

Bethel University Registration Packet Summer and Fall 2017

Table of Contents

Pre-Registration Checklist.....	1
Registration Time Chart	2
Web Registration Instructions	3
To Search for Classes:	3
To Register for Classes:	3
To Waitlist for Closed Classes:	3
What Waitlisting Means and How It Works:	4
To Drop Classes (Including Waitlisted Classes):.....	4
Web Registration Error Messages	5
REVISED: Course Meeting/Mod Schedule	7
Registration Worksheet	8
Calendar for Summer 2017.....	9
Calendar for Fall Semester 2017.....	10
Final Examination Schedule	11
NEW: General Education Requirement Changes.....	12
NEW: Seminary Classroom Locations	12
Additional Information from Departments	13
Science Lecture/Lab Registrations.....	13
Math Placement Exam Requirements	13
Placement in Language Courses	14
Writing Support for Multilingual Learners.....	14
Music Performance Groups	15
Private Music Instruction	15
Graduation Holds.....	16
Generating a Banner Degree Evaluation	17

**Registration begins Monday, April 10, at 6:00 p.m.
and ends Thursday, April 20, at 9:00 p.m.**

Registrar Staff will be available each night of Registration
in the Registrar's Office (Townhouse M)

QUESTIONS?

Contact the Office of the Registrar
651.635.UREG (8734)
cas-registrar@bethel.edu

Pre-Registration Checklist

Now:

Check and resolve the HOLDS on your record. Go on Blink > Student Academics (tab) > Academic Profile (box) > Holds. If you have a *Business Office Hold*, *Advisor Hold*, *Graduation Hold*, or an *Immunization Hold* you will not be able to register until the hold is ended:

- Check with the Business Office (651-638-6208) for a *Business Office Hold* and Health Services (651-638-6215) for an *Immunization Hold*. They must end these holds.
- Your advisor must end the *Advisor Hold*.
- Mindy Molin in the Registrar's Office (cas-registrar@bethel.edu) ends the *Graduation Hold*.

Look at your degree evaluation and four year plan. These are both accessible online. They will indicate which classes you still need to take for your major and for general education courses.

- Instructions are included in this packet (page 14) on how to access your degree evaluation.
- Four year plans are available at <http://cas.bethel.edu/academic-planning/4-year-plans/>

Put together a tentative class schedule for your advisor to review.

Check the class schedule on Self Service Banner to find what courses are offered this term. Go on Blink > Student Academics (tab) > Registration Tools (box) > Look Up Classes.

Using the registration worksheet, **write down which classes and sections, including CRN, that you would like to take.** Be sure to write down some alternate choices.

Check the prerequisites for your selected courses in the catalog. If you have not taken and passed the prerequisites for a course, you will not be able to register for it (see pages 4-5).

Make sure your selected courses do not overlap in time. The computer system will not let you register for a course that has a time conflict with another course (see pages 4-5).

Before your Registration Time:

MEET WITH YOUR ADVISOR. Most advisors have a sign-up sheet in their office. Sign up to meet with them prior to your registration time to discuss course selections, your degree evaluation, and any program questions you may have. Your advisor will then end your Advisor Hold.

Request an override from an instructor for a closed course, a course that requires "Instructor Permission," or a course for which you have not met the registration requirements (see pages 4-5).

Check the class schedule a day or two before your registration appointment to make sure your selected courses are still open. Classes fill very quickly. Plan ahead by choosing some alternate courses so that you are not scrambling at the last minute if your first choices are full when your registration time comes.

At or After your Registration Time:

Login to any computer and register. Your appointment time is listed on the chart in this packet (see page 2). Students are NEVER permitted to register before their appointment time. If you are in class or for other reasons are unable to register at your appointed time, you may register any time AFTER your appointment.

Registration Time Chart

*EARNED Credits do NOT include credits currently in progress

	EARNED Credits	Appointment Time
Monday, April 10	114+	6:00 p.m.
	109+	6:30 p.m.
	104+	7:00 p.m.
	99+	7:30 p.m.
	94+	8:00 p.m.
	90+	8:30 p.m.
Wednesday, April 12	86+	6:00 p.m.
	82+	6:30 p.m.
	78+	7:00 p.m.
	72+	7:30 p.m.
	66+	8:00 p.m.
	60+	8:30 p.m.
Wednesday, April 19	55+	6:00 p.m.
	50+	6:30 p.m.
	47+	7:00 p.m.
	42+	7:30 p.m.
	36+	8:00 p.m.
	30+	8:30 p.m.
Thursday, April 20	26+	6:00 p.m.
	23+	6:30 p.m.
	19+	7:00 p.m.
	16+	7:30 p.m.
	0+	8:00 p.m.
	Employees & Non-Degree-Seeking Students	8:30 p.m.

*Earned (or completed) credits can be found by viewing your academic transcript online: Login to Blink > Student Academics (tab) > Academic Profile (box) > Transcript

Web Registration Instructions

To Search for Classes:

1. Login to Blink > Student Academics (tab) > Registration Tools (box) > Look Up Classes
2. Select the CAS Term you would like to search.
3. Click on Advanced Search.
4. Select at least one subject. You can narrow down your search by choosing other options. To find specific General Education courses, you can search on the category labeled Attribute Type.
5. Click on Section Search.
6. Write down the CRN (Course Registration Number) of sections you would like to take.

To Register for Classes:

1. Login to Blink > Student Academics (tab) > Registration Tools (box) > Add or Drop Classes
2. Select the CAS Term for which you would like to register.
3. Under the section that says Add Classes Worksheet, you can simply enter the CRN number(s) of the class(es) you would like to add. Type in all CRNs that you would like to add on the Add Classes Worksheet.
 - a. If you do not know the CRN number of the section you would like to add, you will need to look it up. Click on Class Search and follow the steps 3-5 from "Searching for Classes" (above).
 - b. If the section is available, you can select the box in front of the CRN. "C" identifies a closed class.
 - c. If you can click the box, then click on Register or Add to Worksheet.
4. Submit Changes at the bottom of the screen.

To Waitlist for Closed Classes:

1. Follow steps 1-4 immediately above. You will need to type in the CRNs for classes you'd like to waitlist (Step 3).
2. You will see a "Registration Add Error" message and one of the following Waitlist messages for the Status:
 - a. You will see the word "Closed," the number of students currently on the waitlist, and the word "Waitlisted." The course is full. There is room on the waitlist. You **can add** yourself to the waitlist.
 - b. You will see the words "Open – Reserved for Wait List." This means there is a waitlist and the first student on the waitlist has been notified and is in the 48 hour period to register. You **can add** yourself to the waitlist.
 - c. You will see the words "Closed – Waitlist Full." The course is full and the waitlist is full. You **cannot currently add** yourself to the waitlist. The waitlist will only open if a student in the course drops the course, or someone on the waitlist takes themselves off.
3. **If the waitlist is not full:** Under the Action area, click on the drop down area, and select "Waitlist" if you want to add yourself to the waitlist. Then click on "Submit Changes." If the changes were submitted successfully, you will see under your Current Schedule "Waitlist on [date you waitlisted]."

What Waitlisting Means and How It Works:

- Once a course is full, student can put themselves on a waitlist for the course.
- At or after your registration time, you can put yourself on a waitlist. Waitlisting is first-come, first-served.
- If you have not met prerequisites or other most registration restrictions for a course, you will receive an error message and will not be able to get on the waitlist.
- You cannot join a waitlist if you have a registration hold.
- If you are on a waitlist, the credits for that course do not count toward the total number of credits for which you are registered.
- If the waitlist maximum has been met, then no other students can join the waitlist.
- You can waitlist for multiple different courses.
- You can waitlist for multiple sections of the same course.
- You can waitlist for a course that has a time conflict with another course in which you are currently registered. However, if a seat becomes available in the course, and you want to register for it, you will have to resolve the time conflict with the other course in order to register for the course for which you were waitlisted.
- You can waitlist for a course without being registered or waitlisted for its corequisite(s). However, if a seat becomes available in the course, and you want to register for it, you will also need to register for the corequisite course(s).
- If a seat becomes available in a course, the first student that is on the waitlist will be notified via their Bethel email address and will have 48 hours from the time the notification is sent to register for the course.
- Being on a waitlist does not guarantee a seat in the course.
- You can join a waitlist until the last day to add/drop a course for the term.

To Drop Classes (Including Waitlisted Classes):

1. Login to Blink > Student Academics (tab) > Registration Tools (box) > Add or Drop Classes
2. Select the Term.
3. Your classes will be listed. Next to each class is an Action box. This Action box will allow you to Drop or Withdraw from a class if the relevant deadlines have not passed.*
4. Click on the down arrow next to the Action box, and select the appropriate action to be taken.
5. Submit Changes at the bottom of the screen.

***If you are dropping your last (or only) class, the computer system will NOT allow you to do it.**

To drop your last course when you are not planning to add others, you need to go to the Student Life Office to drop your last (or only) class and *Officially Withdraw* from Bethel.

Web Registration Error Messages

Error Message	What the Message Means	What You Need to Do
Class Restriction	This section has restrictions based on class (freshman, sophomore, junior, senior). Based on your completed credits (not your current registrations), you are not in the appropriate class for the section.	Ask the instructor of the section to enter a Class Override for that section in the system for you. Once/if the instructor enters the Override, you can register online for the section.
Corequisite Required	This course has a corequisite; that is, you must be registered in another course/section in the same term that you take this course.	Add the CRN of that required course/section to your Add Classes Worksheet and resubmit both registrations. OR Ask the instructor of the section to enter a Corequisite Override for that section in the system for you. Once/if the instructor enters the Override, you can register online for the section.
You have holds which prevent registration.	You will not be able to register until your registration holds are ended.	<ul style="list-style-type: none"> • Talk with the Business Office (651-638-6208) for a Business Office Hold and Health Services (651-638-6215) for an Immunization Hold. They must end these holds. • Your advisor must end the Advisor Hold. • Mindy Molin in the Office of the Registrar must end the Graduation Hold.
Field of Study Restriction	This section has restrictions based on major. You are not in the appropriate major/minor for the section.	Change your major/minor. OR Ask the instructor of the section to enter a Major Override for that section in the system for you. Once/if the instructor enters the Override, you can register online for the section.
Maximum Hours Exceeded	You are trying to take more than 18 hours in the term.	Complete a Petition Form and return it to the Registrar's Office for a Credit Overload. Your advisor will need to sign the petition. You will pay extra tuition for each credit over 18 hours.

Error Message	What the Message Means	What You Need to Do
Prerequisite and Test Score Error	There are one or more courses that you need to take and pass, or exam scores that you need to achieve, before you are able to register.	Check the course description in the catalog to see what the prerequisites are. Consider taking the prerequisites. OR Ask the instructor of the section to enter a Prerequisite Override for you in the system. Once/if the instructor enters the Override, you can register online for the section.
You may not register at this time.	Registration times are established by earned credits, which do not include courses in progress.	Refer to the Registration Times Schedule (page 2) to see when you are able to start registering. There are no exceptions to the schedule.
Time Conflict with CRN (#)	You are trying to register for two or more courses that meet at the same time or have some overlap in times.	If you need both courses, complete the Course/Time Conflict Registration form and return it to the Office of the Registrar. Both instructors must sign and indicate how the adjustment will be made.
"C" (Closed), (#), Waitlisted	The enrollment capacity for the section has been reached but there are available spots on the waitlist.	Add yourself to the waitlist by selecting "Waitlist" from the Action drop-down menu in Add and Drop Courses. You will be notified via email if a spot opens up for you, and you will have 48 hours to register for the course.
Open—Reserved for Waitlist	The enrollment capacity for the section had been reached, and a waitlist exists. There is currently an opening in the class, but it is reserved for the first person on the waitlist.	Add yourself to the waitlist by selecting "Waitlist" from the Action drop-down menu in Add and Drop Courses. You will be notified via email if a spot opens up for you, and you will have 48 hours to register for the course.
Closed—Waitlist Full	The enrollment capacity for the section has been reached, and the waitlist is also full.	Look for other course options, and/or continue checking to see if space opens in the future.
Mutual Exclusion with (P-Course)	You have already registered for a P course—either this term or previously—and are trying to register for another one. The registration times for eligible students need to pass before students can register for additional P courses.	Ask the instructor of the section to enter an "Allow Multiple P Courses" Override for that section in the system for you. Once/if the instructor enters the Override, you can register for the section.

REVISED: Course Meeting/Mod Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
(4-credit) 7:40 AM (3-credit) 8:00 AM A 8:50 AM	8:00 AM G	(4-credit) 7:40 AM (3-credit) 8:00 AM A 8:50 AM	8:00 AM G	(4-credit) 7:40 AM (3-credit) 8:00 AM A 8:50 AM
9:00 AM B (3-credit) 9:50 AM (4-credit) 10:10 AM	(3-credit) 9:15 AM 9:25 AM H	9:00 AM B (3-credit) 9:50 AM (4-credit) 10:10 AM	(3-credit) 9:15 AM 9:25 AM H	9:00 AM B (3-credit) 9:50 AM (4-credit) 10:10 AM
10:20 AM Chapel 11:00 AM	(3-credit) 10:40 AM (4-credit) 11:05 AM	10:20 AM Chapel 11:00 AM	(3-credit) 10:40 AM (4-credit) 11:05 AM	10:20 AM Chapel 11:00 AM
11:10 AM C (3-credit) 12:00 PM (4-credit) 12:20 PM	11:15 AM Community Time 12:05 PM 12:15 PM	11:10 AM C (3-credit) 12:00 PM (4-credit) 12:20 PM	11:15 AM Community Time 12:05 PM 12:15 PM	11:10 AM C (3-credit) 12:00 PM (4-credit) 12:20 PM
12:30 PM D (3-credit) 1:20 PM (4-credit) 1:40 PM	I (3-credit) 1:30 PM (4-credit) 1:55 PM	12:30 PM D (3-credit) 1:20 PM (4-credit) 1:40 PM	I (3-credit) 1:30 PM (4-credit) 1:55 PM	12:30 PM D (3-credit) 1:20 PM (4-credit) 1:40 PM
1:50 PM E (3-credit) 2:40 PM	2:05 PM J (3-credit) 3:20 PM (4-credit) 3:45 PM	1:50 PM E (3-credit) 2:40 PM	2:05 PM J (3-credit) 3:20 PM (4-credit) 3:45 PM	1:50 PM E (3-credit) 2:40 PM
2:50 PM F (3-credit) 3:40 PM (4-credit) 4:00 PM	(3-credit) 3:20 PM (4-credit) 3:45 PM	2:50 PM F (3-credit) 3:40 PM (4-credit) 4:00 PM	(3-credit) 3:20 PM (4-credit) 3:45 PM	2:50 PM F (3-credit) 3:40 PM (4-credit) 4:00 PM
4:10 PM K (3-credit) 5:25 PM (4-credit) 5:50 PM		4:10 PM K (3-credit) 5:25 PM (4-credit) 5:50 PM		
6:00 PM M (3-credit) 9:00 PM (4-credit) 10:00 PM	6:00 PM T (3-credit) 9:00 PM (4-credit) 10:00 PM	6:00 PM W (3-credit) 9:00 PM (4-credit) 10:00 PM	6:00 PM R (3-credit) 9:00 PM (4-credit) 10:00 PM	

Registration Worksheet

This sheet is for your own use.
You do not need to turn in this form.

CRN	Subject	Course #	Section	Title	Credits	Days	Beg Time	End Time

Total number of credits:

Important Dates Calendar for Summer 2017 May 30—August 18, 2017

	<u>Full Term</u>	<u>Term A</u>	<u>Term B</u>	<u>Term C</u>
Classes begin	Tue, May 30	Tue, May 30	Wed, Jun 21	Wed, Jun 21
Last day to add	Tue, Jun 6	Wed, May 31	Thu, Jun 22	Wed, Jun 28
Last day to drop (course removed from transcript)	Tue, Jun 6	Wed, May 31	Thu, Jun 22	Wed, Jun 28
Last day to withdraw (with a “W” on transcript)	Fri, Jul 14	Wed, Jun 14	Mon, Jul 10	Tue, Aug 8
Classes end	before or on Fri, Aug 18	Tue, Jun 20	Fri, Jul 14	before or on Fri, Aug 18

Important Dates

Calendar for Fall Semester 2017

August 28—December 15, 2017

	<u>Full Term</u>	<u>1st Half</u>	<u>2nd Half</u>
Classes begin	Monday, Aug 28	Monday, Aug 28	Wednesday, Oct 18
Last day to add	Tuesday, Sept 5	Tuesday, Sept 5	Thursday, Oct 26
Last day to drop (course removed from transcript)	Tuesday, Sept 5	Tuesday, Sept 5	Thursday, Oct 26
Last day to withdraw (with a “W” on transcript)	Friday, Nov 17	Friday, Oct 6	Friday, Dec 1
Classes end	Friday, Dec 8	Tuesday, Oct 17	Friday, Dec 8
Study Day	Wednesday, Dec 13		
FINALS	Monday, Tuesday, Thursday, and Friday (Dec 11-12, 14-15)		
<i>Registration dates for Interim 2017 and Spring 2017</i>	<i>Tuesday, November 7—Wednesday, November 15</i>		
<i>Fall Break</i>	<i>Friday, October 13 (Thursday night classes are held)</i>		
<i>Thanksgiving Break</i>	<i>Wednesday, November 22—Friday, November 24 (Tuesday night classes are held)</i>		

Final Examination Schedule for Fall Semester 2017

Test periods	Monday Dec 11	Tuesday Dec 12	Wednesday Dec 13	Thursday Dec 14	Friday Dec 15
8:15 - 10:15 a.m.	A	B	Study Day	C	D
11:30 - 1:30 p.m.	E	F	Study Day	G	K
2:45 - 4:45 p.m.	H	I	Study Day	J	
6:00 - 8:00 p.m.	M	T	W	R	

Examinations will be given according to the module designation of each course. If your course does not fit within a particular mod, the exam will be given in the time module in which the course begins.

Students are required to take the final examination at the time listed above, unless they have three exams scheduled on one day. In this case, they may ask an instructor to give them their exam later in the exam week. *This request must be made to the instructor at least one week prior to the last regularly scheduled class period.*

NEW: General Education Requirement Changes

In Fall 2017, we will implement changes to some first year General Education requirements. The requirements for students who entered Bethel during the 2016-2017 academic year or earlier will not change.

GES106 Introduction to the Liberal Arts and the Nature of Persons (N) course will no longer be offered. GES110 College Writing will be offered for the last time in Summer 2017.

Students who have not already completed GES110 College Writing, GES106 Introduction to the Liberal Arts, or the Nature of Persons (N) course will need to fulfill these requirements as follows:

- **GES110 College Writing –**
May take the new course, GES160 Inquiry Seminar; transfer an equivalent course; or take a CLEP exam and receive a score of 50 or higher on the CLEP College Composition exam (with essay). Students who have successfully completed GES244 Western Humanity in Christian Perspective III have fulfilled the GES110 requirement.
- **GES106 Introduction to the Liberal Arts –**
Must take the new course, GES140 Introduction to Wellbeing.
- **Nature of Persons (N) course –**
May take new course, GES140 Introduction to Wellbeing; take one of the following courses: COM110 Basic Communication, ENL100 Great Writers, LEA100 Emerging Leaders, PHI110 Contemporary Moral Issues, THA100A Creative Performance; or transfer an equivalent course.

PEA100 Physical Wellness will not be part of the new General Education curriculum, but it will continue to be offered. The last opportunity to take PEA100 will be in Spring 2019. Students who have not fulfilled this requirement by Fall 2019 will be required to take GES140 Introduction to Wellbeing.

NEW: Seminary Classroom Locations

Since spring 2017, the College of Arts & Sciences has been offering some courses in the Seminary buildings.

Among the four buildings in the Seminary, two of them have academic classrooms: The Chapel building, and the Classroom building. Before the fall semester starts, we will likely update the building and room codes in our scheduling system to better match the signage at Seminary buildings. If so, we will update this document with revisions to clarify the new codes. As of March 10, 2017:

- The “CH” building on schedules refers to the Chapel building at the Seminary.
 - “COMC” is the Communication Center.
 - “PC” is the Preaching Center.
- The “CL” building on schedules refers to the Classroom building at the Seminary.

When you enter the main doors to the Seminary, signs will direct you to these buildings and academic classrooms. We are grateful for the increase in available classrooms and other gathering spaces for CAS students and faculty in the Seminary buildings.

Additional Information from Departments

Science Lecture/Lab Registrations

In the Biology, Chemistry, Physics, and some Psychology courses, you will register for both a lecture section and a lab section. For courses with multiple lab or lecture sections, this will provide you with additional flexibility in scheduling. *Biology lectures and labs need to be taken with the same professor.* Please note the following regarding the registration process:

- The course numbers have changed from previous catalogs. Refer to the [crosswalk document](#) to match the new course numbers with previous numbers.
- For courses that are designed as general education lab science courses, the lecture sections are designated by course number alone (e.g. CHE101) and the lab sections are designated by the same course number with the D attribute attached (e.g. CHE101D).
- For lab science courses that meet major or minor requirements, the lecture sections are designated by an even number course (e.g. BIO120) and the lab sections are designated by an odd number course (e.g. BIO121).
- You must register for both a lab and a lecture section (distinguished by separate CRNs) simultaneously. When registering, enter the CRN for the lecture section you would like to take AND the CRN for the lab section before you submit your information. Failure to do so will result in a registration error.
- You must register for both a lab and a lecture section of the same course (e.g. CHE101 and CHE101D) within the same semester. You may not take the lab or the lecture section as a stand-alone course and successful completion of both is required to fulfill either a lab science (D) requirement or a major requirement.
- If you want to change the lecture or lab section for a course after your initial registration, you will need to add the desired section and drop the section for which you are currently registered at the same time. If you do not drop and add the sections simultaneously, you will get a corequisite error.

Math Placement Exam Requirements

for MAT123M Precalculus, MAT124M Calculus 1, MAT201M Math for El. Ed. 1

Complete policies and review topics listed at:

<https://www.bethel.edu/undergrad/academics/math-cs/placement-exams/>

Basic Requirements:

Precalculus or Calculus 1: You must score at the appropriate level on the online math placement exam *before* enrolling in MAT123M or MAT124M. See the policy link above.

Math for El. Ed. 1: You must have completed at least 15 college credits and meet the minimum ACT/SAT math requirement (24 or higher on ACT math or 560 or higher on SAT math) or complete the prescribed prerequisite skills requirements (see policy link above) *before* enrolling in MAT201M.

Placement in Language Courses (ASL, Chinese, French, Spanish)

- If you have taken less than one year of high school language, you are able to register for 101 in ASL, Chinese, French, or Spanish.
- For **French** and **Spanish** placement beyond 101:
 - If you started at Bethel before fall 2014, you will need to take the [placement test](#) at least one week before registration.
 - If you started at Bethel in or after fall 2014, or if you already took the test, please view your scores on Blink > Banner (icon) > Student > Student Records > View Test Scores. If there are no scores listed, you will need to take the placement test.
- For **ASL** placement beyond 101: The placement test must be arranged by appointment with an ASL professor. Contact the World Languages and Cultures office at world-languages-and-cultures@bethel.edu. For more information about American Sign Language and placement, please see the [FAQ on ASL](#).
- For **Chinese** placement beyond 101: The placement test must be arranged by appointment with a Chinese professor. Contact Dr. De Zhang at d-zhang@bethel.edu.

For complete information on the placement process or testing options (such as CLEP), please go to <https://www.bethel.edu/undergrad/academics/world-languages/language-placement/>. If you have any questions, please contact the Language Testing Coordinator at language-testing@bethel.edu.

Writing Support for Multilingual Learners

Do you speak multiple languages and would like more English language support? There is a 1-credit course, GES103 Writing Studio for Multilingual Learners, which will help greatly with writing assignments for other courses. The specific time of the course will be determined upon the schedules of those who enroll in GES103.

Music Performance Groups

You must go to the Music Department office in CC301 in order to register for these courses.

The course numbers and names and known times (as of March 9, 2017) are listed below; please refer to the class schedule in Self-Service Banner or contact the Music Department Office for specific information on times and dates.

MUP101A	Bethel Women's Chorale	Gene Peterson & Mark Rhoads	M T R	4:05-5:35 pm 11:15am-12:05pm 3:50-4:45 pm
MUP111A	Bethel Choir	Gene Peterson	M, W T, R	4:05-5:35 pm 3:50-5:35 pm
MUP121A	Bethel Men's Choir	Gene Peterson & Mark Rhoads	M T R	4:05-5:35 pm 11:15am-12:05pm 3:50-4:45 pm
MUP153A	Chamber Orchestra	TBD	W T, R	4:10-5:50 pm 4:00-5:30 pm
MUP150A	Philharmonic Orchestra	TBD	M	7:00-10:00 pm
MUP163A	Wind Symphony	Steven Thompson	M T, R	4:10-5:30 pm 4:00-5:30 pm
MUE131A	Handbell Ensemble	Kevin Shull	T	6:15-8:00 pm
MUE141A	Chamber Ensemble	Angela Waterman Hanson	TBA	TBA
MUE151A	Jazz Orchestra	Jason Harms	T, R	11:15am-12:05pm
	Jazz Orchestra	Jason Harms	T, R	5:40-6:50 pm
MUE161A	Chamber Winds	Steven Thompson	TBA	TBA
MUE100A	Bethel Chapel Choir	Gene Peterson & Mark Rhoads	T, R	11:15am-12:05pm

Private Music Instruction

Private lessons are offered in voice*, composition, piano, pipe organ, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, English horn, French horn, trumpet, trombone, euphonium, tuba, harp, percussion, guitar, jazz bass, jazz percussion and jazz improvisation. Group lessons are offered in voice.

*Students registered for voice lessons must attend weekly Studio Voice Labs.

Graduation Holds

All students need to apply to graduate. A year before your anticipated graduation, we will put a graduation hold on your record. This hold requires you to apply to graduate before you are able to register for the next semester. (For example, if you anticipate graduating in May 2018, a graduation hold will go on your record before Fall 2017 registration opens).

To apply to graduate and remove the graduation hold, please complete the following steps:

1. Print off degree evaluation and graduation application by going to Blink > Banner (icon in upper right hand corner) > Student (tab) > Student Records (link) > Degree Evaluation (link). The graduation application will be a link at the top of your degree evaluation that says "For graduation application click here."
 - a. You may use the following link for more information:
<https://www.bethel.edu/registrar/graduation/>
2. Meet with your advisor and complete the graduation application.
3. Set up and attend a meeting with Mindy Molin using the following calendar link:

<http://bethel-graduation.youcanbook.me/>

Please check your holds. If you have a graduation hold then **you will not be able to register for courses until this hold has been removed by Mindy. Your advisor cannot remove this hold.**

Generating a Banner Degree Evaluation

1. Log in to Blink > Banner (icon in upper right hand corner) > Student (tab) > Student Records (link) > Degree Evaluation (link) > Submit.
2. At the bottom of the page click on the center link "Generate New Evaluation." Be sure to **Generate a New Evaluation EVERY TIME.**
3. Select the program you want to run the evaluation against. If you only have one major, there should only be one radial button to click.
4. Click "Generate Request" (you do not need to select a term on this screen).
5. On the screen, you will see three options for Degree Evaluations. Choose one and then click "Submit":
 - General Requirements – allows you to view courses that have met requirements by "Area," but does not tell you what specific requirement the courses met. The evaluation is organized by area and then by term. An area can be any of the following:
 - Minor
 - Major (including any concentrations)
 - General Education
 - Upper Level Electives
 - General Electives

An important piece that General Requirements tells you is your GPA per Area; this is the only place you will find your Area GPA. This calculation is critical, since you **must have at least a major GPA of 2.25**, unless your major specifies otherwise. Note that the Major GPA is displayed at the end of the section that shows the requirements of the major. The "Program GPA" is not the Major GPA; be sure to check the Major Area instead, and disregard the "Program GPA".

- Detail Requirements – You will use this selection the most. It allows you view the details of your degree evaluation. You will see the specific courses that are required for your major/minor/general education and whether you have met those requirements.
- Additional Information – Allows you to view courses that were did not count on your evaluation.

Keys to understanding your degree evaluation:

- The Column Headings in grey such as: **Met, Condition, Rule** are headings (they are NOT telling you that things are MET). The rows below the headings indicate if courses are met or not. If the requirement is met, the row will have YES at the beginning; if the requirement is not met, the row will have NO at the beginning.
- There is a summary of each "Area" and "Group" which indicates whether or not the "Area" and "Group" is met. Areas and Groups refer to different grouping structures of your degree requirements. For example, one area is the set of the General Education courses you are required to take. Another area is the set of courses required for your major.
- Under the summary is a breakdown of the "Area" and "Group" requirements. In the first column ("Met") there will be a "Yes" or "No," indicating if the requirement has been met or not. If you follow the row to the right you will see the course that is required; if the requirement has been met, you will be able to see which specific course fulfilled the requirement.

- If the requirement has not been met, the evaluation lists the course that will meet the requirement, but the rest of the row will be blank. If there is no rule attached to the requirement, there will be a link that indicates the course title. If there is a rule attached to the requirement, there will be text stating what courses will fulfill the requirement, but there will not be links to indicate the course title(s).
- The requirements that are listed under the “Attribute” column with 1- plus an alpha character are indicating that you are required to take a course within that category. For example, 1-A can be fulfilled by EDU366A or ART103A; any A-course can fulfill this requirement.
- If you are a double or triple major:
 - You will have to run an evaluation for each major separately
 - If you have a minor, it will only display on one major
- **If you are graduating this academic year and you have not turned in your degree evaluation to the Registrar’s Office, you will need to do the following:**
 - Print off all the pages of your evaluation with all three areas of General Requirements, Detail Requirements, and Additional Information.
 - Please make sure the entire width of text appears on your print (you may need to print in landscape).
 - Attach a Graduation Application to the front of these pages.
 - You will need to meet with your advisor and go over the evaluation. Fill in anything that says NO on the DETAIL REQUIREMENTS pages with how and when you plan to take each remaining requirement.
 - Have your advisor and yourself sign and date the graduation application. Attach it to the pages of the evaluation and bring it to the Registrar’s Office for meeting with Mindy Molin.
- Any previous substitution(s) and/or waiver(s) may not yet be applied to your degree evaluation due to the Registrar’s Office having to manually re-enter these in our new system.

To generate a “What-If” Analysis:

A “What-If” Analysis is an evaluation that you can generate to see if you meet requirements of another major or minor. To generate the evaluation:

1. Log in to Blink > Banner (icon in upper right hand corner) > Student (tab) > Student Records (link) > Degree Evaluation (link) > Submit.
2. At the bottom of the page, click on “What-If Analysis.”
3. Select an entry term for the term you entered Bethel and click “Continue.”
4. Select a program (major) you would like the analysis to run against and click “Continue.”
5. Select a “First Major” (you do not have to select a campus on this screen) and then click “Add More.”
6. Select a “concentration 1” if needed then click “Submit.”
 - If you want to add a minor to the analysis, then click “Add More” again and select a “First Minor” then click “Submit” and repeat step 6.
7. Click “Generate Request.” You do not have to select an evaluation term on this screen. (Please note: It may take a several seconds to process).
8. Choose “Detail Requirements” and click “Submit.”