# Bethel University Registration Packet for Current Students Interim and Spring 2018

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Registration times begin Tuesday, November 7, at 6:00 p.m.
And end Wednesday, November 15, at 9:30 p.m.

**NEW:** Registrar Staff will be available each night of Registration
In the **Registrar’s Office (Townhouse M, first floor)**

**QUESTIONS?**  
Contact the Office of the Registrar  
651.635.UREG (8734)  
[cas-registrar@bethel.edu](mailto:cas-registrar@bethel.edu)
Pre-Registration Checklist

Now:

☐ Check and resolve the HOLDS on your record. Go to MyBethel > Academics > View Holds (under Student Records). 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.
  • The Assistant Registrar ends the Graduation Hold.

☐ Look at your degree evaluation and academic 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 28) on how to access your degree evaluation.
  • 2017-2018 academic plans are available http://catalog.bethel.edu/arts-sciences/academic-programs-departments/
  • Prior years’ 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 MyBethel to find what courses are offered this term. Go to MyBethel > Academics > Look Up Classes (under Undergrad Student Registration in the Registration box).

☐ Using the registration worksheet, write down which classes and sections, including CRN, 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 page 4).

☐ 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 page 4).

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 page 4).

☐ 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

<table>
<thead>
<tr>
<th></th>
<th>Earned Credits</th>
<th>Appointment Time</th>
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</thead>
<tbody>
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<td><strong>Tuesday, Nov. 7</strong></td>
<td>123+</td>
<td>6:00 p.m.</td>
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<td></td>
<td>116+</td>
<td>6:30 p.m.</td>
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<td>110+</td>
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<td>105+</td>
<td>7:30 p.m.</td>
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<td>100+</td>
<td>8:00 p.m.</td>
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<tr>
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<td>95+</td>
<td>8:30 p.m.</td>
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<td>90+</td>
<td>9:00 p.m.</td>
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<td><strong>Thursday, Nov. 9</strong></td>
<td>84+</td>
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<td>78+</td>
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<td></td>
<td>73+</td>
<td>7:00 p.m.</td>
</tr>
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<td></td>
<td>68+</td>
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<td></td>
<td>64+</td>
<td>8:00 p.m.</td>
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<td></td>
<td>60+</td>
<td>8:30 p.m.</td>
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<td><strong>Monday, Nov. 13</strong></td>
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<td>37+</td>
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<td>30+</td>
<td>8:30 p.m.</td>
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<tr>
<td><strong>Wednesday, Nov. 15</strong></td>
<td>26+</td>
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<td>21+</td>
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<td></td>
<td>9s+</td>
<td>7:30 p.m.</td>
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<td></td>
<td>0+ Last Name A-K</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>0+ Last Name L-Z</td>
<td>8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Employees &amp; Non-Degree Students</td>
<td>9:00 p.m.</td>
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</tbody>
</table>

*Earned (or completed) credits can be found by viewing your academic transcript online: Login to MyBethel > Academics > Transcript (under Student Records)
Web Registration Instructions

To Search for Classes:
1. Login to MyBethel > Academics > Look Up Classes (In Registration box under Undergrad Student Registration)
2. Select Browse Classes.
3. Select the term (Interim or Spring 2018 – CAS)
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 Search.
6. Write down the CRN (Course Registration Number) of sections you would like to take.

To Register for Classes:
1. Login to MyBethel > Academics > Add or Drop Classes (In Registration box under Undergrad Student Registration)
2. Click Register for Classes
3. Select the term that you are registering for (Interim or Spring 2018 – CAS).
4. Click Enter CRN’s and add the CRN’s for the courses that you would like to register for.
   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 Find Classes and follow the steps 3-5 from “Searching for Classes” (above).
   b. If the section is available, you can click “Add” on the far right of the section.
5. 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, a 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 MyBethel > Academics > Registration Tools > Add or Drop Classes (In Registration box under Undergrad Student Registration)
2. Click Register for Classes
3. Select the term.
4. 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 deadlines have not passed.*
5. Click on the down arrow next to the Action box, and select the appropriate action to be taken.
6. 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.

NEW: For Interim only, you are now able to drop your last interim course in order to register for another interim course.

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.
Banner XE Registration Help

Log in to MyBethel.

Click on ‘Academics’.
Click on ‘Add or Drop Classes’.
Select the term to which you want to make changes.

To find courses by keyword, enter search criteria in the ‘Keyword’ box.
To find courses by subject, type search criteria in Subject box. You can search for more than one subject at a time, or add a course number in the Course Number box.
Type ‘cas’ in the ‘Cohort or Gen Ed Category’ field to pull up the list of General Education Categories.

Once you’ve found a class you want, click ‘Add’ next to the section that fits your schedule.
It will appear in the summary panel below (italicized), but it is not added to your schedule until you click the ‘Submit’ button. This allows you to add multiple classes at once. For example, if you are registering for a class with a lab, you’ll need to add both classes to the summary panel before you press ‘Submit’.

To drop or withdraw from a class, choose ‘Drop Web’ or ‘Withdraw Web’ in the Action column of the Summary panel, then press ‘Submit’ to save.
To view and print your schedule, go to the ‘Schedule and Options’ tab, and click on the print icon.
## Web Registration Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>What the Message Means</th>
<th>What You Need to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Restriction</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Repeat count exceeds 0</td>
<td>You have already received credit for this course or an equivalent course. This warning message does not prevent your registration.</td>
<td>Drop the course since you will only get credit for the most recent completion of the course. OR take the course and lose credit for the previous attempts.</td>
</tr>
<tr>
<td>Corequisite Required</td>
<td>This course has a corequisite; that is, you must be registered in another course/section in the same term that you take this course.</td>
<td>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.</td>
</tr>
<tr>
<td>You have holds which prevent registration.</td>
<td>You will not be able to register until your registration holds are ended.</td>
<td>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. Contact the Office of the Registrar in order to end the Graduation Hold.</td>
</tr>
<tr>
<td>Field of Study Restriction</td>
<td>This section has restrictions based on major. You are not in the appropriate major/minor for the section.</td>
<td>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.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>You are trying to take more than 18 hours in the term.</td>
<td>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.</td>
</tr>
<tr>
<td>Error Message</td>
<td>What the Message Means</td>
<td>What You Need to Do</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prerequisite and Test Score Error</td>
<td>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.</td>
<td>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 that section in the system for you. Once/if the instructor enters the Override, you can register online for the section.</td>
</tr>
<tr>
<td>You may not register at this time.</td>
<td>Registration times are established by earned credits, which do not include courses in progress.</td>
<td>Refer to the Registration Times Schedule (page 2) to see when you are able to start registering. There are no exceptions to the schedule.</td>
</tr>
<tr>
<td>Time Conflict with CRN (#)</td>
<td>You are trying to register for two or more courses that meet at the same time or have some overlap in times.</td>
<td>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.</td>
</tr>
<tr>
<td>“C” (Closed), (#), Waitlisted</td>
<td>The enrollment capacity for the section has been reached but there are available spots on the waitlist.</td>
<td>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.</td>
</tr>
<tr>
<td>Open—Reserved for Waitlist</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Closed—Waitlist Full</td>
<td>The enrollment capacity for the section has been reached, and the waitlist is also full.</td>
<td>Look for other course options, and/or continue checking to see if the waitlist is available in the future.</td>
</tr>
<tr>
<td>Mutual Exclusion with (P-Course)</td>
<td>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.</td>
<td>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 online for the section.</td>
</tr>
</tbody>
</table>
# Course Meeting/Mod Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<th>Friday</th>
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<tbody>
<tr>
<td>8:50 AM</td>
<td>8:00 AM</td>
<td>7:40 AM</td>
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<tr>
<td>(4-credit)</td>
<td>(3-credit)</td>
<td>(3-credit)</td>
<td>(4-credit)</td>
<td>(3-credit)</td>
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<td>(3-credit)</td>
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<td>8:00 AM</td>
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<td>9:00 AM</td>
<td>9:15 AM</td>
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<td>9:00 AM</td>
<td>9:15 AM</td>
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<td>(4-credit)</td>
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<td>(3-credit)</td>
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<td>(4-credit)</td>
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<td>Chapel</td>
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<td>11:15 AM</td>
<td>Community Time</td>
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Registration Worksheet

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

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<th>Subject</th>
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<th>Days</th>
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<th>End Time</th>
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Total number of credits:
Important Dates
Calendar for Interim 2018
January 3–25, 2018

Classes begin

Wednesday, January 3

Last day to register or add a course

Thursday, January 4

Last day to drop a course (course removed from transcript)

Thursday, January 4

Martin Luther King Day (no Classes)

Monday, January 15

Last day to withdraw from a class (with a “W” on transcript)

Friday, January 19

Last day of classes

Thursday, January 25
## Important Dates

### Calendar for Spring Semester 2018

**January 31—May 25, 2018**

<table>
<thead>
<tr>
<th>Event</th>
<th>Full Term</th>
<th>1st Half</th>
<th>2nd Half</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Wednesday, Jan 31</td>
<td>Wednesday, Jan 31</td>
<td>Wednesday, March 28</td>
</tr>
<tr>
<td>Last day to add</td>
<td>Wednesday, Feb 7</td>
<td>Wednesday, Feb 7</td>
<td>Friday, April 6</td>
</tr>
<tr>
<td>Last day to drop (course removed from transcript)</td>
<td>Wednesday, Feb 7</td>
<td>Wednesday, Feb 7</td>
<td>Friday, April 6</td>
</tr>
<tr>
<td>Last day to withdraw (with a “W” on transcript)</td>
<td>Friday, April 20</td>
<td>Friday, March 9</td>
<td>Friday, May 11</td>
</tr>
<tr>
<td>Classes end</td>
<td>Friday, May 18</td>
<td>Tuesday, March 27</td>
<td>Friday, May 18</td>
</tr>
<tr>
<td>Study Day</td>
<td>Wednesday, May 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINALS</td>
<td>Monday, Tuesday, Thursday, and Friday (May 21-22, 24-25)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Registration dates for Summer 2018 and Fall 2018**

- **Tuesday, April 17—Wednesday, April 25**

**Spring Break**

- **Monday, March 12—Friday, March 16**

**Easter Break**

- **Friday, March 30—Monday, April 2 (classes resume April 3)**

Corrections made on September 27, 2017
Final Examination Schedule for Spring Semester 2018

<table>
<thead>
<tr>
<th>Test periods</th>
<th>Monday May 21</th>
<th>Tuesday May 22</th>
<th>Wednesday May 23</th>
<th>Thursday May 24</th>
<th>Friday May 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 - 10:15 a.m.</td>
<td>J</td>
<td>A</td>
<td>Study Day</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>11:30 - 1:30 p.m.</td>
<td>D</td>
<td>E</td>
<td>Study Day</td>
<td>F</td>
<td>K</td>
</tr>
<tr>
<td>2:45 - 4:45 p.m.</td>
<td>G</td>
<td>H</td>
<td>Study Day</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>6:00 - 8:00 p.m.</td>
<td>M</td>
<td>T</td>
<td>W</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

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.*
General Education Requirement Changes

In Fall 2017, we implemented 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 was 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.

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. As of August 2017 the Seminary buildings have "SEM" added to their building codes and their room numbers match the current signage:

- CL 100 is SEM-CL 100
- CL 103 is SEM-CL 103
- CL 200 is SEM-CL 200
- CL 201 is SEM-CL 201
- CH COMC (Communication Center) is SEM-CH 104
- CH PC (Preaching Center) is SEM-CH 113

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.
Course Descriptions Not in the Catalog

Topics courses and recently created courses do not have course descriptions in the current catalog. Their course descriptions will be posted when available on https://www.bethel.edu/registrar/registration/undergrad/.

Tentative List of Summer 2018 Courses

Summer course offerings will be finalized before registration in early April 2018. The tentative listing will be available when available on https://www.bethel.edu/registrar/registration/undergrad/.

Additional Information from Departments

Science Lecture/Lab Registrations

In the Biology, Chemistry, Physics, and some Psychology courses, you will register for a 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, which are designated by same section numbers (i.e. Lecture is Section 1, the corequisite labs will be designated 1A, 1B, and so on). Please note the following regarding the registration process:

- 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 MyBethel > Banner > Login to Bethel University Self Service Banner system > 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, GES203 Writing Studio for Multilingual Learners, which will help greatly with writing assignments for other courses. As of October 20th this course is being offered this Spring by Kristen Nichols-Besel on Wednesdays at 1:50 - 2:40 p.m.
Music Performance Groups

You must register for any of the following in the Music Department Office in CC301.

The course numbers and names and known times (as of October 20, 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP101A</td>
<td>Bethel Women’s Choir</td>
<td>Gene Peterson &amp; Mark Rhoads</td>
<td>MW</td>
<td>4:10-5:30pm</td>
</tr>
<tr>
<td>MUP111A</td>
<td>Bethel Choir</td>
<td>Gene Peterson</td>
<td>R</td>
<td>11:15am-12:05pm</td>
</tr>
<tr>
<td>MUP121A</td>
<td>Bethel Men’s Choir</td>
<td>Gene Peterson &amp; Mark Rhoads</td>
<td>MW</td>
<td>4:10-5:30pm</td>
</tr>
<tr>
<td>MUP150A</td>
<td>Bethel Philharmonic Orchestra</td>
<td>Hannah Schendel</td>
<td>TR</td>
<td>11:15am-12:05pm</td>
</tr>
<tr>
<td>MUP153A</td>
<td>Bethel Chamber Orchestra</td>
<td>Hannah Schendel</td>
<td>W</td>
<td>4:10-5:50pm</td>
</tr>
<tr>
<td>MUP163A</td>
<td>Wind Symphony</td>
<td>Steven Thompson</td>
<td>M</td>
<td>4:10-5:30pm</td>
</tr>
<tr>
<td>MUE131A</td>
<td>Handbell Ensemble</td>
<td>Kevin Shull</td>
<td>T</td>
<td>6:15-8:00pm</td>
</tr>
<tr>
<td>MUE141A</td>
<td>Chamber Ensemble</td>
<td>Hannah Schendel</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>MUE151A</td>
<td>Jazz Orchestra: Beginning</td>
<td>Jason Harms</td>
<td>TR</td>
<td>11:15am-12:05pm</td>
</tr>
<tr>
<td>MUE151A</td>
<td>Jazz Orchestra: Advanced</td>
<td>Jason Harms</td>
<td>TR</td>
<td>5:40-6:50pm</td>
</tr>
<tr>
<td>MUE161A</td>
<td>Chamber Winds</td>
<td>Steven Thompson</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>MUE100A</td>
<td>Bethel Chapel Choir</td>
<td>Gene Peterson &amp; Mark Rhoads</td>
<td>TR</td>
<td>11:15am-12:05pm</td>
</tr>
</tbody>
</table>

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.
Inquiry Seminar Topics of Interest

All sections of GES160 Inquiry Seminar explore a specific topic of interest while students 1) develop and understand the meaning and value of a liberal arts education in the Christian tradition, 2) establish community, and 3) learn and practice research, writing, and speaking skills.

Interim 2018 Topic Descriptions

Sleep: What’s the Big Deal?  
Instructor: Julie DeHaan

Are you interested in improving your looks, increasing your reaction time, getting better grades, staying thinner, and maintaining your health? Do you prioritize sleep? Should you? This class will analyze how sleep plays a vital role in our physical, mental, and emotional wellbeing. We will look at sleep from the viewpoints of several professions including medicine, psychology, and sociology, as well as explore parallels between sleep and the biblical concept of rest. Guaranteed not to put you to sleep and to help you decide if sleep really is a big deal.

Exploring Native American Cultures  
Instructor: Scott Sochay

In Revelation 7:9-10 the Bible talks about members of all nations, tribes, peoples, and tongues standing before the throne of God presenting an amazing picture of diversity and unity. It would make sense then that as God’s creatures we would want to start that process in this life: learning about cultures other than our own. When most people think of Native Americans they think of them mostly in a historical context (and mostly through impression of Western tribes). Yet, Native cultures are diverse and contemporary. This course will explore the cultures and worldviews of Native Americans and help students understand the significant roles Indians play in contemporary America. In this context, students will learn to appreciate how culture and the Bible connect in new and fascinating ways.

Spring 2018 Inquiry Seminar Topic Descriptions

The Book was Better?  
Instructor: Lindsay Craig

Stories form the central way we frame our understanding of the world, and how we communicate our most powerful thoughts, deepest beliefs, and simplest observations. But how do these stories evolve or alter in the retelling? How does the movement of a story from a written text to a visual text change the story itself? We will explore several common and uncommon stories in their original, and in later film versions to pursue these questions, and to ask other questions about the nature of how stories “work.” Including familiar works by C.S. Lewis (The Lion, The Witch, and the Wardrobe), Dodie Smith (I Capture the Castle), and the Gospels, we will discussion memory, truth, retelling, adaptation, and influence. Together we will examine how stories both create and conform to the context of the reader or viewer.

Blessings & Curses of a Social Media Life  
Instructor: Peggy Kendall

We know that posting, texting, pinning, snapping, youtubing, blogging, gaming, and tweeting have changed the way we communicate. But how have they changed us? This course examines the impact technology is having on things like identity formation, relationships, romance, public discourse, and faith. Students will be challenged and equipped to make intentional choices about how they use their technologies.
Bracketology: Competition and Controversy in College Basketball
Instructor: Ashley Mahoney

Sports are often considered a microcosm of the society around them. Basketball is no different. This course will address several topics related to society through the lens of college basketball while enjoying March Madness. We will consider problems associated with the University of Minnesota, the University of North Carolina, and other schools where athletes were able to enroll in fake or simplified courses. We will also examine the exploitation of college athletes as universities pursue millions of dollars in revenue. Basketball changed significantly after the 1966 championship game. This game featured a starting five composed of all white players against an all African American team. We will explore the impact of this one game on all of college athletics. Further, we will examine Title IX and the impact on college sports. The purpose of the law was to generate equal opportunities for women. Has it succeeded or merely taken away programs for men? We will debate whether sports are portrayed too heavily as a “way out” to kids in poverty and examine different approaches that could enable equal opportunities for all children.

Making Monsters
Instructor: Heather McNiel

Monsters are having a moment: from nightmarish versions of zombies, to teenage vampires and werewolves, huge fan bases have been built around contemporary monster narratives. The fear and fascination monsters evoke may seem to be a recent phenomenon, but history is full of monster narratives that raise important questions of identity, community, and the complex moral choices humans face. Whether monsters are positioned as forces of evil, misunderstood outcasts, or warning signs of human error, monster narratives help us to explore our ideals, our failings, and the forces that drive us to make, fight, and fall in love with monsters.

The Danger of a Single Story
Instructor: Abbey Payeur

Have you ever held a firm, seemingly unchangeable conviction about a topic, only to find yourself completely changing this view once you understood a different perspective? Inspired by the well-known TED talk by Chimamanda Ngozi Adichie, this course will explore the danger of having a "single story" or sole perspective on any given topic. Learn how to evaluate and appreciate multiple perspectives as you determine your views about politics, class, race, and social justice issues.

Ethics & Professional Sports
Instructor: Ray Van Arragon

Professional sports are enormously important in American life, and Christians are as involved with them as anyone. But should they be? On the one hand, professional sports promote excellence and teamwork, and they bring together disparate peoples and communities. But on the other hand, many sports thrive on cut-throat competitiveness and violence, leaving athletes damaged and discarded. And fans revel in these things. How can the notions of right and wrong, of justice, and of Christian virtue apply to all of this? In this course we explore how Christians might think about professional sports, and evaluate how engagement with professional sports might play a role in a robust and virtuous Christian life.

A Life of Calm in a Time of Chaos: Exploring Contemplation [Honors Pieta Seminar I]
Instructor: April Vinding

When was the last time you took a deep breath? Must we—as modern people, Americans, evangelicals—“produce or die”? What are the costs and gifts of choosing “being” over “doing” in the age of information, technology, efficiency, and consumption? In this course we’ll explore the genesis (both the origin and the way) of contemplation by gathering wisdom from across history and cultures, and by engaging in contemplative practices established by Christians across the ages. Local, off-campus activities will be required.
Defining Success

Our American ethic – and maybe Midwestern and Christians ethics – tells us we'll be successful if we're talented and work hard. What if the true story of success tells us hard work and talent aren't enough? That's what journalism Malcolm Gladwell found in his work. Let's study it and apply that research to our heroes and ourselves to figure out our own paths.

Infectious Disease

Zika, Ebola, Malaria, Lyme Disease, SARS, and AIDS all have increased in prevalence over the last 20 years. Why? This course will explore emerging infectious disease from biological, socio-cultural, economic, historical, and Christian perspectives as we work to understand disease in the 21st century. Through this course you will gain insights into complex systems, learn fundamental attributes of oral and written communications and reflect on your own role in the learning and solution-generating process.
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 December 2018, a graduation hold will go on your record before registration for Spring 2018 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 MyBethel > Academics > Degree Evaluation (under Student Records). 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 the Assistant Registrar using the following calendar link:
   a. http://bethel-graduation.youcanbook.me/

Please check your holds (see more information on page 1). If you have a graduation hold then you will not be able to register for courses until this hold has been removed by the Registrar’s Office. Your advisor cannot remove this hold.
Generating a Banner Degree Evaluation

1. Log in to MyBethel > Academics > Degree Evaluation (under Student Records)> Do NOT change the term > 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). It may take several minutes to appear.
5. On the next 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.

- 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 MyBethel > Academics > Degree Evaluation (under Student Records) > 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.”