Log in to MyBethel.

Click on ‘Academics’.
Click on ‘Add or Drop Classes’.
Select the term to which you want to make changes.

To find courses by keyword, enter search criteria in the 'Keyword' box.
To find courses by subject, type search criteria in Subject box. You can search for more than one subject at a time, or add a course number in the Course Number box.
Type ‘cas’ in the ‘Cohort or Gen Ed Category’ field to pull up the list of General Education Categories.

Once you’ve found a class you want, click ‘Add’ next to the section that fits your schedule.
It will appear in the summary panel below (italicized), but it is not added to your schedule until you click the ‘Submit’ button. This allows you to add multiple classes at once. For example, if you are registering for a class with a lab, you’ll need to add both classes to the summary panel before you press ‘Submit’.

To drop or withdraw from a class, choose ‘Drop Web’ or ‘Withdraw Web’ in the Action column of the Summary panel, then press ‘Submit’ to save.
To view and print your schedule, go to the ‘Schedule and Options’ tab, and click on the print icon.