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- **Detailed documentation for Connecting to BenUConnect and MyBenU, Class Attendance Entry, Class Roster View, Early Warning Notice [EWN] Entry, Faculty /Staff Password Reset Setting User Preferences/Defaults, and Submitting Final Grades along with MyBenU Off-Campus Technical Tips** are located on the University's homepage at [http://www.ben.edu/programs/faculty\\_resources/BenUConnect.asp](http://www.ben.edu/programs/faculty_resources/BenUConnect.asp).
- **To View Students on the Waitlist, along with their position on the Waitlist, for any class.** Navigation: Home>Curriculum Management>Class Roster>Class Roster. This opens the Class Roster search page. Enter the appropriate information, such as term, subject area, and catalog nbr, to select the desired class. On the Class Roster page, select an Enrollment Status of "Waiting". The Class Roster page will refresh and those students on the waitlist, although with their position on the waitlist, will be displayed.
- **To View Student's Biographical/Demographical Information.** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student's Student Center page will open. Click on the "general info" tabbed link on the top of the Student Center page and the general info page will open. Information displayed on this page include: Service Indicators, Initiated Checklists, Student Groups, Personal Data [birth month and date, gender, and marital status], National ID, Name, Addresses, Phones, and Email Addresses.
- **To View a Student's Advisor.** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student's Student Center page will open. The student's advisor is displayed on the Student Center page along with his/her campus phone number.

- **To View a Student’s Schedule [Enrolled, Withdrawn, and/or Waitlisted classes].** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the “View Student Details” link corresponding to that student or click on the “View Data For Other Students” button which allows one to access all students in the system. [NOTE: If one clicks on the “View Data For Other Students” button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student’s Student Center page will open. Click on the “My Class Schedule” link, located under the “Academics” header, on the Student Center page. Normally, this will open the My Class Schedule term search page where one uses the radial button to select the appropriate and then clicks on the “Continue button” to open the My Class Schedule page. [NOTE: If the student is term activate for only one term, the My Class Schedule term search page will be by-passed and the My Class Schedule page will open directly]. The classes in which the student is enrolled in for that term are displayed. [NOTE: if the student drops a class after the add/drop date, it remains on his/her schedule with a status of “Withdrawn”].  
To view the classes in which a student is waitlisted, check the “Show Waitlisted Classes” checkbox, uncheck the “Show Enrolled Classes”, and uncheck the “Show Dropped Classes” checkbox [all located under the “Class Schedule Filter Options” header]. Next, click on the “filter” button. The My Class Schedule page will refresh and all classes in which the student is waitlisted will be displayed along with the Waitlist Position.
- **To View the Student’s Unofficial Transcript.** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the “View Student Details” link corresponding to that student or click on the “View Data For Other Students” button which allows one to access all students in the system. [NOTE: If one clicks on the “View Data For Other Students” button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student’s Student Center page will open. Select “Transcript: View Unofficial” using the drop down arrow next to the “other academic ...” box [located under the “Academics” header] and then click on the double-arrow “Go” button. The Report Results page will open and the unofficial transcript will be displayed.

- **To View a Student's Course History.** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student's Student Center page will open. Select "Course History" using the drop down arrow next to the "other academic ..." box [located under the "Academics" header] and then click on the double-arrow "Go" button. The My Course History page will open and all coursework [taken, transferred, test credit, and in progress] will be displayed.
- **To View a Student's Transfer Credit Report.** Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student's Student Center page will open. Select "Transfer Credit: Report" using the drop down arrow next to the "other academic ..." box [located under the "Academics" header] and then click on the double-arrow "Go" button. The View Transfer Credit Report page opens and all transfer and test credit coursework [including the equivalent Benedictine University course] is displayed.

- **To View a Student’s Academic Career, Program, Plan[s] and Sub-plan[s].**  
Navigation: Home>Self Service>View My Advisees. This opens the Advisee Roster page. Select a student displayed on this page using the “View Student Details” link corresponding to that student or click on the “View Data For Other Students” button which allows one to access all students in the system. [NOTE: If one clicks on the “View Data For Other Students” button, the Student Services Center search page will open where one can search using last and first name]. Upon the selection of the student, that student’s Student Center page will open. Click on the “academics” tabbed link on the top of the Student Center page and the academics page opens. The student’s academic career, program, plan[s], and sub-plan[s] are displayed on the academic page.  
There are 5 “academic careers”: undergraduate semester [all undergraduate students]; graduate quarter [master’s level quarter credit]; graduate semester [master’s level semester credit]; doctorate [doctoral level quarter credit]; doctoral semester [doctoral level semester credit].  
Within each career, there are a number of “academic programs”. At the University, academic program is primarily used to make distinctions for student billing and financial aid purposes.  
Within each program, there are a number of “academic plans”. The academic plan is primarily used to indicate the student’s major, minor, program [for graduate students], and/or certificate area.  
Within each plan, there are a number of “academic sub-plans”. The academic sub-plan is used to indicate, when appropriate, a student’s cohort number, concentration, track, and/or the student’s academic requirement rule set. The “Requirement Term” informs the academic advisement report tool of the academic year catalog requirements that will be applied to that particular student.
- **To View the Schedule of a Classroom.** [NOTE: Only classroom space reserved through the Registrar’s Office is displayed here.] Navigation: Home>Campus Community>Campus Event Planning>View Event Information> Campus Meeting Details. This opens the Campus Meeting Details selection page. On this page, select “BENUV” as the “SetID” [if it has not defaulted], use the magnifying glass to select the appropriate building code and click on the “Search” button. The Campus Meeting Details selection page will refresh displaying all of the classrooms in that building. Select the appropriate room “link” and the Campus Meeting Details page will open. Use the “date” icon, select the desired date and click on the “search” button. The Campus Meeting Details page refreshes and all classes/events scheduled through the Registrar’s Office in that space is displayed.


- **To View Student's Service Indicators.**

Navigation: Home>Self Service>View My Advisees.

1. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name].
2. Upon the selection of the student, that student's Student Center page will open. On the right hand side of the Student Center page, under the "holds" caption, Service Indicators are listed.

- **To Remove Student's Service Indicator (AD1) - Advisor Approval Required.**

Navigation: Home>Self Service>View My Advisees.

1. This opens the Advisee Roster page. Select a student displayed on this page using the "View Student Details" link corresponding to that student or click on the "View Data For Other Students" button which allows one to access all students in the system. [NOTE: If one clicks on the "View Data For Other Students" button, the Student Services Center search page will open where one can search using last and first name].
2. Upon the selection of the student, that student's Student Center page will open. On the right hand side of the Student Center page, under the "holds" caption, you can view all "holds" on the student's account. You cannot remove the hold here.
3. On the top of the page, to the right of the student's id number, click on the red circle with a diagonal red line through the circle  , as it is the symbol for a negative service indicator. The "Manage Service Indicators" page will open and AD1 will be listed in the Service Indicator Summary section.
4. Click onto AD1 and the "Edit Service Indicator" page will open for the AD1 service indicator.
5. On top of the new page to the right, you will see a yellow release tab. Click the release tab and you will have a screen saying OK or cancel.
6. Click onto the OK tab and the AD1 service indicator has been removed, allowing the student to enroll.