

STUDENT GUIDE TO ACADEMIC ADVISEMENT

<https://checkmarq.mu.edu>

It is important for you to meet with your advisor prior to registering for classes each term. In CheckMarq, you can view your progress as it relates to the requirements of your degree, plan your course selection and also create what-if scenarios to see how changes to your program, major/minor or courses would affect your progress.

Log onto CheckMarq.



Click on **Student Center**. The main Student Center page appears.



Class	Schedule
BIEN 84-1001 LEC (1132)	Tu 12:35PM - 1:25PM Engineering 120
BIEN 94-1901 LEC (1136)	Room: TBA
CHEM 23-1001 LEC (1389)	MoWeFr 9:00AM - 9:50AM Wehr Chemistry 100
CHEM 23-2701 LAB (1400)	Tu 6:00PM - 9:50PM Wehr Chemistry 300
EECE 113-1002 LEC (4078)	MoTuWeFr 11:00AM - 11:50AM Engineering 116
MEEN 128-1003 LEC (6466)	MoWeFr 12:00PM - 12:50PM Engineering 160
MEEN 140-1002	MoWe 3:00PM -

Your advisor's name appears under the Advisor section on the right side of the main Student Center page. Click the details link for your advisor's contact information. If you are not assigned to an advisor, contact your college office.

Click on **My Academics**. The My Academics page appears.

VIEW MY ADVISEMENT REPORT



Click on **View My Advisement Report**. Your on-line 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

6 4 ✓ Taken ◇ In Progress ★ Planned

- 5 ▶ Graduation Requirements (Ref. #300291)
- ▶ 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 your 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 your 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 you 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 your college.
 - College Curriculum ... - additional college curriculum courses required.
 - General Electives - courses not being used by specific requirements that can be applied to your overall credit requirement.
 - GPA - courses being used to calculate your college and/or major/minor GPA.
 - Majors/Minors - courses that satisfy the requirements of your majors or minors.
6. ▶ Click to expand a category and display the detail.

 Taken
  In Progress
  Planned

1 2

▼ Graduation Requirements (Ref. #300291) 2

Satisfied: Graduation Requirements

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

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 1-10 of 48 Last

1. Any requirement that is not complete (satisfied) is expanded. To hide the detail, click . General Electives 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 you have completed or are required to complete in each category.

VIEW AND PRINT DEGREE AUDIT REPORTS

You can view and print your advisement report information 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.

You can only view Planned or What-if scenario information via the interactive on-line report. It does not appear on the PDF reports.

CREATE A WHAT-IF SCENARIO

Use the What-If Report to set up and request a simulated or "what-if" advisement report based on alternate or additional college, major or minor information.



The screenshot shows the 'My Academics' page with four navigation tabs: Search, Plan, Enroll, and My Academics. Below the tabs, the 'My Academics' section is visible. On the left, there are three links: 'Academic Requirements' with 'View my advisement report', 'What-If Report' with 'Create a what-if scenario' (circled in red), and 'Advisors' with 'View my advisors'. On the right, the 'My Program' section is displayed with a tree view: Institution - Marquette University, Career - Undergraduate, Program - Undergraduate Engineering, and Major - Biomechanics.

On the My Academics page, click **Create a what-if scenario**.

What-If Report

What-if Report Selection

The What-if feature is only available for students and majors/minors at the undergraduate level.

You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate, additional or the deletion of majors or minors. Click the Create New Report button to set up your what-if scenario.

Note: Changes made via the What-if component do not constitute an official change to your program of study. Please consult with your college on the procedures to officially change colleges, majors, minors or, if applicable, concentrations.



Click **Create New Report** to set up your what-if scenario. To view a saved What-If Report, click the **Requested on** date.

Create What-if Scenario

You may be thinking of changing your program of study or enrolling in certain courses. Using this page, you can set up a what-if scenario based on different majors, minors, concentrations or courses. Make your selections and then click the Submit Request button at the bottom of the page to request a degree progress report based on your what-if information.



Career Scenario

The information that appears on the page will default to the undergraduate career and catalog year based on your academic information and cannot be changed in the What-if feature.

Institution	Career	Catalog Year
Marquette University	Undergraduate	2005 Fall Term

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario and can choose up to three combination options. Each row of the College column should always reflect the college in which your primary major resides. The first row of the Majors/Minors column should always be a Primary Major. Any additional rows should be Second Major(s) or Minor(s). Some majors or minors have Concentrations that further define the requirements. To appropriately display requirements on your report, select a concentration when it is an option.

College	Majors/Minors	Concentration
Undergraduate Communcial	Advertising - Primary Major	n/a
Undergraduate Communcial	Public Relations - Second Major	n/a
Undergraduate Communcial	Marketing --Minor	n/a

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario. Choosing a course does not guarantee that it will be offered or in the term you have selected. Because course offerings are determined by the department offering the course, any questions about future offerings should be directed to the department or refer to the Bulletin description for terms offered. In most cases, departments will not have definite course availability information more than one term in advance.



SUBMIT REQUEST

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

The instructional paragraphs for each scenario section will guide you on how to properly use the What-if feature.

Each time you use the What-if feature, your actual majors/minors will default as the Program scenario options. By clicking **load latest**

scenario, you can load the most recent What-if scenario that you had created.

You will not be able to change the Institution, Career or Catalog Year in the Career Scenario.

In the Program Scenario area, you can select a different Academic Program, three Majors/Minors combination options and, if applicable, Concentrations. Use the Course Scenario area to select courses for which you may want to enroll. When you finish creating your scenario, click **Submit Request**.

The report will automatically generate with your requested What-if scenario. *Note:* If you chose course options, those courses will now appear on your on-line report with a ? symbol indicating a What-if selection.

USE MY PLANNER

Academic Advisement offers students the added feature of planning courses by using **Plan By My Requirements**.

Click **Plan** tab or link. The My Planner page appears.

The screenshot shows the 'My Planner' interface. At the top, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are three links: 'my planner', 'shopping cart', and 'course history'. The 'Plan' tab is active. Below the tabs, there are two buttons: 'BROWSE COURSE CATALOG' and 'PLAN BY MY REQUIREMENTS'. The 'PLAN BY MY REQUIREMENTS' button is highlighted with a box labeled '4'. Below these buttons is a 'Delete all courses in Planner:' section with a 'DELETE ALL' button. The main content area is titled 'Unassigned Courses' and contains a table with the following columns: 'Select', 'Course', 'Description', 'Units', 'Typically Offered', 'Req', and 'Delete'. The table has two rows of data:

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	COMM 161	Ethic Prob Mass Comm	3.00			3
<input type="checkbox"/>	FIAR 73	Communication Design 1	3.00			

Below the table is a 'Move selected courses to Term' section with a dropdown menu and a 'move' button labeled '1'.

Previously planned courses appear sorted by term when indicated, or in the Unassigned Courses list which will appear first.

1. To assign course(s) to a term, check the Select box and select a term. Click on **move** to move the course(s) to that term.
2. To see details about the course, click the Description link. To see more information about the requirement as it relates to this course, click .
3. To delete a course from the list, click .
4. To display the report, click on **Plan By My Requirements**. When the report appears, locate the Not Satisfied requirements.

Studio Art Minor - Requirements (Ref. #326)

Not Satisfied: Studio Art Minor - Requirements

Program 1 (Ref. #10)

Not Satisfied: Program 1: A total of 12 credits/units are needed.

- Units: 12.00 required, 3.00 taken, 9.00 needed
- Courses: 4 required, 1 taken, 3 needed
- GPA: 2.000 required, 4.000 actual

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ADPR 143	Mark Comm Dsgn/Prod	3.00	2008 Spring Term	A	✓
FIAR 73	Communication Design 1	3.00			

You can review each Not Satisfied requirement and select courses to add to your planner. To add a class to your planner, click on the course Description link. The course detail appears.

FIAR 73 - Communication Design 1

Course Detail

Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required

Enrollment Information

Add Consent	Department Consent Required
Course Attribute	Milwaukee Institute of Art and Design

Description

Fundamentals of communication design are introduced to the student with theoretical and applied studies in design, problem solving, communication, and verbal and visual presentation. Prereq: FIAR 11; cons. of dept. Fee paid to MIAD. MIAD # [DS200].

[view class sections](#)

[add to planner](#)

This course is in your planner under Term(s) Unassigned.

Click **add to planner** to add this course to your planner. The course appears on your planner with a star in the Status field. Click **view class sections** to see more class detail for a specific term. Select the upcoming term to see if this class is offered.

Course Schedule

Terms Offered: 2009 Spring Term [show sections](#)

[My Class Schedule](#) [Shopping Cart](#) [show all](#)

You are not registered for classes in this term. FIAR 73 TBA

Open Closed

FIAR 73 sections for 2009 Spring Term

Section	Session	Status	Days	Start	End	Room	Instructor	Dates
001-LEC (1004)	1	<input type="checkbox"/>						
			TBA	TBA		TBA	Staff	01/12/2009 - 05/09/2009

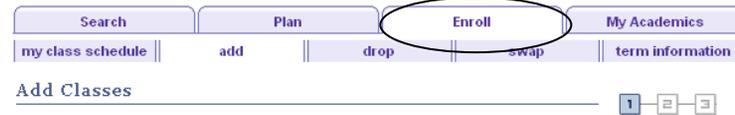
[View All](#) 1 of 1 [Last](#)

If you want to enroll in this course and are currently eligible to do so, click **select** to add it to your shopping cart. The ENROLL FROM MY REQUIREMENTS section also explains a similar way to enroll in classes.

ENROLL FROM MY REQUIREMENTS

Another way to enroll from your requirements is available on the Enroll tab.

Select the **Enroll** tab.



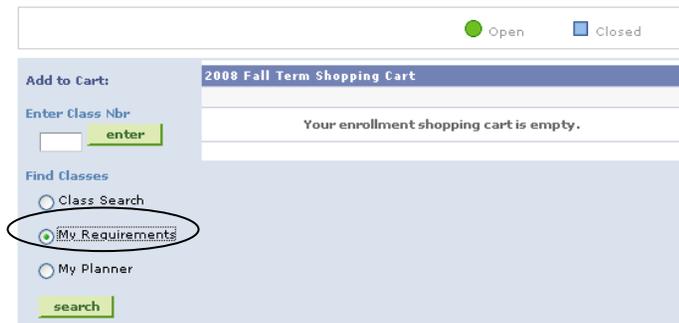
The screenshot shows a navigation menu with four tabs: Search, Plan, Enroll, and My Academics. The 'Enroll' tab is circled in red. Below the tabs are links for 'my class schedule', 'add', 'drop', 'swap', and 'term information'.

Add Classes

1. Select classes to add

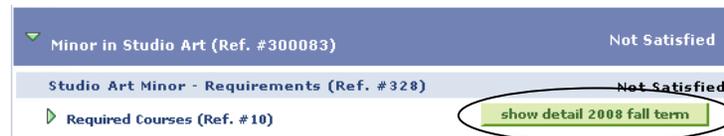
To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2008 Fall Term | Undergraduate | Marquette University



The screenshot shows the 'Add to Cart' section. It includes a '2008 Fall Term Shopping Cart' header, an 'Enter Class Nbr' field with an 'enter' button, and a 'Find Classes' section with three radio buttons: 'Class Search', 'My Requirements' (circled in red), and 'My Planner'. A 'search' button is located below the radio buttons.

Click the **My Requirements** radio button and click **search**. Your Requirements appear. Scroll to the desired Not Satisfied requirement.



The screenshot shows a list of requirements. The first requirement is 'Minor in Studio Art (Ref. #300083)' with a 'Not Satisfied' status. The second requirement is 'Studio Art Minor - Requirements (Ref. #328)' with a 'Not Satisfied' status. A green button labeled 'show detail 2008 fall term' is circled in red next to the second requirement.

Click the **show detail term** button to show the courses offered that term that could fulfill the requirement.



The screenshot shows the details for the 'Studio Art Minor - Requirements (Ref. #328)' requirement. It includes a 'Required Courses (Ref. #10)' section with a 'hide detail 2008 fall term' button. Below this is a table of courses that may be used to satisfy the requirement:

Course	Description	Units	When	Grade	Notes	Status
HIST 7	Hist Western Art 1	3.00				

At the bottom, there is a pagination control: 'View All First 1 of 1 Last'.

Click the Description of the course. The detailed course description and list of sections appears.

HIST 7 - History of Western Art 1

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required

Description

Historical survey of painting, sculpture, architecture, and the minor arts representative of the main contributions of western civilization. Illustrated lectures and discussions: Prehistory, the Ancient Near East, Greco-Roman Antiquity through the Middle Ages. Offered annually. Does not count toward history major or minor.

2008 Fall Term Course Schedule

My Class Schedule [show all](#)

ADPR 145 TuTh 9:35AM - 10:50AM
Johnston Hall 313

Shopping Cart
Your shopping cart is empty.

Open Closed

HIST 7 sections for 2008 Fall Term

Section	Session	Status			
1701-LEC (2955)	1	<input checked="" type="radio"/>	select		
Days	Start	End	Room	Instructor	Dates
Mo	5:45PM	8:25PM	Wehr Chemistry 009	Annemarie Sawkins	08/25/2008 - 12/06/2008

To add a section of the course to your shopping cart, click **select**.

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/>

If you need assistance with advising, consult with your advisor or call or visit your college office.



Be The Difference.