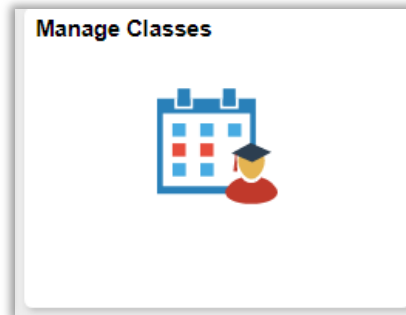
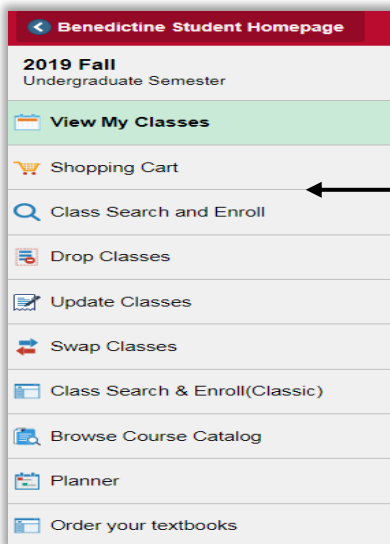


How to Add Classes to Shopping Cart

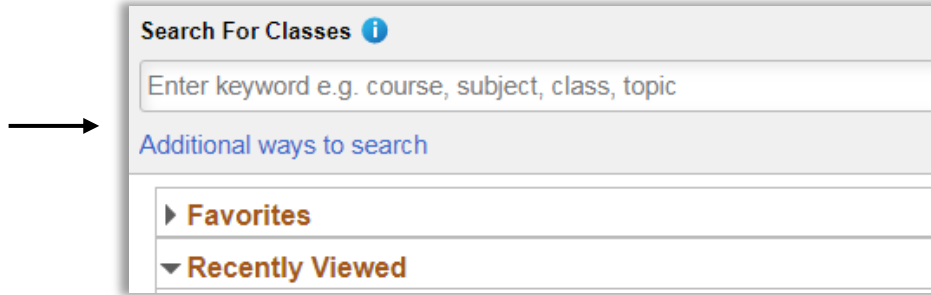
1. Once you have logged into the MyBenU system, the homepage will appear. Click on the **Manage Classes** tile.



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



3. Click **Additional ways to search**



Search For Classes ⓘ

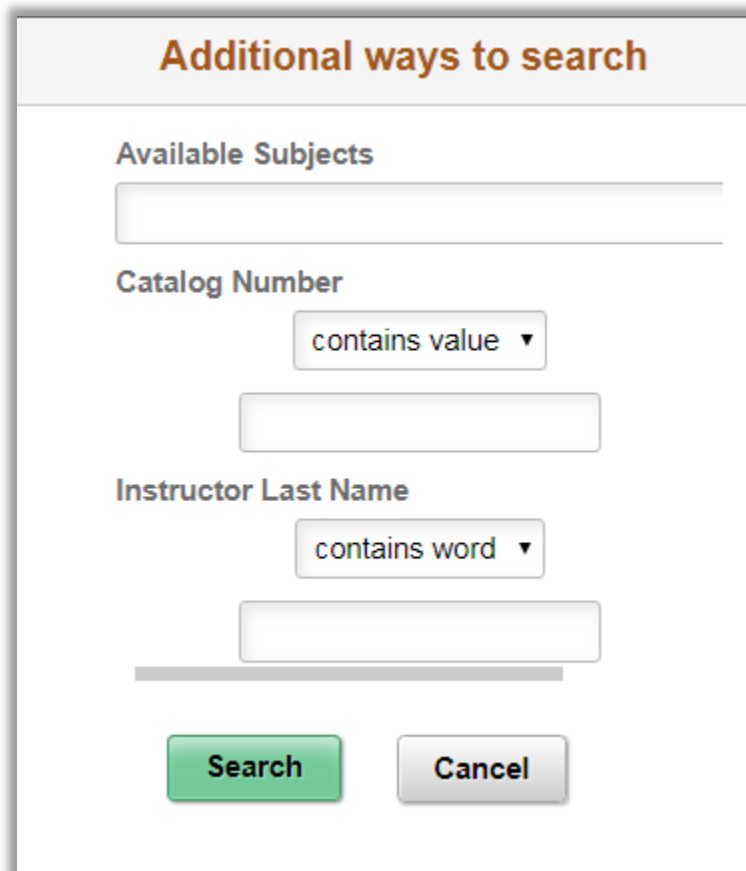
Enter keyword e.g. course, subject, class, topic

→ [Additional ways to search](#)

▶ **Favorites**

▼ **Recently Viewed**

4. 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.



Additional ways to search

Available Subjects

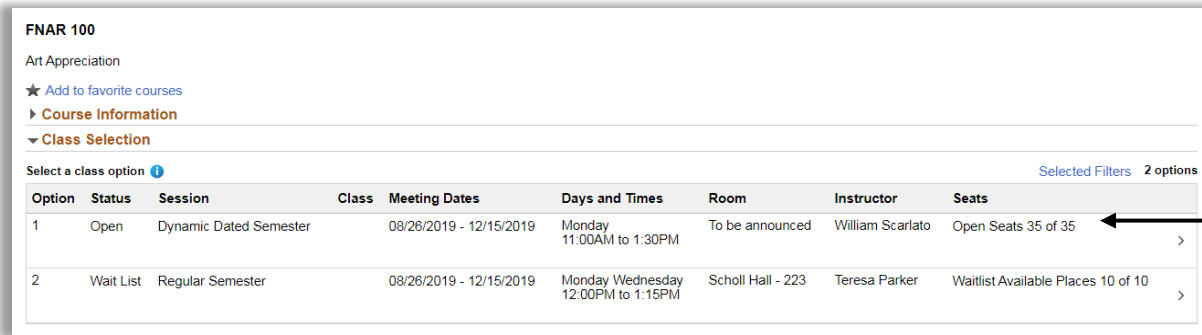
Catalog Number

contains value ▼

Instructor Last Name

contains word ▼

5. Scroll through and find the class you would like to select. Once you have determined which section you want, click on the course.



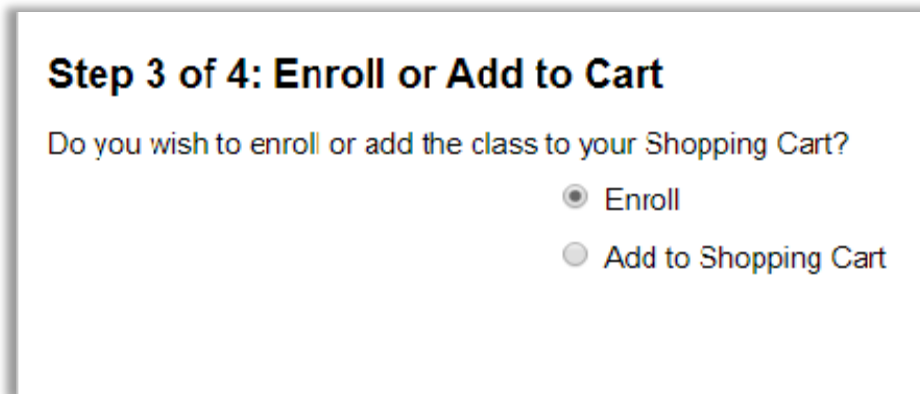
FNAR 100
Art Appreciation
★ Add to favorite courses
▶ Course Information
▼ Class Selection

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

6. Go through each step of the class review, **Add to Shopping Cart**, and click **Submit**.

Note: If you need a Permission Number, **Review Class Preferences** is where you will enter that information.



Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

7. You will be rerouted to the main **Manage Classes** page. Click on the **Shopping Cart** option.

8. Double check that the class you just selected has been added to your Shopping Cart. From here, select the classes you would like to check, and click **Validate**

Enroll
Delete
Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	COMM 207	Editing for Publications	Regular Semester	More meeting details available			3.00	Open Seats 4 of 20	Change Preferences
<input type="checkbox"/>	Closed	FNAR 100	Art Appreciation	Regular Semester	More meeting details available			3.00	Closed	Change Preferences
<input checked="" type="checkbox"/>	Open	FNAR 100	Art Appreciation	Dynamic Dated Semester	More meeting details available			3.00	Open Seats 35 of 35	Change Preferences
<input checked="" type="checkbox"/>	Open	WRIT 102	Research Writing	Regular Semester	More meeting details available			3.00	Open Seats 5 of 20	Change Preferences

9. Use the validate tool before registration to see if you will have any issues the morning of registration. The Green Check indicates that you should not have a problem enrolling. The Red X indicates you are unable to register. Check on the reason for the Red X to fix the issue before your enrollment date. An Orange Triangle indicates that the class is full and now has a waitlist.

✘ WRIT 102 - Research Writing
Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.

✘ COMM 207 - Editing for Publications
Term unit maximum would be exceeded. The system checks your selected shopping cart entries and your enrolled classes against your term unit limit. This class would exceed this limit.

✘ FNAR 100 - Art Appreciation
There is a time conflict for class number 1514 and class number 2546. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.