Information from the Business Office

Be sure to have your student check MyBenU periodically since that will always have the most up-to-date information. Perhaps during spring break your student might set you up as an authorized user so that you have access to check financials, make payments, and set up a payment plan. [https://www.ben.edu/student-accounts/index.cfm](https://www.ben.edu/student-accounts/index.cfm) has all the information about due dates, payment options, and setting up an authorized user.
Did you know that we have a BenU Food Pantry? If your student is in need, Campus Ministry is here to support. Students may visit the BenU Food Pantry, located on the 4th floor of the Kindlon Building in suite 410. The pantry works on the honor system, students may take what they need. It is well stocked with grocery items and toiletries.

Is your student struggling in a class? The Academic Support Center (ASC) is here to support students on their academic journey at Benedictine. We offer free tutoring, skills for academic success, and writing assistance. ASC also provides accommodations for eligible students. Our goal is to help students grow and succeed at BU and beyond. In addition to our Learning Specialists, we offer Peer Tutoring. For more information about our services please click here: https://www.ben.edu/academic-support-center/index.cfm

Our Academic Support Center has been busy focusing on a variety of study skills. We hold sessions on Wednesdays at 7:00 PM Central Time via Zoom

March 30th – Let’s “Thrive” instead of just “Survive” (Marian Flattum)
Discover how growth mindset, motivation, and goal setting can help you thrive in college instead of just surviving. We will assess your personal goals and action steps and create a structure for achieving these goals.

April 6th – Managing Stress (Linden Kovarik)
Is the end of the semester nearing you a little stressed? Join Linden Koviarik for some ideas and reminders of ways to stay healthy and lower your stress.

April 13th – Preparing for Finals (Carol Fendrick)
While finals preparation started the day classes started, there are things you can do to help you have a successful final week. Join Carol Fendrick for some helpful tips to begin preparing for your finals.
University Housing

**Summer 2022 Housing:** We invite you to apply for campus housing for the Summer 2022 term and would like to share some information on what to expect, in order to secure housing and have a successful experience during the summer 2022 term. Please use this link to access summer housing information: [https://www.ben.edu/student-life/residence-life/summer-housing.cfm](https://www.ben.edu/student-life/residence-life/summer-housing.cfm)

**2022-2023 Housing:** Students may access the housing application through the Housing Portal by logging in with their BenU email (bnumber@ben.edu) and password. The 2022-2023 Housing Contract Campaign application and roommate selection begins via the Housing Portal on March 15. The Housing Portal is the official online resident portal. The portal allows new and returning residential students to access and manage communication, housing application, housing agreement, roommate requests, room selection and assignment information. Residents are encouraged to become acquainted with the portal as it will serve as the “go-to place” as an on-campus resident.

Registration holds will prevent access to the housing application, therefore it is important to get holds resolved prior to the Room Selection Process.

**2022-2023 Important Housing Dates:**
- March 15-May 6 Apply and Form your Roommate Group
- April 5-May 6 Participate in Room Selection


**What is FERPA and why can’t we talk freely?**

According to the US Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. During the long Christmas Break, take the time to discuss this with your student. A FERPA form can completed at any time and can be found here: [https://www.ben.edu/compliance/ferpa-act.cfm](https://www.ben.edu/compliance/ferpa-act.cfm)
Summer class registration began on March 1st. Students do not need to meet with their advisor in order to register for summer classes at Benedictine University. However, we are here to help if they need assistance. Summer is the only session where there is no advising hold for BenU classes.

Does your student plan to take summer classes at another institution? If students are considering taking courses at another institution over the summer, they can only do so if they have less than 60 credit hours at the end of the Spring semester. Students must complete this form: https://www.ben.edu/registrar/upload/Approval-of-Transfer-Courses-Form-Updated-2-28-22.pdf and send it to their advisor if they will be taking a summer class elsewhere.

If the advisor approves the desired class selected, they will send the form to the Registrar’s Office to confirm that the course will meet BenU standards and count for the anticipated credit here at Benedictine. Students should wait for the form to be approved by the Registrar’s Office before registering for a class at another institution in order to be certain that the credit will count toward their degree plan.

Please note that if a student desires to repeat a class they have already taken at Benedictine, they can only repeat the class at Benedictine and not at another institution.

Fall Advising Information:

Sophomore, Junior & Senior students should make an appointment with their faculty advisor as soon as possible to review and discuss their plans for Fall 2022 classes.

Freshman Advising for Fall 2022: During the week of March 14th, all freshmen received an email letting them know what they need to do in order to get ready for registration as well as providing a variety of resources to assist their registration planning. They also received a link to an informational packet about fall 2022 registration: https://www.ben.edu/advising-center/upload/Fall-2022-Registration-Information.pdf

Freshman students will have an advising hold until they attend one of their advisor’s zoom sessions. Zoom sessions are broken up by advisor and the zoom links have been provided to all freshman students. Students who fail to attend a zoom will not be able to have their advising hold removed until they meet with their advisor. They should bear in mind that it may be difficult to connect with their advisor during that second registration week so if they fail to attend a zoom session, they may have to wait until after their registration date to meet with their advisor. We are usually extremely busy that second week.

Zoom sessions will cover:

How to view all holds
In addition, freshmen have been provided with the following information via email:

**Academic Requirement Report** - To inform the student of their progress towards completing their degree. This will show completed courses once final grades are posted and non-completed coursework.

**2021-2022 Catalog** - This catalog contains all information about the university’s policies, requirements, major and minor coursework. It also contains all courses offered with specific course description details, if the course has pre or co-requisites, and what term it is typically offered. It is important that students use the catalog that corresponds with the year they started at Benedictine.

**How to Register Video** - For information on how to register through my MyBenU including a video recording. This will also show students how to add courses to their shopping cart and enroll in them on their specific enrollment date. There are also linked instructions on the MyBenU login screen for your reference.

If students need additional assistance beyond the advising session, they are more than welcome to schedule an appointment with their advisor or email questions they have about their schedule.

### Information from the Office of the Registrar

**Summer and Fall Registration** –
Summer 2022 registration is open for all students. Fall 2022 registration begins April 4, 2022 and runs through April 15, 2022. Students are assigned an initial registration appointment day during these two weeks based on the number of earned credit hours. After April 15, 2022, Fall registration will remain open for all students through the first week of Fall semester. The class schedule will be made available through MyBenU a week before the start of each term’s registration.

**External Course Registration** -
Current students must receive pre-approval to take courses at another college or university. Students should first seek out options available through Benedictine before looking at external course options. Without pre-approval the courses will not be transferred back. Students may obtain approval using the [Approval of Transfer Courses form](#). Students with Junior or Senior standing are not permitted to take courses at community colleges.
Graduating Students-
Graduating students should be sure to check their name and address in MyBenU to ensure their diploma name is printed correctly and the diploma will be sent to the correct address. Students can update either using the Change of Student Information form before the end of Spring semester.

News from the Counseling Center

Did you know that all current students are eligible to receive services from the BenU Counseling Center? Our Counseling Center is dedicated to offering a student-centered approach while supporting each student in their pursuit of personal, social and academic goals and in keeping with the Benedictine University Mission.

Hours for Spring 2022 are:
Monday - Wednesday: 10:00am - 3:00pm
Thursday: 10:00am - 1:00pm
For more information, please visit: https://www.ben.edu/studentlife/counseling-center/index.cfm. The Benedictine University Counseling Center also hosts a Wednesday Wellness Program. These events cover a variety of topics on mental health. Please encourage your student to participate.
Important Information for Parents of Seniors

A great celebration is just weeks away!

Commencement Events and Ceremonies are right around the corner, and we're sure you are excited and perhaps a little anxious. The Commencement website has been updated here and includes everything you need to know, including a schedule of events and celebrations, and important ordering details for essential graduation products including your cap and gown regalia.

Our goal is to make the 2022 Commencement Season as easy and stress-free for you as possible. This is a very special time for celebration of your extraordinary achievements and for the University to honor your student’s degree accomplishment.

This year we will return to an in-person live event. We have made a few adjustments to the events and ceremonies that we believe will make the Commencement 2022 even more personal and meaningful!

So, let this be the first of many times in the days ahead that we say to you – Congratulations! We can’t wait to see you at Benedictine University’s 132nd Commencement in May.

Order Your Cap and Gown Graduation Regalia Today!

Graduation Regalia Important Details

Students must order cap and gown graduation regalia no later than Friday, March 18, 2022 if you plan to pick-up at the Campus Store (Lisle and Mesa Campus) for free at the Grad Fair. All cap and gown graduation regalia orders placed after March 18, 2022 and prior to April 1, 2022 will automatically be shipped to your home and will incur a shipping fee of $12.95. After April 1 and through the day of Commencement, there will be a limited supply of cap and gown graduation regalia available for a fee of $25 for pick-up at the Campus Store (Lisle and Mesa Campus).

If you plan to participate in the “Stole of Gratitude” Ceremony and your regalia order is placed after March 18, 2022, please remember to bring your “Stole” with you to the ceremony for the President or Provost to present to you.

Questions? Email Commencement@ben.edu
Kitchen Table Conversation Starters

**What are your plans for the summer?**
Now is a good time to start talking to your student about their summer plans. The extended time students have away from classes during the summer provides opportunities not as easily accessible during the fall and spring. Options include shadowing professionals in a desired career field, volunteering, taking a class, and more.

**Where do you plan to live this summer?**
Depending on your student's plans, they may live away from home or move back for the summer. If they will not be home for the summer, begin exploring options in the area they will be working. If they are returning home for the summer, it's helpful to start conversations around schedules and ground rules. Students generally become more independent while at college, so building expectations together for when they return home acknowledges both of your boundaries and their experiences this year.

**Do you plan to take summer classes?**
Benedictine University offers summer classes online and on campus, helping students progress toward their degree.

**Have you explored internships or job opportunities?**
The Office of Career and Personal Development is here to help. Check out our webpage for how your student can connect to our resources; [https://www.ben.edu/mesa/campus-community/career-services-center.cfm](https://www.ben.edu/mesa/campus-community/career-services-center.cfm)
You may also consider connecting your student with family members who have connections in the career or field that interests them. Even a day of shadowing or an informal meeting (virtual or in-person) to chat about the career can be useful.
Upcoming Important Dates

March 21st - 27th – Spring Break

- April 3rd - Last day to drop a class and receive a “W” grade from a regular 15 week semester class
- April 4th - 2022 Fall Registration begins
- April 15th - 18th Easter Break no traditional undergrad classes, offices closed
- May 9-13th - Traditional Undergrad Finals Week
- May 14th - Commencement

Want to Keep up with the Latest Information?

Check out our webpage: [https://www.ben.edu/parent-and-family-engagement/index.cfm](https://www.ben.edu/parent-and-family-engagement/index.cfm)

Follow us on Facebook: [Benedictine University Parents & Families](https://www.facebook.com/BenedictineUniversityParentsAndFamilies)