

# Using your Resources for Quality Advising

The Advising website, Banner XE, Degree Works, Quickstart, Planning Sheet, and more, 1/21/20

## 1. Goal: Quality Advising

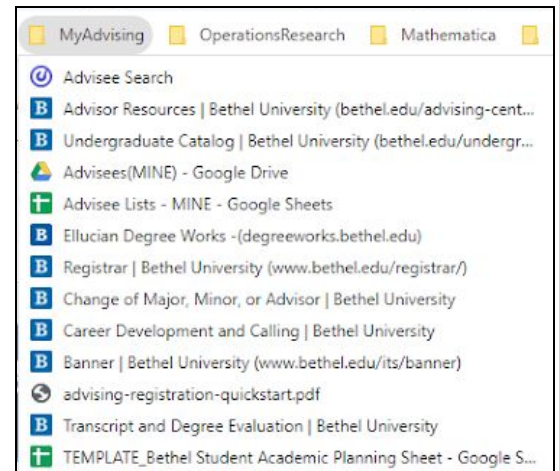
- Bethel's Advising Purpose Statement:** Academic advising at Bethel **equips students** to take intentional steps towards **lifelong service to God** and the world by **partnering with students as they optimize their time** at Bethel through informed curricular and co-curricular choices and develop an understanding of themselves, their calling, and their whole education.
- Our team has created a **website** and other **resources** to help simplify the logistics, so you can have room for more **meaningful conversations**.
- Place it all under the **Great Advisor**, the Holy Spirit as He guides your encounters with students.

## 2. Your Advising Starting Points

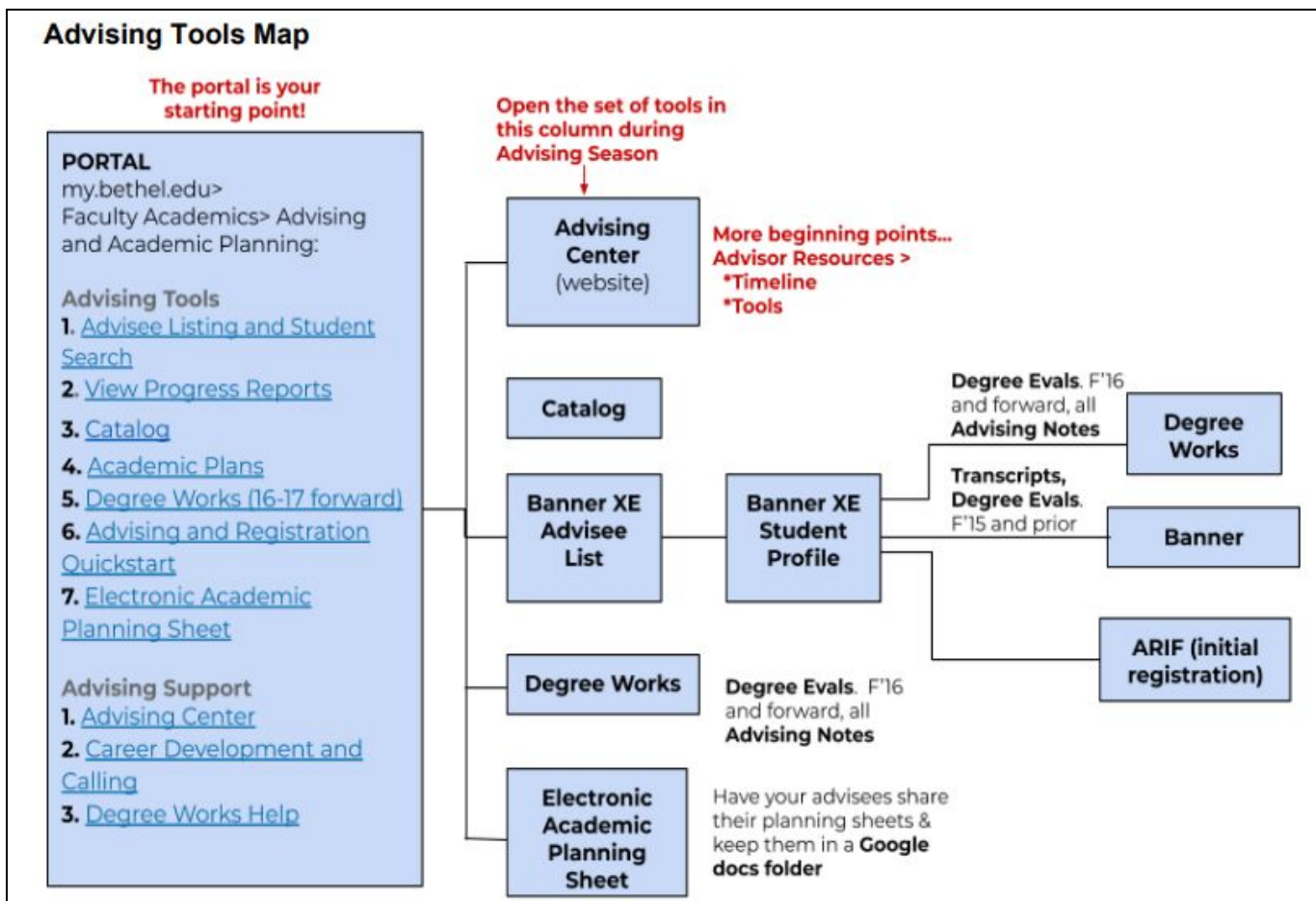
- The portal: [my.bethel.edu](http://my.bethel.edu)
- The Advising Center Website (more below)
- Daniel Sibert - the Academic Advising Specialist

## 3. General Ideas for Finding Information & Using Web Tools

- Have a general understanding of each office's function (Registrar {Degree Works} Academic Affairs, Career Development & Calling, Advising) - see more at Advisor Resources>Related Offices
- Don't forget googling!
- [bethel.edu](http://bethel.edu) ([mail.bethel.edu](mailto:mail.bethel.edu), [banner.bethel.edu](http://banner.bethel.edu), [degreeworks.bethel.edu](http://degreeworks.bethel.edu), [catalog.bethel.edu](http://catalog.bethel.edu) etc.)
- Bookmarking - get organized (see example to the right) - finding information is key - we can never know it all! See our new [Advising Bookmarks Set-up](#) page.
- Use Chrome. Errors? Refresh the page! Or re-click.



## 4. Guided tour through technology/resources: [Advising Tools Map](#) (Advising website>Advisor Resources>Tools)




- Portal:** [my.bethel.edu](http://my.bethel.edu) > Faculty Academics tab > Advising and Academic Planning.

**Advising and Academic Planning**

- [Catalog](#)
- [Advising Center](#)
  - [Advising and Registration Quickstart](#)
  - [Electronic Academic Planning Sheet](#)
- [Career Development and Calling](#)
- [R.E.A.L. Experience](#)

**My Advisor**

 **Prof. Patrice Conrath**  
conrath@bethel.edu  
CC 225

Meet Patrice Conrath, Associate Professor of Mathematics, at Bethel University.

[Send Message](#) [About Me](#)

[Degree Works](#) (Any Advising Notes are found at the bottom of your Degree Evaluation)

**Registration**

Registration dates for Spring 2020 can be found in the [Academic Calendar](#). Specific registration time slots will be available a few weeks before registration begins.

**Undergrad Student Registration**

- [Advising and Registration Quickstart](#)
- [How to Register](#)
- [Registration Status](#)
- [Look Up Classes](#)
- [Add or Drop Classes](#)
- [Mod Schedule](#)
- [Registration Errors](#)
- [Forms](#)

**Transferring Courses**

- [Transfer Courses](#)
- [Entry Standing](#)
- [Transfer Evaluation System](#)

Need help? [Contact the Registrar](#)

- b. [Advising and Registration Quickstart](#) (formerly called the Advising Checklist): accessible from [my.bethel.edu](http://my.bethel.edu) for both students and advisors. Students are sent this central document in their *Advising and Registration email*, and it is also the basis for our new *Advising and Registration* workshop in Wellbeing. Get to know this document! Some departments and advisors require the completion of the Quickstart prior to advising.
- c. **Advising Website**
- Access:** through portal (Advising Support>Advising Center) - bookmark the Advising Website!
  - Attributes:**
    - The website is young and changing! Let us know if you can't find something.
    - The website is student oriented* - review resources under "Current Student Resources". These are *not* duplicated in the Advisor Resources pages.
  - Advisor Resources**
    - Main page**
      - Purpose Statement
      - People/Team/Committee/Daniel and related offices links
    - Timeline & Tools**> [Map](#) - organizing page for Advising and Registration Season
    - Many other resources (for example: Advising Military Students, Ideas for Departments)**
- d. **Catalog**
- Access:** Through portal, OR at [catalog.bethel.edu](http://catalog.bethel.edu) - go under picture to get all years, then choose student's **year** (based on entry year, or catalog for program)
  - More information** on the Advising Website >Current Student Resources > [Catalog - Tips](#):
  - Change this past fall:** Gen. Ed. information, along with Entry Standing charts (which have "landed!"), are all found under "General Information"
- e. **Banner XE Advisee Lists and Student Profiles**
- Access:** through portal - "Advisee Listing and Student Search" or bookmark
  - Uses:** viewing and emailing your advisee list, removing advising holds, viewing student information & more!
  - Search** for a student by ID, email, or name, or...
  - View Advisee Listing (term driven) - this is your hub during advising season!**
    - Sort or filter, see holds, majors, other info
    - Email All ([instructions if you have problems](#))

- v. **Student Profiles** are accessed when you search for a student or click a student name from your Advisee Listing. (reference the Advising Tools Map and note the connections to Banner and Degree Works) Through the profile you can...
  1. View **student information**, major(s), registration, test scores
  2. View/remove **holds** (upper right corner)
  3. **Links** to Transcript, Academic Registration Information Form (aka Initial Registration Info)
  4. IMPORTANT NOTES ON DEGREE EVALS: Banner is no longer updated for degree evaluations for F'16 entry students and forward. Degree Works is the place to go for degree evaluations that are maintained. (Notice the two links in the Student Profile - use the Degree Works link for most students)
- vi. More information on the Advising website>Advisor Resources>[Tools](#) (see Banner XE section, [Student Profiles](#))

**f. Degree Works**

- i. **Access:** through portal OR [degreeworks.bethel.edu](http://degreeworks.bethel.edu). Notice, all advisees are accessible under the "Name" menu option. Note "BA" and "BS" degree evaluations are shown separately.
- ii. **Finding Students:** Advisee lists are now correct! They now match the Banner XE lists. Stop out students can only be located by typing the student's ID into the ID field (ID's can be found in the Student Information section of Banner).
- iii. **Uses:** viewing advisee degree evaluations, recording advisee notes, and more!
- iv. **Help pages available on both the Registrar's and Advising Center's websites (more information on the "Quiz key")** A great place to start is by watching the first 3 minute video on the Registrar's page. Then, go to the advising website for more information.
- v. **Degree Evaluations:**
  1. **Student Groups:** Degree Works degree evaluations are available for F'16 and forward students. Students who entered S'16 and prior are found in Banner. F'16 and forward students are **only** maintained in Degree Works!
  2. **Some Features:**
    - a. The [main sections](#) give the Degree Requirements, Gen. Ed. Requirements, and Major and Minor Requirements.
    - b. The [blue Gen. Ed. bar](#) gives the student's Gen. Ed. Transfer Entry standing and student catalog year, along with the correct requirements.
    - c. [Green check marks](#) show completed requirements. [Blue tilda](#) shows in progress.
    - d. Other grad. requirements are easily tracked (such as GPA needed for major). If requirements are not satisfied, warnings come up.
- vi. **Notes** - ALL advising notes for ALL students are now kept in Degree Works. Notes are important to write and they become part of the student's academic record. See the **predefined notes** (many great resources here).
- vii. **Issues:** if students have problems or issues with their degree evaluations in Degree Works, refer them to the Registrar's office or email.

**g. Electronic Academic Planning Sheet ([example](#), [template](#))**

- i. **Access:** through portal for both advisors and students (see Tools Map).
- ii. **Uses:** the sheets are used by individual students (prospective & current) and some advisors and departments require these sheets as part of their advising process.
- iii. **Organization:** tabs, script pops up, individualized to students' entry year and majors with imported major(s) and minors specific tabs.
- iv. **Help:** through "[Click Here for More Setup Instructions](#)" link on first tab. Watch the first two 3-minute videos to give the overview.
- v. **Sharing and Storage:** share the sheets between student, advisor, and second advisor (double majors, PSEO, etc.). Advisors can put all of their advisee planning sheets in one Google folder for easy access. Inclusion of the graduation year and student name in the title is often useful for organization.
- vi. **Minors:** minors can also be imported into the planning sheet. The minors section also includes Honors requirements along with the Healthcare Endorsement and the Senior Care & Administration Certificate requirements.
- vii. **Gen. Ed. Sequencing:** it's very important for students to plan out their gen. eds. , in particular U & L -> G -> P. We have included the [General Education Requirements & Prereqs](#) on the *MyPlan* tab so that students can refer to this chart during their planning.