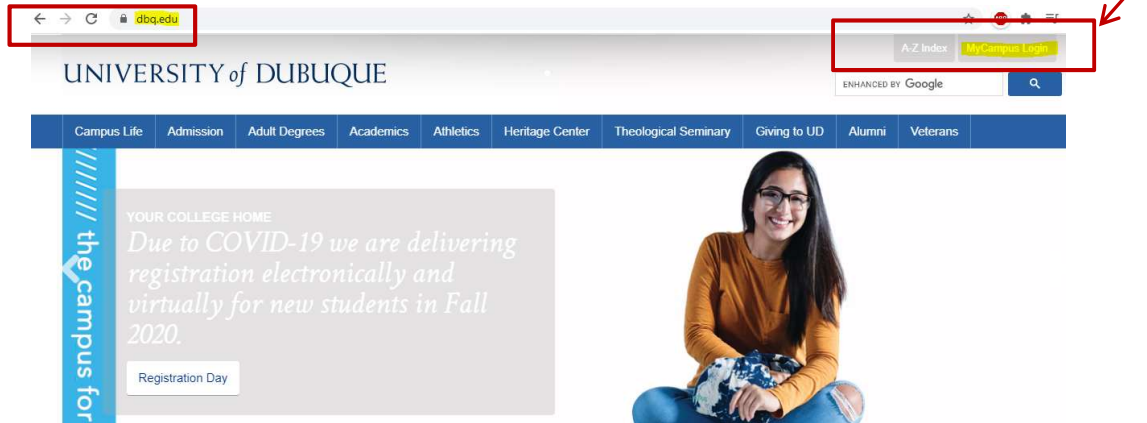


UNIVERSITY of DUBUQUE

ACCESS AND INSTRUCTIONS FOR USING MyCampus Login

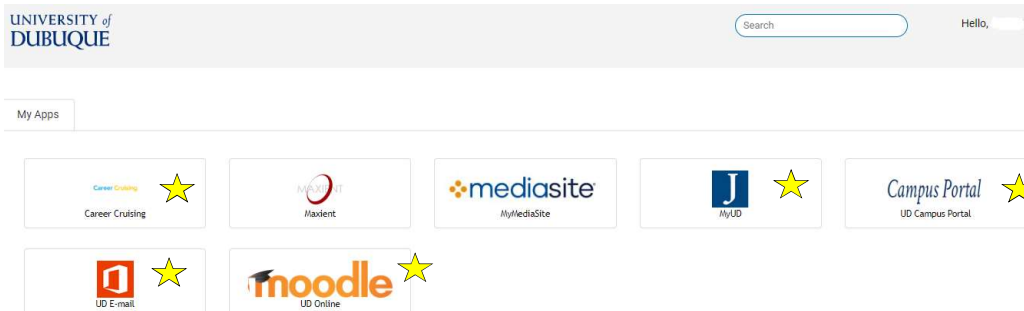
- To access your Apps with a single sign-on, type, "www.dbq.edu" in your web browser to go directly to the MyCampus Login screen. MyCampus Login is a single sign-on for available apps at UD. Once you reach the login screen, you can review additional instruction links, or you can login at the upper-right 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.

University of Dubuque MyUD

Home Resources Staff/Workstudy Campus Life Students Graduation Info Admissions Alumni My Pages

You are here: Home > Home

MyUD Home

Quick Links My Pages

- Academic Calendar
- Campus Directory
- Charles C. Myers Library
- Email
- Parking Permits
- UD Home Page
- UD Online Courses and Moodle

Welcome

Instructions: Enter your network username and password in the login boxes above.

If you have forgotten your login information, contact the Helpdesk at ext. 3737, or by [email](#).

Course Schedules

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Fall 2019
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

Welcome back **Joey A. Spartan**
[My profile & settings](#)
[Logout](#)

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.

University of Dubuque MyUD

Home Resources Staff/Workstudy Campus Life **Students** Graduation Info Admissions Alumni Employee Info My Pages

You are here: Students > Home

Students Home

- Notes from the Registrar's Office
- Academic Information
- MY 1098-T Info
- Announcements
- Student Schedule
- Course Schedules
- Clearinghouse Self Service Access
- Student Forms
- Grades
- Student Accounts
- Financial Aid
- Advising
- Vehicle and Housing

Students

Notes from the Registrar's Office

Welcome to University of Dubuque!

SESSION II Face to Face courses started on WEDNESDAY Oct 16- Online Session II begins on Monday, Oct 21st.

Please check your schedule!

- **Tuesday OCTOBER 22 at 5:00 p.m. is the last day to withdraw and receive a grade of "W" for a full-term course.**
- If you are needing **Enrollment Verification** for any reason, please select **Clearinghouse Self Service Access** on the left (under Home) and follow the prompts on that page.
- **Review your schedule and room location.** Changes could have been made to the location of your class.
- Review the College Calendar found at <http://www.dbu.edu/Academics/Registrar/AcademicCalendar/> for important dates and deadlines throughout the year.

Announcements

You have no incoming announcements.
[Show All Announcements](#)

Student Schedule

Course Schedule for Joey A. Spartan [View Details](#)

Spring 2019 - All Divisions
Course Title Meets
No Courses to display.

Course Schedules

Add/Drop

Accessing the Course Needs and Advising Worksheet features in MyUD:

The screenshot shows the MyUD interface. At the top, the navigation bar includes Home, Resources, Staff/Workstudy, Campus Life, **Students**, Graduation Info, Admissions, Alumni, Employee Info, and My Pages. The 'Students' tab is highlighted with a red box. Below the navigation bar, the breadcrumb trail reads 'You are here: Students > Advising'. The left sidebar contains a menu with options: Students, Home, Grades, Student Accounts, Financial Aid, **Advising**, Course Needs, Academic Information, Advisor Meetings, Course History, Unofficial Transcript, and Vehicle and Housing. The 'Advising' option is highlighted with a red box. The main content area is titled 'Advising' and features several sections: 'Course History', 'Unofficial Transcript', and 'Course Needs'. The 'Course Needs' section is highlighted with a red box and contains a 'Requirements Summary' table for 'Joey A. Spartan'. The table lists requirements such as 'Gen Ed Req - College', 'English B.A.', 'Business Minor', 'Open Electives', and 'Total Hrs 120/2.00 GPA', with their respective statuses (Not Met, Met). A red arrow points to a 'Click here' link below the table. To the right of the 'Course Needs' section, there are sections for 'Academic Information' (Undergraduate and Graduate), 'Advisor Meetings', and 'Advisor Meetings For: Joey A. Spartan'.

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:

The screenshot shows the MyUD interface with the breadcrumb trail 'You are here: Students > Advising > Course Needs'. The left sidebar menu is similar to the previous screenshot, but the 'Course Needs' option is highlighted with a red box. The main content area is titled 'Advising' and features a 'Course Needs - Program Requirements' section. Below this section, there is a table of requirements. A red box highlights the 'Requirement' column, and a red arrow points to the 'Advising Worksheet' link at the bottom of the page.

| Requirement | Description | Needed | Earned |
|-------------|------------------------|--------------------------------|-------------------------------------|
| GENED | Gen Ed Req - College | 43.00 Credit Hours; | 21.00 Credit Hours; |
| ENGBA | English B.A. | 36.00 Credit Hours;2.0000 GPA | |
| BUSMIN | Business Minor | 21.00 Credit Hours;2.0000 GPA | 6.00 Credit Hours; |
| OPEN | Open Electives | All Requirements Met! | 7.00 Credit Hours;1 Requirements; |
| TOT120 | Total Hrs 120/2.00 GPA | 120.00 Credit Hours;2.0000 GPA | 34.00 Credit Hours;10 Requirements; |

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

| | | | |
|---|-------------------------|--|--|
| <u>Personal Information (Legal, Home, or Permanent):</u> | | <u>Advisee Information:</u> | |
| Name: Spartan, Joseph A. | ID Number: 45962 | Advisor #1: Sinno, Abdul | |
| Address: 111 Grace Street Dubuque, IA 52001 | | Advisor #2: Stringer, Christina Marie | |
| | | Advisor #3: Cusick, Sherry J | |
| | | Advisor #4: Wulfekuhle-Isaac, Kim M | |
| | | Advisor #5: Yarolim, Amanda Marie | |
| Phone: (563) 555-1234 | | Career Hours Earned: 34.00 | |
| Mobile: | | Career GPA: .00 | |
| | | Last Term Attended GPA: .00 | |
| <u>Degree Information: (Catalog Year 2019)</u> | | Classification: Sophomore | |
| Major 1: English | | Academic Standing: | |
| Minor 1: Business | | 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 | A 3.00 (TR) Northeast Iowa Community Colleg |
| Oral Communication | |
| Complete COM 101 with a minimum grade of C. | |
| ✔ T | A 3.00 (TR) Northeast Iowa Community Colleg |
| Quantitative Literacy | |
| Complete MATH 111 or a higher level MATH course with a minimum grade of C. | |
| ✔ T | A 4.00 (TR) Northeast Iowa Community Colleg |
| ✔ T | C 4.00 (TR) Northeast Iowa Community Colleg |
| ✔ T | C 4.00 (TR) Northeast Iowa Community Colleg |
| 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.

The screenshot shows the MyUD homepage. At the top, there is a navigation bar with links: Home, Resources, Staff/Workstudy, Campus Life, Students, Graduation Info, Admissions, Alumni, Employee Info, My Pages. Below this is a 'You are here' breadcrumb: Home > Home. The main content area is divided into two columns. The left column contains a 'MyUD' dropdown menu and a 'Quick Links' section with links to Academic Calendar, Campus Directory, Charles C. Myers Library, Email, Parking Permits, UD Home Page, and UD Online Courses and Moodle. The right column contains a 'Course Schedules' section with a sub-section for 'Add/Drop'. The 'Add/Drop' section shows the current term as 'Spring 2020' and 'Add Period Open / Drop Period Open'. A red box highlights the 'Add/Drop Courses' link, and a red arrow points to it from the top right corner of the page.

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.

The screenshot shows the 'Add/Drop Courses' page. The breadcrumb trail is: Home > Home > Course Schedules > Add/Drop > Add/Drop Courses. The page has a 'MyUD' dropdown menu and a 'Quick Links' section. The main content area is titled 'Course Schedules - Add/Drop Courses' and contains an 'Add/Drop' section. The 'Term' dropdown menu is highlighted in yellow and set to 'Spring 2020'. Below the term dropdown, it says 'Add Period Open / Drop Period Open'.

- Click "More Search Options".

The screenshot shows the 'Add by Course Code' search form. It has two tabs: 'Add by Course Code' and 'Course Search'. The form contains several dropdown menus and text input fields: 'Title: Begins With', 'Course Code: Begins With', 'Term: Spring 2020', 'Department: All', and 'Division: All'. At the bottom of the form, there are two buttons: 'Search' and 'More Search Options', with the latter highlighted in yellow.

- 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)**

Human Expression

Literature
Complete one of the following: **ENG 112**, ENG 260, ENG 301, ENG 302, ENG 303, ENG 308, ENG 311, ENG 312, ENG 313, ENG 315, ENG 321, ENG 323, ENG 324, ENG 328, ENG 331, or SPAN 412.

Fine & Performing Arts
Complete one of the following: **ART 111**, ART 112, ART 150, ART 221, ART 230, ART 250, ART 357, ART 367, ENG 251, MUSC 111, MUSC 135, MUSC 211, MUSC 215, MUSC 216, MUSC 236, MUSC 357, THEA 105, THEA 115, THEA 130, THEA 204, THEA 205, THEA 206, THEA 217, THEA 220, THEA 222, THEA 224, THEA 228, THEA 235, or THEA 357. Must be one, 3-credit ART/MUSC/THEA 357 course to meet the requirement.

History & Faith

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

Division:

Method:

Time: to

Meets on any day(s)
 Meets only on the selected days
 Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

- 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 |
|-------------------------------------|--------------------------|------------------------------|--------------|---------------------|------------|--------|--|---------|------------|-----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |

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

Messages

D ENG 112 01 - Successfully added to registration record.

[Add by Course Code](#) | [Course Search](#)

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule

| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Division |
|--------------------------|------------------------------|--------------|--------------------|---------------------------------|---------|--------------|---------------|
| <input type="checkbox"/> | D ENG 112 01 | Intro to Lit | MWF 8:00 - 8:50 AM | UD Charles C. Myers Library 380 | 3.00 | Letter Grade | Undergraduate |

- 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”**.

[Add by Course Code](#) | [Course Search](#)

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code: Course Code:

1. 2.

3. 4.

5. 6.

- 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.

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

- 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.

Home Resources Staff/Workstudy Campus Life **Students** Graduation Info Admissions Alumni Employee Info My Pages

You are here: [Students](#) > [Home](#) > [Student Schedule](#) > [Student Schedule](#) > [Schedule Details](#)

[Students](#)

Notes from the Registrar's Office

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[Email](#)

[Printable Schedule](#)

Student Schedule - Schedule Details

Course Schedule for Joey A. Spartan

Term Data is only available for current or pre-registered courses.

Term: Division:

Search

| Textbooks | Course | Title | Credits | Status | Grading Type | Faculty | Meets | Dates | Room |
|--------------------------|---------------|-----------------|---------|---------|--------------|------------------------------|--------------------|-----------------------|-------------------|
| <input type="checkbox"/> | D ART 112 01 | SurvWstArtII | 3.00 | Current | LG | Garfield, Mr. Alan | TR 12:15 PM - 1:30 | 1/27/2020 - 5/14/2020 | MAIN / TECH / 100 |
| <input type="checkbox"/> | D ENG 112 01 | Intro to Lit | 3.00 | Current | LG | Barz, Dr. Jonathan | MWF 8:00 - 8:50 AM | 1/27/2020 - 5/14/2020 | MAIN / LIBR / 380 |
| <input type="checkbox"/> | D INTL 115 01 | World Geography | 3.00 | Current | LG | Yergler, Mr. Dennis | MWF 2:30 PM - 3:20 | 1/27/2020 - 5/14/2020 | MAIN / MTAC / 130 |
| <input type="checkbox"/> | D RES 104 08 | IntrResrchWritn | 3.00 | Current | LG | Vanderlinde, Ms. Tanya Marie | TR 3:15 PM - 4:30 | 1/27/2020 - 5/14/2020 | MAIN / TECH / 111 |

- 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:

The screenshot shows the MyUD website interface. At the top, the University of Dubuque logo and 'MyUD' are visible. A navigation bar includes links for Home, Resources, Staff/Workstudy, Campus Life, **Students**, Graduation Info, Admissions, Alumni, Employee Info, and More. Below the navigation bar, the breadcrumb trail reads 'You are here: Students > Grades'. On the left, a sidebar menu lists options: Home, Grades (highlighted with a red arrow), My GPA Projection, Grade Report, Course History, Unofficial Transcript, Student Accounts, Financial Aid, Advising, and Vehicle and Housing. The main content area is titled 'Grades' and contains three sections: 'Grade Report' with a dropdown menu set to 'Spring 2020' and links for 'View Final Grade Report' and 'View Midterm Grade Report'; 'Course History' with a 'View Course History' link; and 'Unofficial Transcript' with a 'View Unofficial Transcript' link. A 'My GPA Projection' section is also visible at the bottom.

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.”

The screenshot shows the 'Final Grade Report' page in MyUD. The breadcrumb trail is 'You are here: Students > Grades > Grade Report > Final Grade Report'. The left sidebar menu is the same as in the previous screenshot, with 'Unofficial Transcript' highlighted by a red arrow. The main content area is titled 'Grade Report - Final Grade Report' and displays a message: 'You do not have any final grades recorded for the selected term.' Below this, it says 'Final Grade Report for: Joey A. Spartan'. There is a dropdown menu for 'Term' set to 'Spring 2020' and a link for 'View Midterm Grade Report'. At the bottom, there is a 'Printable Grade Report' link with a printer icon, which is also highlighted by a red arrow.

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.