

ACADEMIC ADVISING GUIDEBOOK



BENTLEY UNIVERSITY

Undergraduate Academic Advising

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BENTLEY UNIVERSITY

Undergraduate Academic Advising

BENTLEY ACADEMIC ADVISING MODEL

Students can choose to meet with any advisor and are not required to meet with their assigned advisor.

**First Falcons
Connect
Students:
Assigned to the
FFC Advisor**

**Transfer
Students:
Assigned based
on TS 222
Instructor**

**All Students:
Assigned an Undergraduate
Academic Advisor during their
time at Bentley.**

**Honors
Program
Students:
Assigned to the
Honors Advisor**

Academic Advising encourages students to seek additional Faculty/Staff mentorship.

STUDENT+ADVISOR RESPONSIBILITIES

Students will:

- be proactive and seek help and advice early in the semester.
 - understand role of the academic advisor and the advising model at Bentley University.
 - know who their academic advisor is and how to connect with them via appointment and email.
 - know, understand, and effectively utilize Degreeworks, Workday, and EAB Navigate.
 - become familiar with requirements for their chosen degree and optional programs, graduation requirements, and academic policies.
 - update their student record when necessary (e.g., change of address, phone number).
 - know their current grade point average, enrolled credits, and earned credit hours.
 - adhere to dates and deadlines on the academic calendar.
 - frequently check and read their Bentley email for official communication from members of the University.
 - know that advisors are helpful and available during class registration and non-registration periods.
 - Become familiar with all resources and opportunities to connect with academic advising (appointments, drop-ins, programs, etc.)
 - schedule and arrive on time for appointments with their advisor.
 - check their Degreeworks audit, prepare questions, do appropriate research, and create a course schedule (if necessary) before meeting with their advisor.
 - understand that Drop-In Hours are 10-minute sessions for quick questions, clarifications, and short-term registration planning.
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Advisors will:

- provide accurate and timely information about academic requirements, procedures, and policies.
- be available by providing opportunities to meet with students by appointment, during assigned drop-in hours, and via programming initiatives.
- respond to students' inquiries within two (2) business days.
- empower each student to make independent and informed decisions.
- be knowledgeable about policies and procedures.
- serve as an educator, facilitator, guide, and mentor.
- make appropriate referrals to resources on campus to support the development and needs to students.
- encourage active engagement in the curriculum-based advising process by using Degreeworks, Workday, and all resources available to students.
- advise from an integrated perspective of general education, major(s), minor(s), experiential learning, and study abroad.
- ensure smooth transition for students entering the University or declaring and changing majors.
- keep accurate and up-to-date advising records (notes and cases) in EAB Navigate.
- provide realistic options for students' decision making and encourage reasonable time to degree completion.
- be resourceful by utilizing web-based information, advising tools, and professional development opportunities.

YOUR ACADEMIC TIMELINE

First Year

- Get comfortable with Bentley academics and college expectations
- Decide on your primary major
- Think about whether an additional major could be a good fit
- Learn how to use DegreeWorks to track your degree progress
- Complete CDI 101
- Build a new routine that balances classes, studying, and self-care
- Get involved in clubs, orgs, or student leadership opportunities
- Start building connections with faculty and staff

Sophomore Year

- Create a Long-Range Academic Plan with your goals in mind
- Explore study abroad options and application deadlines
- Attend Advanced Standing info sessions & apply if applicable
- Research minor opportunities that fit your interests or career goals
- Complete CDI 201/301
- Start applying for internships
- Keep growing your network and find mentors among faculty and staff

Junior Year

- Experience Study Abroad (if you choose to go!)
- Start exploring graduate school options and timelines
- Stay on track with your major and minor requirements
- Complete one or more internships
- Continue strengthening mentorships with faculty and staff

Senior Year

- Review your degree audit with your advisor before add/drop or swap deadlines
- Submit your Program Completion application
- Continue your job search or grad school applications
- Ask faculty or staff for recommendation letters early
- Connect with Pulsifer Career Center for résumé, interview, and job search support

YOUR ACADEMIC PROGRAMS

This resource aims to educate you on what academic programs are, the reasons and timing for declaring them, and the steps you can take to make informed program decisions.

Academic Program Definitions

- **Degree** - Bachelor of Science or Bachelor of Arts, based on your primary major.
- **Primary Major** – Your main area of study in college and what your degree will focus on. 8-11 courses.
- **Concentration** - A specific track or focus within your major. Not all majors have concentrations.

Optional Academic Program Definitions

- **Additional Major** – A second main area of study you choose. You will not earn a degree in this major. 8-11 courses.
- **Minor** – A smaller area of study you add to your degree. It requires fewer classes than a major and lets you explore another interest. 4-6 courses.

The Importance of Declaring Your Programs

- **Stay Informed:** Declaring your major connects you to relevant distribution lists in your field of study. For instance, if you choose Accounting, you will receive updates from the Bentley Accounting department and the Bentley Accounting Career Coach.
- **Accurate Degree Audit:** Your Degree Works audit will reflect your intended academic path and may be a more helpful tool for course planning.
- **Improved Course Registration:** Properly declared students enable departments to better forecast the number of seats needed for future courses and enroll in reserved capacity courses, if applicable.
- **Flexibility to Change:** You can update your programs at any time. However, if you want to change your major after your sophomore year, please consult with an academic advisor.

For more information on when to make program decisions, go to page 4 Academic Timeline.

To learn how to declare your academic programs



SCAN HERE



STEPS TO CHOOSING YOUR MAJOR

ELIMINATE: What majors are not for me?

Start by ruling out the majors you have no interest in. [Click HERE](#).

PREVIEW/REFLECT: What you like to learn about in college? What have you done well in the past?

- What do you like to learn about? Which courses have you done well in in the past? What do these courses have in common (i.e. numbers based, people based)?
- Review the required courses for majors you have an interest in. Preview the course topics and descriptions to see if they align with your goals. [Click HERE](#).

DEFINE: What industries/majors align with your skills and interests?

For Sophomore Fall, register for [CDI 201](#) - focuses on helping students determine an appropriate major and career path based on their strengths, interests, skills, and values.

NETWORK: Who can you talk to about their experience in these majors and industries?

Chat with faculty, alumni, and upper-class students about your areas of interest and ask questions.

- [Find a faculty member](#) under Academic Departments dropdown
- [Network with alumni](#)

CONNECT: What are your final steps to put your decisions into action?

- Reach out to [Undergraduate Academic Advising](#) for course & program planning.
- Reach out to [Pulsifer Career Development Center](#) for recruiting & career-related questions.



UNDERGRADUATE ACADEMIC ADVISING REGISTRATION CHECKLIST

PREPARING FOR COURSE REGISTRATION

Please complete the following **BEFORE** Registration Day:

- ☐ Check Workday for any holds on your account that would prevent you from registering (such as Past Due Balance, Leave of Absence, and Vaccination and Health holds)
- ☐ Review your DegreeWorks audit to determine which requirements still need to be completed
- ☐ Check if the courses you intend to register for have prerequisites
- ☐ Be mindful of the withdrawal deadline - if you need to withdraw from a course, it may impact what courses you can register for
- ☐ View your registration appointment in Workday - you will only be able to register for 5 courses on your registration day (those eligible to register for a 6th course will do it on a separate day)
- ☐ Verify your major(s) and/or minor(s) are listed appropriately in Workday and update as needed, especially for courses that fall under Reserved Capacity
- ☐ Build your class schedule in Schedule Planner and monitor seat availability until right before your registration appointment
- ☐ Prepare back-up courses in case your first selections fill prior to your registration
- ☐ If you are an advanced standing student, ensure that you are aware of your program requirements

REGISTERING FOR YOUR COURSES

Please complete the following **ON** Registration Day:

- ☐ Attend in-person drop-ins in JEN 336 or sign up for a Zoom drop-in appointment to get questions answered prior to registration (as advisors will not be holding 30-minute appointments)
- ☐ From Schedule Planner, send your schedule to your shopping cart
- ☐ Register using your saved schedule
- ☐ Resolve any schedule issues if some classes were unsuccessful registrations
- ☐ Hop into a Zoom session if you need help or have any questions
- ☐ View your registered courses in the "View My Courses" section on the Workday Academics tab

FINALIZING YOUR SCHEDULE FOR NEXT SEMESTER

Please complete the following **AFTER** Registration Day:

- ☐ Check your Degree Works audit and ensure that all of your courses are sitting appropriately
- ☐ Add yourself to the waitlist for class(es) you want to attempt to get a seat in - make sure you are registered for at least 12 credits (without your waitlist courses)
- ☐ After waitlists close at the end of the semester, ensure your schedule is complete and add/swap/drop as needed - **DO NOT END THE SEMESTER WITHOUT ENSURING YOU ARE REGISTERED FOR 5 CLASSES (15 CREDITS)!**

Ensure that you are referencing the Registration Hub for additional registration resources.

CONNECTING WITH AN ACADEMIC ADVISOR

Email

- For simple and straightforward questions
- Expect a response within 1-2 business days
- Email your academic advisor or our general email: UndergraduateAdvising@bentley.edu

Drop-In

- For quick or time-sensitive questions
- 10-minute in-person conversation with a trained Peer Advisor
- **Drop-In Hours:** 11 am – 3 pm, Monday – Friday in Jennison 336

Zoom Drop-In

- For quick or time-sensitive questions
- 10-minute Zoom conversation with a Professional Advisor
- **Offered during the first week of the semester and registration period**
- Scheduled through Navigate360

Academic Appointment

- For in-depth discussions such as long-range academic planning, academic difficulty, personal/academic concerns
- Up to 30-minute conversations with a Professional Advisor
- Scheduled through Navigate360 ([Step-by-step instructions](#))

[Schedule An Appointment](#)

ACADEMIC ADVISING APPOINTMENT CHECKLIST

BEFORE THE APPOINTMENT



Schedule and Confirm

- ☐ Confirm your appointment date, time, and location (link if virtual).
- ☐ Add it to your calendar or planner.
- ☐ Feel free to cancel your appointment via Navigate360 if you no longer need it.



Know Your Goals and Questions

- ☐ Clarify the purpose(s) of the meeting:
 - Academic programs exploration (major/minor selections, Advanced Standing Programs, Study Abroad Programs)
 - Course registration
 - Course withdrawals
 - Long-term academic planning
 - Academic concerns or struggles
 - Graduation check
 - Internship credits
 - Others



Research

- ☐ Check academic calendar for important deadlines.
- ☐ Review your Degree Works.
- ☐ Understand your major milestones.
- ☐ Search for your interested classes on Workday and check for prerequisites.
- ☐ Review Undergraduate Catalog for courses descriptions, program requirements, academic policies, and student resources.

ACADEMIC ADVISING APPOINTMENT CHECKLIST

DURING THE APPOINTMENT

- ☐ Arrive on Time.
- ☐ Bring your questions.
- ☐ Be honest about your academic goals, struggles, and interests.
- ☐ Stay engaged and ask for clarification if anything is unclear.
- ☐ Take notes on recommended courses, deadlines, and other important information.
- ☐ Confirm the next steps before leaving.

AFTER THE APPOINTMENT

- ☐ Complete your action items – registering for courses, connecting with other offices, meeting with professors, etc.
- ☐ Schedule your next academic advising appointment ahead.

**Schedule An
Appointment**

ACADEMIC ADVISING DROP-IN CHECKLIST

Before Drop-In

- **Know Your Questions.** Drop-ins are for quick or time-sensitive questions, such as course changes, graduation check, etc.
- **Expect to Wait.** Drop-ins are first-come, first-served. There may be a wait time during peak times (first week of the semester and registration period).

For long-term planning or multiple non-urgent questions, please schedule a 30-minute academic advising appointment through Navigate360.

During Drop-In

- **Bring your questions** and state your questions clearly.
- **Take brief notes** on recommended courses, deadlines, and other important information.
- **Expect a quick conversation** so other students can be helped.

After Drop-In

- **Complete your action items.**
- **Schedule an academic advising appointment** through Navigate360 if you have more questions and need in-depth discussions.