

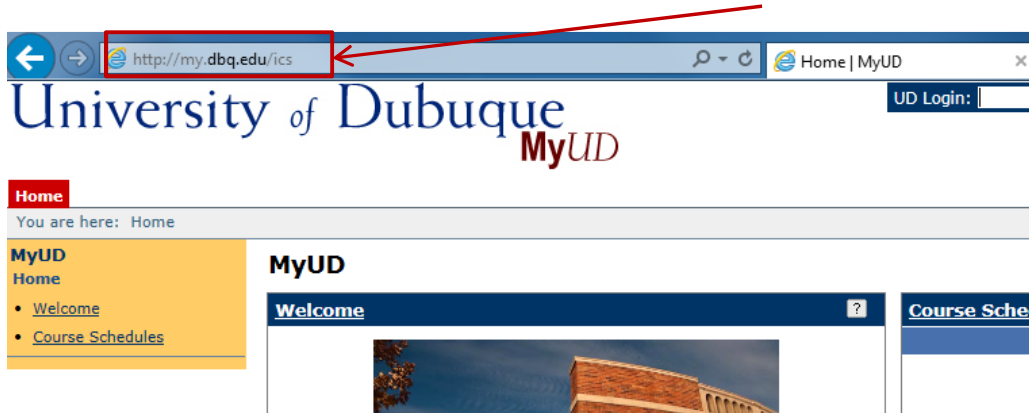
# UNIVERSITY of DUBUQUE

## Registrar's Office

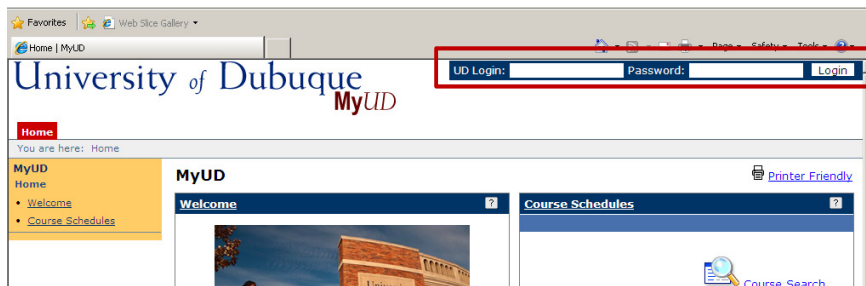
### Course Needs & Advising Worksheet Access for Students

- **Accessing MyUD:**

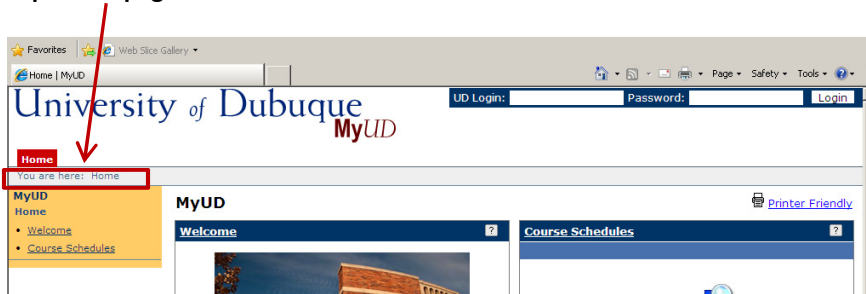
- To access the MyUD login screen, type "my.dbq.edu" in your web browser navigation bar.



- Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right corner of the screen. The **UD Login** is your Network User Login (your first name initial and your last name). The **Password** is your UD Network password (for first time users who have not changed their network password, this is your initials and your ID number).



- If you are unsure of your Network login information, you can call the HelpDesk at 589-3737 or contact them via e-mail at HELPDESK@dbq.edu.
- **Please note: the "Back" button of your web browser will not work in MyUD. Always use the path links at the top of the page.**



- **Accessing the Course Needs and Advising Worksheet features:**

Once you are logged in to MyUD, please click on the “Student” tab, which will take you to the following screen:

- On the left-hand side of the screen there is a menu of options. To access the Course Needs feature, click on “Advising” which will take you to the following screen:

The course needs portlet is the bottom box on the left (see above). This box contains information about your specific degree program (including general education requirements, majors, minors, concentrations, etc.). In order to proceed to the Advising Worksheet, click the link that says “Click here”.

- You will now see the following screen with various options to select from:

University of Dubuque MyUD

Welcome back Joseph A. Spartan (Personal Info | Logout)

Home Students My Pages

You are here: Students > Advising

Students Home Grades Account Information Financial Aid Advising Course Needs Academic Information Advisor Meetings Course History Unofficial Transcript Vehicle and Housing Quick Links My Pages

Advising Course Needs - Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Chemistry program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
GENED	General College Reqmnts	43.00 Credit Hours;	24.00 Credit Hours;6 Requirements;
CHEMBS	Chemistry BS	64.00 Credit Hours;2.0000 GPA	8.00 Credit Hours;2 Requirements;
OPEN	Open Electives		
TOT120	Total Hrs 120/2.00 GPA	120.00 Credit Hours;2.0000 GPA	28.00 Credit Hours;8 Requirements;

Advising Worksheet

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Selecting any of the requirements above will allow you to drill down to the specific courses in each category. Every student will have a GENED, OPEN and TOT120 requirement – this includes all of the general education courses you must take at UD as well as the total hours and GPA required. The OPEN requirement is a holding place for any course that you’ve taken that does not meet a specific general education or major/minor requirement. We encourage you to explore these links to see what other information they provide. However, the most beneficial item will be the advising worksheet PDF link at the very bottom.

- Clicking on the Advising Worksheet link will bring you to the following PDF document:

Students - Advising | MyUD

my.dubuque.edu/ICS/Applications/CRM/Reports/ywh2yuzqgikk455gde1f452\_12\_36\_PM\_AdvisingWorksheet.pdf

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University of Dubuque Advising Worksheet

Personal Information (Legal, Home, or Permanent): Name: Spartan, Joseph A. ID Number: 4592C Address: 111 Grove Street, Dubuque, IA 52001

Advisor Information: Advisor #1: Olsen, Elizabeth M. Advisor #2: Erton, Mark

Phone: Mobile: Degree Information: (Catalog Year 2019) Major 1: Chemistry

Career Hours Earned: 28.00 Career GPA: .00 Last Term Attended GPA: .00 Classification: Freshman Academic Standing: Holds and Warnings:

General College Reqmnts (NOT MET) 43.00 Hours Needed

General College Reqmnts: 24.00 Hours Earned

Category One: Gen Ed Req

English Minimum grade of C required. T ENG 101 Comp I (ENG101) A 3.00 (TR)

Speech/Communication Minimum grade of C required. T COM 101 Speech (COM101) A 3.00 (TR)

Intro to Computers Course Complete CS101 or CS102 (minimum grade of C required).

Research Writing Minimum grade of C required. RES104 Intro to Resrch Writing

Math or Logic Course Complete 3-4 Credits of Math/Logic (minimum grade of C required). T UDMA 112 College Algebra (UDMA112) A 4.00 (TR) T UDMA 150 Trigonometry (UDMA150) C 4.00 (TR) T UDMA 250 Calculus I (UDMA250) C 4.00 (TR) UDMA260 Calculus Integral (N)

Science Lab Course Complete One 4-credit Science Lab Course. Justice-Christian Tradition Complete One of These Courses: REL 110, REL 115, REL 116, REL 210, REL 220, or REL 221.

Code Key: Requirement is MET (M) - Requirement is NOT MET (N) - Course is In Progress (P) - An unapproved alteration or course substitution has been applied (A) - An approved alteration or course substitution has been applied (S) - Indicates that a hold will prevent the student from registering for classes (H) - Requirement has been completed unsatisfactorily (UN) - Transfer course work (TR)

Advising Worksheet: (9/17/2013 14:12:02) Page 1 of 3 Spartan, Joseph A. - Freshman

This advising worksheet details all of the courses you have taken and the courses you still need to take in order to finish your specific degree program. This tool will allow you to track your progress, as well as assist with registration for future semesters. Your advisor also has access to this worksheet, and can utilize it during your advising meetings.

- A few things to keep in mind when reviewing the worksheet:
  - One of the general education requirements, Global Awareness Area B (found on the second page), may be fulfilled if you have taken 2 years of HS foreign language. At this point, the computer system cannot pull this information in automatically since it is not recorded at the time of admission. We are working on this piece for the future, but

until then, please don't hesitate to contact us if you have taken 2 years of HS foreign language, and we can enter that information manually.

2. Another general education requirement, Physical Education, usually will be picked up if a student has completed two activity courses, or participated in Burn & Earn that has been recorded with Vic Popp. However, participating in athletics and ROTC does not automatically pull in. Again, we are working on this for the future, but in the meantime, please contact our office if this requirement is not showing as met, and you feel it should.
3. J-term is the final piece that the advising worksheet does not recognize automatically. Please keep this policy in mind when meeting with your advisor. The policy is as follows:
  - Two J-term courses are required for First Year and transfer students (1-23 credits). One course taken the first year plus one additional course before graduation.
  - One J-term course is required for transfer students entering UD with 24 or more credits.
4. This worksheet will only be accurate if we have the correct major listed for you in the system. If you pull the worksheet up and a major or minor is not correct, please stop by the Registrar's office to update your information.

If at any point you have questions about this new tool, please do not hesitate to contact the Registrar's Office at 563-589-3178 or 563-589-3176, or by email at [Registrar@dbq.edu](mailto:Registrar@dbq.edu).