

Welcome to

BELLEVUE UNIVERSITY



BELLEVUE
UNIVERSITY

Student Resource Guide

At Bellevue University,

we see the world a little bit differently. When it comes to our students, words like ‘normal’ and ‘typical’ aren’t too important. Instead, we see a world full of unique people, like you, with untapped potential.

We will strive to ensure that your education will be as real as your aspirations. We see your future as our future. And we do these things because we see a world full of remarkable, ambitious people who just need someone to believe in them.

[CLICK HERE](#) to view important Consumer Information about Bellevue University.

On behalf of the faculty and staff, I welcome you and congratulate you on your decision to earn a degree at Bellevue University!

You are part of a growing student body that recognizes the importance of earning a college degree and we are dedicated to providing you the best student service possible to help you achieve your goal. This document outlines some of those services available and describes how to use them.

If you have any questions or need additional information, please contact your Admissions Counselor. Once again, congratulations and welcome to Bellevue University!

Sincerely,

Scott Kizzire
AVP, Enrollment Management



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Bellevue Real-Time User Information Network (BRUIN)

Once you complete a Bellevue University application, a BRUIN account is created for you. BRUIN web services grow to meet your needs as you move through the admissions process, become a student, and graduate with your degree.

This service is available for your use, and all information is private. **To protect your privacy, please click the “Sign Out” button in the upper right corner of the screen when you are finished with any BRUIN session.**

CLICK HERE to log in to your BRUIN account.

Popular BRUIN web services include:

- To Do's: view which documents or items the University needs from you
- Class Registration: register for your classes online
- Textbook Information: identifies the title, author, ISBN number, and pricing for each textbook

- Finances and Aid: view the status of your financial aid, including when your aid is scheduled to arrive
- Account History: make payments online, see account activity including when payments are posted
- Academic History: view your grades and class history from anywhere
- Student Resources: find helpful tools, resources, and tutorials to aid in completing your degree
- Library Databases: access and search Library databases online
- Comprehensive Search Engine: search BRUIN, OneStop home page, and Library databases

If you do not remember your password, or if problems continue, the Service Desk can be contacted at one of the following:

Phone: 800-756-7920, option 4

Email: ServiceDesk@bellevue.edu

Class Registration

Accelerated Degree-Completion Courses

If you are taking an accelerated degree-completion program, you will be registered for all of the major courses prior to starting your first class. Contact the Bellevue University OneStop Service Center with any questions regarding registration for your accelerated courses. The OneStop Service Center can be reached at 800-756-7920, option 0, or by email at OneStop@Bellevue.edu.

Non-Accelerated, or Term-by-Term Courses

You can register for non-accelerated courses with assistance from your Admissions Counselor, Academic Advisor, or through BRUIN.

CLICK HERE to learn how to register for courses in BRUIN.

When registering for non-accelerated courses, please confirm whether the course is part of a “course cluster,” also referred to as “combined” in BRUIN. Course clusters offer an intense look at a particular subject from multiple perspectives. Course clusters are six to nine credit hours and are used to meet general education core and elective course requirements. Registration for a course cluster is slightly different than registering for a traditional course. If you are registering for a course cluster, you will need to register for each course in the cluster.

Ordering Textbooks

You will need your textbooks on the first night of class.

Textbooks needed for each course can be found in BRUIN or via the online bookstore. This information includes the title, author, ISBN, and the Bellevue University Bookstore's pricing for new, used, and rented books.

[CLICK HERE to learn how to view textbook information in BRUIN.](#)

If any textbook on your list indicates "N/A" (Not Available) it must be purchased through the Bellevue University Bookstore. Please make sure you order books by the ISBN number listed. This will assure the correct book and edition is purchased.

Please refer to your class schedule or class calendar for course and section numbers, as well as course codes (ie: MKMC = Marketing Management) when ordering textbooks. If you are using financial aid or a book grant, please contact the bookstore at 800-756-7920, ext 557-7070 for assistance.

If you live in the USA: To avoid delay, order textbooks at least TWO WEEKS prior to the start of class. **If you live outside of USA:** To avoid delay, order textbooks at least THREE TO FOUR WEEKS prior to the start of class.

[CLICK HERE to access the Bellevue University Bookstore online.](#)

Your Student Email Account

Within 48 hours of registering for class, you will be issued a Bellevue University student email account. Accessed through BRUIN, this account will be used for all University-focused email communication. If you are taking an online class, your student email address will be used in your online classroom.

Log in information for your Bellevue University student email account will initially be sent to the email address you provided when you completed the application for admission. Please follow the directions in the email so that you can review any messages that have been sent to you from Bellevue University.

[CLICK HERE to learn how to forward your email account.](#)

While taking classes at Bellevue University, you will receive email communication from several different departments, including Student Finances and Academic Advising. It is important that you monitor this email account closely so that you do not miss any important information.

Messages sent to your Bellevue University email account can be automatically forwarded to another email address of your choice. The value of using automatic forwarding will reduce the number of email accounts you need to check on a regular basis.

Bellevue University Online Library

Bellevue University's state-of-the-art online library provides you with complete access to extensive research material from anywhere in the world! Through innovation, the online library contains unique products and services and can be accessed from personal computers at any time from anyplace.

CLICK HERE for information on Ask-A-Librarian services.

Our online library services can help reduce the time spent searching for citations in printed and computer indexes at a physical library location.

Services include:

- Complete bibliographic searches on a research topic
- Copies of articles cited in a bibliographic search
- You can access the online library databases by logging in to your BRUIN account and selecting the "Library" link at the top of every page.

CLICK HERE to learn what Freeman/Lozier Library has to offer.

You can access the library staff at Bellevue University's Freeman/Lozier Library a number of different ways:

Main Campus: 1000 Galvin Road South, Bellevue, NE 68005
(north of the Bellevue University bell tower)

Phone: 800-756-7920, option 3

Fax: 402-557-5427

Email: library@bellevue.edu

Bellevue University Academic Catalog

A copy of the current academic catalog is available to you online.

The catalog lists the policies and requirements that pertain to your degree and attendance at Bellevue University.

CLICK HERE here to view the Bellevue University Academic Catalog.

Complete resource with a variety of essential information such as:

- History of the University
- University policies
- Admissions

- Cost and Financial Aid details
- Student Financial Services
- Academic Services
- Student resources and activities
- University faculty information
- Campus maps

If you cannot find the information you are looking for, have any questions, or prefer a hard copy of the Bellevue University Academic Catalog, please contact Bellevue University's OneStop Service Center at 800-756-7920, option 0, or OneStop@bellevue.edu.

Bellevue University Cyberactive Classroom (Blackboard)

Links to current versions of browsers are available on the Technical Support tab in your online classroom. **You must first accept the Registration Agreement from Student Financial Services and be registered for your course.** With the exception of students in our Flexxive® program, you will have access to your online classroom seven days prior to the class start. Flexxive students will be able to access their online classroom on the first day of class.

CLICK HERE to log in to your BRUIN account.

1. Go to **Cyberactive Online Classroom** or the **Flexxive Online Classroom**.
2. *Your login is your eight-digit student ID and you will create your own password.*

CLICK HERE to create your password.

3. Click the Login button.
4. Click the "Test Your Browser" button. This will generate a report of your browser and its settings that will determine if your computer meets the technical requirements to participate in online courses.
5. Return to the "Home" tab and click on "My Courses." To enter your course(s), click the link(s) to the course(s) listed. Some, but not all, areas of each course will be available for viewing. You will be able to view your entire course at 6 pm Central Time on the day class starts.
6. Once you access your class, click "Tools" at the left of your screen and then click on "Personal Information" to change your password from your date of birth (see above) to one of your choosing.
7. Take time to explore the Student Manual, located in the "Tools" area, and get ready for class!

If you have difficulty accessing your class, please contact the Bellevue University Service Desk by phone at 800-756-7920, option 4, or by email: ServiceDesk@bellevue.edu.



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