

FACULTY/ADVISOR GUIDE TO ACADEMIC ADVISEMENT

<https://checkmarq.mu.edu>

CheckMarq's Academic Advisement module allows you to view your advisees and generate degree audit reports for individual students. After you log in to CheckMarq, click on **Advisor Center**.



[Advisor Center](#)

List advisees, search schedule of classes and view catalog.

my advisees student center general info transfer credit academics

View My Advisees

Advisee Roster [View FERPA Statement](#)

Notify	ID	Name	View Student Details
1	<input type="checkbox"/>	Doe, Jane	View Student Details

notify selected advisees notify all advisees

My Advisees [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)
[Return To Faculty Center](#)

VIEW ALL ADVISEES

To view your advisees, click the **My Advisees** tab. The advisees appear in alphabetical order. Click an advisee's name to directly e-mail that student.

To e-mail a group of advisees, check the "notify" box next to each student you wish to contact, followed by the Notify Selected Advisees button. To contact all of your advisees, click the Notify All Advisees box. The Send Notification page appears, which allows you to create and send an e-mail message to the selected students.

To view many of the same screens that an advisee sees in CheckMarq, click **View Student Details** next to the advisee's name.

VIEW AN ADVISEMENT REPORT

my advisees student center general info transfer credit academics

Jane's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

Deadlines URL Gradebook

Academic Requirer  

This Week's Schedule		
	Class	Schedule
	ADPR 145-1002 LEC (2878)	TuTh 9:35AM - 10:50AM Johnston Hall 003
	ADPR 183-1001 LEC (1041)	TuTh 2:00PM - 3:15PM Johnston Hall 003
	CCOM 80-1001 LEC (6263)	MoWeFr 11:00AM - 11:50AM Johnston Hall 415
	FIAR 73-1901 LEC (6429)	MoWe 8:00AM - 10:50AM Mead AD
	PHIL 104-1014 LEC (3109)	TuTh 9:00AM - 9:15AM Engineering 160

weekly schedule 

Personal Information

[Emergency Contact](#)

Contact Information


Campus Address	Home Address
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Holds
No Holds.

To Do List
Federal Perkins Loan
[details >](#)

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Joyce Wolburg
Mary Minson
[details >](#)

On the Student Center page, select Academic Requirement in the drop-down box and click . The My Academic Requirements online report appears.

My Academic Requirements

This report last generated on 10/13/2008 12:09PM 1

2 collapse all expand all view degree progress report view graduation checklist 3


4 Taken In Progress Planned

6 Graduation Requirements (Ref. #300291) 5

- ▶ Examining the World (Ref. #300006)
- ▶ Engaging the World (Ref. #300007)
- ▶ Evaluating the World (Ref. #300008)
- ▶ Communication College Curriculum (Ref. #300292)
- ▶ Communication College Core (Ref. #300283)
- ▼ General Electives - Courses not used for specific requirements (Ref. #300160)

1. The date and time that changes were last made to the student record.
2. **Collapse all** and **expand all**. By default, the audit collapses all requirements that are satisfied and expands all requirements that are not satisfied. Use these buttons to manually display or hide all detail for all requirements (Graduation Requirements, UCCS Core, etc.).
3. **View degree progress report** and **view graduation checklist**. Use these buttons to view/print the advisement reports in a PDF format.
4. When detail is expanded, these symbols indicate the status of each course listed.
5. The dark blue bars are levels of requirements the student must fulfill.
 - Graduation Requirements - the number of overall, upper division and senior residency credits needed to graduate.
 - UCCS Core - courses required for the University core, specific to the college.
 - College Curriculum ... - additional college curriculum courses required.
 - General Electives - courses not being used by specific requirements that can be applied to the overall credit requirement.
 - GPA - courses being used to calculate college and/or major/minor GPA.

- Majors/Minors - courses that satisfy the requirements of the majors or minors.

6.  Click to expand a category and display the detail.

Taken
 In Progress
 Planned

1 2
Graduation Requirements (Ref. #300291)

Satisfied: Graduation Requirements

1 2
Minimum Credit/Unit Requirement (Ref. #536)

1 **Required Degree Credits**


Satisfied: A minimum of 128 credits/units must be completed. However, certain major/minor combinations could exceed the minimum number of credits/units required for graduation. Note: Credit for a course can only be given once, unless otherwise specified in the catalog course description. Therefore, credit from a repeated course is only temporarily included in the In Progress credits and is excluded from credit totals once a Course Repeat form has been submitted to the college office, approved and a passing grade is earned in the subsequent attempt.

● Units: 128.00 required, 144.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ADPR 8	Media Writing 3	3.00	2006 Fall Term	A	
ADPR 140	Advertising Princpls	3.00	2006 Spring Term	A	
ADPR 142	Strateq Rsch/Advr/Pr	3.00	2007 Fall Term	A	
ADPR 143	Mark Comm Dsqn/Prod	3.00	2008 Spring Term	A	
ADPR 144	Advertis Copvwriting	3.00	2008 Spring Term	A	
ADPR 145	Advertising Media Planning	3.00	2008 Fall Term		
ADPR 180	Publ Relations Princ	3.00	2007 Spring Term	A	
ADPR 181	Public Relations Writng	3.00	2007 Fall Term	A	
ADPR 183	Publ Rela Campaigns	3.00	2008 Fall Term		
ADPR 185	Cul Id MediaWorl Re	3.00	2008 Spring Term	A	

4 [View All](#) [First](#) 1 1-10 of 48 [Last](#)

1. When the report appears, any requirement group that is not complete (satisfied) is expanded. To hide the detail, click  General Electives will always appear as Not Satisfied.
2. Numbers in parentheses are used by college administrators to identify requirements. Examples include (Ref. # 300291) and (Ref. # 536). These numbers can be ignored for your purposes.
3. Click the course name to see a description of the course.
4. Click View All, First, Last and the arrow buttons to move through the list of courses taken in this requirement category.

VIEW AND PRINT DEGREE AUDIT REPORTS

You can view and print an advisement report in two PDF formats.

The **Degree Progress Report** includes the following sections:

- Graduation Requirements – Verifies completion status of GPA, degree credit, upper division and senior residency requirements
- Summary of UCCS core, College curriculum and Majors/Minors requirements indicating a status of Satisfied or Not Satisfied. College-approved exceptions to requirements are identified.
- Course History - Chronological listing of courses taken, Repeat or Honors Credit codes, and mid-term grades for the term in progress.
- Requirements – Not Satisfied - Specifically targets all requirements that need to be completed. College-approved exceptions to requirements are identified.

The **Graduation Checklist** includes all the above sections except for the Requirements – Not Satisfied section.

WHAT-IF SCENARIOS

Students can create “What-if” scenarios related to their majors, minors or courses. Students can view these scenarios on the on-line report, not as PDFs. When a student creates a What-if scenario, it does not officially change the student’s program, plan or enrolled course information.

VIEW THE STUDENT PLANNER

Students can also plan course selections and view these on the on-line report. If a student has identified any courses for future enrollment, you can view these on the Student’s Planner. In the planner, courses can be listed as Unassigned or listed for a term, if the student indicated a future term in which they may take the courses.

Select the **Student Center** tab. Click **My Planner**.

The screenshot shows a web interface for a student center. At the top, there are five navigation tabs: "my advisees", "student center", "general info", "transfer credit", and "academics". The "student center" tab is highlighted with a red circle. Below the tabs, the page title is "Brenda's Student Center". Underneath, there are several sections. On the left, under "Academics", there are links for "My Class Schedule", "My Planner", and "My Planner" (the latter is circled in red). In the center, there is a "This Week's Schedule" section with a table header showing "Class" and "Schedule". On the right, there are sections for "Holds" (No Holds) and "To Do List" (2008-9 RICE LOAN, Federal Perkins Loan).

The planner appears and courses will list if the student has added them to their planner.

My Planner

Unassigned Courses					
Course	Description	Units	Typically Offered	Req	
COMM 161	Ethic Prob. Mass Comm 1	3.00		i	
ECON 43	Prin Microeconomics	3.00		i 3	
HIST 7	Hist Western Art 1	3.00		i	

2009 Spring Term					
Course	Description	Prereq	Units	Typically Offered	Req
ADPR 146	Advertisng Campaigns	yes 2	3.00		i

1. To see a detailed course description and scheduled sections, click the Course **Description** link.
2. If a course has a prerequisite, click **yes** to see the detailed description of the prerequisite.
3. To see more information about the requirement as it relates to this course, click [i](#).

CONTACTS

If you are having technical problems related to using Academic Advisement, contact the ITS Help Desk at 414-288-7799 or visit the ITS website at <http://www.marquette.edu/its/home/>

If you need a more recent version of Adobe Reader to access your PDF reports or additional copies of this brochure, visit the OTR website at <http://www.marquette.edu/registrar/degree/>