

Bradley University

Registration Process

Advising Process for Early Enrollment

Advising is a continuous process by which faculty nurture and guide students through their educational experience. While students may meet with advisors throughout the school year, advisement is mandatory for certain students. All first year students, transfer students, and students with senior status are **REQUIRED** to see their academic advisor before they are allowed to register for classes. All AEP students, regardless of their class standing, are also **REQUIRED** to meet with their academic advisor. Certain majors require an advisor appointment every semester. It is the student's responsibility to make an appointment with their academic advisor. It is the advisor's responsibility to inform students when he/she is available for advising either with a sign up sheet on their office door or through their departmental administrative support staff member. These students are encumbered until they have met with their advisor, at which time the advisor must inform the departmental chairperson or support staff member to release the student for registration (or appropriate person). If the student is in the Academic Exploration Program (AEP), the advisor must e-mail the Center for Orientation and Advisement's Administrative Support staff member, Michele Ohl at mohl@bumail.bradley.edu to have the student's hold removed.

Advisement is required for all Bradley students who have **NOT** earned more than 24 Bradley hours or who have earned more than 90 Bradley hours. However, they are encouraged to visit with their advisors for verification of the appropriateness of their class selection, visit about academic progress in general, and discuss experiential learning opportunities. The majority of students meet with their advisor for assistance for a variety of reasons throughout the year.

Advisors should have access to Academic Inquire ([acinquire](#)) and Degree Audit Requirement System (DARS) through a web browser. New faculty who will be advising students should obtain permission from their Dean and the Registrar. **Acinquire** will provide advisors with information about transfer work that has been completed, midterm grades, dates of withdrawals, and final grades of all courses taken at Bradley or transferred into Bradley.

In addition to electronic information from the Registrar's Office, the departmental office may house folders for each student in that major. At orientation, students will complete several questionnaires requesting information about the student's personality and goals. This information will be available to advisors in the student's folder. Advisors should make notes and comments about the student's progress in the student's folder.

To complete electronic enrollment records of students academic advisors have access to DARS through (<http://acinquire>). DARS will allow the advisor to view complete graduation requirements for a specific major and the progress and remaining requirements of a student in that major. If an academic advisor or student wishes to know what requirements are necessary for another major, DARS allows the advisor to obtain information about a different major and that student's progress status. Just click on the "DARS other" button and select the major from the drop down menu. Please note that this is the "unofficial record" of the student and that the student's official permanent record is housed in the Registrar's Office. It may be prudent for an advisor to visit with

the department chair of the other major/minor. It would also be beneficial for advisors to confirm their advice to students regarding specific graduation requirements with the department chairperson or the Associate/Assistant Dean.

The degree audit is a useful tool but should be reviewed regularly by both the advisor and the student to ensure its accuracy. Advisors, in conjunction with the approval of the department chairperson, need to complete the “Degree Audit Exception Form” for any departmental or college waivers of requirements or substitutions and submit it to the Registrar’s Office to make changes in a student’s audit. Check with your College office for procedures or contact Ms. Angela Butler at 309-677-3099 for more information.

If the student has a problem getting classes for the semester, the advisor should suggest alternative classes. The Access system (Acinquire) allows advisors to check the number of seats and reserve seats available for every class. This information can help in advising the student thereby increasing the probability of getting into a class. If the student is a senior and needs a particular course, you or the student should contact the department chairperson of the course and inquire about getting the student into the course. For all other courses that are full, the student needs to contact the department chairperson after the wait list is processed. Typically, students on the wait list who need the course for their major or minor will be the first to be given a reserve seat. Advisors should explain this process to the student.

Students with any outstanding financial obligation to the University may have a grade hold. This grade hold will prevent the student from obtaining a copy of his/her transcript, access their grades, or view DARS. Please inform students of any “holds” they may have. Students can view their “holds” on Webster. If a student is encumbered, he/she may not register for classes or withdraw from classes.

For more detailed information to share with students on the advising process, please refer students to: <http://www.bradley.edu/eddev/advising>
See the PowerPoint presentation that can be downloaded that will explain what a student should do if classes are full at:
<http://www.bradley.edu/eddev/advising/documents/TCIF2011.pdf>

Definition of Student Standing

Full-time student status is a minimum of 12 credit hours. If students register for fewer than 12 hours, they may jeopardize their financial assistance and/or their family's health insurance. Students will be classified based on the number of credit hours completed according to the following scale:

<u>CLASS</u>	<u>COMPLETED HOURS</u>
Freshman.....	0-23 hours
Sophomore.....	24-55 hours
Junior.....	56-89 hours
Senior.....	90 hours or more

Excess Hours

If a student desires to register and waitlist for more than a total of 18 ½ hours in a given semester, he/she must obtain special permission. The student can either go to the Dean's Office of his/her college to obtain the excess hours form or click onto the Registrar's office home page and click onto "forms", and select "petition to carry excess hours" under "others". The student must obtain the signature of their academic advisor and the Dean of the college their major is in. Please remind students that they will be billed for every hour (even half hour) over 16 hours.

There are a few courses that a student can take over 16 hours and not be billed. The list of those courses is available in the schedule of classes each semester, or online at: <http://www.bradley.edu/classes> listed under Billing and Payment.

Satisfactory Progress Requirements By Financial Assistance

Academic Progress: Students must make measurable progress toward completion of their academic program. Full time students must complete at least **twelve credit hours per semester** or total hours that average at least twelve per semester. Students who fail to meet this progress standard will be denied any further financial assistance.

Academic progress is checked at the completion of 2 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

Appeal Procedure: Students who are denied financial aid because they failed to make measurable progress may appeal the decision in writing to the Director of Financial Assistance. They must fully explain the extraordinary circumstances which prevented minimum progress.

Approved Appeals: Students who have an approved petition for continued financial assistance will be required to sign a contract. This contract will require that in the following semester, the student complete a minimum of 12 credit hours (or all hours enrolled if less than full time) and earn a semester and cumulative GPA of 2.0.

Grade Point Requirements: Financial aid recipients must meet the same all-University academic standards as required of all other students. That is, the recipient must have a **2.00 GPA** to be considered in good academic standing. Students who fail to meet this progress standard will be denied any further financial assistance.

GPA requirements are checked at the completion of 4 semesters of course work for all students. Students who do not meet the requirements will be notified prior to the start of the next semester.

Appeal Procedure: Students who are denied financial aid because they failed to meet GPA requirements may appeal the decision in writing to the Vice President of Student Affairs. They must fully explain the extraordinary circumstances which prevented minimum progress.

Failure to Meet Conditions: Students who do not meet these requirements will be considered Failed to Meet Conditions and will be ineligible for further assistance. Students who are concerned about meeting the requirements of an approved petition are encouraged to contact the Financial Assistance office to determine their options.

Academic Good Standing/Probation/Dismissal

Students obtain good academic standing when they have an overall GPA of at least 2.0. Students whose overall GPA falls below 2.0 are placed on academic probation. Students on academic probation for the first time will be required to participate in the Turning Point Program (see University Programs).

If a student on academic probation fails to earn an overall GPA of 2.0 the following semester or a semester GPA of 2.25, he/she will be dismissed. Dismissal information will arrive at the student's local address from the Registrar by certified mail. Enclosed in the information will be a petition for reinstatement to the Academic Review Board (see Petitions to ARB). Please inform students on probation that the University must have their current mailing address for communication purposes.

A student who has been dismissed in May can petition the Dean of his/her college to enroll in summer school at Bradley University if he/she can demonstrate that by doing as such will raise the student's overall GPA to 2.0

A student who receives a GPA below 2.0 one semester but then earns a 2.25 GPA the semester after will be allowed to stay at Bradley. In order to not be on academic probation a student must continue earning a semester GPA of 2.25 or higher or an overall qualitative GPA of 2.0 or higher. Please work closely in advising this student so they can achieve academic good standing.

Online Registration - Webster

Bradley University students may register for classes online through the Registrar's Site: (<http://webster.bradley.edu>). At this site, students can select the course(s)/section(s) for which they wish to register. Students can also check sections for availability or wait list classes. Students cannot register for courses in which class times overlap. Within Webster, students can also change their addresses, run degree audits, view class schedules and grades, and access the Clearinghouse to obtain enrollment verifications for insurance purposes. These forms state that the student (by name) is enrolled in sufficient hours to be classified as a full-time student. For more information, contact Andy Kindler in the Registrar's Office at 309-677-3101 or email at registrar@bradley.edu.

Completing the Registration Process

After a student registers for classes, a billing statement is generated from the Controller's Office. In order to claim classes for the semester, the student must sign his/her bill and payment arrangements must be made by the appropriate dates. Students who fail to claim their classes before the start of the semester will have their classes dropped and must register again. If a student registers for a class after the first day of classes, he/she must make a payment within 24 hours or the classes will be dropped. When the student registers using Webster, he/she can print a bill and present it to the Controller's Office within 24 hours.

Students are not officially enrolled in a university course until their classes are claimed, noted as CF (claimed full-time) or CP (claimed part-time) on a University roster. For further information, contact the Controller's Office at 309-677-3120.

Advising Student-Athletes

Due to NCAA rules, academic advisors should consider the impact of academic decisions on a student-athlete. An advisor may want to consult with Jennifer Jones, Associate Athletic Director for Academics & Student Welfare, concerning a course of action for a student-athlete.

NCAA Continuing Eligibility Requirements

1. A student-athlete is eligible to practice and participate in competitions if he/she is enrolled in a minimum of 12 semester hours. The moment the student-athlete drops below 12 hours he/she is no longer able to practice or participate in team-related activities.

EXCEPTION: If the student-athlete is in the last term of his/her degree program and is carrying the necessary credits to complete the degree, the student-athlete may be in less than 12 hours. Proper documentation from the college dean of the student-athlete's major must be on file with the Registrar's office.

2. To be eligible for competition the following academic year, at least 24 hours per academic year must be satisfactorily completed.
3. Of those 24 hours, the student must complete a minimum of 18 hours during the school year (including winter interim).
4. The student must also pass a minimum of six credit hours each regular term (fall/spring).
5. Each year, the student-athlete must meet a minimum percentage of degree countable hours to remain eligible. For detailed information, contact the Associate Athletic Director for Academics & Student Welfare.

Declaring or Changing Majors

According to the NCAA, each student must be in a major by the beginning of his/her 5th semester. For AEP students who need to declare a major, the student must meet with their academic advisor.

Student-athletes who are in a major and wish to change into another major should go to the advisor of the major they wish to transfer from and obtain a "Notice of Change of Major or Minor" form. Before a major change is done, the student-athlete should check with the Associate Athletic Director for Academics & Student Welfare to ensure athletic eligibility.

Questions? Please contact: Jennifer Jones, Associate Athletic Director
309-677-2846/jenjones@bradley.edu