

How to Search the Schedule of Classes Using My Ben U

Search the Schedule of Classes

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. a. On the Self Service page, select the “Student Center” link. Your Student Center homepage will open. NOTE: Not all students will see the “Student Center” link.
b. For those who do not have the “Student Center” link on the Self Service page, select the “Class Search” link located under the “Class Search/Browse Catalog” header link on the Self Service page. The Search for Classes Enter Search Criteria page will open. [NOTE: Skip step 3].
3. On your Student Center homepage, click on the “Search” link under the “Academics” header. The Search for Classes Enter Search Criteria page will open.
4. On the Search for Classes Enter Search Criteria page, use the down arrow to select the appropriate term. Next, choose at least two search criteria to select the desired classes and click on the “search” button. The Search for Classes Search Results page will open.
5. All classes that meet the search criteria you selected are displayed on the Search for Classes Search Results page. Use the scroll bar to view all the classes if needed. Information regarding class status [open, closed, waitlisted], days and times, room, and instructor are listed. If one clicks on the “Section” link for a specific class, the Search for Classes Class Detail page opens.
6. Additional class information [such as course description, number of credit hours, detailed class availability, pre-requisites, and whether department/instructor consent are required] is displayed on the Search for Classes Class Detail page.