The Registrar’s Office
11 Swords Hall
http://www.bradley.edu/registrar/

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For Your Information (FYI)

Address Changes
Address changes (other than residence halls) should be done via Webster, https://webster.bradley.edu. Available through the Registrar’s Office website. BUnetID and Password are needed. International Students need to notify the Director of Multicultural Student Services of address changes as well as verifying country of origin and birth date.

Dropped for Non-payment
There are a few times during the semester when students’ registrations are cancelled for non-payment. Many times students miss payment deadlines because they are expecting to receive a bill in the mail. Students may view billing information through MyBU.bradley.edu. When bills are available to view online, students will be notified through their Bradley e-mail account. It is the student’s responsibility to check for updated billing information after a change is made to their schedule. Refer to the billing and payment section at http://sfs.bradley.edu/ to determine billing dates. Contact the Controller’s Office with questions about billing and tuition payments.

The class roster is finalized at the end of Third Week. It is important that your classes are paid for and your name is on the roster by that time. You may check your schedule via Webster through the Registrar’s Office website at any time.

Enrollment Verifications
Enrollment verification certificates may be obtained through Webster, https://webster.bradley.edu which includes a link to the National Student Clearinghouse at www.studentclearinghouse.org. The service provided by Bradley University and the Clearinghouse can be done at any computer with a web connection and printer.

International Students need to contact the Director of Multicultural Student Services in the Garrett Center.

Excess Hours
An undergraduate or graduate student who wishes to register for more than the normal semester load for any term (see the Schedule of Classes for the number of hours) will need to complete an Excess Hours form (available on the Registrar’s Office website) and obtain approval from their advisor and dean. The completed and approved form must be submitted to the Registrar’s Office for processing.

Financial and Academic Penalties (Grades of “W” Withdrawn)
Academic penalties cannot be petitioned. Check the online Schedule of Classes for the appropriate dates for academic penalties. Financial penalties can be checked online at http://sfs.bradley.edu.

Grades
Students can view their grades and degree audit on Webster, provided they do not have any grade holds.
Grades of IN (Incomplete) and IP (In Progress) Contracts
IN Contracts for undergraduate courses need to include appropriate signatures and are to be sent to the respective department. For undergraduates, an “IN” must be converted not later than four weeks before the end of the next regular semester in which the student is enrolled or the Registrar will record a permanent “I”. An instructor can complete a Change of Incomplete/In Progress form by logging into MyBU/DocSoup/create document packet/Registrar.

IP Contracts for graduate level courses need to be signed by the student, instructor, graduate coordinator, and Dean of the Graduate School. The signed contract is filed in the Graduate School and a copy is sent to the Registrar’s Office.

Leave of Absence
A Leave of Absence (LOA) can be requested by a continuing undergraduate student BEFORE a major semester begins. Forms are available on the Registrar’s Office website. Contact your Dean’s Office for more information.

Name Changes
Name changes require a photo ID with your new name and legal documentation of the name change. International students need to provide the Registrar’s Office with the official passport, visa, and Social Security card.

Online Courses
Online courses can be searched via course search in the online Schedule of Classes at www.bradley.edu/academic/classes.

Privacy of Student Records
The Family Educational Rights and Privacy Act of 1974 governs access to records maintained by education institutions and the release of information from those records. The Permission to Discuss Education Record form is located at www.bradley.edu/offices/academic/registrar/forms/. Refer to the Schedule of Classes or the Registrar’s Office website for more information.

Probation, Dismissal, ARB Referrals
Probation and dismissal letters are sent within a week of the final grade due date for spring and fall terms. The student receives information about the Academic Review Board (ARB) process and Turning Point Program (for undergraduates). Information is also available on the Registrar’s Office website.

References and Letters of Recommendation
See the information about letters of recommendation or print the form to request a letter of reference or recommendation from a Bradley faculty member or administrator at www.bradley.edu/registrar/forms/FERPA.pdf.

Registration Deadlines
Make sure your registration is correct before the add and drop deadlines pass. A student’s registration and course load affects many things, including a student’s part-time and full-time enrollment verifications (loan deferments). Discovering a registration problem early is important in minimizing the effect of financial and academic penalty. Refer to the Schedule of Classes, Dates and Deadlines for more information. Note: Deadlines for irregularly scheduled classes may be different than those following traditional schedules. For specific last add and last drop dates of mini courses refer to the individual mini course listing in the Schedule of Classes www.bradley.edu/academic/classes.

Registration Holds and Grade Holds
Both Registration Holds and Grade Holds may be placed by Bradley University’s academic or business offices.

Registration Holds are normally used for non-monetary reasons (e.g. advising requirements). Registration Holds for a particular term will keep a student from dropping and adding classes until the requirement has been met and the Registration Hold is removed.

Grade Holds are used to indicate monetary requirements (e.g. non-payment of a fee or parking ticket). A student with a Grade Hold will not be allowed to get a copy of his or her transcript or view grades on Webster. The student’s diploma will also be held. Grades and diploma will be released once financial arrangements have been made.

Midterm and final grades are not available to students with grade holds. Once the hold is removed, the student will be able to view semester grades on Webster.
Repeatability Credit
Some courses have approval to be repeated and are allowed automatically. The catalog states the maximum number of hours a student can earn for the course. If the course number has changed since the original enrollment, special permission to use this as a repeated course must be obtained from the Dean of the College in which the course is offered.

Requisite Checking System
The Requisite Checking system was designed to assist advisors and students in verifying the student has met the prerequisites for a course before registration. The system is available on Webster at https://webster.bradley.edu and select the Check Prereqs tab.

Reserved Courses
Reserved courses are not available for registration through Webster. Please see the respective department offering the course for special permission to register. (Note: Students should check their schedules on Webster after any change in registration has been made.)

Schedule of Classes
The Schedule of Classes is produced two times each year. One includes class offerings for January Interim and the Spring Semester. The other covers May Interims, Summer Sessions, and the Fall Semester. These publications are available on the Bradley University website www.bradley.edu/classes in early October and early March. The Schedule of Classes is continuously updated with class additions, cancellations, class time and room changes, and calendar dates.

Sentry -- Bradley University’s Third Party Access System
Students may allow their parents, employers, or others access to certain parts of their academic record (including grades, holds, schedule, addresses, etc.) using a system called Sentry. Students can set up this access by logging into Webster, choosing the "Other" button, and selecting “Control Third Party Access” from the options. The student will then be asked to create a login name and password for each person they wish to have access to their academic record. Students are responsible for communicating the newly created login and password, as well as their BUnetID, to the third party. Access can be added, changed, or removed at any time. Those with Sentry access need to safeguard their Sentry login and password as anyone with this information can gain access to the student’s non-directory information. If the third party forgets their login or password at any time, the student can reset it through Webster.

Student Responsibility
It is always the student’s responsibility to drop and add his or her own courses via Webster, or request that the course be added by the department via reserve card. It is also the student’s responsibility to check his or her own schedule periodically. Schedules are available on Webster and on https://MyBU.bradley.edu.

Transcript Requests
Bradley University has authorized Transcripts on Demand and the National Student Clearinghouse to provide transcript ordering via the Web. For either source transcripts may be ordered using any major credit card. There is an online processing fee in addition to the $7.00 fee per Bradley University transcript. The service may be accessed through Bradley University Registrar’s website at www.bradley.edu/offices/registrar/transcripts.

Transcript Requests may also be made with a Transcript Request form. Additional identifying information may be required. Transcript requests are processed in the order received and usually are sent within 48 hours of receipt of request. Transcripts will not be issued for students who have a grade hold. A student may obtain a transcript in person with a photo ID. For more information about ordering a transcript call the transcript information line at (309) 677-3102.

Variable Credit
Certain courses may be taken for a range of credit hours. Variable credit is a student option with instructor advisement. Students must designate the number of credit hours they wish to receive for the course at the time of registration. Consult the university catalogs through the Registrar's Office website or Schedule of Classes for variable-credit hour ranges for particular courses. They will be shown with the minimum and maximum number of hours that may be earned for the course such as 1-3 semester hours.
Veterans Assistance
You may be eligible to receive benefits through one or more of the following educational entitlement programs.

- Post 9/11 Veterans Educational Assistance Act – Chap 33 (Yellow Ribbon Program Participant)
- Montgomery G.I. Bill (Active Duty) - Chap 30
- Montgomery G.I. Bill (Reservist/Nat'l Guard) - Chap 1606
- Vocational Rehabilitation & Employment Program - Chap 31
- Survivor’s/ Dependent’s Educational Assistance - Chap 35
- Reserve Educational Assistance Program (REAP) - Chap 1607

If you are eligible, please provide the Registrar’s Office, Swords Hall, room 11, a copy of your DD214 (if discharged from military) or your notice of basic eligibility (NOBE) if you have signed a six year contract with a unit and are actively drilling.

If you need additional information about the entitlement programs, please visit the VA web site or contact Illinois Dept of Veteran Affairs, 217-557-4604, http://www.bradley.edu/offices/academic/registrar/veterans/.

Bradley does not accept the Illinois Veterans Grant or the Illinois National Guard Grant

Waitlists
Fall and spring semesters, and Graduate level courses in the May Interims and Summer Sessions have waitlists. A student can be placed on a waitlist via Webster only during early registration. Waitlists are maintained for a short period of time. Departments process the waitlists after early registration has ended.

Webster -- Bradley University’s Web Registration and Information System https://webster.bradley.edu

- Add and Drop Classes
- Apply for graduation
- Class schedule
- Deadlines
- Degree Audit (for undergraduate students)
- GPA, class rank and college class rank
- Grades
- Holds (registration & grade)
- National Student Clearinghouse for enrollment verification and transcripts
- Prerequisite checking
- Register for classes
- Seat availability for courses
- Sentry (Third Party Access)
- Unofficial academic record
- Update emergency information
- Update your addresses, phone numbers, and parent email addresses

500-level and 800-level Courses
500-level courses can be taken by graduate students, and qualified undergraduate students.
600-level courses are open to graduate students only.
700 and 800-level courses are open to doctoral students only.