



B Benedictine
University

Advising Handbook



IMPORTANT DATES FOR 2023-2024 FALL & SPRING ACADEMIC YEAR

FALL SEMESTER

- **New Student Move in:** August 23, 2023
- **New Student Orientation:** August 23-26, 2023
- **Fall Classes Begin:** August 28, 2023
- **Last Day to Add or Drop a Class:** September 3, 2023
- **Labor Day (No Classes):** September 4, 2023
- **Last Day to Withdraw from Classes:** November 5, 2023
- **Spring Registration Begins:** November 6, 2023
- **Thanksgiving Break (no classes):** November 22-24, 2023
- **Finals Week:** December 11-15, 2023

SPRING SEMESTER

- **New Student Move in:** January 6, 2024
- **Spring Classes Begin:** January 8, 2024
- **Last Day to Add or Drop a Class:** January 14, 2024
- **MLK Day (no classes):** January 15, 2024
- **Summer Registration Begins:** March 1, 2024
- **Spring Break (no classes):** March 4-8, 2024
- **Last Day to Withdraw from Classes:** March 24, 2024
- **Fall Registration Begins:** March 25, 2024
- **Easter Break (no classes):** March 29-April 1, 2024
- **Finals Week:** April 29-May 3, 2024
- **University Housing Move Out:** May 3, 2024
- **Commencement:** May 4, 2024

NOTES

- **Last Day to Add or Drop a Class:** This is the last chance you have to change your schedule. If you drop a class, it will not show up on your record (transcript). Information regarding tuition refund policies, please visit: <https://ben.edu/business-office>
- **Last Day to Withdraw from 15-week Classes:** If you withdraw from a class after the add/drop deadline, you will have a W on your transcript instead of a grade. If you withdraw after the “last day to withdraw from classes” you will receive a letter grade.
- **Disclaimer:** These dates are subject to change and it is the student’s responsibility to confirm these dates. If there are any updates to the academic calendar, you can find these updates on the Office of the Registrar’s page at: www.ben.edu/registrar



WHAT IS ACADEMIC ADVISING?

At Benedictine University, academic advising is grounded in Benedictine values and the mission of the University. It is an interactive process between the advisor and student supported by technology. The goal is to promote each student's academic, career and personal development.

Faculty and staff members are committed to creating a decision-making framework through which students can identify and realize their educational goals. Although academic advising is a collaborative function of both student and advisor, the final responsibility for satisfying University and major requirements rests with the student.

ADVISOR RESPONSIBILITIES

Advisors will:

- Foster the student's sense of responsibility for their academic progress.
- Help the student obtain accurate information about educational and career options, academic requirements, policies and procedures.
- Help the student plan and monitor an educational program consistent with individual interests and abilities.
- Assist the student in maintaining an accurate record of course registration and completion.
- Be available on a scheduled basis for academic consultation and advice.
- Refer the student to appropriate University resources.

STUDENT RESPONSIBILITIES

The academic advisors in the Advising Center make every effort to familiarize students with University requirements, policies, major requirements and institutional resources. However, progress from freshman year to graduation is ultimately the student's responsibility. The student actively participates in the educational decision-making process.

Students will:

- Become knowledgeable of all University academic requirements, policies and procedures.
- Develop and maintain a plan for a course of study.
- Keep an accurate record of academic activities and documents.
- Value the role of the advisor by preparing for and keeping advising appointments.
- Initiate and maintain open and honest communication with the advisor.
- Access additional University resources to facilitate the decision-making process.

STEPS FOR SUCCESSFUL APPOINTMENTS WITH YOUR ADVISOR

1. Always be punctual to your advising appointment.
2. All cellphones should be silenced/turned off during the appointment.
3. Prepare for the appointment. Bring a list of any questions/concerns you have for your advisor.
4. If you need to reschedule your appointment, please call or email ahead of time.
5. Please be professional in your email correspondence with your advisor. Do not send emails without a subject line and be sure to include your student ID number.
6. If you leave a voicemail for your advisor, be sure to leave your full name, student ID and telephone numbers.
7. Do not procrastinate. Your advisor may have a limited number of appointment times available each week, so plan ahead and schedule appointments early.
8. You must meet with your advisor every semester prior to registration to ensure that the "Advising Hold" is removed.
9. When meeting with your advisor, be sure to bring:
 - A copy of your academic requirements report
 - Your current class schedule
 - A list of courses for which you plan to register
 - Questions/concerns
10. If you plan to take courses off campus, be sure to first get approval from your advisor. You will also need to complete the approval of transfer credit form.



1. To set your password, log on to <https://benu.zendesk.com/hc/en-us/articles/360060622253-Forgotten-Email-Password>
2. Become familiar with:
 - a. **MyBenU**, which is your student account to view your schedule, grades, register and make payments.
 - b. **Your Benedictine email**, which is the official mode of communication. Your email address is bxxxxxx@ben.edu. For technical assistance, contact the Service Desk at (630) 829-6684 or helpdesk@ben.edu.
 - c. Become familiar with **Desire2Learn (D2L)**, your online learning platform.

Login instructions for your MyBenU, D2L and Benedictine email address are on page 4.

3. All incoming students must have verified documentation of their immunization history on file with **Student Health Services**. Failure to meet this requirement will result in a hold on your account and denial of registration for the second term.
 - a. The student health form and immunization record are due by the **first day** of classes.
 - b. Visit the Student Health Services webpage at www.ben.edu/healthform to download the Student Health Form.
4. Send in your **official transcripts**.
 - a. Students with Advanced Placement (AP) scores should contact College Board (www.collegeboard.com) to have official AP scores sent to Benedictine University using school code 1707.
 - b. All freshmen must request that their final high school transcripts and graduation confirmation be submitted to the Enrollment Center.
 - c. Transfer students must request transcripts from all colleges/universities previously attended. This includes your updated transcripts showing your conferred Associates degree or completion of the IAI General Education Core Curriculum (IAI GECC) requirements if applicable.
 - d. Students with dual credit should request their transcript be sent to Benedictine University from their previous institution.
5. Reach out to the **Office of Financial Aid** for any questions you have regarding your financial aid. They can be reached at (630) 829-6100 or financialaid@ben.edu and are located in Lownik Hall. Your financial aid award letter will detail your eligibility for all institutional, federal,

and state aid programs. Be sure to use BenU's federal school code: 001767

6. Reach out to the **Business Office**, which is the office responsible for the collection of tuition and fees not covered by Financial Aid. They are located in Lownik Hall and can be reached at (630) 829-6503 or sar@ben.edu. Tuition and fees are incurred at the time of registration and are due in full seven days after the first day of classes to avoid a late fee and financial hold. Our Business Office specialists are accessible to help you explore the best payment options available.
7. Begin searching for your textbooks on the bookstore website at benu.ecampus.com
8. Obtain your **BenCard (student ID) and parking permit** by visiting the Benedictine University Police on the first floor of the parking garage.
9. Complete a **Release of Confidential Information** form to indicate if you would or would not like to give consent to your parents or a third party to have access to your financial and/or academic records at Benedictine. This form can be found at www.ben.edu/registrar.
10. If you plan to live on campus, please refer to the housing packet that was sent to you or contact the **Office of Residence Life** at (630) 829-6124 or housing@ben.edu. Visit Residence Life's webpage at www.ben.edu/student-life/residence-life
11. Attend welcome events and **orientation!**



FIRST WEEK OF CLASSES

FIRST WEEK OF CLASSES CHECKLIST

Here's a list of items to check off the first week of classes to make sure you have a great first week!

1. Log onto all your student accounts to make sure that you are becoming acquainted with our systems.

A. **MyBenU** is your student account to view your schedule, grades, register for classes, and make payments. Log onto your MyBenU account the morning of your first day of classes to double check room assignments. Don't rely on an older print out as the classrooms may have changed since it was printed. Follow these steps to log onto MyBenU:

- Go to www.ben.edu
- Click "Account Login" (at the top right-hand side of the page)
- Click on MyBenU
- Enter your credentials. Your User ID is b and your ID number (ex: b1234567). Your password is the same for all your accounts.

If you are on the **waitlist** for a class, please note that waitlists are no longer valid starting the first day of classes. If you are still on the waitlist on the first day of classes, you will need to obtain a permission number from the instructor to be able to enroll.

B. **Desire2Learn** is the platform where your professors will post syllabi and other pertinent information related to your course. Check the courses listed under the 'My Courses' section. You can click on the course and browse any material the professor has already posted. Take time to review your syllabi as they contain important information regarding your classes. Follow these steps to log onto Desire2Learn:

- Go to www.ben.edu
- Click "Account Login" (at the top-right hand side of the page)
- Click on Desire2Learn
- Enter your credentials. Your user name is your student email address. Your password is the same for all your accounts.

C. **Your Benedictine email** is the official mode of communication here at BenU. Your email address is bxxxxxx@ben.edu. Follow these steps to log onto your Benedictine email account:

- Go to www.ben.edu
- Click "Account Login" (at the top-right hand side of the page)
- Click on Office 365 Email Login
- Enter your Benedictine email address. Your password is the same for all your accounts.

2. Make sure that your advisor has received any pending **transfer credit** that you have sent to the University. This includes Advanced Placement (AP), Dual Credit, College Level Examination Program (CLEP) and any other transfer credit.
3. Submit your health forms and immunization records using the following link: www.ben.edu/healthform. If you do not turn in these forms by their due date (the first day of classes) you will have a hold placed on your account that will prevent you from modifying your schedule. Health forms can be found at www.ben.edu/healthform.
4. Stop by Lownik Hall to visit **Financial Aid** if you have any questions about your financial aid. Also, take a moment to visit the **Business Office** (also in Lownik Hall) to set up a payment plan for the semester.
5. Make sure you have your required **textbooks** for your courses. Please visit benu.ecampus.com to view your required textbooks.
6. Visit your Academic Advisor during **Advising Check-In** during the first week of classes. This is also called add/drop week, which is the last chance to make changes to your schedule without receiving a "W" on your transcript for dropping a class.
7. Visit our **Academic Support Center (ASC)** webpage at ben.edu/academic-support-center or offices on the third and fourth floors of Kindlon to learn about the resources they offer, which includes: peer tutoring; accommodations; and Math, Writing, and Science learning specialists.
8. Attend **Eagle Stop** during the first week of classes to see what clubs and organizations you would like to join at BenU. We highly encourage you to visit with all of our student clubs and organizations during Eagle Stop!



BENEDICTINE UNIVERSITY'S GENERAL EDUCATION PROGRAM:

General education courses provide the experiences, knowledge and skills you need to successfully manage life's challenges. They teach students that there are multiple ways to study and solve problems and stress the importance of being an informed and active citizen. Benedictine's General Education Curriculum emphasizes interdisciplinary learning, community, and real-world experiences that link classroom knowledge with current problems. The curriculum includes Basic Skills courses, Distribution Requirements and an emphasis on global and sustainability issues. In addition, we require two Interdisciplinary Seminars and experiential learning (which includes a Learning Community or Engaged Learning experience).

THE GENERAL EDUCATION REQUIREMENTS AT BENEDICTINE INCLUDE:

■ Basic Skills Courses

The four areas of basic skills are:

- Academic Writing
- Writing, Research and Information Fluency
- Quantitative Reasoning and Numeracy
- Speech

■ Distribution Requirements

These courses give you a chance to discover your talents, find new interests and strengthen your understanding of how your major fits into the wider world. Students take one course in each of the following areas:

- Artistic and Creative
- Computational, Mathematical and Analytical
- Historical
- Individuals, Organizations and Societies
- Life Science
- Literary and Rhetorical
- Philosophical
- Physical Science
- Political, Global and Economic Systems
- Religious and Theological

■ Writing Intensive Courses

■ Global and Sustainability Courses

■ Interdisciplinary Seminars

Interdisciplinary Seminars (IDS) are Benedictine specific courses. You can take an IDS 2000 level class once you have earned 30 credit hours or more and an IDS 3000 level course when you have earned 60 credits or more.

■ IDS 2000-level Catholic and Benedictine Intellectual Tradition

- IDS 2201
- IDS 2202 Fulfills Sustainable requirement
- IDS 2203 Fulfills Global requirement
- IDS 2204 Fulfills Global and Sustainable requirements

■ IDS 3000-level Human Dignity and the Common Good

- IDS 3301
- IDS 3302 Fulfills Sustainable requirement
- IDS 3303 Fulfills Global requirement
- IDS 3304 Fulfills Global and Sustainable requirements

■ Learning Community or Engaged Learning Experiences

You can find the list of which classes can be used to fulfill academic requirements in the university catalog which can be found on the Office of the Registrar's page: www.ben.edu/registrar





*60 or more semester credit hours earned

A MINIMUM OF

120

Semester credit hours are required for graduation



A MINIMUM OF **54** CREDIT HOURS at the baccalaureate level must be completed at a four-year regionally accredited college/university

AT LEAST

30

Semester credit hours must be completed in upper division coursework (3000 level or above) at Benedictine University

HERE ARE SOME TIPS FOR UNDERSTANDING YOUR DEGREE REQUIREMENTS.



REVIEW YOUR ACADEMIC REQUIREMENTS REPORT EACH SEMESTER

Know what classes you have taken and what is remaining. This helps you prepare for advising sessions, accurately register for classes, and track your overall progress toward graduation.



PLANNING FOR GRADUATION?

Important information you need to know: In order to graduate, you must complete at least 120 semester credit hours with a minimum 2.000 GPA. Please be aware that with many majors, all of the requirements will not add up to 120 semester credit hours. Completing all of your general education and major requirements does not mean you can graduate, unless you meet the 120 credits/2.000 GPA requirements. If you need to take extra classes, you can take additional classes in your major, add a minor or take general elective classes. Please refer to the University Catalog for the full graduation requirements at www.ben.edu/registrar.



RESIDENCY REQUIREMENTS

These important rules are found in the University Catalog and can affect your ability to graduate. Not knowing these requirements could prevent you from graduating.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) supports students' academic, personal and professional development through services that maximize academic success, enhance the student experience and better prepare students for further study. Some of the ASC services include:

- Instruction from:
 - Learning Specialists (Math, Writing, Science)
 - Peer Tutors
- Study skills workshops
- Textbook assistance
- Accommodation services

For more information, visit ben.edu/academic-support-center or contact the ASC at (630) 829-6041.

INFORMATION TECHNOLOGY

Information Technology (IT) is available to help you with a variety of technology needs including help with your email, MyBenU and D2L accounts, campus connection issues, software and determining what type of technology tools you need. You can contact IT at 630-829-6684 or email helpdesk@ben.edu.

OFFICE OF HUMAN RESOURCES

For on campus employment (including Federal Work Study positions), please visit www.ben.edu/human-resources.

UNIVERSITY CATALOG

The Catalog lists policies, graduation requirements, academic program information and course descriptions. It is imperative that each student familiarize themselves with the University Catalog to ensure they are obeying requirements for their majors/minors. You can view the current catalog at www.ben.edu/registrar.

CAREER AND PERSONAL DEVELOPMENT

The Office of Career and Personal Development takes a customized approach to the services it offers to students, employers, faculty and staff – helping these valuable members of the Benedictine community to thrive. For more information, please visit, <https://ben.edu/student-life/career-and-personal-development>.

TRANSFER CREDIT

For information on Advanced Placement (AP), College-Level Examination Program (CLEP), Dual Credit, taking classes at a Community College, the Transient Community College Credit Policy, Transfer Course Equivalencies or anything else related to transfer credit, please visit www.ben.edu/transfercredit.

FACULTY AND STAFF DIRECTORY

You can look up faculty and staff contact information at <https://ben.edu/faculty-staff-directory>.

MATH PLACEMENT TESTING

Every incoming freshman or transfer students who have not taken a mathematics course in college and all students who have not earned a score of 2 or higher on the AP Calculus exam must take a Math Placement Exam. Once you have begun classes at BenU, you cannot retake the online placement test. Please visit www.ben.edu/placement for more information.

CLUBS

Benedictine has over 50 student organizations and clubs that you can be a part of! Visit www.ben.edu/clubs for more information.

HOUSING

If you plan to live on campus, please refer to the housing packet that was sent to you or contact the Office of Residence Life at (630) 829-6124 or housing@ben.edu. You can visit Residence Life's webpage at www.ben.edu/student-life/residence-life.

TEXTBOOKS

You should begin searching for your textbooks prior to the start of the semester. Please visit benu.ecampus.com to view your required textbooks.

DINING SERVICES

Benedictine offers many dining options, including Benny's, Coal Ben and #Coffee on campus. There are various meal plan options available for residents and commuters. You can contact Dining Services at (630) 829-6380.



REGISTRATION 101

As a new student, your Academic Advisor in the Advising Center will advise and help you register for classes this term. For the following semesters, you must meet with an advisor but will register for classes on your own.

LOGGING INTO YOUR MYBENU STUDENT ACCOUNT

To Access Your Account:

- Go to www.ben.edu
- Click on “Account Login” (at the top right hand side of page)
- Click on MyBenU

ADDING/DROPPING CLASSES

Students have until the end of the first week of classes to add or drop a course. This means that you may make changes to your schedule any time before the semester starts or throughout the first week of classes.

After the first week of classes, you will receive a grade of “W” on your transcript for any class you drop. This indicates that you withdrew from the course after the add/drop period. Please refer to the Academic Calendar to determine the exact drop date for the term.

Before adding or dropping a course make sure to check the requirements/prerequisites of the course. These prerequisites can keep you from enrolling in a course or cause you to have to make more changes to your schedule after a drop.

For Example: MATH 1105 – “C” or higher in Math 095 or Placement.

ACCT 1111 – Credit or Co-registration in MATH 1105 or higher.

Do you receive the Illinois MAP Grant?

The Office of Financial Aid estimates the State of IL MAP Grant (EST) on enrollment of 15 hours per semester. If a student enrolls in less than 15 hours per semester the State of IL MAP Grant (EST) will be prorated to actual hours enrolled. Questions regarding the State of IL MAP Grant (EST) please contact the Office of Financial Aid at (630) 829-6100 or financialaid@ben.edu

Please refer to your individual course syllabi for details. In addition to checking course requirements and prerequisites, you will also need to check in with your academic advisor, Office of Financial Aid and your athletic coach if applicable.

Withdrawing from the University

If you drop from all classes within seven calendar days of the start of the semester, you will not be charged tuition and will not receive any W's on your transcript. **Excessive absence or notifying a professor that you intend to withdraw will not constitute as an automatic drop.** You must withdraw from your classes on MyBenU and notify your advisor in writing that you will no longer attend Benedictine by completing the Leave of Absence/University Withdrawal Form.

For more information on registration, please visit www.ben.edu/registrar and click on Registration Information.



HOW DO I READ MY SCHEDULE?

The best way to explain this would be to look at a sample class on a schedule and break it down:

WRIT 1101 - PERSON IN COMMUNITY: WRITING								A
Status B		C Units	Grading D	Grade	Deadlines			
Enrolled		Units	Graded					
Class Nbr	Section	Component	Days & Times H	Room I	Instructor J	Start/End Date K	URL	
5433	A	Discussion	MoWe 1:30PM - 2:45PM	Birck Hall - 225	Alexander Sosenko	01/12/2018		
E	F	G				04/29/2018		

- A: The title of your class.
- B: Your status in the course (“Enrolled,” if registered, or “Waiting,” if waitlisted).
- C: How many credit hours (units) the class is worth.
- D: The outcome of the class. This will almost always be “Graded.”
- E: The class number entered into MyBenU.
- F: The specific section designated by letter that you are in.
- G: The type of class (Lecture, Discussion or Laboratory).
- H: The specific days and times the class will be meeting.
- I: The meeting room of the class.
- J: Who the current instructor is.
- K: The start and end dates for the class. Please note that some courses are only eight weeks long and will be listed differently on your schedule.

WHAT IS A COURSE SYLLABUS?

A syllabus is a document that a professor provides to students on the first day of class with information about the course. It serves as an outline of the class for the entire semester.

Your professor often reviews the syllabus the first day of class in order to provide an overview of the semester with assignments and important dates. It is important to keep this syllabus for the entire term and refer to it for assignments.

HOW MANY CREDITS ARE NEEDED TO GRADUATE?

In order to graduate, you must have at least 120 semester credit hours (with a minimum GPA of a 2.000 from Benedictine University). Completing all of your general education and major requirements does not always total up to 120 credit hours. If you need to take extra classes, you can take additional classes in your major, add a minor or take general elective classes. Please refer to the University Catalog for the full graduation requirements at www.ben.edu/registrar.

CAN I TAKE CLASSES AT ANOTHER INSTITUTION WHILE BEING ENROLLED AT BENU?

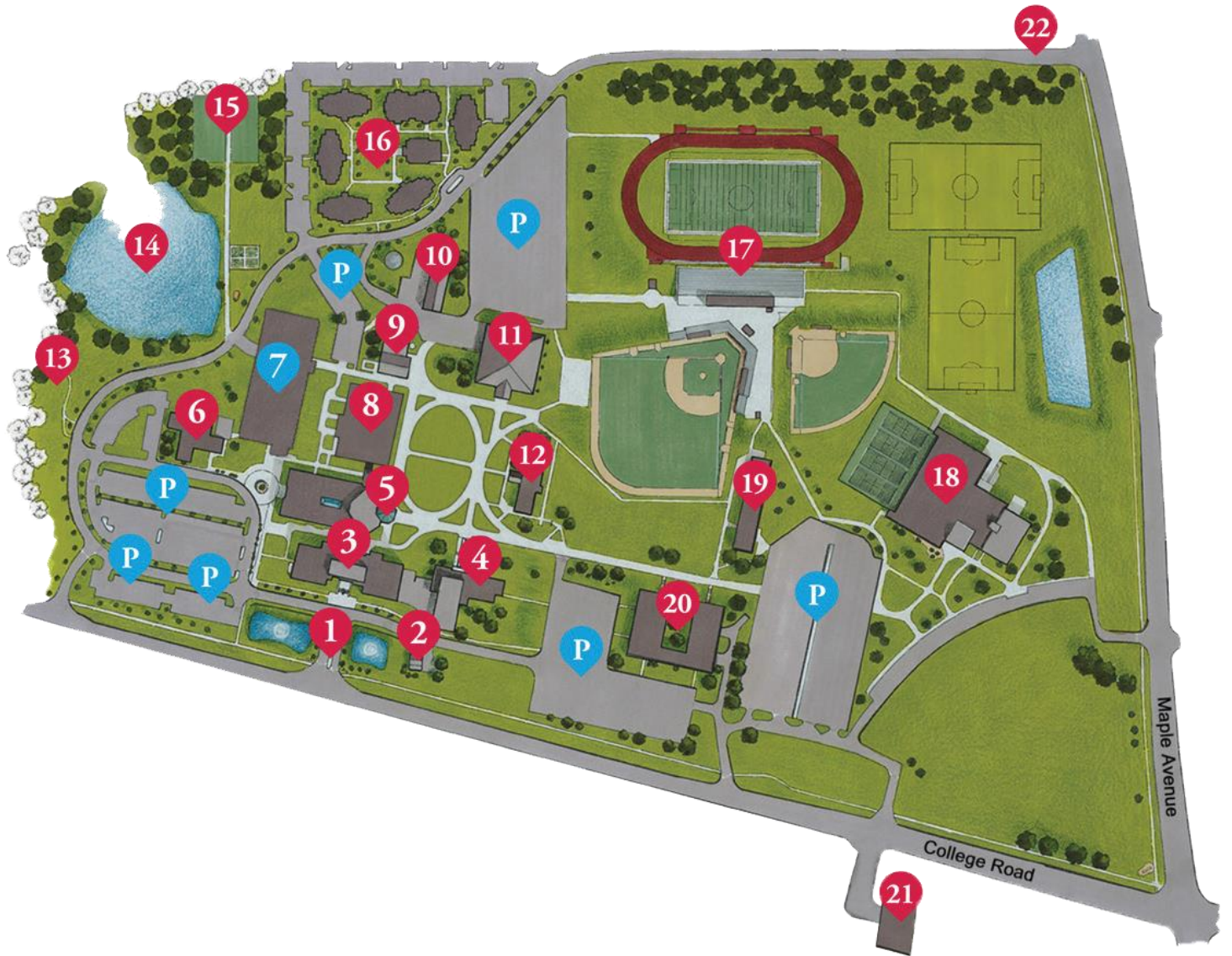
Many students will take classes at a community college. In order to make sure your credits transfer, please look at our Transfer Evaluation System database. It is there to assist students in selecting courses that are transferable to Benedictine University. Before you sign up for a class at a community college, please always talk to your advisor to sign the Approval for Transfer Credit form to make sure your classes will transfer. You can find our Transfer Evaluation System at www.ben.edu/transfercredit. Students who have earned 60 or more hours are subject to the Transient Community College Policy. Refer to the catalog for more information.

WHAT CLASSES WILL TRANSFER INTO BENU?

To find out what classes will transfer from an institution, and what they would transfer over as, please follow the link to our Transfer Evaluation webpage: www.ben.edu/transfercredit.



CAMPUS MAP



MAP LEGEND

1. Main Entrance
2. Neff Alumni Center
3. Birck Hall of Science
4. Lownik Enrollment Services Center
5. Kindlon Hall of Learning
6. Ondrak Residence Hall
7. Parking Garage
8. Daniel L. Goodwin Hall of Business
9. Coal Ben and Powerhouse
10. Grounds Shop Garage
11. Krasa Student Center
12. Jaeger Residence Hall

13. Ave Maria Shrine and Stations of the Cross
 14. Lake St. Benedict
 15. St. Procopius Cemetery
 16. Founders' Woods Apartments
 17. Village of Lisle-Benedictine University Sports Complex
 18. Dan and Ada Rice Center
 19. Neuzil Residence Hall
 20. Scholl Hall
 21. St. Procopius Abbey
 22. Campus Delivery Entrance
- P. Parking Lots





5700 College Rd. Lisle, IL 60532
(630) 829-6000

For more information, email advisingcenter@ben.edu or visit ben.edu/advising-center or visit us in Goodwin 270

The Annual Security Report and Annual Fire Safety report are available at www.ben.edu/police.

2023-2024