



BEM: Advising During Registration

ACADEMIC AFFAIRS

Introduction

In this session, we will cover:

- ❑ Planning for Pre-Registration Consultations with Advisees
- ❑ The Process for Registration Approval

Alert!

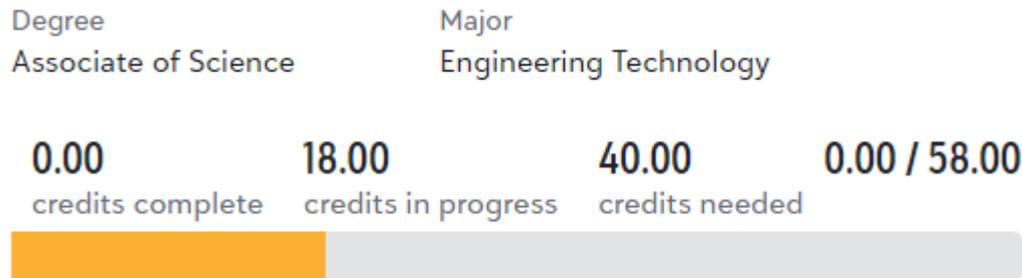
If you haven't watched the instructional video titled "BEM-An Introduction for Academic Advisors", please watch that video before proceeding with this one.

Planning for Pre- Registration Consultations with Advisees

When planning for pre-registration consultations with advisees, we recommend to review how the degree requirements are presented in BEM. (The following four slides will serve as a refresher.)

Presentation of Degree Requirements

- In BEM, the degree requirements begin with an overview. The screen will show the Degree and Major. It will also show credits complete, credits in progress, and credits needed.



Presentation of Degree Requirements (continued)

- You will have the option to “Expand All” or “Collapse All”

[Expand all](#) [Collapse all](#)

⊕ Degree: **Associate of Science**
You have **27.00** credits needed to fulfill your degree requirements

⊕ **Other coursework**
You have **8** courses that do not fulfill or have not been assigned to a degree requirement

Presentation of Degree Requirements (continued)

- When advisors select “Expand All”, all requirements are displayed at once.

Presentation of Degree Requirements (continued)

- When advisors select “Collapse All”, requirements are displayed individually by selecting specific requirements/areas.

Expand all Collapse all

Degree: **Associate of Science**
You have **27.00** credits needed to fulfill your degree requirements

Other coursework
You have **8** courses that do not fulfill or have not been assigned to a degree requirement

Degree: Associate of Science You have 27.00 credits needed to fulfill your degree requirements		in progress
<input type="checkbox"/> Language and Literature		0 of 3 requirements complete
<input type="checkbox"/> Eng 101 Writing I	On track	3.00 credits required
<input type="checkbox"/> Eng 102 Writing II	⚠ Not started	3.00 credits required
<input type="checkbox"/> Public Speaking	⚠ Not started	3.00 credits required
<input type="checkbox"/> Religion and Philosophy		0 of 1 requirements complete
<input type="checkbox"/> Fine Arts		0 of 1 requirements complete
<input type="checkbox"/> Appreciation	⚠ Not started	3.00 credits required
<input type="checkbox"/> Natural Science and Mathematics		0 of 1 requirements complete
<input type="checkbox"/> Social and Behavioral Sciences		0 of 1 requirements complete
<input type="checkbox"/> Electives		0 of 1 requirements complete
<input type="checkbox"/> Major: Engineering Technology You have 31.00 credits needed to fulfill your major requirements		

Student Self-Registration

Students will self-register through BEM once registration opens (see dates listed in the [Academic Calendar](#)). We will send out a video separately to students with instructions on how to self-register. We will also share this video with advisors so you are familiar with the process as well.

(Coming soon)

Important Alert

NOTE: There is no systematic process in BEM to limit course selection by category for students. All students will be able to enroll themselves in graduate, undergraduate, online, or on-campus courses. Students can also register for courses they've already taken or have not met the prerequisite to take.

This is something to keep in mind; students may have questions about course options.

Advisor Review of Student Registration

Steps for advisors to complete after students self-register:

1. The Registrar's Office will close online registration for students on April 15, 2023. At that time, the Registrar's Office will send each academic advisor a list of students who have registered for the summer and fall terms via email.

Advisor Review of Student Registration (continued)

~~Steps for advisors to complete after students self-register (continued):~~

2. Once receiving the list, academic advisors should review the submitted schedules of all advisees. At this point, the advisor should complete one of two responses:

1. When an advisor reviews a schedule with no recommended changes, the advisor should email the student a screenshot of the approved schedule and inform them of the advisor's approval.

OR

2. When an advisor reviews a schedule with recommended changes, the advisor should email the registrar's office and copy the student into the message. Please identify any courses from which the student needs removed and any recommended changes to the student's schedule. Please ask the student to reply all to the message so that the registrar's office can proceed with making the necessary changes after receiving student permission to do so.

Important Alert

NOTE: There is no systematic process in BEM for advisors to “approve” as there was in the legacy system.

The approvals must be completed by the advisor through Brescia University email communication.

Reminder: After April 15, schedule changes can only be made through the Registrar’s Office.

Review of Viewing Student Schedules in BEM

The following 6 slides will review how to view an advisee's schedule in BEM.

Viewing an Advisee's Schedule

- ❑ **Alert! Alert!** This is a key difference in the systems, so please note: To see a student's entire schedule, you select "**PROGRESS**" (not "Schedule").
- ❑ Under the "**PROGRESS**" tab, advisors have options to select term and mod options. To see the full schedule, please be sure to select all relative options. Fall and Spring options display full semester courses while Mod options display mod courses:

Courses

Term:

Fall Session

Mod 2 Session

Mod 3 Session

Spring Session

EXAMPLE: FULL SESSION AND MOD COURSE DISPLAY



Courses

Term: Fall Session Mod 2 Session Mod 3 Session Sr

Calculus I - 2 (MWF 9:00-9:50 AM)

Fall Session | Brescia University

Calculus I Lab - 3 (T 12:30-1:50 PM)

Fall Session | Brescia University

Gen Chem Lab - 2 (W 2:00-3:50 PM)

Fall Session | Brescia University

Gen Chemistry - 1 (MWF 11:00-11:50 AM)

Fall Session | Brescia University

Programming I - 1 (TTH 9:30-10:50 AM)

Fall Session | Brescia University

Writing I - 2 (MWF 10:00-10:50 AM)

Fall Session | Brescia University

Elem of Astronomy - 1 (T 5:00-6:00 PM)

Mod 2 Session | Brescia University

EXAMPLE: FALL SESSION DISPLAY ONLY

Courses

Term: **Fall Session** Mod 2 Session Mod 3 Session Spring Session

Calculus I - 2 (MWF 9:00-9:50 AM)
Fall Session | Brescia University

Calculus I Lab - 3 (T 12:30-1:50 PM)
Fall Session | Brescia University

Gen Chem Lab - 2 (W 2:00-3:50 PM)
Fall Session | Brescia University

Gen Chemistry - 1 (MWF 11:00-11:50 AM)
Fall Session | Brescia University

Programming I - 1 (TTH 9:30-10:50 AM)
Fall Session | Brescia University

Writing I - 2 (MWF 10:00-10:50 AM)
Fall Session | Brescia University

Note: Astronomy in Mod 2 is not listed in this view.

EXAMPLE:
MOD
SESSION
DISPLAY
ONLY

Courses

Term:

**Elem of Astronomy - 1 (T
5:00-6:00 PM)**

Mod 2 Session | Brescia University

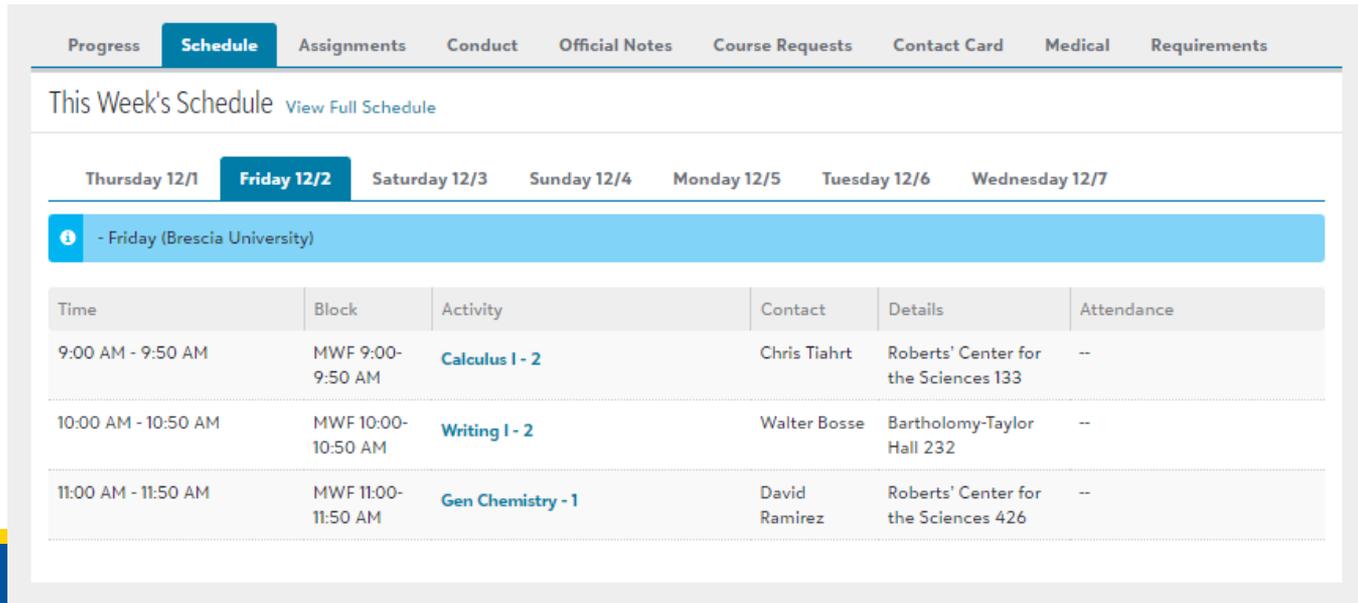
Note: All full session courses
are not listed in this view.

Viewing an Advisee's Schedule (continued)

Advisors may be curious to know what the functionality of the “Schedule” tab is...Great question!

The “Schedule” tab is more of a calendar view of the student's schedule and has viewing options in a weekly or monthly format.

The default view under “Schedule” is the weekly view:



The screenshot shows a web application interface for viewing a student's schedule. At the top, there is a navigation bar with tabs: Progress, Schedule (selected), Assignments, Conduct, Official Notes, Course Requests, Contact Card, Medical, and Requirements. Below the navigation bar, the page title is "This Week's Schedule" with a link to "View Full Schedule". The main content area shows a weekly calendar view for the week of December 1st to 7th. The "Friday 12/2" tab is selected. Below the calendar, there is a blue header for "Friday (Brescia University)". The schedule is displayed in a table with columns for Time, Block, Activity, Contact, Details, and Attendance.

Time	Block	Activity	Contact	Details	Attendance
9:00 AM - 9:50 AM	MWF 9:00-9:50 AM	Calculus I - 2	Chris Tiaht	Roberts' Center for the Sciences 133	--
10:00 AM - 10:50 AM	MWF 10:00-10:50 AM	Writing I - 2	Walter Bosse	Bartholomy-Taylor Hall 232	--
11:00 AM - 11:50 AM	MWF 11:00-11:50 AM	Gen Chemistry - 1	David Ramirez	Roberts' Center for the Sciences 426	--

Viewing an Advisee's Schedule (continued)

When advisors select “View Full Schedule”, the display changes to a monthly view:

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
	Monday (Brescia University) 9a Calculus I - 2 (MWF 9:00-9:50 AM) 10a Writing I - 2 (MWF 10:00-10:50 AM) 11a Gen Chemistry - 1 (MWF 11:00-11:50 AM)	Tuesday (Brescia University) 9:30a Programming I - 1 (TTH 9:30-10:50 AM) 5p Elem of Astronomy - 1 (T 5:00-6:00 PM)	Wednesday (Brescia University) 9a Calculus I - 2 (MWF 9:00-9:50 AM) 10a Writing I - 2 (MWF 10:00-10:50 AM) 11a Gen Chemistry - 1 (MWF 11:00-11:50 AM) 2p Gen Chem Lab - 2 (W 2:00-3:50 PM)	Thursday (Brescia University) 9:30a Programming I - 1 (TTH 9:30-10:50 AM)	Friday (Brescia University) 9a Calculus I - 2 (MWF 9:00-9:50 AM) 10a Writing I - 2 (MWF 10:00-10:50 AM) 11a Gen Chemistry - 1 (MWF 11:00-11:50 AM)	
4	5	6	7	8	9	10
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Important Dates

Summer 2023 schedules should be reviewed and approved by May 1, 2023 and Fall 2023 schedules should be reviewed and approved by May 15, 2023.

Thank you

