

## To View Student Enrollment Appointment

1. Log into **MyBenU**. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.

enU	▼ Benedictine	Staff Homepage	🏫 C
BU Notifications	Academic Records	Manage Classes	Employee Self Service
1	2		
No current tasks			
Classic Home	Student Financial Account		
	<b>a</b>		

2. Navigate from the Main Menu to Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment.

Favorites -	Main Menu 🗸	
Favorites •	Main Menu - Search Menu: BU Student Financials BU Student Records Student Activity Flow Self Service Campus Community Records and Enrollmer Curriculum Management Contributor Relations Set Up SACR Worklist	Student Term Information         Career and Program Information         Term Processing         Appointments
	<ul> <li>Set Up SACR</li> <li>Worklist</li> <li>Reporting Tools</li> <li>PeopleTools</li> <li>My Preferences</li> </ul>	
<u> </u>		

This will open the **Student Enrollment Appointment** dialog page. Using the appropriate search criteria, select the student and term of interest [be sure the **Academic Institution** is "BENUV"] and click on the **Search** button. This will open the **Student Enrollment Appointment** page. On this page, the **Start Date** and **Start Time** under the **Enrollment Appointments** header will be shown and this is the earliest date/time at which the student may register for that particular term.