

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Term/Year I Entered Bethel: \_\_\_\_\_

Peer Advisor Approval if required:\* \_\_\_\_\_ Date: \_\_\_\_\_

\*Some departments use peer advising. Your department will send you details if this applies to you.

## -----Reflect and Record-----

Before you choose courses for next semester, we encourage you to **take time to reflect** on how your experiences are shaping your understanding of yourself and your calling. Talk to your advisor about what you have learned. Ask these questions:

- ARE YOU “taking intentional steps towards lifelong service to God and the world”? [Read more](#) about this goal.
- ARE YOU HAPPY WITH YOUR **MAJOR**? Are you enjoying your classes or feel you need to withdraw from one (see [dates & process](#))? Have your classes or activities given you new insights into your goals? Do you want a minor, a second major, or to [change your major](#)? Have you thought about adding a [healthcare endorsement](#) or considered [ministry scholars](#)?
- ARE YOU [EXPLORING](#) SEVERAL MAJORS? It’s good to consider multiple options and goals in case you are exploring several majors, your interests shift, or you are concerned about program admissions. Make notes, use this [resource](#), and discuss ideas with your advisor.
- HAVE YOUR THOUGHTS ABOUT YOUR [CAREER AND CALLING](#) CHANGED? Do you want to take [assessments](#) or [talk to a career specialist](#)?

## -----1 Set Up for Advising and Registration-----

### WATCH YOUR EMAIL & FIND REGISTRATION TIME ONLINE

When updated information is available, you’ll receive an email with the subject, “Advising and Registration Information for…” with the name of the upcoming term(s). Make sure you check your **registration time** at [my.bethel.edu](http://my.bethel.edu) > Student Academics > at the top of the [Registration channel](#). This information will update as registration approaches. More information is [here](#).

\*My Registration Day and Time: \_\_\_\_\_

### TAKE CARE OF ANY PLACEMENT REQUIREMENTS:

Information on [language placement](#) and [math placement](#).

### SIGN UP FOR AN [ADVISING APPOINTMENT](#)

Your advisor or department will tell you how to sign up. Set up your appointment to take place well before your registration time. Find your advisor’s name and contact info under [Student Academics](#) in MyBethel.

\*My Advising Appointment Day and Time: \_\_\_\_\_

## -----2 Review Your Credits-----

### ACCESS YOUR [TRANSCRIPT](#) AND REVIEW YOUR MAJOR (MyBethel > [Student Records](#) channel)

Do the **majors and minors** listed at the top of your transcript match your actual plans? If not, fill out a [Change of Major/Minor/Advisor form](#). The [Advising Center’s guide](#) can help you read your transcript.

### REVIEW YOUR TRANSFER CREDITS

Make sure all credits you completed outside Bethel appear on your transcript, including test scores and college-level courses. If any credits are missing, see [“What If A Course is Missing?”](#) in the Advising Center’s transcript guide. You may also reference Bethel’s [Transfer Policies](#) and [types of transfer credit](#).

- If you have transfer credits, see the [Entry Standing Tables](#) to determine your Gen Ed requirements.

\*As listed on my transcript, I completed \_\_\_\_\_ transfer credits before I came to Bethel.

\*My Entry Standing is \_\_\_\_\_

## -----3 Understand Your Academic Requirements-----

### ACCESS YOUR DEGREE EVALUATION IN DEGREE WORKS (MyBethel > [Student Records](#) channel)

If you entered Fall 2016 or later, you will view your **degree evaluation** through Degree Works. The “Degree Evaluation” link from the [Student Records](#) channel in MyBethel will direct you to the correct place to view your evaluation.

- For additional information, see the 3 minute video “How to read a degree evaluation” on the [Degree Works Help page](#), or refer to [this complete guide](#) on the Advising Center’s website. If your evaluation is still in Banner, refer to [this guide](#) on the Advising Center’s Website.

- Find details about requirements in the [catalog for the year you entered Bethel](#), under “College of Arts & Sciences” > “Academic Programs.”

#### ■ COURSE PROGRAM OF STUDY FINANCIAL AID IMPLICATIONS

There is an important aspect in financial aid rules that could cause your scholarships, loans, and grants to be reduced. This financial aid evaluation process is referred to as “**Course Program of Study**” (or CPoS), which requires students’ financial aid to be based on credits that satisfy or meet their graduation requirements, or “program of study.” For more information, refer to [this website](#).

#### ■ CHECK PROGRAM ADMISSION REQUIREMENTS

Some majors have additional **candidacy or admission requirements**, such as minimum GPA. Make sure you understand any requirements for your major. Check your catalog or ask your advisor if you have questions.

### -----4 Plan for the Future-----

#### ■ START WITH THE BIG PICTURE

Think about your overall academic plan. The catalog contains **academic plans for each major** to help you get started: in the [catalog for your entry year](#), go to “College of Arts & Sciences” > “Academic Programs” and select your department and major, then click “Academic Plans.” Students who entered Bethel F’20 or later, should locate & use the personalized planning sheet made for you and shared on [Google Drive](#) (example: 2021-2022\_LastName\_FirstName\_BUAcademicPlanningSheet). If you enter prior to F’20, you can see these **directions** for creating a planning sheet. Planning will greatly help if you have Financial Aid and/or CPoS considerations.

- Pay close attention to **prerequisites** and **terms offered** for both [Gen Ed](#) and major/minor courses.
- Start planning early and talk to your advisor about **studying abroad** over January term (J term) or a semester.
- If you plan to take courses at another institution (such as a community college class over summer), use the [Transfer Evaluation System \(TES\)](#) to make sure your credits will transfer back to Bethel.

#### ■ CREATE A DRAFT SCHEDULE FOR NEXT TERM(S)

Using your information from above, map out your courses for the next term(s) in one of the following two ways:

- **Electronically:** Use the [Plan Ahead](#) tool to queue up your courses ahead of your registration.
- **With paper and pencil:** Print out a [Mod Schedule](#) and then browse next term’s classes through the [online "Lookup Classes"](#) (MyBethel > [Registration](#) channel). Make a [list of courses](#) you want to take, including course number, title, CRN, and times and days the course will meet.

No matter how you make your plan, pay attention to the following details:

- Check the [catalog course descriptions](#) to make sure you have met all course **prerequisites**.
- Make sure your selected **course times** do not overlap.
- Make a list of **alternate courses** in case you are not able to get into your first choice courses.
- If you have a **Financial Aid Package**, it may have associated credit requirements. If you need help, ask your [Financial Aid Counselor](#) how many credits you need in order to maintain your financial aid.

\*I need to take \_\_\_\_ credits per \_\_\_\_\_ (semester/year) for my Financial Aid.

### -----5 Talk to Your Advisor-----

#### ■ REVIEW PAST ADVISING NOTES/ISSUES

Take care of any actions discussed at your previous advising appointments such as declaring an additional major, getting transcripts from another college, etc. Some advisors keep these notes in [Degree Works](#) on the **Notes** tab.

#### ■ GO TO YOUR ADVISING APPOINTMENT AND REVIEW HOLDS

Bring this checklist, any course plans or notes you have made, and your questions to your appointment. Your advisor will check your course choices and help you develop long-term plans for your time at Bethel and beyond. Your advisor will also **remove your Advisor Hold** to clear you for registration. After your advisor has removed your advisor hold, you will be able to register at your assigned time, provided you do not have other [holds](#) that affect registration. View your holds at MyBethel in the [Student Records](#) channel.

### -----6 Registration and Follow Up-----

■ REGISTER FOR CLASSES: If you used [Plan Ahead](#), you can easily register with your plan. If you are starting from scratch, see these [registration instructions](#) for detailed information about registering for classes.

■ FOLLOW UP: If your registration differed from the plans you shared with your advisor, be sure to follow up with them by sending them an email. Some examples of ways your registration may have differed are: not getting into a course you need or not having a full-time load. Your advisor is there to help, so don’t be afraid to reach out!