Core Curriculum](#) which is the sixth entry down the list on that page.

How do I know if a course satisfies a Core Curriculum requirement?

There are several ways to determine if a specific course fulfills the University Core Curriculum. The course schedule accessed from the student self-service system indicates whether a course fulfills a core curriculum objective.

- Go to the class schedule at udmercy.edu/classschedule.
- Select a term from the dropdown menu.
- Select any search information you want, such as department or instructor. At least a department is necessary to continue from this page.
- To search for a particular core category (attribute), highlight all subjects at the top of the screen and then under attributes, search for the one of interest.
- Select [Class Search](#) at the bottom of the page. Each course will appear with the relevant information and if it fulfills a core objective.



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A Guide to Frequently Asked Questions



Advising

Using My Portal

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Identifying Requirements

Applying for Graduation



MY PORTAL

My Portal provides a self-service capability for students to register for classes, view class schedules, review and accept financial aid awards, make tuition payments, view final grades and request official transcripts.

ACTIVATE YOUR DETROIT MERCY EMAIL ACCOUNT (if you have not already done this)

- In your web browser, go to: portal.office.com.
- Log in with your Detroit Mercy email address and password.
 - Email address: `userid@domain`; Example: `hillsr@udmercy.edu` (Userid was sent to you from Admissions.)
 - Password: Your initial password is: `mmddy@Titans`; Example: `021405@Titans` (mmddy is your birthdate). You will be able to change this once you are logged in.

ACCESS MY PORTAL (Set up a Detroit Mercy email account first, if you do not already have one.)

- In your web browser, go to: my.udmercy.edu.
- Log in using your Detroit Mercy email credentials.

REGISTER FOR CLASSES

- From the home page of your [My Portal](#) account, select [Self Service](#).
- Select the [Student](#) menu (Other information is there for you to check things such as your personal information, financial aid account, etc.)
- Select [Registration](#).
- Select [Add or Drop Classes](#).
- If you attempt to register before your designated time begins, you will receive a message that you cannot register at this time.
- If you have a hold that prevents registration, contact the office indicated to resolve the issue so that you can register.
- If you receive a message "alternate pin required," you must meet with an advisor prior to registering. Contact your academic advisor for an appointment.
- Select [Term](#) (for the semester you are registering) and select [Submit](#).
- There are two ways to register for a course:
 - Enter the [5-digit Course Reference Number \(CRN\)](#) for the section you want to select in the blocks at the bottom of the page and select [Submit Changes](#); or
 - Select [Class Search](#) on the bottom of the page and follow the selections for subject and any other attribute.
 - Select the course, find the section, and select the section by checking off the small box to the left of the section; [Select Register](#) on the bottom of the page.
 - Repeat this method for each course.
- The sections that you were able to register for will appear and will be listed as "[Web Registered](#)" with the date. If there is an error, look for a message in red lettering near the bottom of the page.

ERRORS YOU MAY ENCOUNTER

Sections in which you were unable to register will appear as schedule errors. Examples are:

- closed sections
- student-level errors (UG, GR, PR)
- class level errors
- time conflicts
- class level errors
- prerequisites and co-requisites
- duplicate sections
- permission needed
- campus restriction

You cannot override these error messages. You will need to go to the appropriate person or office to clear the error or choose another course if you are not eligible for an override.

PRINT YOUR SCHEDULE

Print the schedule by going to your [My Portal](#) account and select [Student](#) in the self-service menu.

- Select [Week at a Glance](#) to print in a calendar format.
- Select on [Student Detail Schedule](#) to print as a detailed listing.

DROP A CLASS

Note: Check schedule for when this can be done online. Otherwise, you must submit a paper form.

Follow the steps for registering above, then from the [Add/Drop](#) screen:

- Open the drop down window next to the course you want to drop; [Select Web Delete](#).
- Select [Submit Changes](#) at the bottom of the page.

ADVISING, REQUIREMENTS & TRANSFER CREDITS

Who is my academic advisor?

Academic advisors are automatically assigned to you by the University and are chosen from within your specific department of study. You can find the name of your advisor on My Portal by following the instructions below:

- Log into [My Portal](#).
- Select the [Self Service](#).
- Select the [Student](#) menu.
- Select [Student Records](#).
- Select [View Academic Information and Advisor](#).
- Select [Term](#) if needed and submit.

You can find the advisor's email, phone number and location in the Detroit Mercy Phone Directory at: it.udmercy.edu/employee-directory/employees/index.html.

Where do I find major and/or minor requirements?

The best place to check first is the Detroit Mercy catalog.

The catalog can be found at udmercy.edu/catalog.

- Select [Undergraduate Catalog](#) for the current year (or graduate if needed).
- Select the college or school for your program.
- Select the major, minor or certificate to view the description and degree requirements.
- If you are still unsure, your academic advisor can help you.

How do I know if my transfer credits or exam credits (AP, IB, etc.) have been reviewed and processed?

Most information about a student record, holds, grades, advisors, etc. are in the self-service portal.

- Log in to My Portal at my.udmercy.edu.
- Select [Self Service](#).
- Go to the [Student Records](#) menu.
- Select [Academic History](#).
- Select the level of the transcript needed (You may always leave it at all levels and submit. This will display both a record of all previous coursework, transfer credits (including any AP, IB credits) and earned grades.

Ready to Apply for Graduation?

- From [My Portal \(my.udmercy.edu\)](#), select [Self Service](#).
- Select the [Student](#) menu.
- Select [Student Records](#).
- Select [Apply to Graduate](#).