

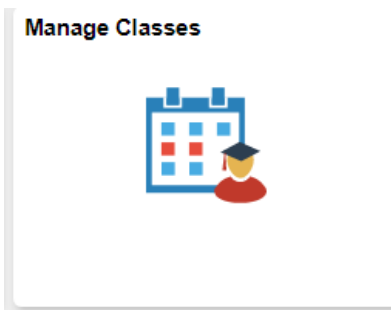
BenUFlex Class Search User Guide

There are two ways to search for classes in MyBenU:

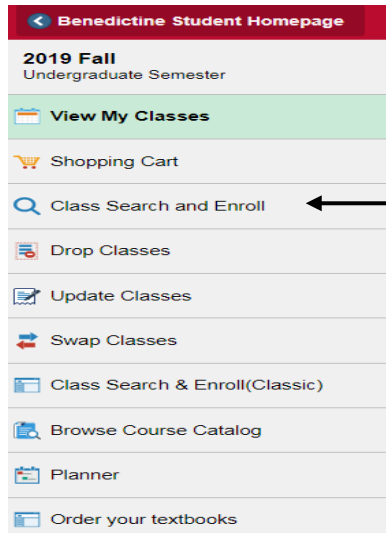
Class Search and Enroll OR Class Search & Enroll(Classic).

Class Search and Enroll Directions

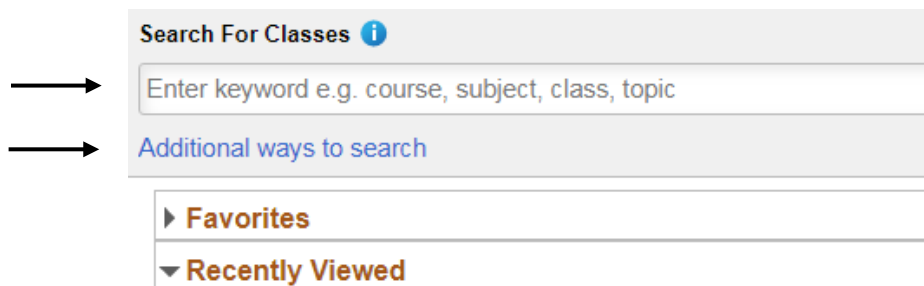
1. Once you have logged into the MyBenU system, the homepage will appear. Click on the Manage Classes box.



2. Once you have selected the Manage Classes box, click on "Class Search and Enroll".
Make sure you are searching in the appropriate semester



3. There are several ways to lookup classes from the next screen:
 - a. You can type in any information you would like to search by using the keyword search and hitting “Enter.”
 - b. Or click “Additional ways to search.”
 - c. Or you can view courses you have favorited or recently viewed through the pulldown triangles





4. On the left-hand menu, you can apply filters to narrow down your results. This includes "Instruction Mode," where you can select "BenUFlex."

A vertical filter menu with four sections. The first section is titled 'Class End Times' and lists four time ranges: '7 AM to 12 PM', '12 PM to 4 PM', '4 PM to 7 PM', and '7 PM to 11 PM'. The second section is titled 'Class Component' and lists four options: 'Laboratory', 'Lecture', 'Lecture/Lab', and 'Seminar'. The third section is titled 'Instruction Mode' and lists three options: 'BenUFlex: in-person/online mix', 'In Person', and 'World Wide Web/Online'. The 'BenUFlex: in-person/online mix' option is circled in red. The fourth section is titled 'Requirement Designation' and lists one option: 'Comp Math Analytical MOI'.

5. Click the course you are interested in to see the different section options.

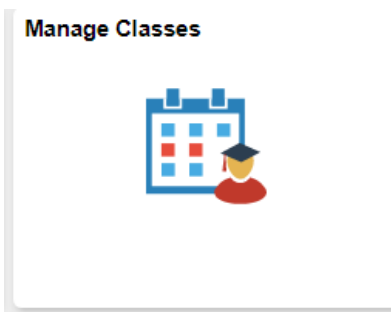


The Enrollment Information tab displays the Class Notes specifying the courses structure.

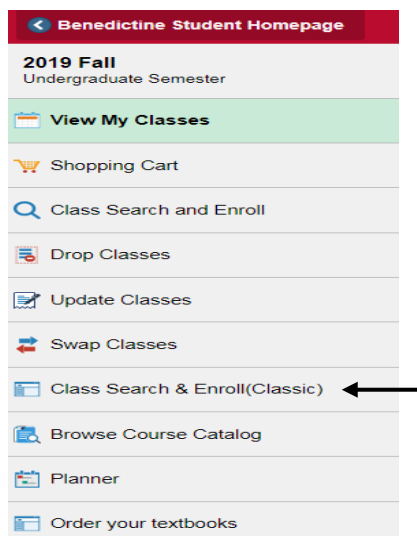
Class Information			
Meeting Information	Enrollment Information	Class Details	Class Availability
HNRS 2195 Leadership			
Section NS - Class Nbr 1029			
Requirement			
Course restricted to MAIN campus students.			
Class Note			
This course will meet in-person but will also allow all students to participate via live-stream virtually.			
This class will split in-person days so all students have the opportunity to attend in-person.			
This course has a limited in-person seating of 20 seats. Once the original 20 seats are full students may still enroll in the course and participate virtually. Students wishing to only participate v			
Department Consent. PIN Required.			
Add Consent		Department Consent Required	

Class Search & Enroll (Classic)

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the Manage Classes box.



2. Once you have selected the Manage Classes box, click on "Class Search and Enroll".
Make sure you are searching in the appropriate semester



3. Select the term

Search **Enroll** My Academics

Add | Drop | Swap | Edit

Add Classes 1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2019 Fall	Undergraduate Semester	Benedictine University
<input type="radio"/> 2020 Spring	Undergraduate Semester	Benedictine University

Continue

4. Click the Search tab at the top of the screen to bring up all of the search filter options. You can also expand the "Additional Search Criteria".

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Course Attribute

Course Attribute Value

Campus

Session

▼ Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Mode of Instruction

Location

Thurs Fri Sat Sun

5. After clicking "Search," you can view all sections of different courses meeting your search criteria.



7 class section(s) found						
▼HNRS 1190 - First-Year Colloquium I						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1028	S-SEM Reg Sem	TuTh 11:00AM - 12:15PM Th 11:00AM - 12:15PM Th 11:00AM - 12:15PM	TBA TBA TBA	Gregory Ott Gregory Ott Gregory Ott	09/01/2020 - 12/10/2020 09/10/2020 - 09/10/2020 09/24/2020 - 09/24/2020	●
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
2107	VX-SEM Reg Sem	TuTh 11:00AM - 12:15PM Th 11:00AM - 12:15PM Th 11:00AM - 12:15PM	World Wide Web - Online World Wide Web - Online World Wide Web - Online	Gregory Ott Gregory Ott Gregory Ott	09/01/2020 - 12/10/2020 09/10/2020 - 09/10/2020 09/24/2020 - 09/24/2020	●
▼HNRS 2195 - Leadership						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1029	NS-SEM Reg Sem	Mo 6:30PM - 9:30PM	TBA	Shannon Janicki	08/31/2020 - 12/07/2020	●

- Click on any section to find out more details about the class section, including the Class Notes specifying the course structure.

HNRS 2195 - NS Leadership
Benedictine University | 2020 Fall | Seminar

Class Details	
Status	Open ●
Class Number	1029
Session	Regular Semester
Units	3 units
Class Components	Seminar Required
Career	Undergraduate Semester
Dates	8/31/2020 - 12/20/2020
Grading	Graded
Location	Main Campus
Campus	Benedictine Univ Main Campus
Meeting Information	
Days & Times	Room
Mo 6:30PM - 9:30PM	TBA
Instructor	Meeting Dates
Shannon Janicki	08/31/2020 - 12/07/2020
Enrollment Information	
Add Consent	Department Consent Required
Enrollment Requirements	Course restricted to MAIN campus students.
Class Availability	
Class Capacity	20
Enrollment Total	8
Available Seats	12
Wait List Capacity	5
Wait List Total	0
Notes	
Class Notes	This course will meet in-person but will also allow all students to participate via live-stream virtually. This class will split in-person days so all students have the opportunity to attend in-person. This course has a limited in-person seating of 20 seats. Once the original 20 seats are full students may still enroll in the course and participate virtually. Students wishing to only participate virtually should switch to the VX section. Students that fail to attend regularly in-person may be moved to the VX section. Department Consent. PIN Required.
Description	