



T.C.I.F.

“That Course is Full!”

v.2011

*A Program About
Academic
Advisement and Course
Registration*

Bradley University

*Center for Student Development,
Health, and Transitional Services*



EARLY

~~Not Final~~

Registration

A new pre-registration period begins each November and April for the subsequent semesters.

- **Advisement period begins October 31, 2011**
 - Appointments can and should be made before then.
- **Pre-Registration-Thursday for Seniors and new Transfer Students.**
 - Fall registration will continue on through until 2/3/12!!!

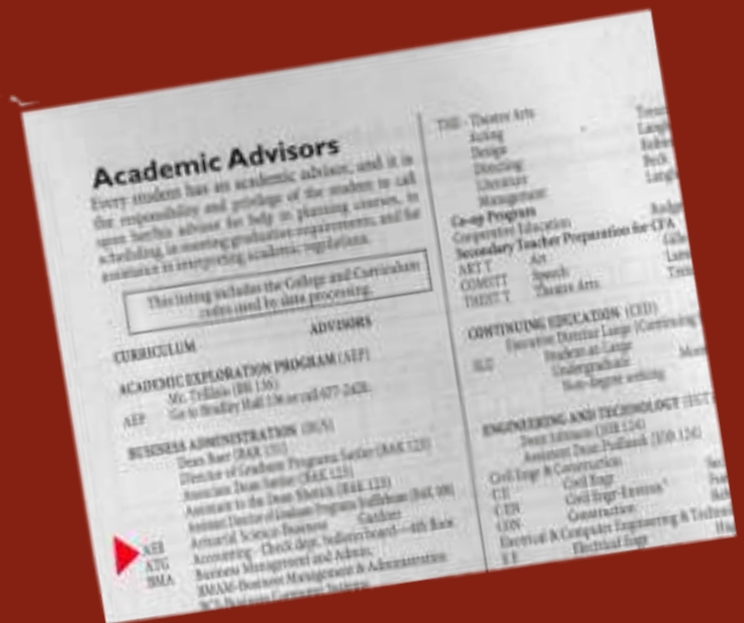


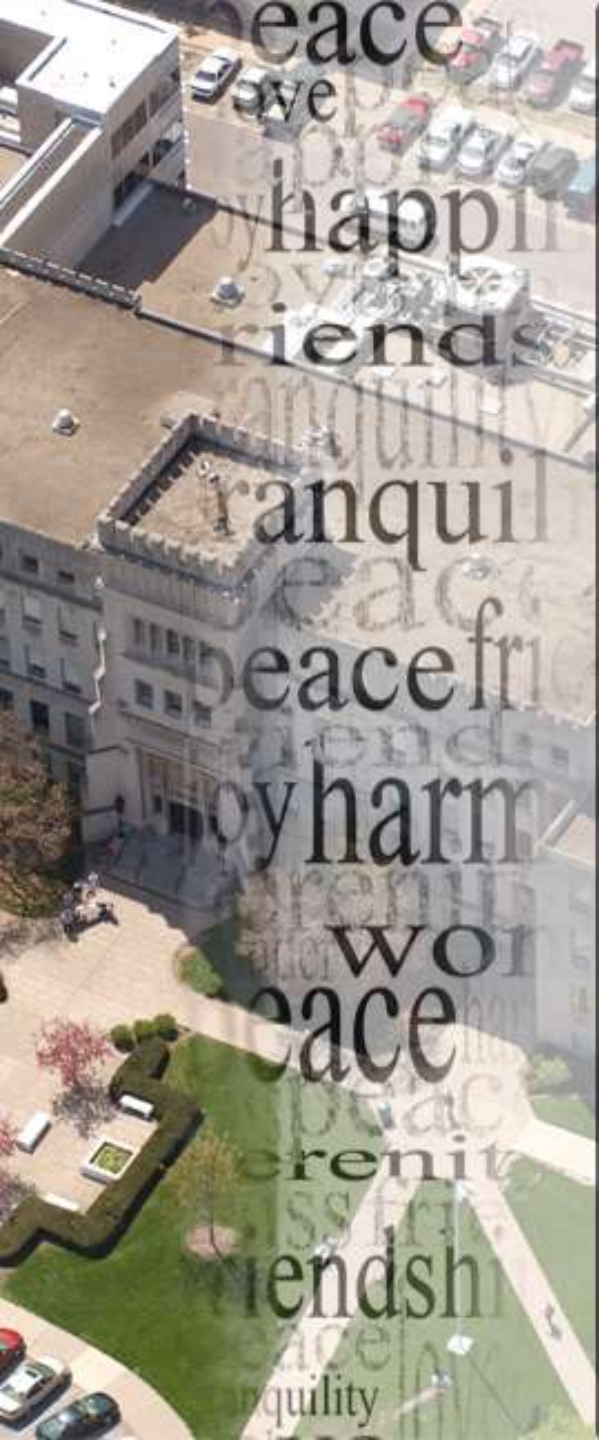
The Process of...

Advisement and Registration

DETERMINE YOUR ADVISOR

Advisor's names are posted on your Webster account. Click on the tab "Other" for that information. This page also includes your class rank and Bradley GPA!





The Process of...

Advisement and Registration

“How do I make an Appointment?”

All Colleges at BU are different...
Here are a few ways to setup an appointment:

- *Emails*
- *Hard Copy Letters*
- *Bulletin Boards outside of Department Offices*

**MAKE YOUR APPOINTMENT
EARLY BEFORE THEIR
CALENDAR FILLS!!!**



The Process of...

Advisement and Registration

Benefit of DARS

- **DARS will list all degree requirements**
- **You may unofficially change your major and see which classes are accepted from one major to another**
- **Available 24-7**



The Process of...

Advisement and Registration

Ask questions of your advisor. Here are a few examples:

1. Do the classes I have chosen adequately cover my major, gen. ed., and University requirements? In case some classes are closed, what are some alternatives I can use?
2. What can I do with this major?
3. Who are some employers that hire people like me who major in.....?
4. I really don't like my major anymore! What should I do?
5. Does my course schedule look OK? Can I register now?



The Process of...

Advisement and Registration

If you do not meet with an advisor you will be encumbered!!!

- Being encumbered means you need to see your advisor or that owe BU "something".

What is that something??

- **Incomplete Health Form**
 - **Parking ticket**
 - **Tuition payment**



General Tips & Suggestions

1. Make multiple schedules to show your advisor
2. Bring your Degree Audit with you
3. DON'T BE LATE TO YOUR APPOINTMENT
4. Don't expect your advisor to tell you what sections of courses to take

General Tips & Suggestions

schedule of classes

January & Spring 2012

- Course Offerings
- Dates & Deadlines
- Registration
- Final Exams
- Helpful Web Links
- Who to Call
- Webster

Summer & Fall 2011

January & Spring 2011

Summer & Fall 2010

BRADLEY UNIVERSITY

Home > Academic > Schedule of Classes > January & Spring 2012

January & Spring 2012

- Course Offerings
- Dates & Deadlines
- Registration
- Final Exams
- Helpful Web Links
- Who to Call
- Webster

Where do I go to start preparing for my academic advisement appointment??????



General Tips & Suggestions

	<u>Semester Begins</u>	<u>Semester Ends</u>	<u>Registration Begins</u>
Fall Semester 2011	August 24	December 17	
January Interim 2012	January 2	January 16	November 3
Spring Semester 2012	January 18	May 12	November 3

[Search Class Database](#)
(includes previous semesters)

[Textbook Information](#)

[Register](#)

Click onto January or Spring 2012
and all departments are in alpha order

Search Class Database will allow you
to customize a search for classes
(time, day, location, etc)

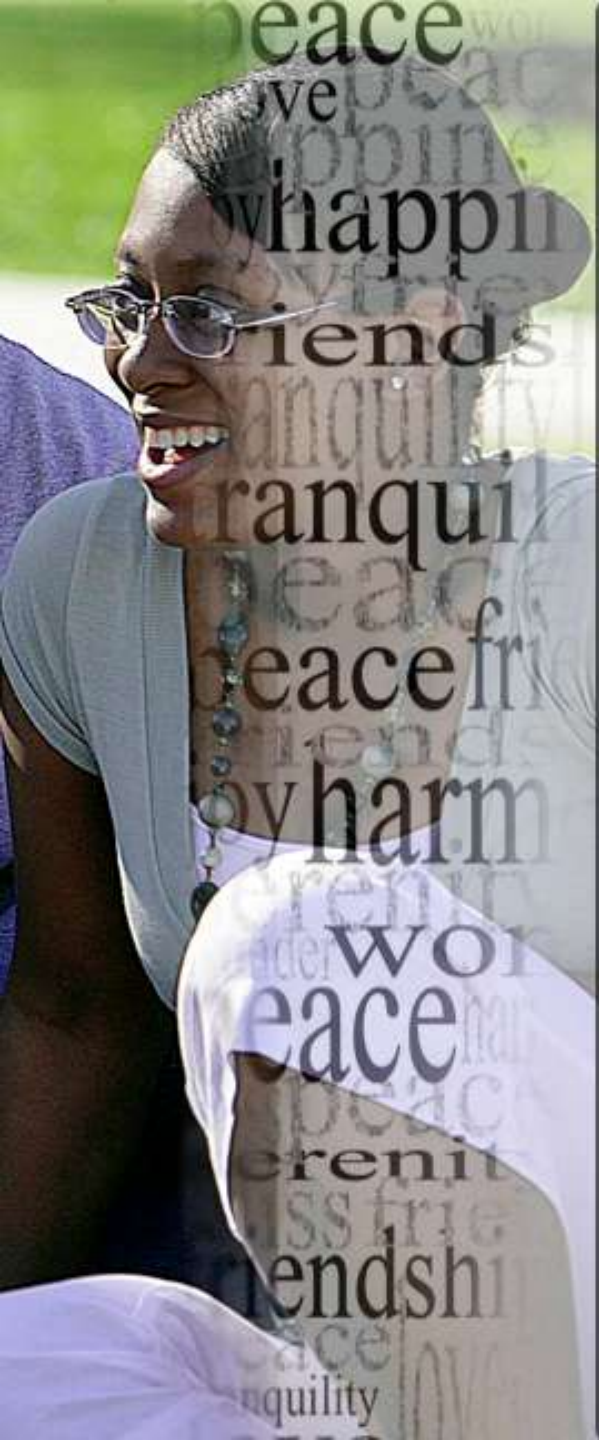


Webster

at Bradley University



Your new best friend!



How Do I Find Webster?

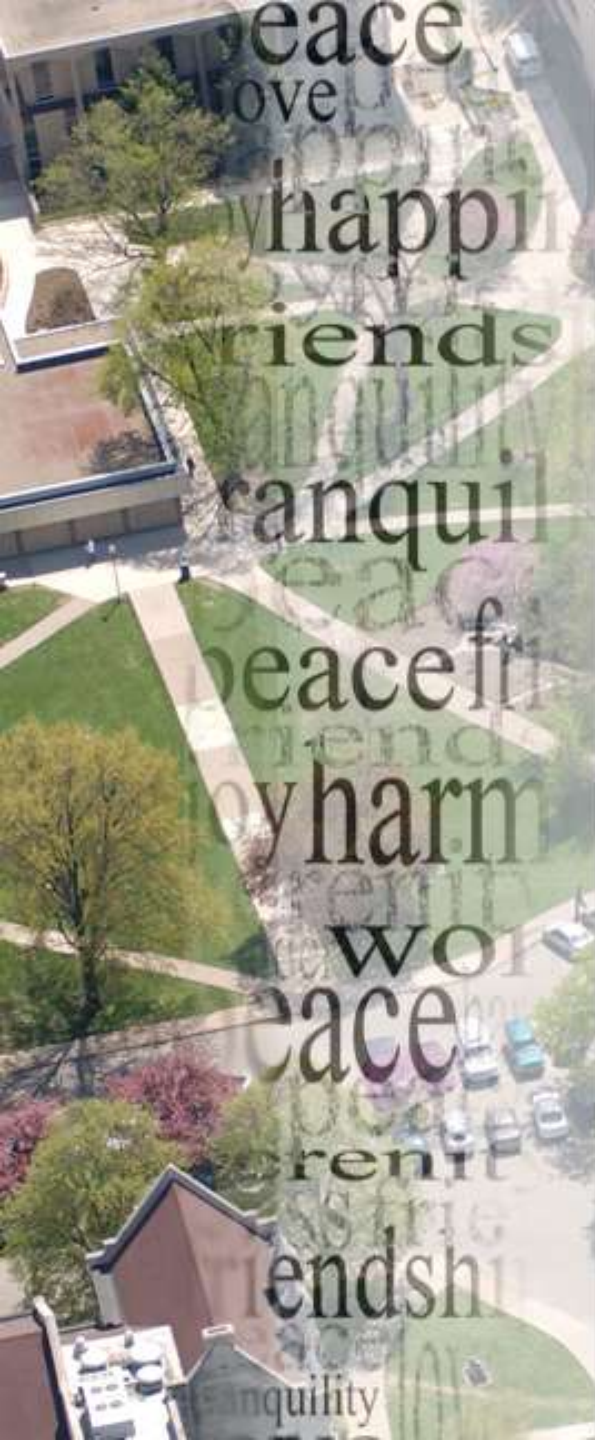
The web address is:

Webster.Bradley.edu

or

Go to Bradley's Homepage,
click "A-Z index", then click
"Webster."

To find out when you register, log
into Webster and try registering for
classes. If you are too early,
Webster will give you the exact
date and time!



Webster

at Bradley University

Login using BUNetID

BUNetID

Password

login

Other Registrar's Office Web Sites

- [Class Schedule](#)
- [Seat Availability](#)
- [Registrar's Office](#)
- [Sentry \(3rd party access\)](#)

Please inform us of any difficulties you experience with Webster. Webster will be enhanced on an ongoing basis and we welcome your feedback.

registrar@bradley.edu



Logging in

Login using BUnetID

BUnetID

Password

login

**Your Login info is the same as
Your Email and Email Password!**



Registering

Webster
at Bradley University

Register,
Add & Drop

Your
Schedule

Your
Grades

Your
Holds

Degree
Audit

Change
Addr

Change
BRN

Clearing-
house

Help

Log Out

Greetings

- To protect your academic information, always log out before leaving the computer.
- For security reasons, you will be automatically logged out after 10 minutes of inactivity.
- For best results, use the [links](#) provided on each page. The *Back* and *Forward* buttons may produce unexpected results.
- For assistance with Webster, call the Registration Hotline at (309) 677-3108.

Please select a button on the menu at the top of the screen.

Once you are logged in, you are able to register, check your current/past schedule(s) and your current/past grades.

Click on Register, Add & Drop



Please select one of the following semesters:

Semester	Start Date	End Date
<u>Fall Semester 2011</u>	08/24/2011	12/17/2011
<u>January Interim 2012</u>	01/02/2012	01/17/2012
<u>Spring Semester 2012</u>	01/18/2012	05/19/2012

Then you must choose which semester you will be registering for.

Click on the right Semester



Registering

Webster
at Bradley University

Register,
Add & Drop

Your
Schedule

Your
Grades

Your
Holds

Degree
Audit

Change
Addr

Change
BRN

Clearing-
house

Help

Other

Log Out

Drop

Add Course

EHS	120	11
Dept	Num	Sect

Once you choose a semester you must then enter the

Dept. /Num. /Sect.

located in the schedule of classes online for the class you are registering for.

One Class Down!



[Register, Add & Drop](#) [Your Schedule](#) [Your Grades](#) [Your Holds](#) [Degree Audit](#) [Change Addr](#) [Change BRN](#) [Clearing-house](#) [Help](#) [Other](#) [Log Out](#)

EHS 120 11 added.

Your Schedule for Fall Semester 2007

Drop This Course	Course	Description	Room	Meeting Days	Start Time	End Time	Sem. Hours
<input type="checkbox"/>	EHS 120 11	UNIVERSITY EXPERIENCE Keup, Mike	BR 132	Tu	12:00 PM	12:50 PM	1.0
Total Hours Registered							1.0

Dept Num Sect

Your updated schedule will then be displayed. Once all of your classes are chosen, click the **Log Out** button.



What Services are Provided in Webster?

[Register, Add & Drop](#)

[Your Schedule](#)

[Your Grades](#)

[Your Holds](#)

[Degree Audit](#)

[Change Addr](#)

[Clearing-house](#)

[Help](#)

[Other](#)

[Log Out](#)

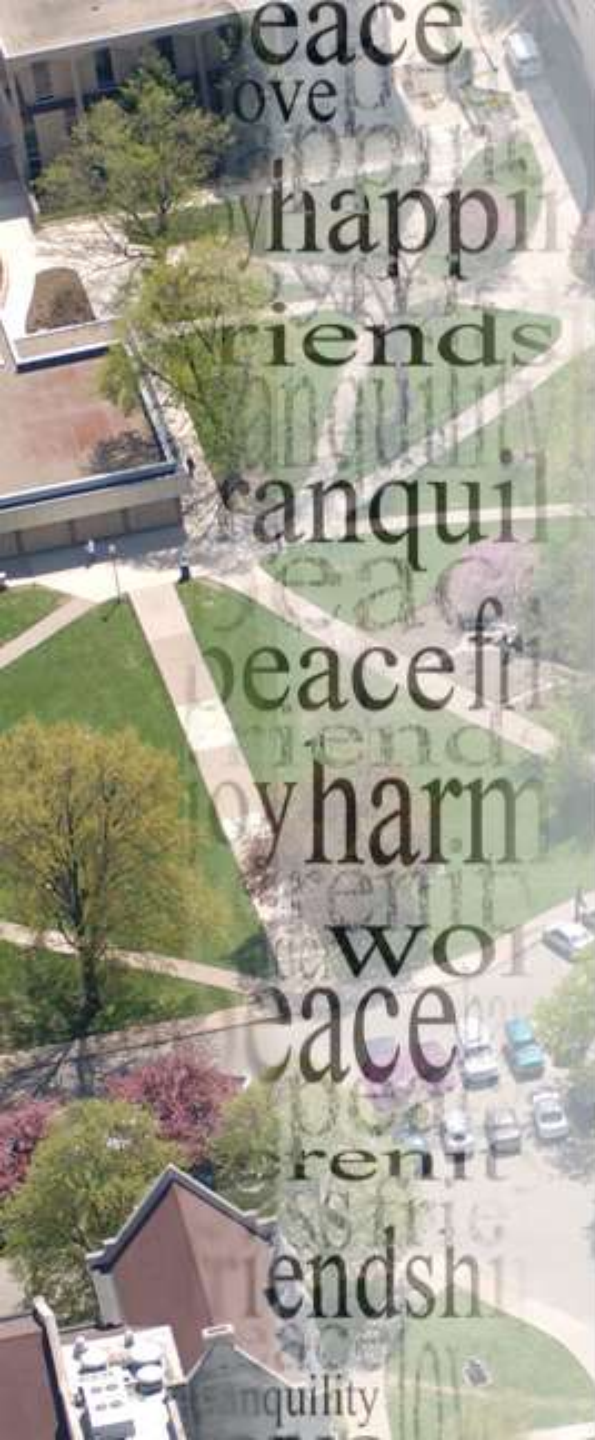
Register Add and Drop

Student Schedules

Midterm and Final Grades

Encumbrances and Grade Holds

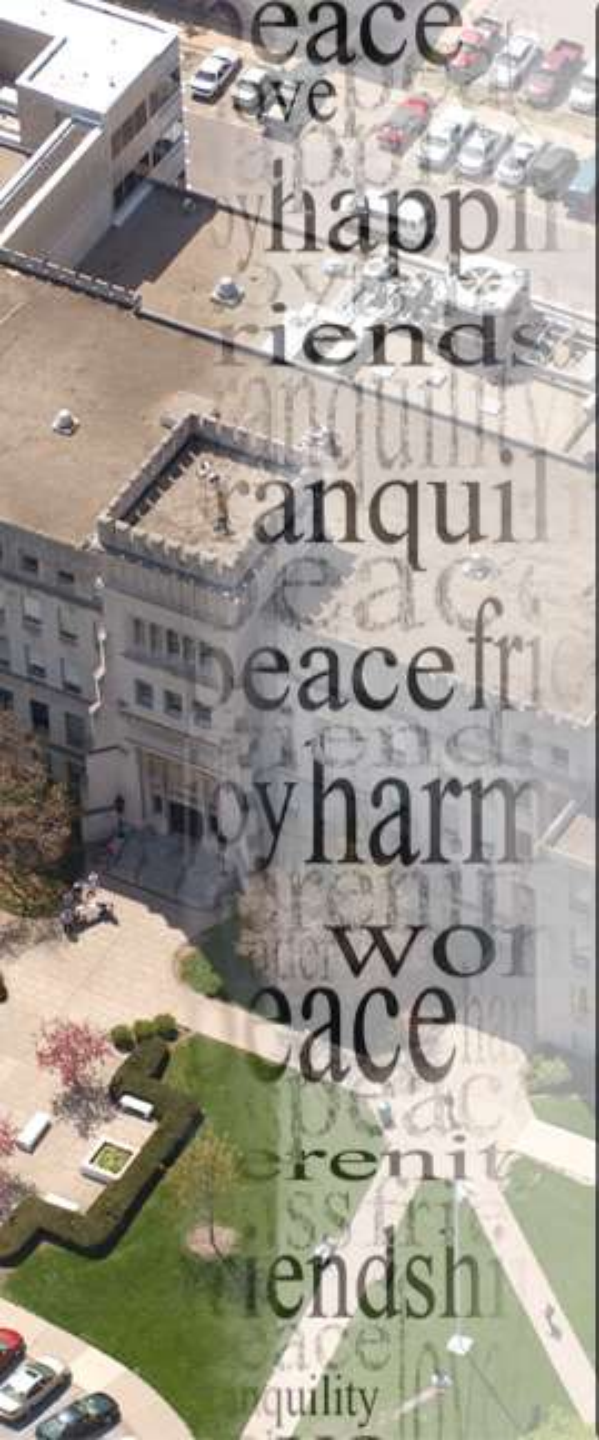
**Enrollment Verification through
National Student Clearinghouse**



Webster's Services

- A graphical display of classes can be printed.
- Course status (open/closed) can be viewed before students register.
- Students will be notified if:

- “This course conflicts with...”
- “This course is reserved.”
- “This course is full.” (with “waitlist” button and wait/drop option)
- “You are not in the required major for this course.”



The Process of...

Advisement and Registration

So now what?!??

***Everything I want is
filled!***



The Process of...

Advisement and Registration

DON'T PANIC!

You're going to be fine. Here's what to do:

Use one of the substitute courses you got from your advisor. Don't have any? Call your advisor for recommendations.

Can't contact your advisor? Either wait to talk with him/her when they are available and/or do one of the following:



The Process of...

Advisement and Registration

WAIT LIST THE CLASS

- If the Course for which you are registering is full, WEBSTER will ask you if you want to “wait list” the class.

- If you don't wait list the class, there is NO chance you will ever get it.

Unless.....

The Process of...

Advisement and Registration

For the majority of students, the “wait list” solves the problem.

About two weeks after early registration ends in November and May, the academic departments will try to place all of those students who are on the wait list into classes.

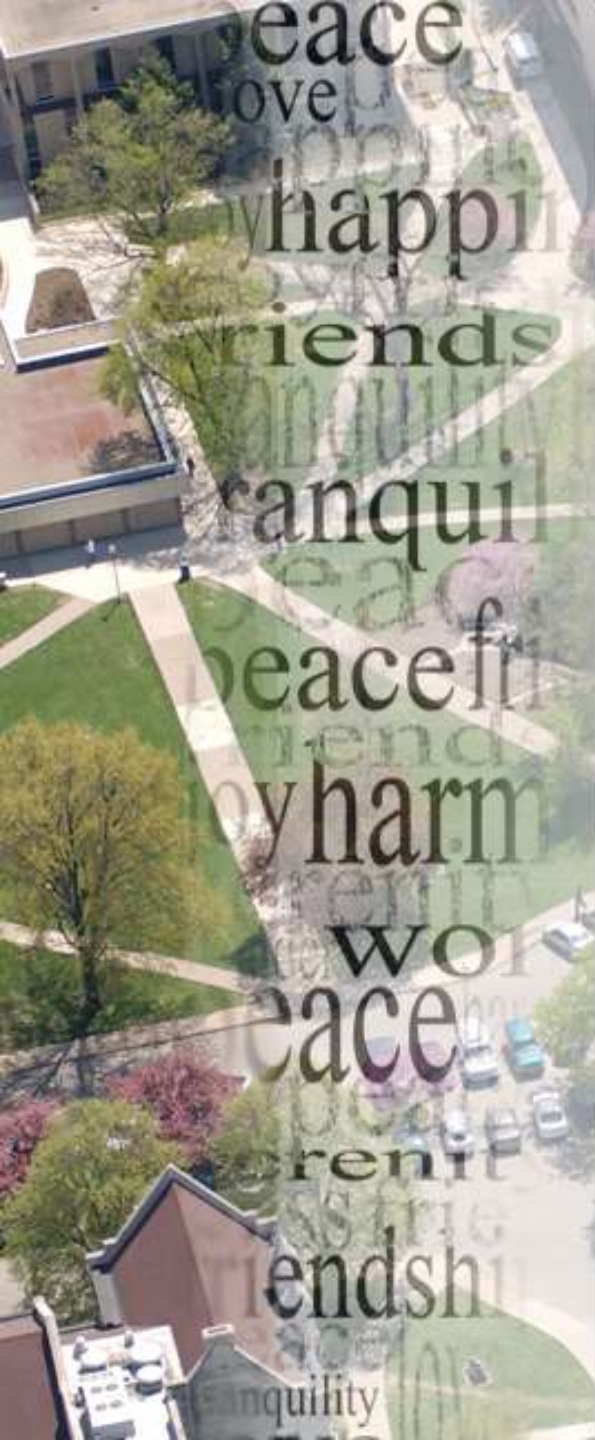
To find out if you have been added to the class, go to WEBSTER to list your classes. If you got the class, it will be listed in your schedule. You won't be notified that you have been added.

If you didn't get into the class after the Wait Lists have been processed, you may contact the department of the class or the instructor of the class you are Wait Listed for.



OTHER IMPORTANT ACADEMIC ADVISEMENT TIPS:

- **And if that fails, choose another option or...**
- **Try and register for the course again as other students may drop the course.**
- **If this doesn't work go to the class the first day and see if the instructor can add you.**



OTHER IMPORTANT ACADEMIC ADVISEMENT TIPS:

Be aware that you are responsible for knowing which courses you are registered for each semester.

Use WEBSTER often or check your schedule on the web at:

www.bradley.edu/registrar

OTHER IMPORTANT ACADEMIC ADVISEMENT TIPS:



Current Overall GPA	0.0	Total Computed Hours Earned	0		
Add Current Course Name	Credit Hours	Expected Grade		Add	Clear All
		Low	High		
		D	A		
Compute Estimated GPA	0	0.0	0.0		

Certain 1 hour classes such as EHS 120 and CFA 100 are Pass/Fail.

Getting a "B" in a four-hour class is better than getting a "B" in a three hour class. Why?

If I Fail a course will this forever be factored into my GPA?

If I do repeat this class can I take this at a community college?

OTHER IMPORTANT ACADEMIC ADVISEMENT TIPS:

Transferring Courses in from a community college

transfer students

Discover

Academics

- Majors and Programs of Study
- Academic Profile
- AMS Guides
- Transfer Guides

Cost & Affordability

Request Information

Experience

Visit

Apply

Our Stories

Log in to yourBRADLEY

Office of Undergraduate Admissions
Visitor's Center
(800) 447-6480
admissions@bradley.edu

Facebook icon, Twitter icon

Transfer Guides

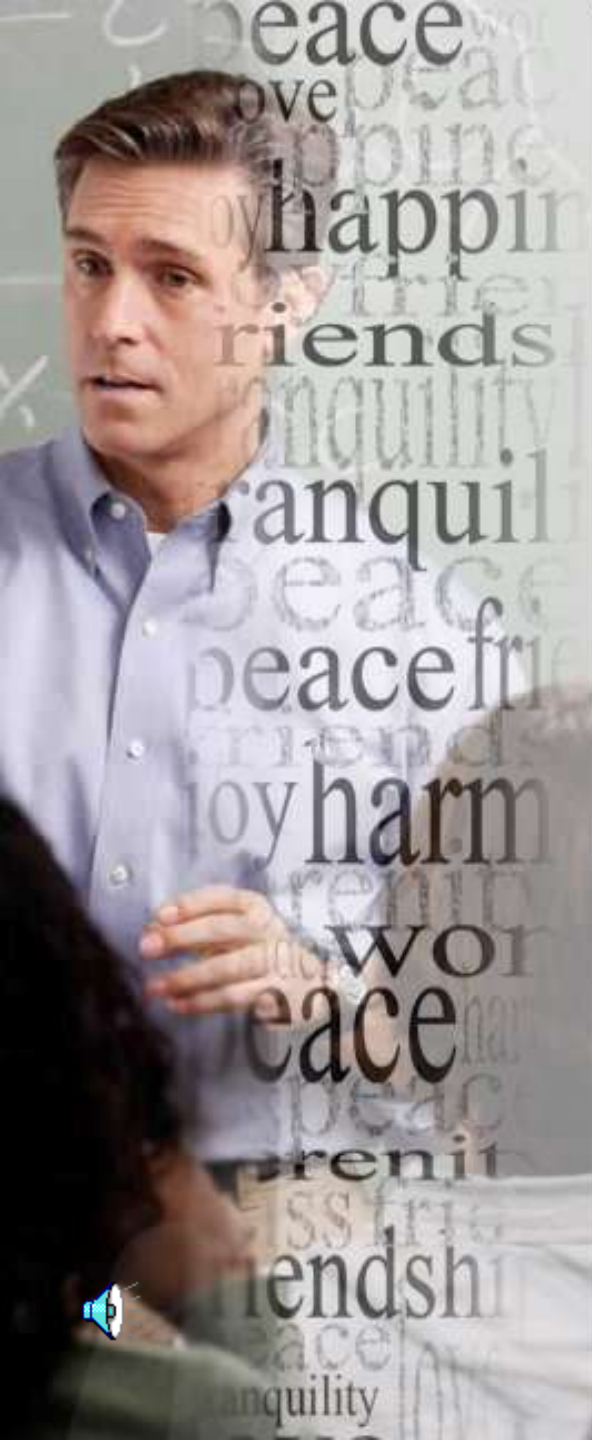
Below you will find links to equivalency guides from community colleges. Find the college you are transferring from and select one of its guides to find out what classes transfer credit toward a Bradley degree. If your college is not listed, an individual evaluation of your transfer credit will be completed at the time that you apply. Please contact the admissions office if you have further questions.

Current or former Bradley students may use the Equivalency Guides below. They may not use the General Education Guides. Instead, please see the **General Education Guides** for current and former students from the College of Liberal Arts and Sciences. Please see your Bradley academic adviser before taking any courses at another institution.

Black Hawk College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	John Wood Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Oulton Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
Carl Sandburg College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Joliet Junior College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Parkland College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
City of Chicago Colleges <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Kankakee Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Prairie State College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
College of DuPage <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Kaskaskia College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Richland Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
College of Lake County <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Hillwood Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Rock Valley College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
Danville Area Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Kishwaukee College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	South Valley Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide
Des Moines Area Community College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	Lake Land College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide	South Suburban College <ul style="list-style-type: none">• Equivalency Guide• General Education Guide

http://www.bradley.edu/admissions/transfer/academic/transfer_guides/index.dot

This can be used as guide but all students must get pre-approval before taking any class away from Bradley University

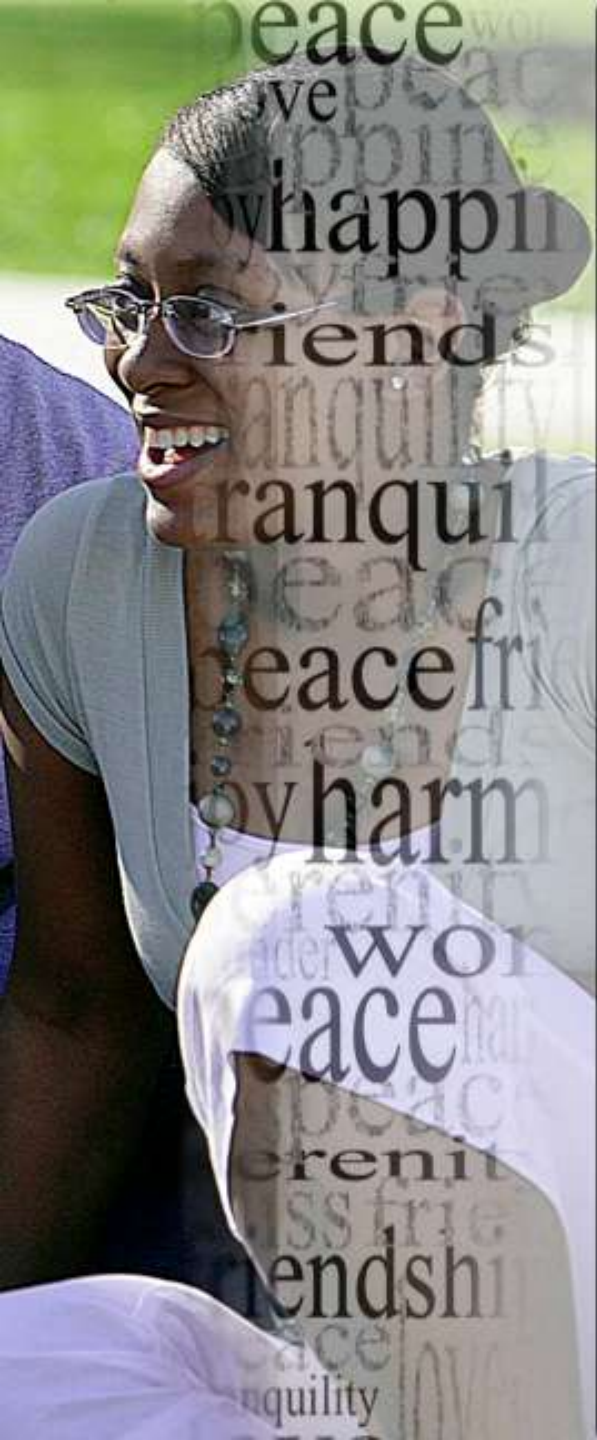


OTHER IMPORTANT ACADEMIC ADVISEMENT TIPS:

LEARN HOW TO READ THE COLLEGE CATALOG. YOUR CATALOG IS THE ONE IN EFFECT AT THE TIME YOU DECLARED YOUR MAJOR. YOU CAN ACCESS IT ONLINE.

KNOW WHAT PREREQUISITES ARE IN EFFECT BEFORE YOU ATTEMPT TO REGISTER FOR A COURSE.

ABOVE ALL....YOU ARE ULTIMATELY RESPONSIBLE FOR MEETING YOUR GRADUATION REQUIREMENTS. MAKE CERTAIN YOUR CHOICE OF COURSES WILL GET YOU TO GRADUATION!



ONE MORE THING TO NOTE!

- The last day to withdraw from a course next semester is **April 18.**
- Always consult your advisor before withdrawing
- MAP Grant Students must stay at **15 hours**



ONE OTHER IMPORTANT ACADEMIC RELATED TIP:

- Problem with an instructor? You have the hard evidence that you received the wrong grade? Then call the...

**ACADEMIC
OMBUDSMAN**



Summary

- Print your DARS
- Arrange for an appointment with your academic advisor
- Have two or three versions of your schedule to discuss with your advisor.
- Wait list if classes are full.
 - Check for holds

Go Braves!