

Summer and Fall 2019 Advising Resources

Hold

A hold will prevent any registration from taking place. Hold removal can also take time to process, so please take care of any holds *as soon as possible*. If you have a:

- **Financial Hold** – please contact Student Accounts or the Office of Financial Aid (located in Lownik) for help. **Only they can remove the hold.**
- **Advisor Hold** – you must meet with your advisor to have this hold removed.
- **Health Service hold** – please contact Student Health Services (located in Krasa) to turn in your immunization record and have this hold removed.
- **Library hold**- visit the circulation desk in the basement of Kindlon
- **NCAA HOLD**- athletes will see this hold on their accounts. This hold does not prevent registration.
- **THIRD PARTY DISCLOSURE OK**- is not a hold!

Enrollment Dates

Your enrollment date is the day you are eligible to register and is based how many credits you have completed and does **NOT** include classes that are in progress this semester.

You can check your enrollment date for the fall by logging into your MyBenU account, click on Enrollment → Enrollment Date, or view the table below:

Seniors	105+earned hours	6:00 am	Monday, April 1
Seniors	90+earned hours	6:00 am	Tuesday, April 2
Juniors	75+earned hours	6:00 am	Thursday, April 4
Juniors	60+eraned hours	6:00 am	Friday, April 5
Sophomores	45+earned hours	6:00 am	Monday, April 8
Sophomores	30+earned hours	6:00 am	Tuesday, April 9
Freshman	15+earned hours	6:00 am	Thursday, April 11
Freshman	0+earned hours	6:00 am	Friday, April 12
Student at Large		6:00 am	Monday, April. 15

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Registration Tutorials

Please visit [the Advising Center's website](#) for step by step registration tutorials!

Advising Notes for General Education

-provided by Dr. Fletcher March 2017

You can search the course list, and People Soft for the Gen Ed requirements G, S, EL, LCOM (see below for screenshots)

All students who registered after August 1, 2016 are required to complete the Learning Community and Engaged Learning requirements.

- Learning Communities are all LCOM courses with specific numbers and sections.
- If a Learning Community is linked to a course, the student must register for both the LCOM and the Course, and PeopleSoft will tell them that.
- If a course, for example, THEO 288, can have students who do not participate in the associated learning community, there will be two sections of the course at the same time:
 - THEO 288 A MW 1:30 requires co-registration with LCOM
 - THEO 288B MW 1:30
- There are standalone learning communities, such as Catholic Studies.

Writing Intensive requirements: IDS 200 level, one WI in major, one WI in any subject.

The website link has the full list of courses that have been approved.

Screen shots to find Gen Ed Courses and designations follows below:

Finding Gen Ed courses and designations

In PeopleSoft

For IDS Courses:

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Christine Fletcher

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	faculty search

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject

Course Number

Course Career

Show Open Classes Only

Course Attribute

Course Attribute Value

Campus

Session

▶ **Additional Search Criteria**

IDS and LCOM courses are chosen here

Finding Courses that satisfy distribution areas, and G,S, WI, EL designations

Some may have learning communities that are required as part of the course. The following example shows how to find out:

The screenshot displays the MYBenU student information system interface. At the top, the user is logged in as 'UserList - Sexual Ethics - B...'. The main navigation menu on the left includes sections like 'My Favorites', 'BU General', 'BU Student Records', and 'Self Service'. The 'Class Search' option is highlighted in the menu.

The main content area shows the user's name, 'Christine Fletcher', and navigation buttons for 'Faculty Center', 'Advisor Center', and 'Search'. Below this, there are buttons for 'search for classes', 'browse course catalog', and 'faculty search'. The 'Search for Classes' section is active, with the following criteria:

- Institution: Benedictine University
- Term: 2017 Summer
- Select at least 2 search criteria. Select Search to view your search results.
- Class Search:
 - Subject: [Dropdown]
 - Course Number: [Dropdown] (set to 'is exactly')
 - Course Career: Undergraduate Semester
 - Course Attribute: Show Open Classes Only, General Education Curriculum
 - Course Attribute Value: [Dropdown menu is open, showing options like Artistic/Creative QCA, Computation, Math & Analytic QCM, Engaged Learning, Global Designation, Historical QHT, Individuals/Org/Societies QIO, Learning Community, Life-Scientific QLS, Literary/Rhetorical QLR, Philosophical QPL, Physical-Scientific QPS, Political/Global/Economic QPE, Religious/Theological QRT, Sustainability, and Writing Intensive.]
- Additional Search Criteria: [Dropdown]

Two callout boxes provide additional information:

- A box pointing to the 'Institution' dropdown says: "Select General Education".
- A box pointing to the 'Course Attribute Value' dropdown says: "Drop down box shows all options except Learning Communities".

The bottom of the screen shows the Windows taskbar with the system clock indicating 3:55 PM on 3/14/2017.

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Selecting Religious/Theological I get the next screen:

Account Login and Resour... Class Search User List - Sexual Ethics - B...

MyBenU
BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM

Menu
Search
My Favorites
BU General
BU Student Records
Self Service
Payroll and Compensation
Personal Information
Campus Personal Information
Academic Records
Faculty Center
Advisor Center
Class Search
Browse Course Catalog
Faculty Search
Campus Community
Student Admissions
Records and Enrollment
Curriculum Management
Set Up SACR
Worklist
Reporting Tools
PeopleTools
My Personalizations
My Dictionary

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Faculty Center | Advisor Center | Search
search for classes | browse course catalog | faculty search

Search for Classes

Search Results

Benedictine University | 2017 Summer

The following classes match your search criteria Course Career: Undergraduate Semester: Show Open Classes Only: Yes, Campus: Benedictine Univ Main Campus, Course Attribute: General Education Curriculum, Course Attribute Value: Religious/Theological QRT

Done | Canceled | Wait List

NEW SEARCH | MODIFY SEARCH

1 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
THEO 102	A-LEC	TuTh 8:00AM - 1:00PM	Kindlon Hall - 126	Carrie Roberts	06/06/2017 - 07/06/2017	

NEW SEARCH | MODIFY SEARCH

Faculty Center | Advisor Center | Search
Search For Classes | Browse Course Catalog | Faculty Search

Click on this to read description, which may include Registration in LCOM ??? required – see next screen

3:57 PM
3/14/2017

To see if the class has a Learning Community Click on the class name.

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MYBenU
BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM

Search:

My Favorites
BU General
BU Student Records
Self Service
Payroll and Compensation
Personal Information
Campus Personal Information
Academic Records
Faculty Center
Advisor Center
Search
Class Search
Browse Course Catalog
Faculty Search
Campus Community
Student Admissions
Records and Enrollment
Curriculum Management
Set Up SACR
Worldat
Reporting Tools
PeopleTools
My Personalization
My Dashboard

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Faculty Center | Advisor Center | Search
search for classes | browse course catalog | faculty search

Search for Classes

Class Detail

THEO 102 - A Theology of Justice
Benedictine University | 2017 Summer | Lecture

Class Details

Status	Open	Career	Undergraduate Semester
Class Number	7106	Dates	6/5/2017 - 7/9/2017
Session	Summer Session I	Grading	Graded
Date	3 units	Location	Main Campus
Class Components	Lecture Required	Campus	Benedictine Univ Main Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:00AM - 1:00PM	Kindon Hall - 126	Cerie Roberts	06/06/2017 - 07/06/2017

Enrollment Information

Enrollment Requirements: Req for Theo102A Sum 17: Co-registration in Lcom 145A. Course restricted to MAEN campus students.
Requirement Designation: Religious/Theological Mode of Inquiry
Class Attributes: Religious/Theological Mode of Inquiry

Class Availability

Class Capacity	20	Wait List Capacity	10
Enrollment Total	2	Wait List Total	0
Available Seats	18		

Notes

Class Notes: Co-registration in LCOM 145A is required. Theology or Religious Studies, Mode of Inquiry (QBT).

Description:
This course examines the idea of justice, particularly in relation to the redeeming death of Jesus Christ. It surveys the systematic theology of Christianity.

Put course and the specified LCOM in your shopping cart, then register for both.

In BenULive

Look for the course you are interested in and then

Global						
7098	IG-GE14204-8FA	Catholic/Benedictine Intellectual Traditions, Sustainability/Stewardship and Global/Being Mortal: Issues in Healthcare	3	M	200 - 400 p.m	Fletcher

All details, G, S, WI, LCOM etc. are shown in this area

Co-registration is LCOM 145A required; Writing Intensive, Global and Sustainability. One class per week will be held at Villa St. Benedict. 6/5/2017 - 7/3/2017 5L-208

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