



# BEM: Registration Instructions for Students

---

ACADEMIC AFFAIRS

# PURPOSE

---

Brescia University has upgraded its Student Information System (SIS) to the cloud version. The new version is called “Blackbaud Enrollment Management” or BEM.

Beginning **March 1, 2023**, Brescia students will no longer use “Netclassroom” to access their degree audits, schedules, or register for new classes.

Registration for the Summer 2023 and Fall 2023 terms will take place in BEM.

# IN THIS SESSION WE WILL...

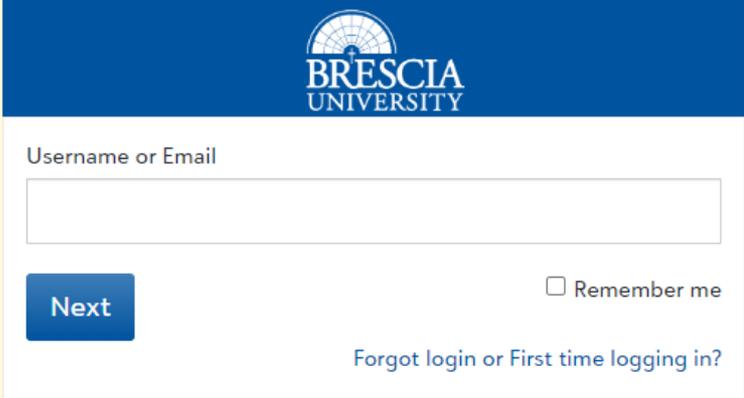
---

- Review how to login to BEM
- Explain procedure for student registration using BEM
- Demonstrate how to view courses submitted for registration
- Explain approval process by academic advisor

# Logging in to BEM

---

- ❖ Enter the BEM URL: [bem.brescia.edu](https://bem.brescia.edu)
- ❖ Login using your Office365 login and password (this is your Brescia email login and password).



The screenshot shows the login interface for Brescia University. At the top, there is a blue header with the Brescia University logo and name. Below the header, the text "Username or Email" is displayed above a text input field. To the left of the input field is a blue "Next" button. To the right of the input field is a checkbox labeled "Remember me". Below the input field and "Remember me" checkbox, there is a link that says "Forgot login or First time logging in?".

# Student Home Page

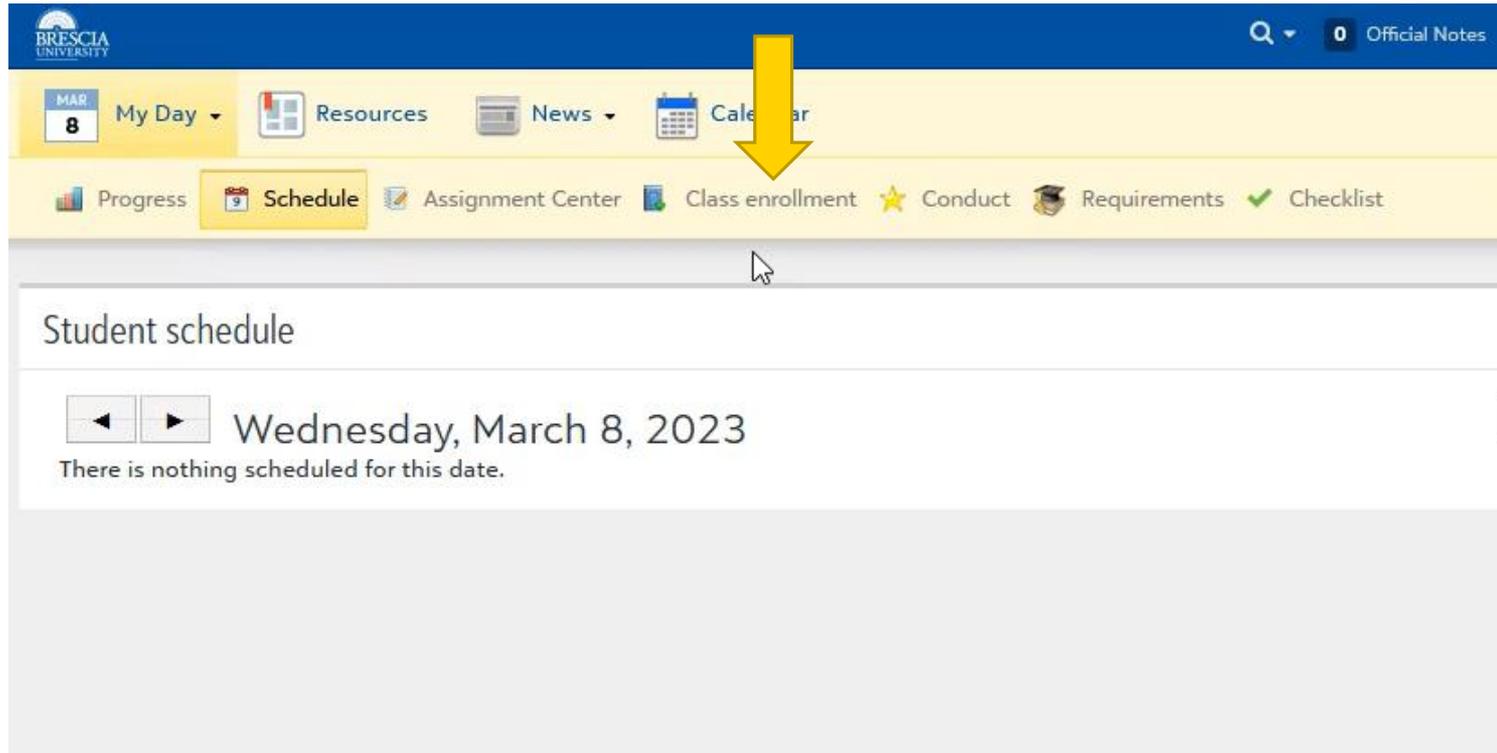
The screenshot shows a web browser window with the following elements:

- Browser Tab:** Student : My Day
- Address Bar:** <https://brescia.mycampus-app.com/app/student#studentmyday/schedule>
- Navigation Bar:** Includes the Brescia University logo, a search icon, and notification counts for 'Official Notes' (0) and 'Messages' (0). A user profile for 'Billing TestStudent' is also visible.
- Secondary Navigation:** A row of icons and labels for 'My Day', 'Resources', 'News', and 'Calendar'. The 'My Day' icon shows 'EED 22'.
- Primary Navigation:** A row of icons and labels for 'Progress', 'Schedule' (highlighted), 'Assignment Center', 'Class enrollment', 'Conduct', 'Requirements', and 'Checklist'.
- Student Schedule Section:**
  - Title:** Student schedule
  - Date:** Wednesday, February 22, 2023
  - Message:** There is nothing scheduled for this date.
  - Navigation:** 'today', 'month', and 'week' buttons.

# Registration Procedures for Students

---

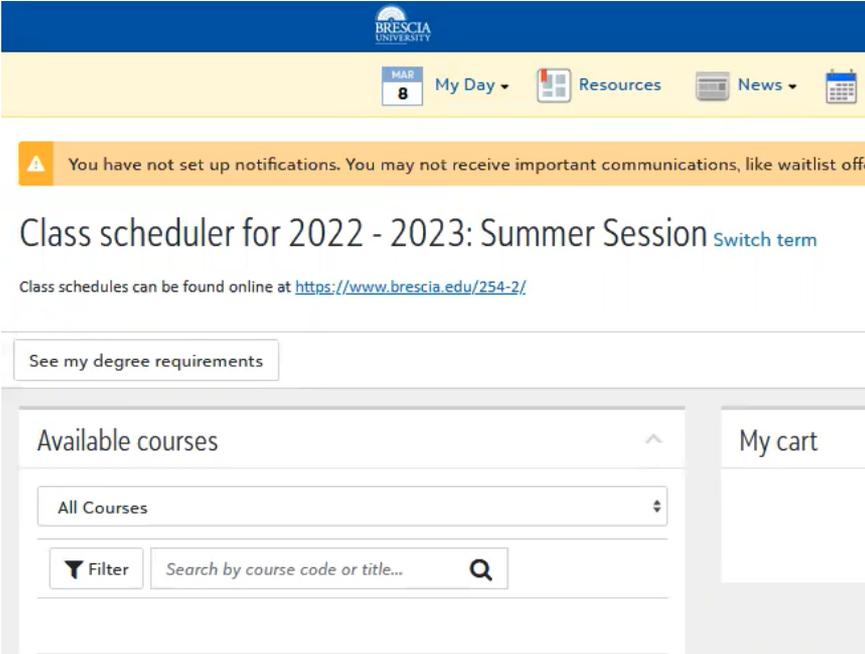
1. From the Student Home page, select “Class Enrollment” from the toolbar options at the top of the home page:



The screenshot shows the top navigation bar of the Brescia University student portal. The bar is blue and contains the university logo on the left, a search icon, and 'Official Notes' on the right. Below this is a yellow toolbar with several icons and labels: 'My Day' (with a calendar icon showing 'MAR 8'), 'Resources', 'News', 'Calendar', 'Progress', 'Schedule' (highlighted with a yellow box), 'Assignment Center', 'Class enrollment' (indicated by a large yellow arrow), 'Conduct', 'Requirements', and 'Checklist'. Below the toolbar, the page content shows 'Student schedule' for 'Wednesday, March 8, 2023', with a message stating 'There is nothing scheduled for this date.'

# Registration Procedures (continued)

After selecting “Course Enrollment”, students will see the Class Scheduler for the most recent upcoming term. With open registration in March, the Class Scheduler will default to Summer Session 2022-2023:



The screenshot displays the Brescia University website's Class Scheduler interface. At the top, the Brescia University logo is visible in a blue header. Below it, a yellow navigation bar contains a calendar icon showing 'MAR 8', a 'My Day' dropdown, and links for 'Resources', 'News', and a calendar icon. A yellow notification banner states: 'You have not set up notifications. You may not receive important communications, like waitlist offe'. The main content area is titled 'Class scheduler for 2022 - 2023: Summer Session' with a 'Switch term' link. Below the title, a link provides the URL 'https://www.brescia.edu/254-2/'. A button labeled 'See my degree requirements' is positioned above the 'Available courses' section. The 'Available courses' section features a dropdown menu set to 'All Courses', a 'Filter' button, and a search box with the placeholder text 'Search by course code or title...'. To the right of the 'Available courses' section is a 'My cart' sidebar.

# Registration Procedures (continued)

---

Note: If you do not want to register for summer term, select “Switch Term” and select Fall 2023. If you want to register for both Summer and Fall 2023, complete summer first and then proceed to fall.

Class scheduler for 2022 - 2023: Summer Session [Switch term](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

Class scheduler for 2022 - 2023: Summer Session [Switch term](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

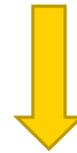
[See my degree requirements](#)

- 2022 - 2023: Summer Session
- 2023 - 2024: Fall Session
- 2023 - 2024: Mod 1 Session

# Registration Procedures (continued)

---

Students are able to see the number of credit hours required for them to be a full-time student located on the right hand side of the Class Scheduler Label. In this same area, students will also see the name of their Academic Advisor listed:



Class scheduler for 2022 - 2023: Summer Session [Switch term](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

Full-time student requirements  
**12** Credits for Bachelor of Science degree  
My Advisor

[See my degree requirements](#)

---

# Registration Procedures (continued)

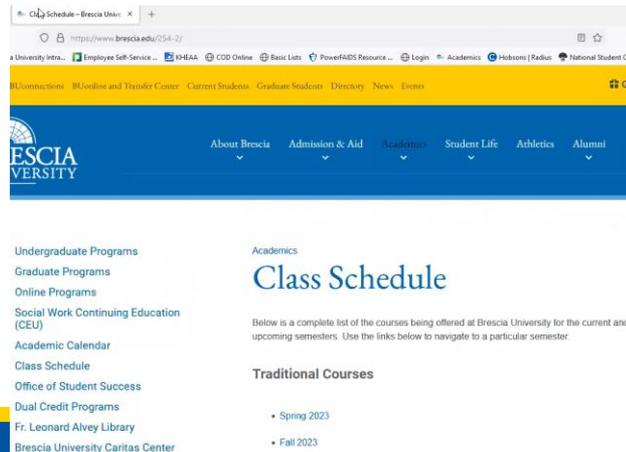
---

Additionally, a link to the upcoming schedules is available under Class Scheduler:

Class scheduler for 2022 - 2023: Summer Session [Switch term](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

The link provided takes you to the Class Schedule place under Academics on the university website:

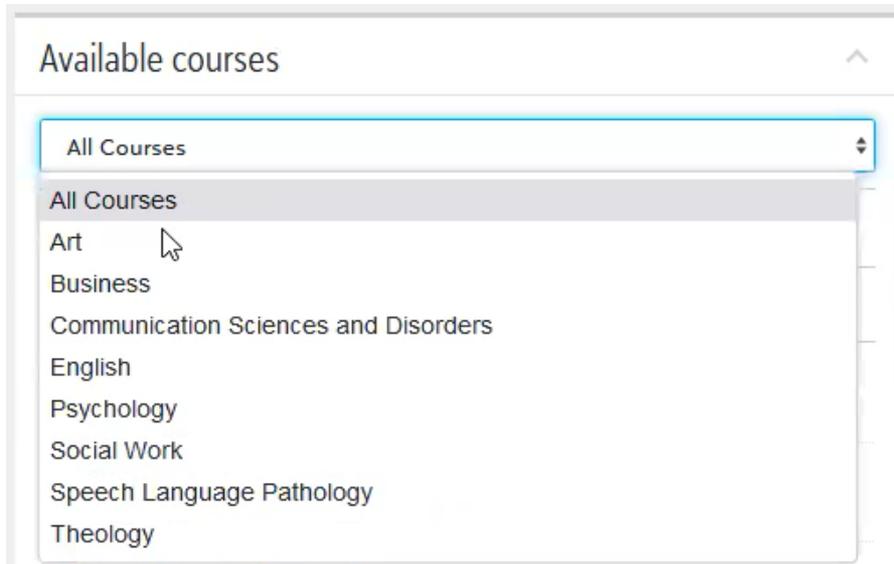


The screenshot shows a web browser window displaying the Brescia University website. The address bar shows the URL <https://www.brescia.edu/254-2/>. The page features a blue header with the university logo and navigation links: About Brescia, Admission & Aid, Academics, Student Life, Athletics, and Alumni. Below the header, there is a sidebar with links to Undergraduate Programs, Graduate Programs, Online Programs, Social Work Continuing Education (CEU), Academic Calendar, Class Schedule, Office of Student Success, Dual Credit Programs, Fr. Leonard Alvey Library, and Brescia University Caritas Center. The main content area is titled "Class Schedule" and includes a sub-heading "Traditional Courses" with a list of semesters: Spring 2023 and Fall 2023.

# Registration Procedures (continued)

---

To select courses for registration, students choose courses from the “Available Courses” under Course Scheduler (students are able to sort by academic area):



# Example Course Selection:

In the example below, the student searched “Art” and “Art384OL” appeared as the only option. In terms with additional art courses offered, all will be listed. When a student clicks on the name under “Available Courses”, the information on the right appears.

Then this appears

The screenshot displays the Brescia University class scheduler interface. At the top, the navigation bar includes the university logo, search, and notification icons. Below this, a yellow banner indicates that notifications are not set up. The main content area is titled "Class scheduler for 2022 - 2023: Summer Session" and includes a link to "Switch term". A search bar is visible with the text "Art" entered. A yellow callout box with the text "Click here first" points to the search bar. Below the search bar, a list of available courses is shown, with "Art 384OL: The Art of Impressionism" selected. A yellow callout box with the text "Then this appears" points to the detailed view of this course on the right side of the screen. The course details include: "Art 384OL: The Art of Impressionism", "3 Credits 2022 - 2023: Summer Session", "All Courses, Art", "Missing prerequisite(s) None", "Description None", "Section 1", "Add this section to my cart", "Open seats 18 of 18", "Meeting times W 8:00-9:00 PM", "Date range 6/5/23 - 7/29/23", "Location , Room", "Level Brescia University", and "Instructor Laura Eklund".

# Key Differences in New BEM System

- ❑ Students can register for any level or any modality of course offerings in the system, but that does not mean you are able to take them. Be sure to pay attention to the following:
  - ❑ If you are registering for an on-campus course, the format for course ID is area prefix, course number, - section number. Example: Eng101-1.
  - ❑ If you are registering for an online course, the format for the course ID is area prefix, course number, OL (for online), - section number. Example: Eng101OL-1.
  - ❑ On-ground students can take up to two online courses with advisor approval. Do not register for more than two online courses if you are an on-ground student.
  - ❑ Mod courses are listed under their own session and you must select “switch term” to find Mod 1, Mod 2, Mod 3, and Mod 4. They will not be listed under the full sessions of Fall and Spring.
  - ❑ Gradate courses are 500 & 600 level courses. Example: PSY600, MSW510, SLP630, MBA520.
  - ❑ MBA students: The MBA terms will be different than other programs, so be sure to check the correct session instead of Fall, Spring, or Mod options.

# Course Selection Information

## Art 384OL: The Art of Impressionism

3 Credits 2022 - 2023: Summer Session

All Courses, Art

Missing Prerequisite(s)

None

Description

None

### Section 1

 Add this section to my cart

Open seats	18 of 18
Meeting times	W 8:00-9:00 PM
Date range	6/5/23 - 7/29/23
Location	, Room
Level	Brescia University
Instructor	Laura Eklund



**If this was an on-campus  
course, it would list the  
location ie: Field Center 214**

## Art 3840L: The Art of Impressionism

3 Credits 2022 - 2023: Summer Session

All Courses, Art

Missing Prerequisite(s)

None

Description

None

### Section 1

[+Add this section to my cart](#)

Open seats	18 of 18
Meeting times	W 8:00-9:00 PM
Date range	6/5/23 - 7/29/23
Location	, Room
Level	Brescia University
Instructor	Laura Eklund

Alert: Be sure to check the prerequisites with the link to the schedule

**The Missing Prerequisites feature may not always be correct.**

After deciding you definitely want to register for a course, select “Add this selection to my cart”

### Art 384OL: The Art of Impressionism

3 Credits 2022 - 2023: Summer Session

All Courses, Art

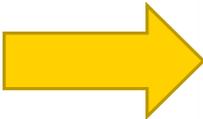
Missing Prerequisite(s)

None

Description

None

#### Section 1

 [Add this section to my cart](#)

Open seats	18 of 18
Meeting times	W 8:00-9:00 PM
Date range	6/5/23 - 7/29/23
Location	, Room
Level	Brescia University
Instructor	Laura Eklund

Adding a course  
to registration

# Message received for accounts on “Hold”

---

**If you receive this  
message, email  
[cashier@brescia.edu](mailto:cashier@brescia.edu).**



You are on hold.

Ask your administrator for access. You are not allowed to enroll in classes for the following reasons: Account is past due - Please contact Student Accounts Clerk to address the situation.

# Warning Messages

---

Students may receive “Warning Messages” to alert students of further considerations. This may include time conflicts of courses, not meeting requirements to take courses, or other reasons. Below is an example of what a “Warning Message” looks like:

## SW 3120L: Death and Dying

3 Credits 2022 - 2023: Summer Session

All Courses, Social Work

Missing Prerequisite(s)

None

Description

None



### Section 1

 Time conflict with Death & Dying

Open seats	18 of 18
Meeting times	T 6:00-7:00 PM
Date range	6/5/23 - 7/29/23
Location	, Room
Level	Brescia University
Instructor	LeAnn Howell

# Removing a Course from Registration /"My Cart"

Class scheduler for 2022 - 2023: Summer Session [Switch term](#)

Full-time student requirements  
12 Credits for Bachelor of Science degree  
[My Advisor](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

[See my degree requirements](#)

Available courses

Art

Filter

Search by course code or title...



Art 384OL: The Art of Impressionism  
3 credits 17 of 18 open seats

My cart

Summer Session

1 Courses 3 Credits *Maximum of 9 credits allowed*

Art 384OL: The Art of Impressionism, Section 1

All Courses, Art 3 credits W 8:00-9:00 PM

Term 2022 - 2023: Summer

Session

Date range 6/5/23 - 7/29/23

Location , Room

Open seats 17 of 18

Level Brescia University

Instructor Laura Eklund

Missing prerequisites

None

Description

None

Remove from my cart



Are you really sure you want to remove this from your class list?

Art 384OL The Art of Impressionism, Section 1

Yes, remove this class from my list

Cancel



# How to complete registration

After you have selected all courses for a term, you select “Finish Enrolling” in the bottom left corner.

Class scheduler for 2022 - 2023: Summer Session [switch term](#)

Class schedules can be found online at <https://www.brescia.edu/254-2/>

See my degree requirements

Available courses ^

Art

Filter Search by course code or title... Q

Art 384OL: The Art of Impressionism  
3 credits 17 of 18 open seats

My cart

Summer Session  
1 Courses 3 Credits Maximum of 9 credits allowed

Art 384OL: The Art of Impressionism, Section 1  
All Courses, Art 3 credits W 8:00-9:00 PM

Finish enrolling 1 Courses 3 Credits



# Confirmation of Registration



Congratulations, you've finished enrolling

Enrolled  
1 Course(s) 4 Credits

## Your courses

[Add to my calendar](#) [Print my schedule](#)

Day/time	Course	Term	Department	Credits	Instructor	Location
M 7:00-8:00 PM	SLP 6300L4: Clinical Practicum II	2023 - 2024: Fall Session	All Courses, Speech Language P...	4	Sarah Ward	

# Alert!

Viewing  
registration/enroll  
ment in future  
terms.

Your registration for upcoming terms will not show under “Progress”, “Requirements”, or “Schedule” until the term is “active”. The fall term becomes active on August 1, 2023.

(Do not panic if you do not see courses listed in the view for “Progress”, “Requirements” or “Schedule”.

To see upcoming term enrollment, select “Class Enrollment” and you will see courses listed under “My Courses”:

My courses

---

Fall Session

1 Courses 4 Credits *Maximum of 18 credits allowed*

---

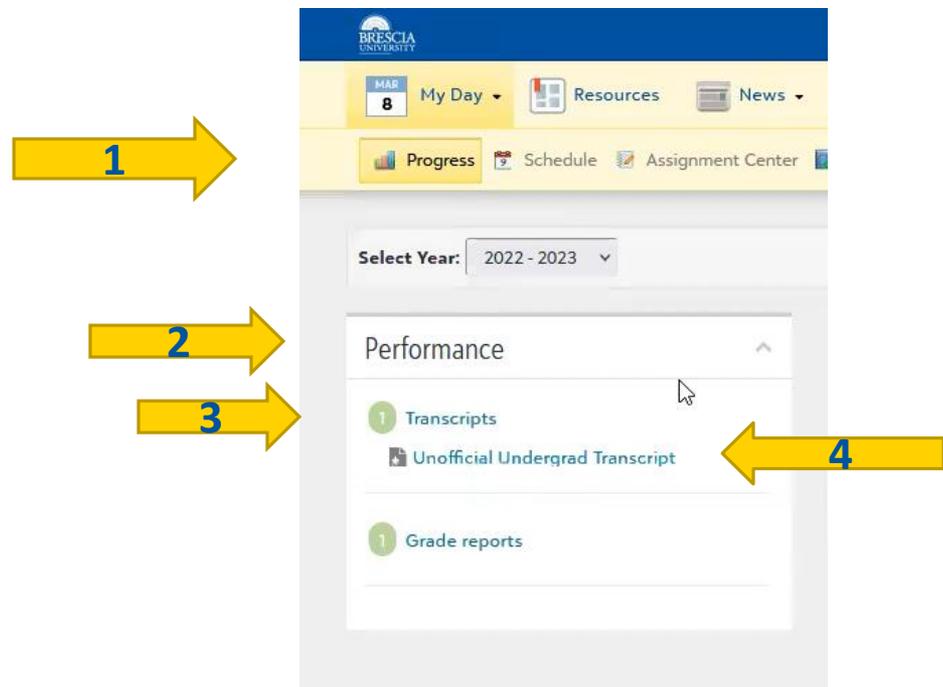
**SLP 630OL4: Clinical Practicum II, Section 1**

4 credits M 7:00-8:00 PM

# Viewing Transcript

Students can also see enrollment/registration of future courses by accessing their unofficial transcripts:

1. Select Progress
2. Select Performance
3. Select Transcript
4. Select Unofficial Transcript



# Example View of Transcript with Upcoming Term



Brescia University  
717 Frederica St  
Owensboro, KY  
42301

Billing TestStudent  
65 Fairchild Street  
Charleston, SC 29492  
Cumulative GPA:

---

## 2023 Fall - Freshman

---

Brescia University

Course code	Course title	Final	Credits Attempted	Credits Awarded
SLP 630OL4	Clinical Practicum II		4.00	0.00
			<b>Total</b> 4.00	0.00
			<b>Total cumulative</b> 4.00	0.00

# Registration Approval by Academic Advisor

---

On April 15, 2023, registration for the Summer 2023 and Fall 2023 terms will close to students. Academic advisors will receive a list of all registered advisees after registration closes. Advisors will review the student registration and email students a confirmation of approval or email the registrar with the student copied on the email with any recommended changes. Students should be sure to regularly check their Brescia student email accounts through the end of the Spring 2023 semester.

# Resources:

If you cannot access BEM, complete an IT helpdesk ticket:

<https://helpdesk.brescia.edu/hesk/>

Please contact your academic advisor for registration questions.

