



Name: _____ ID: _____ Year I Entered Bethel: _____

Peer Advisor Approval if required:* _____ Date: _____

**Some departments use peer advising. Your department will send you details if this applies to you.*

-----Reflect-----

1. Are you taking steps towards lifelong service to God and the world?
2. Does your major feel like a good fit for you?
 - a. If not, here's how to [change your major](#)
 - b. If you're exploring several majors, take a look at these [Exploratory Resources](#)
3. Do you have questions about your [Career and Calling](#)?

-----1 Get ready for Advising and Registration-----

- ☐ Read the "REGISTRATION INFORMATION" email! - it will be from the Registrar's Office, titled "*Advising and Registration Information for...(upcoming term)*"
- ☐ Find your REGISTRATION TIME online: go to my.bethel.edu > Student Academics> at the top of the [Registration channel](#)
 - ☐ *My Registration Day and Time: _____
- ☐ FIND YOUR ADVISOR: Your advisor's name and contact information can be found under [Student Academics](#) in MyBethel.
 - ☐ SIGN UP FOR AN [ADVISING APPOINTMENT](#) - Your advisor or department will tell you how to sign up.
- ☐ PLACEMENT REQUIREMENTS:
 - ☐ If you're planning to take a language class, complete [language placement requirements](#)
 - ☐ If you're planning to take a math class, complete [math placement requirements](#)
- ☐ Check your HOLDS - View your holds at MyBethel in the [Student Records](#) channel.

-----2 Understand Your Academic Requirements-----

- ☐ Check your DEGREE WORKS: Go to MyBethel and click on the "Student Academics" option at the top of the page. Then find the [Student Records](#) channel (box) and click on "Degree Evaluation"
 - ☐ **Check your major:** Does your major listed in DegreeWorks match your current major? If not, fill out the form to [change your major](#)
 - ☐ **Check your transfer credits:** If you have completed college courses outside of Bethel, make sure these credits appear on your DegreeWorks, including test scores and college-level courses. If any credits are missing, see "[What If A Course is Missing?](#)"

- ☐ **COURSE PROGRAM OF STUDY - How it can affect FINANCIAL AID**
“Course Program of Study” (CPoS) is an important financial aid rule that affects your scholarships, loans, and grants. CPoS requires students’ financial aid to be based on credits that satisfy or meet their graduation requirements, or “program of study.”
 - ☐ More information on the [CPoS website](#)
- ☐ **Does your major have ADMISSION REQUIREMENTS?**
 Check if your major has admission requirements, such as minimum GPA - look in the [catalog](#) or ask your advisor if you have questions.

-----**3 Plan for the Future**-----

- ☐ **Update your PLANNING SHEET:** Find your personalized planning sheet in your [Google Drive](#) (*2023-2024_LastName_FirstName_BUAcademicPlanningSheet*). At the bottom of the document, there is a tab with the academic plan for your major, as well as a “My Plan” tab.
 - ☐ **Modify “My Plan”:** Use the major tab to help you modify your “My Plan” tab.
 - ☐ **Prerequisites:** Check prerequisites and when courses are offered for both Gen Ed and major/minor courses - use the catalog if you’re not sure: [catalog course descriptions](#)
 - ☐ **Study Abroad:** Start planning early and talk to your advisor if you plan to study abroad over January session or during a semester.
- ☐ **Use “Plan Ahead” to make a DRAFT SCHEDULE:**
 - ☐ **Click on [Plan Ahead](#):** search for the courses that you plan to take and add them to your plan.
 - ☐ **Course times:** Make sure your course times do not overlap.
 - ☐ **Alternate courses:** By the time that you register, some of the classes you want to take might be full. Make a list of other courses in case you are not able to get into your first choices.
 - ☐ **Financial Aid Package:** your financial aid may have credit requirements. Ask your [Financial Aid Counselor](#) how many credits you need in order to maintain your financial aid.

*I need to take _____ credits per _____ (semester/year) for my Financial Aid.

-----**4 Meet with Your Advisor**-----

- ☐ **ADVISING APPOINTMENT - Bring with you:**
 - ☐ This checklist
 - ☐ Your planning sheet (with updated “My Plan” tab)
 - ☐ Your questions - plans for next semester, studying abroad, internships, etc..

Your advisor will check your courses and help you make long-term plans for your time at Bethel and beyond. Your advisor will also **remove your Advisor Hold** to allow you to register.

-----**5 Registration and Follow Up**-----

- ☐ **REGISTER FOR CLASSES:** Using [Plan Ahead](#), you can click “register” to register for the courses in your plan.
- ☐ **FOLLOW UP:** If your registration is different from the plans you discussed with your advisor, send your advisor an email. Your advisor is there to help, so don’t be afraid to reach out!