# UNIVERSITY *of* DUBUQUE

## ACCESS AND INSTRUCTIONS FOR USING MyCampus Login

- To access your Apps with a single sign-on, type, "www.dbq.edu" in your web browser to go directly to the MyCampus Login screen. MyCampus Login is a single sign-on for available apps at UD. Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right corner of the screen.
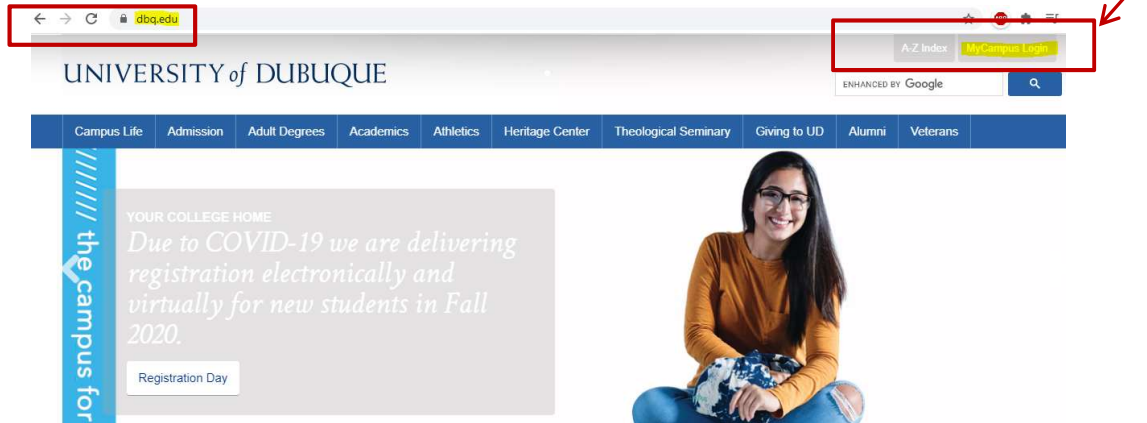
- The **UD Login** is your Network User Login (your first name initial and your last name). The **Password** is your UD Network password (for first time **users** who have not changed their network password, this is usually your initials, your ID number and exclamation point). If you are unsure of your Network login information, you can call the HelpDesk at 589-3737 or contact them via e-mail at HELPDESK@dbq.edu.

- Once logged in, you will see the Apps that you have access to here at UD. As a student, you will primarily be using MyUD, UD E-mail, UD Online Moodle, UD Campus Portal and Career Cruising.
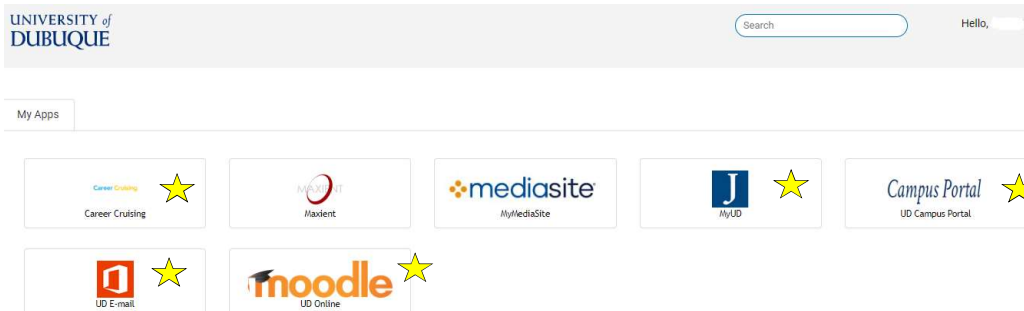
Accessing MyUD:

- **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.**
- Once logged in, you will be brought to the **Home Page**. You can then select the **My profile** link below your name (see below):

Home Tab (see below)

1. Course Search – provides a list of course offerings by a specific term, including open or full courses.
2. Notes from the Registrar's Office about important deadlines.

Students Tab (see below)

This page gives you access to the following:

1. Student Schedule – provides your class schedule for the current semester.
2. Grades – mid-term or final grade report for a specific semester.
3. Unofficial Transcripts (found under Grades link) - a pdf version can be saved for your personal use.
4. Student Account Information.
5. Financial Aid Information.
6. Vehicle and Campus Housing Information.

Accessing the Course Needs and Advising Worksheet features in MyUD:

On the left-hand side of the screen there is a menu of options. To determine what courses you may need to fulfill general education and/or major and minor requirements, click on "Advising" which will reveal additional options to choose from, including *Course Needs*:

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:

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. However, the most beneficial item will be the *Advising Worksheet* PDF link.

The *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. Clicking on the Advising Worksheet link will bring you to the following PDF document.

Important information such as your Major/Minor, Advisor, etc. (see highlights below) can be found at the top of your Advising Worksheet. Academic Standing and any Holds and Warnings are listed as well. Students with a hold on their account are not able to register for classes until all holds are lifted. Please contact the Registrar's office or your Academic Advisor if you have questions regarding the holds.

UNIVERSITY of DUBUQUE

Personal Information (Legal, Home, or Permanent):

Name: Spartan, Joseph A. ID Number: 45962

Address: 111 Grace Street
Dubuque, IA 52001

Phone: (563) 555-1234

Mobile:

Degree Information: (Catalog Year 2019)

Major 1: English
Minor 1: Business

Advisee Information:

Advisor #1: Sinno, Abdul
Advisor #2: Stringer, Christina Marie
Advisor #3: Cusick, Sherry J
Advisor #4: Wulfekuhle-Isaac, Kim M
Advisor #5: Yarolim, Amanda Marie

Career Hours Earned: 34.00
Career GPA: .00
Last Term Attended GPA: .00

Classification: Sophomore

Academic Standing:

Holds and Warnings:

Gen Ed Req - College (NOT MET) — 43.00 Hours Needed

Gen Ed Req - College:...21.00 Hours Earned

Please Note: Any given course may satisfy only one general education requirement.

Found/Intellec & Prac Skl

Written Communication
Complete ENG 101 with a minimum grade of C.

✔ T	ENG 101	Comp I (ENG101)		A	3.00 (TR)	Northeast Iowa CommunityColleg

Oral Communication
Complete COM 101 with a minimum grade of C.

✔ T	COM 101	Speech (COM101)		A	3.00 (TR)	Northeast Iowa CommunityColleg

Quantitative Literacy
Complete MATH 111 or a higher level MATH course with a minimum grade of C.

✔ T	UDMA 112	College Algebra (MATH112)		A	4.00 (TR)	Northeast Iowa CommunityColleg
✔ T	UDMA 150	Trigonometry (MATH150)		C	4.00 (TR)	Northeast Iowa CommunityColleg
✔ T	UDMA 250	Calculus I (MATH250)		C	4.00 (TR)	Northeast Iowa CommunityColleg

Info Lit/Inquiry & Analys
Complete RES 104 with a minimum grade of C.

✘ _____

Engagement/Responsibility

Natural World

Natural Science
Complete any 4-credit science course with a lab.

✘ _____

A few things to keep in mind when reviewing the worksheet:

- General Education requirements are listed at the top section of the Advising Worksheet. Major and minor requirements are listed at the bottom.
- Once a course and/or discipline area is completed, a green checkmark will appear. Red X's indicate the course and/or discipline is not completed, and a yellow circle indicates that the course is in progress.
- Some areas (disciplines) on the Advising Worksheet indicate that a choice of one of the courses listed will fulfill that area (see highlights above). **Please use those course coded listed in those sections to do a "course search" in MyUD for a full course description.** Choosing one of those listed courses will fulfill the general education requirement for that section.

Online Course Registration in MyUD:

Online Registration:

- After you've met with your advisor and have been granted clearance, students can log into MyUD to register for their upcoming semester schedule. Begin by clicking on the link **Add/Drop Courses** link within the course schedules box.

To **Add** Course:

- Select the correct **Term** from the dropdown list. **Please Note:** There are many Terms (options) in the drop-down menu. Please contact your academic advisor if you have any questions regarding this.

- **Click** "*More Search Options*".

- Using your Advising Worksheet for reference, type the **Course Code** in the box titled "Course Code" to search for course openings and details. Select *"Open"* for the **Section Status** dropdown and click **Search**. *__Note: All course codes start with a "D" (i.e. D ENG 112 or D ART 111)__*

- Under the **Add** column, check the course(s) you want to register for and click **Add Courses**.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☑	⊞	D ENG 112 01	Intro to Lit	Barz, Jonathan	1/14	Open	MWF 8:00 AM-8:50 AM; UD, Charles C. Myers Library, LIB - 380 Classroom	3.00	1/27/2020	5/14/2020
☐	⊞	D ENG 112 04	Intro to Lit	Benson, Sean	1/15	Open	TR 9:15 AM-10:30 AM; UD, Charles C. Myers Library, LIB - 381 Classroom	3.00	1/27/2020	5/14/2020
☐	⊞	D ENG 112 05	Intro to Lit	McKinlay, Michele M	4/15	Open	MWF 11:30 AM-12:20 PM; UD, Blades Hall, BL - 101 Classroom	3.00	1/27/2020	5/14/2020

Add Courses

- A message stating that the course was successfully added will appear.

- Repeat process until you are registered 12-17 credits, which is considered full time for fall and spring terms. Once completed, your advisor will approve your schedule (for freshmen only).

- If you have already done course searches and know your Course Codes and Section #s, you can also register by adding all of the Course Codes at one time. When you have finished adding all of your courses, click, **"Add Courses".**

- Scrolling to the bottom of this same page will show you a full listing of all courses registered for the selected term. This is also where you will be able to drop a class if needed (see below). You follow the same procedure to drop a class as you did to add the course – check the drop box and press the **Drop Selected Courses** button.

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
☐	D ART 112 01	SurvWstArtII	TR 12:15 PM - 1:30	UD Dunlap Technology Center 100	3.00	Letter Grade	Undergraduate
☐	D ENG 112 01	Intro to Lit	MWF 8:00 - 8:50 AM	UD Charles C. Myers Library 380	3.00	Letter Grade	Undergraduate
☐	D INTL 115 01	World Geography	MWF 2:30 PM - 3:20	UD MTAC 130	3.00	Letter Grade	Undergraduate
☐	D RES 104 08	IntrResrchWritn	TR 3:15 PM - 4:30	UD Dunlap Technology Center 111	3.00	Letter Grade	Undergraduate

Drop Course(s)

- You will see another confirmation message after dropping a course.

- After you have finished adding and/or dropping courses, you can print out your schedule by using the **Student Schedule** option on the left side of the screen.

- You can view different schedules by selecting a different term in the "Term" drop down.

- You can access a printable PDF version of your schedule by scrolling down to the bottom of the student schedule portlet and selecting the link titled **Printable Schedule**.

Accessing Midterm and Final Grades in MyUD:

In MyUD under the Students tab, click on "Grades" in the left margin, and the small arrow to the right of that. You can select which term that you'd like to view, and then click on either "View Final Grade Report" or "View Midterm Grade Report."

You have the ability to print a Grade Report or view your Unofficial Transcript from this location.

Please explore all the various links and information that is available in MyUD. When you are finished, be sure you **Log Out** using the link by your name in the upper right-hand corner of the screen. If you have questions, please contact your Academic Advisor, or the Registrar's Office at 563-589-3748, or by email at Registrar@dbq.edu.