

# REGISTRATION INFORMATION

Registration begins March 25th!

Most first-year students will register April 4<sup>th</sup> or 5<sup>th</sup> beginning at 7:00AM

This packet contains information and resources regarding:

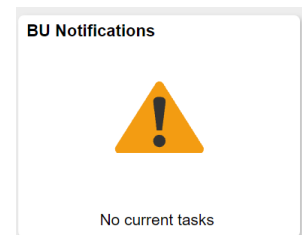
- General education and degree requirements
- How to Search for General Education requirements in MyBenU
- Other important resources

Watch your email for details regarding advising meetings to go over:

- How to view your holds
- How to find your registration date
- How to find if a class has prerequisites
- Shopping carts and pins
- General suggestions for Fall classes
- Information about Summer classes

**A HOLD is something that will prevent you from registering.**

**It is your responsibility to make sure all holds are taken care of prior to registration. You can view your holds on MyBenU under the BU Notifications tile.**



- **Advisor Approval Required:** By completing this event, you will have your hold removed from your account.
- **High School-Final Transcript:** Still need to submit your final transcript from high school
- **Student Account Hold:** This means you have a bill that needs to be paid or paperwork that needs to be completed. Contact the Business Office (630-829-6503 or SAR@ben.edu) or Financial Aid (630-829-6100 or financialaid@ben.edu)
- **Health Service Hold:** Contact Health Services (630-829-6046 or studenthealth@ben.edu)
- **Library Hold:** Contact the Library (630-829-6050 or [circdesk@ben.edu](mailto:circdesk@ben.edu))
- **Third Party Disclosure Ok:** Not a hold; This means you signed a FERPA form giving your parents access to your information
- **NCAA:** Not a hold

# MyBenU Current Student Webpage

Contains links to:

- Academic Resources such as career services, tutoring and zoom support
- Financial Resources such as financial aid, business office and scholarships
- Safety and Wellness Resources such as campus ministry, counseling center and health services
- Dining and Housing Information

## To Find the Links page:

- Go to the Benedictine University home page and click MyBenU logo (top right)
- On the left side, click BENELECTINE SSO LOGIN
- Login with your id and password as you do for D2L or your Benedictine email
- Once logged in, you will be on the Student Resources Page

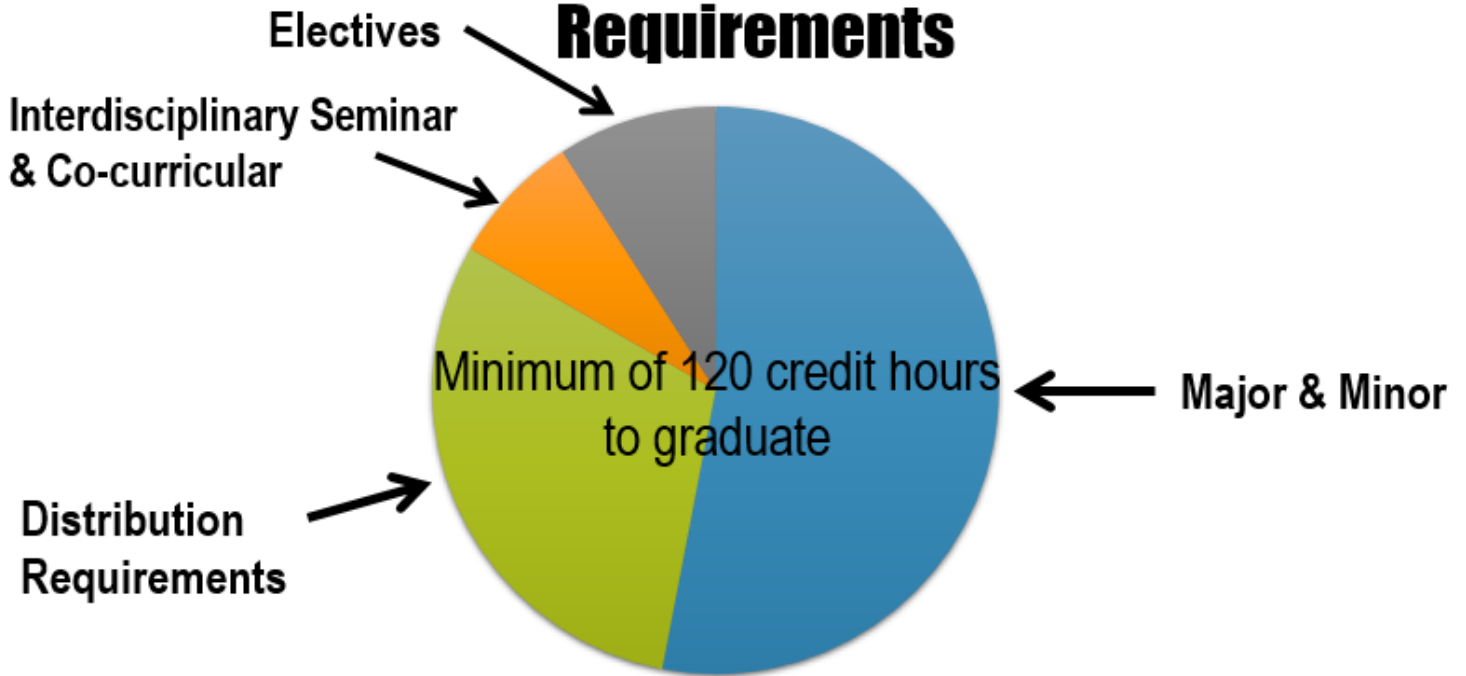
**Benedictine University** | About | Admissions | Academics | Student Life | Alumni | Resources | Welcome, [User Name] | COVID-19 UPDATES

**Click Here to Log In to myBenU Student Information System**

**myBenU Students** | FACULTY + STAFF DIRECTORY

- Academic Resources**
  - Academic Advising Center
  - Academic Programs
  - Academic Support Center + Tutors
  - Book My Professor
  - Career and Personal Development
  - Desire2Learn (D2L) and D2L Helpdesk
  - Engage Classroom
  - Faculty / Staff Directory
  - IDEA Access for Students
  - International Students and Scholar Services
  - IT Helpdesk
  - Library
  - myBenU (PeopleSoft)
  - Online Classes
  - Office of the Registrar (Student Records)
  - Office 365 Email Login
  - PaperCut Account Management
  - Student Password Reset
  - Student Success Mentors
  - Study Abroad
  - Textbooks
  - The Writing Zone
  - Zoom Online Meeting
  - Zoom Support
- Financial Resources**
  - Business Office - Student Accounts
  - Financial Aid
  - Loaner Laptops
  - Scholarship Information
- Safety + Wellness Resources**
  - Campus Ministry
  - Campus Safety
  - Wellness Center
- On Campus - Dining + Housing + Activities**
  - Dining Services - BenU Eats
  - Facilities Management (mail room, print room, maintenance)
  - Meal Plans

# Graduation Requirements



## Basic Skills



# General Education

### Communication 9 credit hours

WRIT 1101  
WRIT 1102  
COMM 1110

### Mathematics 3 credit hours

MATH 1105  
MATH 1108  
MATH 1110



You should have completed these requirements with a 'C' or better by the end of your first year.

Please note that these general education requirements have a “Q Code” you can use to search for classes that fulfill that requirement.

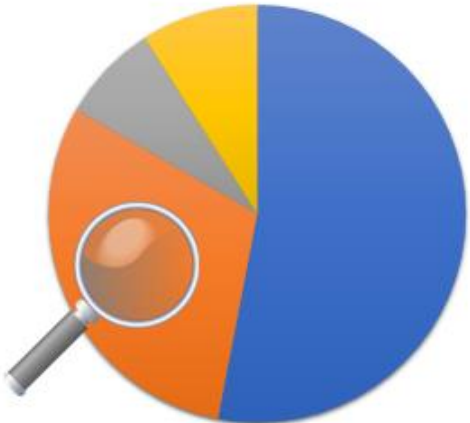


# General Education

**Sciences**  
**9 credit hours**  
Life Science (QLS)  
Physical Science (QPS)  
Computational, Math & Analytical (QCM)

**Humanities & Fine Arts**  
**15 credit hours**  
Religious/Theological (QRT)  
Philosophical (QPL)  
Historical (QHT)  
Literary/Rhetorical (QLR)  
Artistic/Creative (QCA)

**Social Science**  
**6 credit hours**  
Individuals/  
Organizations/Societies  
(QIO)  
  
Political/Global/  
Economic Systems (QPE)



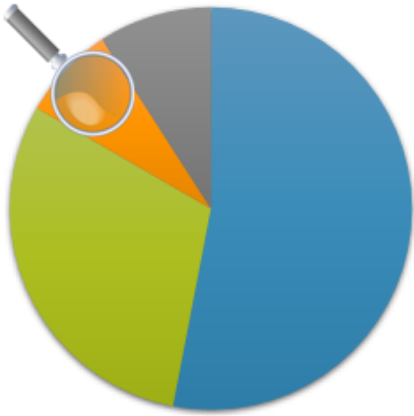
## Interdisciplinary Seminar & Co-Curricular

**Interdisciplinary Seminar**  
**6 credit hours**

- IDS 2000 level (taken after earned 30 credit hours)
- IDS 3000 level (taken after earned 60 credit hours)

**Co-Curricular**

- Global Designation
- Sustainability Designation
- 3 Writing Intensive
- Engaged Learning or Learning Community



The General Education Curriculum also requires all undergraduates to complete a Liberal Arts-based system of curricular and co-curricular electives in areas representing multiple disciplinary approaches and modes of problem-solving. These distribution requirements are courses designated by programs and departments as representing critical skill and knowledge areas for active and responsible citizenship and stewardship of the earth, lifelong learning, global awareness, integrative knowledge, and effective interpersonal communication. The distribution requirements of the curriculum include coursework in the arts and humanities, sciences, and social sciences. To enhance effective and broad-based learning, the General Education Curriculum also requires students to complete designated global and sustainability courses or activities, as well as at least one Learning Community or Engaged Learning co-curricular experience.

A list of classes that fulfill these requirements are found in the 2023-2024 catalog: <https://catalog.ben.edu/>

\*Please note: Sometimes one class can satisfy one or two co-curriculars.

## Major Requirements

- Course Requirements and credits vary by major
- Majors can be as large as 73 credit hours and as small as 36 credit hours
- Check the Catalog for specific course and credit requirements for your major



# Electives

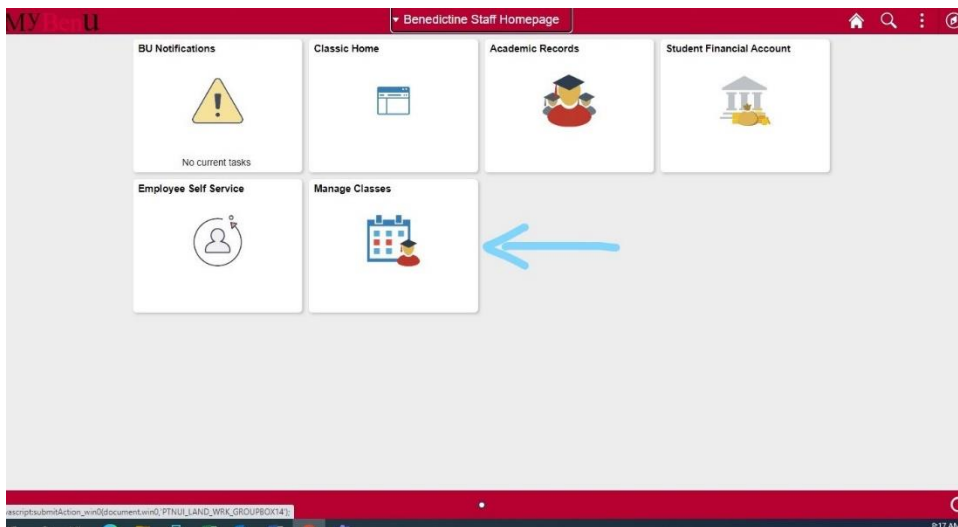
- You need 120 credit hours to earn your degree
- Since the credit hours for each major varies, you will most likely need to take electives to reach the required 120 credit hours
- You can use your electives for a second major, a minor or other classes you are interested in



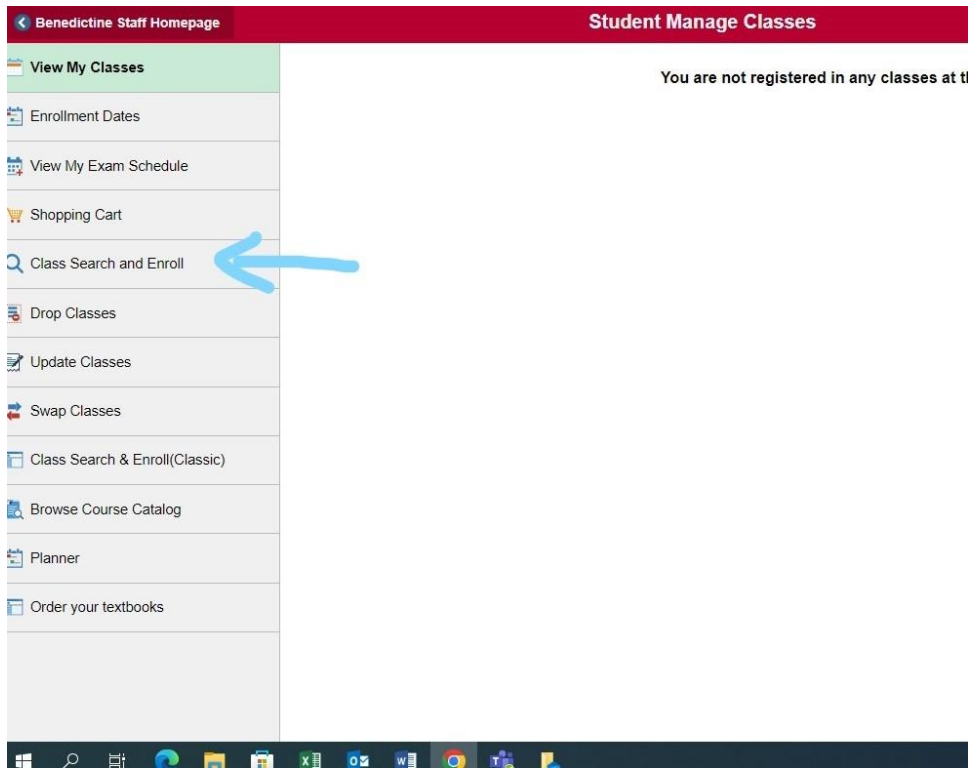
## Searching for General Education Requirements

When looking for courses that satisfy your General Education Requirements, you can search for each category to find a full list of courses that fulfill each requirement.

1. From the home screen in MyBenU, choose “Manage Classes”

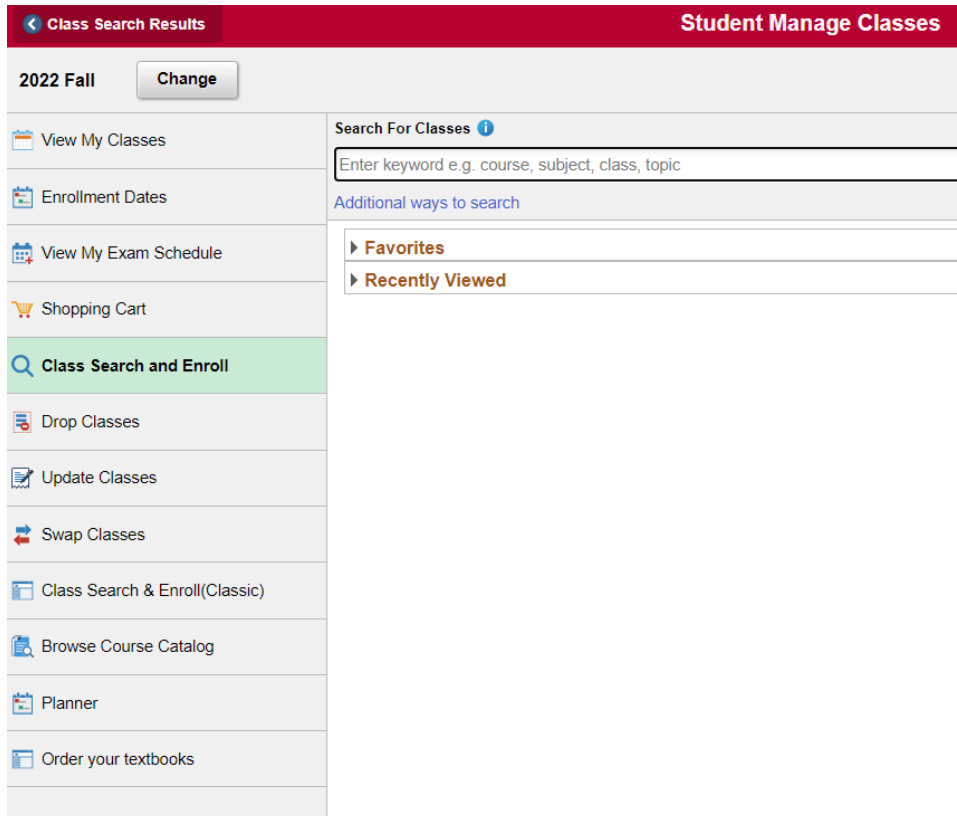


2. Next, choose “Class Search and Enroll”:



3. -Choose the term that **applies (in this case Spring 2024)**

-Enter the Q Code category (QHT, QCA, QIO etc.) you are looking for into the “Search For Classes” field. For the list of Q-Codes, see the General Education section above.



4. A list of courses will then be generated that fulfill the General Education Requirement selected, so you can browse and choose a course that is the right fit for your schedule. In this example, we entered QHT in the search for classes area:

**Class Search Results**

**View Search Results**

7 Courses with keyword: QHT

<b>AFAS 1120</b> Introduction to African American Studies 1 Class Option Available
<b>HIST 1111</b> American History to 1865 3 Class Options Available
<b>HIST 1141</b> World History to 1600 1 Class Option Available
<b>HIST 2213</b> Contemporary Latin America, 1898-2000 1 Class Option Available
<b>HIST 2220</b> The Mediterranean World 1 Class Option Available
<b>HIST 2240</b> Converging Hemispheres 1 Class Option Available
<b>HIST 2273</b> Classical Islamic Civilization, 1000-1700 1 Class Option Available

UNFILTER RESULTS

A list of classes that fulfill these requirements are found in the 2023-2024 catalog as well: <https://catalog.ben.edu/>



## CLASS SECTIONS

When you are registering for classes, it is very important to pay attention to the section of the course you are selecting. When you register on MyBenU, you will find the section in the “Class” column:

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room
1	Open	Regular Semester	Section MC01 - Class Nbr 1153	08/29/2022 - 12/18/2022	Monday Wednesday 11:00AM to 12:15PM	Mesa Center Higher Ed Rm 119
2	Open	Regular Semester	Section A - Class Nbr 1166	08/29/2022 - 12/18/2022	Monday Wednesday 1:30PM to 2:45PM	Birck Hall - 026

Now that you know where to find the section, please take note of the following information so you do not select a section you are ineligible for:

### Lisle Campus:

A, B, C, D, etc.: Lisle campus sections are labeled as the alphabet. **Mesa campus students are not eligible for sections that are regular letters.**

N, NA, NB: These are also Lisle campus courses and are used to signify night classes. Most often, these letters will be used to designate courses held from 6:30-9:30PM. **Mesa campus students are not eligible for these sections.**

### Mesa Campus:

MC01, MC02, etc.: These are used to designate courses on the Mesa, Arizona, campus. MC stands for “Mesa Campus,” and the number is used when there are multiple sections of one course. **Lisle campus students are not eligible for MC sections.**

### Cross-Campus:

XC: Section XC stands for “cross-campus” and means **students from both the Lisle, IL, and Mesa, AZ, campuses are eligible** for the class. Typically, XC classes are virtual with no designated meeting time (Online Synchronous), but there are exceptions.

### Non-Traditional:

AG, LG, OG: These sections are used to designate courses for online and adult cohort students. AG is for adult, LG is for Lisle, and OG is for online. AG/LG/OG sections are offered typically for eight-week sessions only, are online asynchronous, and combined. Billing may vary depending on the section. **Freshmen students are not eligible for these courses**, and students second-year and above require permission to enroll in the LG section.

## AP and Dual Credit

These are outside credits that were awarded or can be accepted and applied to graduation requirements.

Dual credit that was earned through another institution will be applied to your degree audit once official transcripts from the institution in which the credit was awarded are received.

AP credit is awarded once a student accepts and returns the PFEC. Students can accept up to 30 credit hours. If you are wondering what course or requirement your AP credit fulfills, please visit: [2023-2024 AP Award Structure.xlsx \(ben.edu\)](#)