

How to Swap a Class Using MyBenU

Swap a Class [add one class and drop another simultaneously]

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Self Service”. The Self Service page will open.
2. On the Self Service page, select the “Student Center” link. Your Student Center homepage will open.
3. On your Student Center homepage, select the “Enroll” link under “Academics” header. The Add Classes Select Term page will open.
4. On the Add Classes Select Term page, click on the “swap” tabbed link on the top of the page. The Swap A Class Select Term page will open.
5. On the Swap a Class Select Term page, select the term you want to drop classes for by clicking on the appropriate radial button. Then, click “Continue” button. The Swap a Class 1 Select a class to swap page will open.
6. On the Swap a Class 1 Select a class to swap page, first select the class you wish to drop. Under “Swap the Class” header, use the down arrow to the right of “Select from your schedule” to select the course you wish to drop.
7. Secondly, on the Swap a Class 1 Select a class to swap page, you must select the class you wish to add. This is accomplished under “With this Class” header and there are the following options: “Search for Class” or “Enter Class Nbr” [Note: there will be a third option, “Select from Shopping Cart”, if you have a course already in your shopping cart]. Following the same procedure outlined in step 5 of the **Add a Class** documentation above to select the class to add. No matter which option you decide, when you click on the “next” button on the Swap a Class 1 Select a Class to swap Enrollment Preference, the Swap a Class 2 Confirm your selection page will open.
8. On the Swap a Class 2 Confirm your selection page, the class selected to drop is listed below under the “You are replacing this course” header. The class you selected to add is listed under the “With this class” header. After confirming this information is correct, click on the “Finish Swapping” button. The Swap a Class 3 View Results page will open.
9. On the Swap a Class 3 View Results page, you may view your swap confirmations and errors. “Success”- If a “√” mark appears, then the classes have been successfully swapped. “Error”- If an “X” mark appears, then the classes have not been swapped. Refer to the message displayed by the class and act accordingly.