Track Your Academic Progress

Did you know that as a Utica College student you have access to a tool that will help you track your academic progress? This is called a Degree Evaluation and comes in handy particularly around registration time and graduation as it allows students to see what requirements have been met and what may still need to be satisfied. Please note that the Degree Evaluation is only a tool; if you feel it contains an error, please contact your adviser.

The Degree Evaluation can be accessed via your BannerWeb account click on the Student and Financial Aid tab, and the Student Records option. You will need to select the term under which they wish to run the evaluation and click submit. Curricula information will be displayed including your major, minor, concentration, and catalog term (please verify this information is correct and contact the Office of Graduate Studies if it is not), select the radio button for the program you wish to review, and choose a term again. From here you have the choice to either "View Previous Evaluations" (which only show information prior to the date the original was run), or to "Generate a New Evaluation."

Once you have an evaluation open, please check a few things for accuracy, specifically the curricula information (program,
concentration, and anticipated degree date). If any of this information is incorrect, please contact the Registrar's Office at registrar@utica.edu.

The evaluation will break down degree requirements into sections with each section displaying "met" or "not met" depending on if the requirements for that section have been satisfied. Each course listed will show the semester the course was taken, the number of credit hours, and the grade received. Courses currently in progress will have an asterisk in place of the grade, and courses with a grade of incomplete will show with a grade of "I". In some cases a course will not show up on a Degree Evaluation. This could be due to an insufficient grade or a course being added or graded after the evaluation was run.

It is important to note that a Degree Evaluation is not the same as a transcript. The Degree Evaluation is simply a tool to help you plan and track your progress. It works on the assumption that you will pass all of your currently enrolled courses. An academic transcript is the official record of credits earned and only includes courses that have been passed with a satisfactory grade determined by your degree requirement. If you have questions about your Degree Evaluation or feel it may be wrong, be sure to discuss this with your adviser. Your adviser can address your concerns and work with the Registrar's Office if needed to make corrections.

The Write Idea: Motivation to Keep You Going!

Why is it called senioritis if this lack of motivation can occur at any time? We all seem to experience this at one time or another whether it be in our work, school, or professional lives. From a paper for class to your thesis or capstone project, students can experience a lack of motivation when it comes to their writing. More than 25% of people have problems motivating themselves and focusing on their writing. Some people have said their motivation decreases day by day; others have explained it as "just so tiring." Here are some tips to beat a writing slump and increase your motivation.

When feeling overwhelmed by a big task, it can help to see the progress you are making. A progress chart or to-do list can allow you to see your accomplishments as you cross things off or as the progress bar grows. Try breaking goals down into smaller tasks that you can complete quickly. This will allow you to see your progress in a more encouraging time frame. Focus on the progress you have made as opposed to how much remains or a goal you did not reach.

Reminder: Commencement Deadlines

In order to participate in the Graduate Commencement Ceremony students must have already applied for degree by the March 15 deadline (this includes August 2014 graduates so that their name can be printed in the program). Student must also submit an RSVP-Attendance Notification and Order Regalia. RSVP's are required by April 15 (April 1 for August 2014 graduates). Regalia orders are due in by April 15 to ensure they will be ready for the ceremony. Students who do not RSVP will NOT be allowed to participate in the Graduate Commencement Ceremony.

Did You Know?

Graduation and Commencement are two separate entities. Graduation means that you have completed your degree requirements and can receive your diploma. At Utica College this occurs three times a year May, August, and December. In order to...
not reach. Learn to let yourself off the hook if you do not meet a
goal; the guilt will only further drain your motivation. Visualize the
positive things that will come from reaching your goal. The more
you have to look forward to at the end, the more motivated you will
be to get there. Connect with motivated people so that their
motivation can rub off on you. Use positive thinking and believe in
yourself.

It is not uncommon to experience a lack of motivation in a variety
of situations. More than likely your classmates or colleagues are
having a similar experience (especially if you are working on a
thesis or capstone project). Try reaching out to them, you can
support and motivate each other through the process. Try out
some of these tips and find out what works for you. Most
importantly remember you can do it!

Find more ways to motivate yourself here:

Motivation to Finish on Time
Staying Motivated in Graduate School

APA Quick Tip: Using a Dash

Use a dash to indicate only a sudden interruption in the continuity
of a sentence. Be -- careful over-use wakens the flow of material.
Some examples are: "These two participants -- one from the first
group and one from the second -- were tested separately" or the
term "up -- to -- date".

For more information about APA check out the APA Manual online
here or see page 90 of the APA Manual 6th edition.

*Please note due to formatting constraints two hyphens with a
space before and after them were used to represent a dash. In
Word if you type two hyphens preceded and followed by a space it
will automatically convert to a dash.

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