

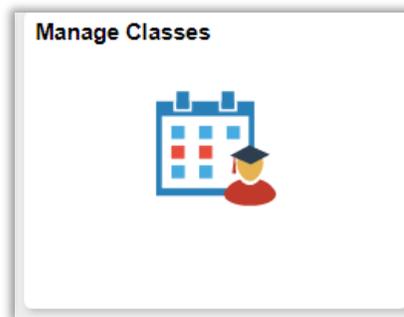
## Class Search

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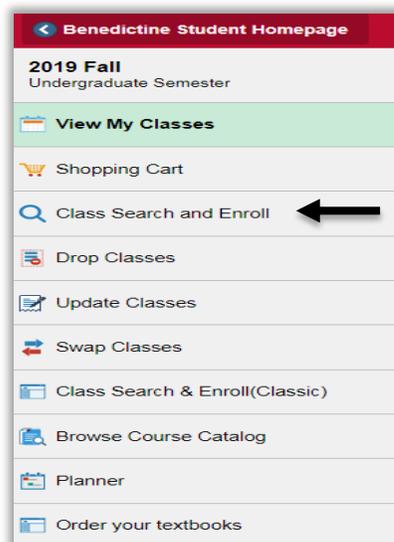
There are two ways to search for classes in MyBenU: **Class Search and Enroll** or **Class Search & Enroll (Classic)**. **Class Search & Enroll (Classic)** has the same search functionality used in previous versions of MyBenU. **Class Search and Enroll** provides a more dynamic and mobile friendly way to search for classes with more filtering options.

### Class Search and Enroll

1. After logging into MyBenu click on the **Manage Classes** tile.



2. 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

The screenshot shows a box titled "Search For Classes" with an information icon. It contains a text input field with the placeholder "Enter keyword e.g. course, subject, class, topic". Below the input is a link "Additional ways to search". At the bottom, there are two dropdown menus: "Favorites" (expanded) and "Recently Viewed" (collapsed). Three black arrows point to the input field, the "Additional ways to search" link, and the "Favorites" dropdown menu.

- i. The **Additional ways to search** box will open in a separate box. From here, you can search by the subject and if you have it, you can enter in the course number. All available sections of the course will come up.

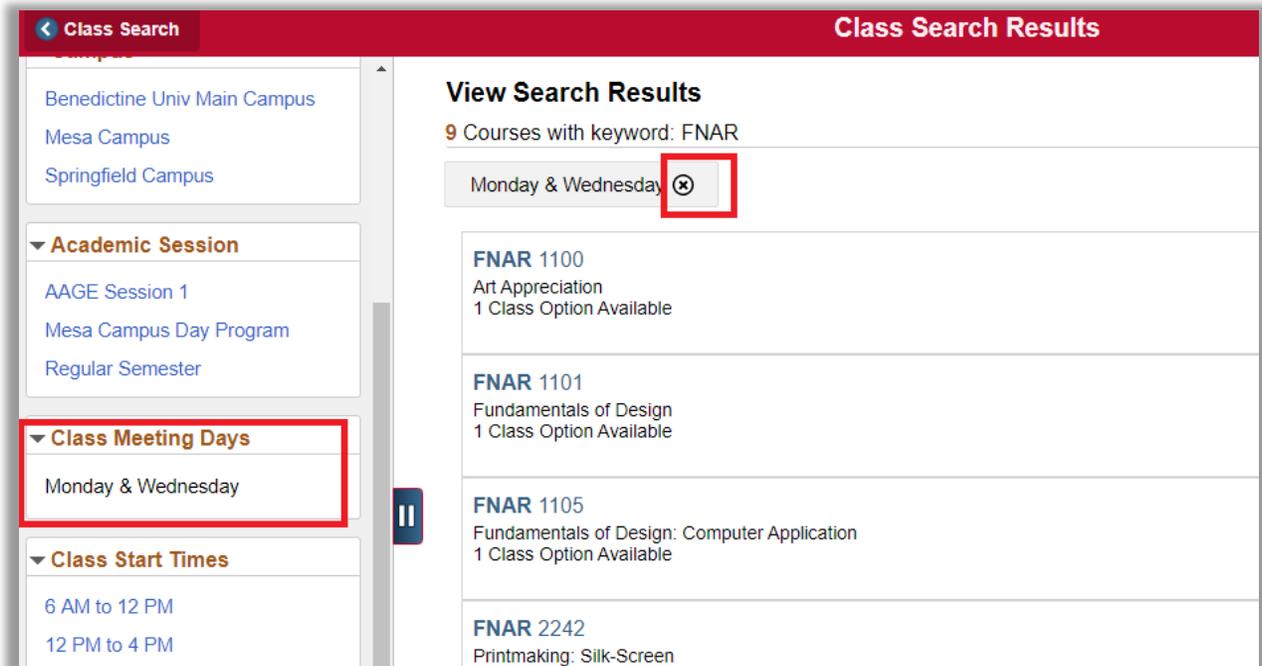
The dialog box is titled "Additional ways to search". It has three main sections: "Available Subjects" with a text input field; "Catalog Number" with a dropdown menu set to "contains value" and a text input field; and "Instructor Last Name" with a dropdown menu set to "contains word" and a text input field. At the bottom, there are two buttons: "Search" (green) and "Cancel" (grey).

4. Scroll through your results and find the class you would like to select. On the left hand menu you can apply filters to narrow down your results. Some often used filter options include: Open/Closed/Waitlist status, number of credits, Meeting Days, Start or End times, Campus, Subject, Career Level, Instruction Mode, and more!

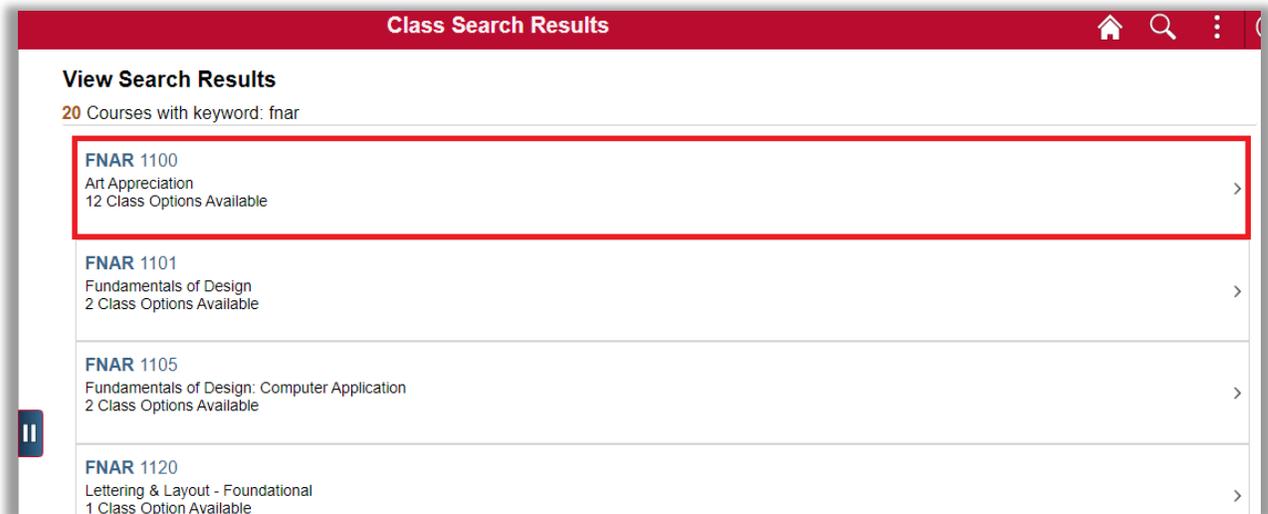
The image shows a vertical filter menu with a light gray background and a thin red border. It contains six filter categories, each with a dropdown arrow and a title in bold brown text. Below each title are one or more filter options in blue text.

- Class Status**
  - Open Classes Only
  - Wait List Classes Only
- Course Career**
  - Undergraduate Semester
- Subject**
  - FNAR / Fine Arts
- Number of Units**
  - 3 Credit Hours
- Campus**
  - Benedictine Univ Main Campus
  - Mesa Campus
  - Springfield Campus
- Academic Session**
  - AAGE Session 1
  - Mesa Campus Day Program
  - Regular Semester

5. To remove filters click the “X” by the filter name list at the top of the search results



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



- You can then review each section information and select one that is the best fit for you. You can also **Add to favorite courses** to easily find the courses later and view the detailed **Course Information**.

**FNAR 1100**  
Art Appreciation

★ Add to favorite courses

▼ Course Information

Introduction to the visual arts through lectures, discussions and field trips.

Units 3.00  
Grading Graded  
Components Lecture  
Course Career Undergraduate Semester

▼ Class Selection

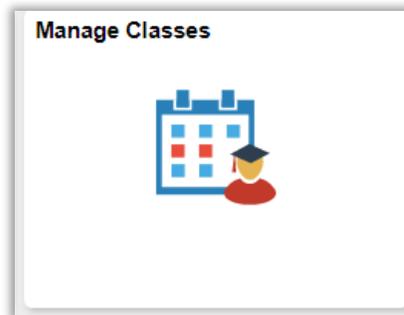
Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Dynamic Dated Semester		08/26/2019 - 12/15/2019	Monday 11:00AM to 1:30PM	To be announced	William Scarlato	Open Seats 35 of 35 >
2	Wait List	Regular Semester		08/26/2019 - 12/15/2019	Monday Wednesday 12:00PM to 1:15PM	Scholl Hall - 223	Teresa Parker	Waitlist Available Places 10 of 10 >

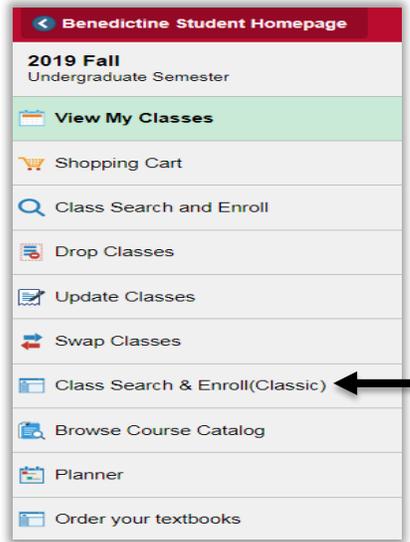
- From here you are able to add courses to your shopping cart or enroll.

## Class Search & Enroll (Classic)

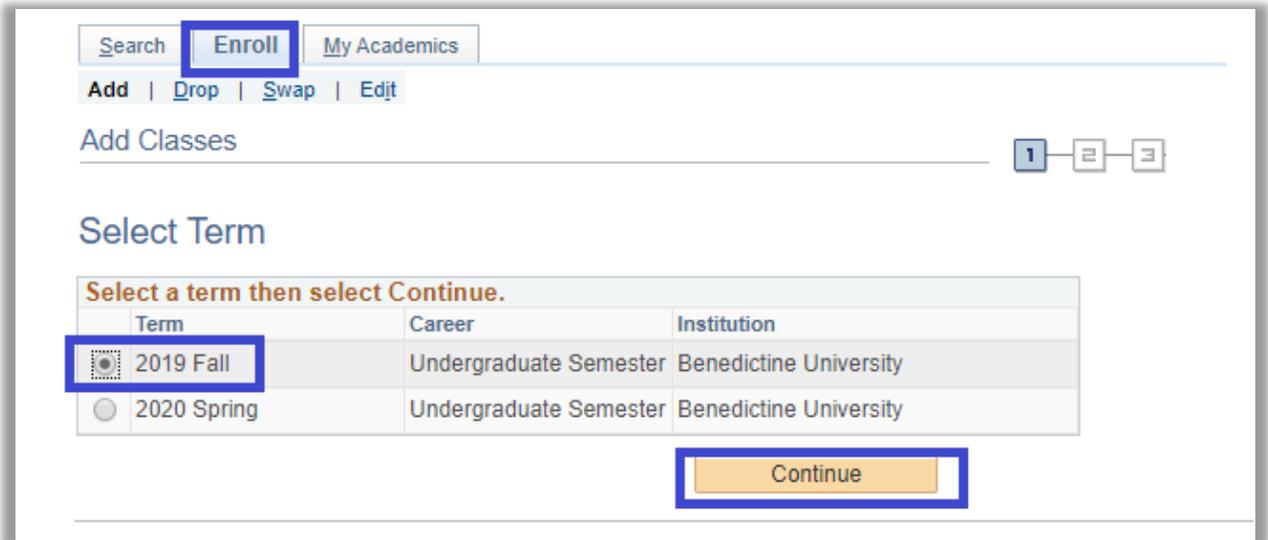
- After logging into MyBenu click on the **Manage Classes** tile



2. Click on **Class Search & Enroll (Classic)**



3. Select the term



4. Click the **Search** tab at the top of the screen to bring up all of the search filter options. You can filter using any of the pulldown menus then select **Search**. Common search filters include: Subject, Course Number, Open Classes Only checkbox.

**Search** | Enroll | My Academics

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Search for Classes

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Enter Search Criteria

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**Search for Classes**

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

5. The **Additional Search Criteria** pullout triangle also has many helpful search filters including: Start and End Times, meeting Day of Week, Instructor, Units (credits)

Course Attribute value

Campus

Session

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  ?

Course Keyword  ?

Minimum Units

Maximum Units

Course Component

Mode of Instruction

Location

6. After clicking **Search** you can view all sections of different courses meeting your search criteria.

5 class section(s) found							
▼RELS 110 - Ecclesiastical Latin I							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1847	A-LEC Reg Sem	MoWeFr 8:00AM - 8:50AM	TBA	Staff	08/26/2019 - 12/06/2019		
▼RELS 160 - Jesus Christ							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2429	CA-LEC Reg Sem	TBA	TBA	Fr. Philip Timko	08/26/2019 - 12/15/2019		
▼RELS 230 - Judaism							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1848	A-LEC Reg Sem	TuTh 9:30AM - 10:45AM	TBA	Bernarr Newman	08/27/2019 - 12/05/2019		
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1849	B-LEC Reg Sem	TuTh 11:00AM - 12:15PM	TBA	Bernarr Newman	08/27/2019 - 12/05/2019		
▼RELS 285 - Religion in America							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1850	A-LEC Reg Sem	MoWeFr 9:00AM - 9:50AM	Goodwin Hall - 414	Peter Huff	08/26/2019 - 12/06/2019		

7. Click on any section to find out more details about the class section

### Class Detail

RELS 285 - A Religion in America  
Benedictine University | 2019 Fall | Lecture

Class Details			
<b>Status</b>	Open 	<b>Career</b>	Undergraduate Semester
<b>Class Number</b>	1850	<b>Dates</b>	8/26/2019 - 12/15/2019
<b>Session</b>	Regular Semester	<b>Grading</b>	Graded
<b>Units</b>	3 units	<b>Location</b>	Main Campus
<b>Class Components</b>	Lecture Required	<b>Campus</b>	Benedictine Univ Main Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:00AM - 9:50AM	Goodwin Hall - 414	Peter Huff	08/26/2019 - 12/06/2019

Enrollment Information	
<b>Enrollment Requirements</b>	Course restricted to MAIN campus students.
<b>Requirement Designation</b>	Religious/Theological Mode of Inquiry
<b>Class Attributes</b>	Religious/Theological Mode of Inquiry

Class Availability			
<b>Class Capacity</b>	30	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	20	<b>Wait List Total</b>	0
<b>Available Seats</b>	10		

**Description**

Study of the prominent individuals, communities, movements, institutions and beliefs which make up the religious experience of North American people.

**Textbook/Other Materials**

Textbooks to be determined