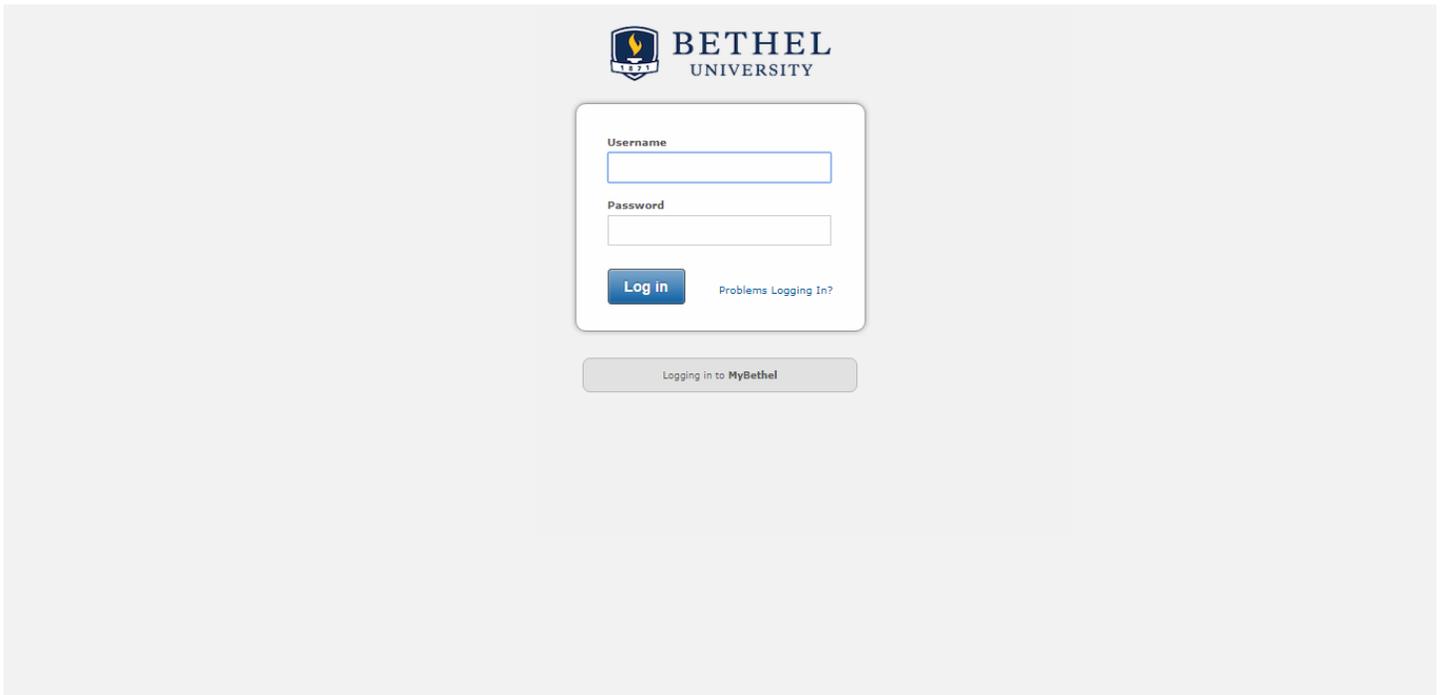
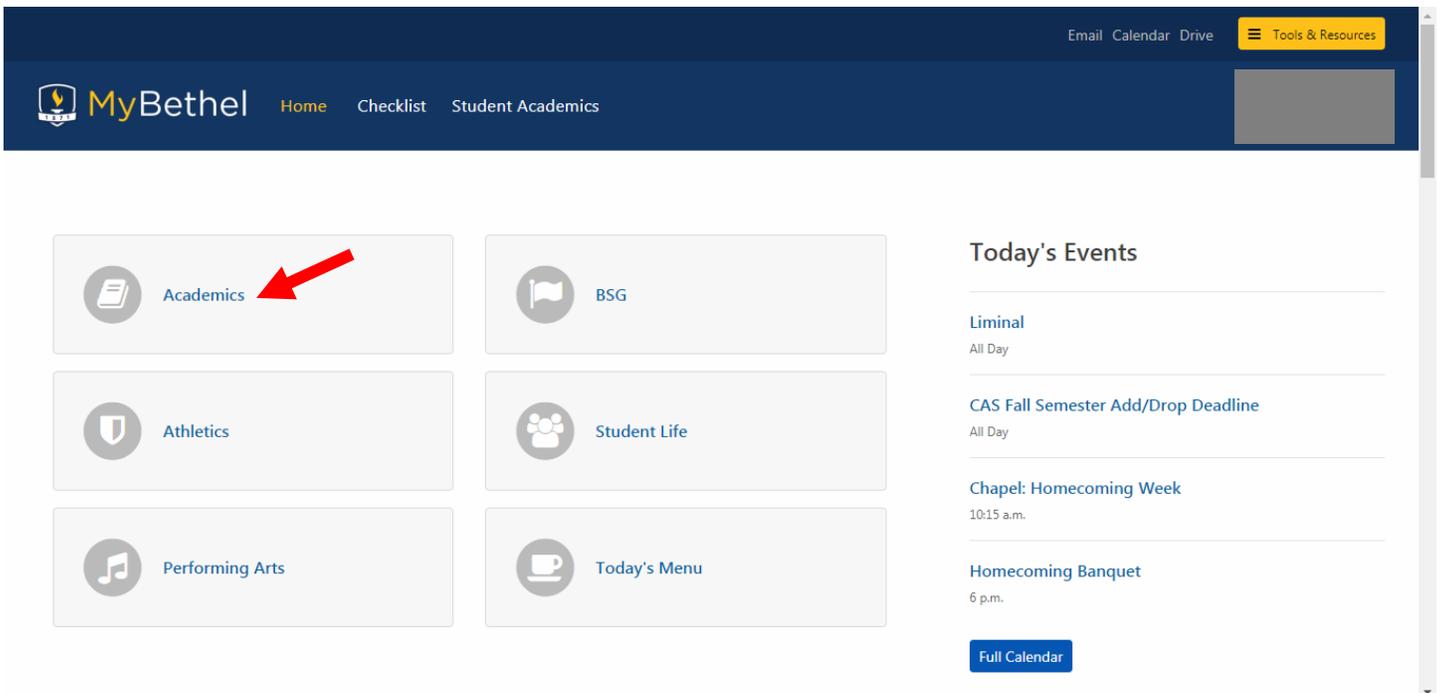


Log in to MyBethel.



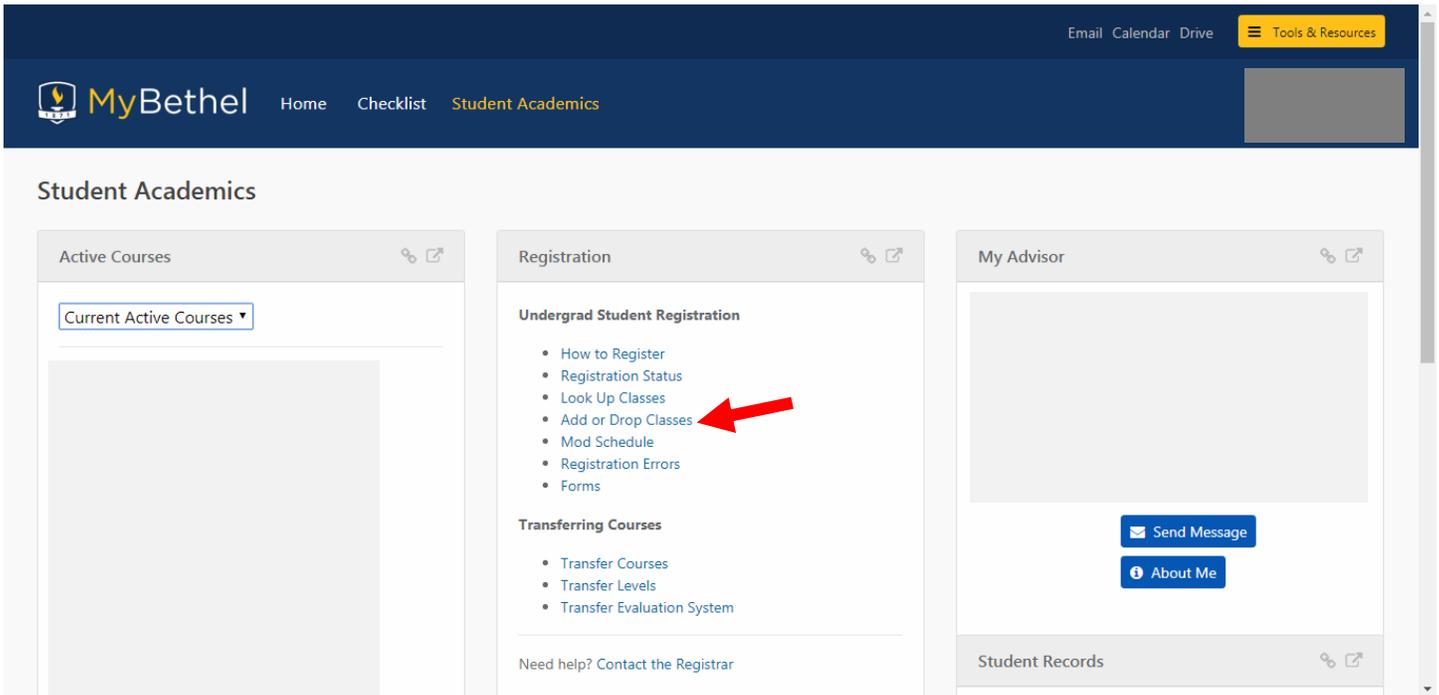
The image shows the login page for MyBethel. At the top center is the Bethel University logo, which includes a shield with a flame and the text "BETHEL UNIVERSITY". Below the logo is a white login box with two input fields: "Username" and "Password". A blue "Log in" button is positioned below the password field, with a link "Problems Logging In?" to its right. Below the login box is a grey button that says "Logging in to MyBethel".

Click on 'Academics'.



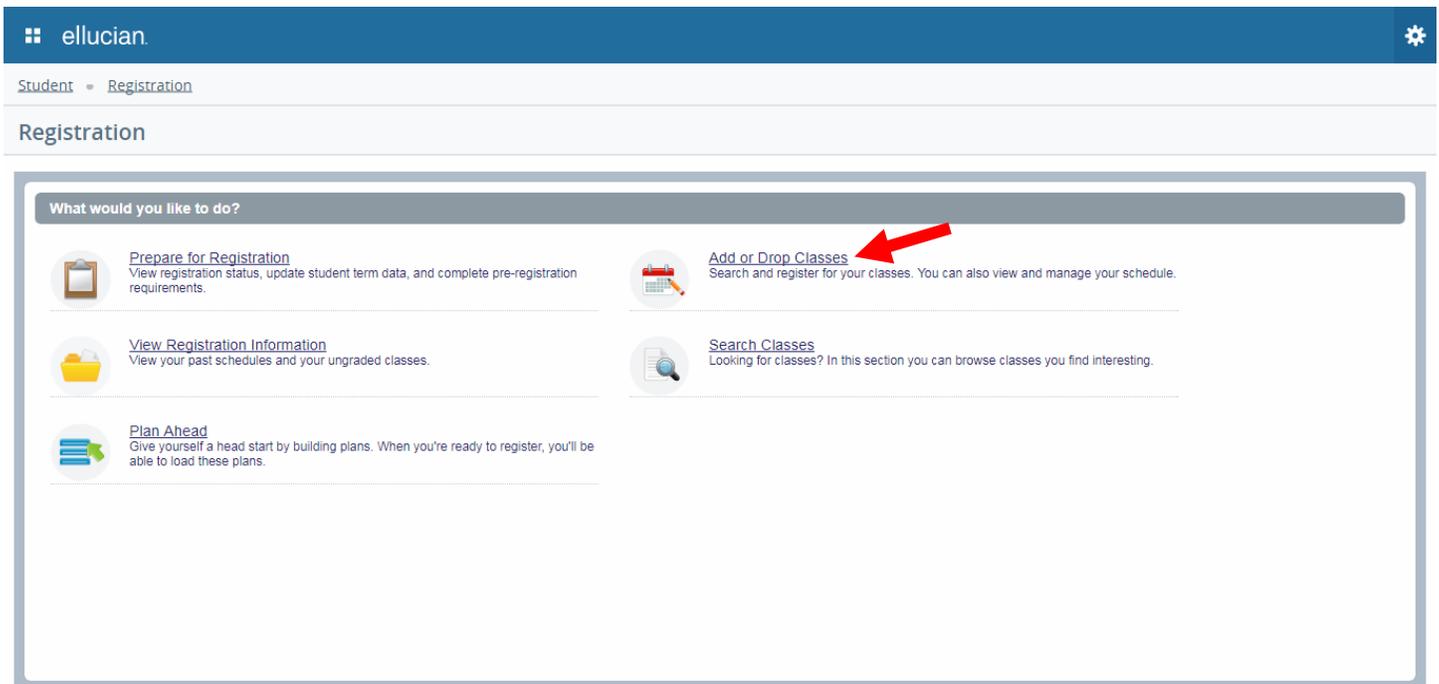
The image shows the MyBethel dashboard. At the top right, there are links for "Email", "Calendar", "Drive", and a yellow "Tools & Resources" button. Below this is a dark blue navigation bar with the MyBethel logo and links for "Home", "Checklist", and "Student Academics". The main content area features a grid of six icons: "Academics" (with a red arrow pointing to it), "BSG", "Athletics", "Student Life", "Performing Arts", and "Today's Menu". On the right side, there is a "Today's Events" section listing "Liminal", "CAS Fall Semester Add/Drop Deadline", "Chapel: Homecoming Week", and "Homecoming Banquet", with a "Full Calendar" button at the bottom.

Click on 'Add or Drop Classes'.



The screenshot shows the MyBethel Student Academics page. The top navigation bar includes 'Email', 'Calendar', 'Drive', and 'Tools & Resources'. The main header contains 'MyBethel', 'Home', 'Checklist', and 'Student Academics'. The 'Student Academics' section is divided into three main panels: 'Active Courses', 'Registration', and 'My Advisor'. The 'Registration' panel is highlighted and contains a list of links under 'Undergrad Student Registration': 'How to Register', 'Registration Status', 'Look Up Classes', 'Add or Drop Classes', 'Mod Schedule', 'Registration Errors', and 'Forms'. A red arrow points to the 'Add or Drop Classes' link. Below this list are 'Transferring Courses' links: 'Transfer Courses', 'Transfer Levels', and 'Transfer Evaluation System'. At the bottom of the 'Registration' panel, it says 'Need help? Contact the Registrar'. The 'My Advisor' panel has 'Send Message' and 'About Me' buttons. The 'Active Courses' panel has a 'Current Active Courses' dropdown menu.

Click on 'Add or Drop Classes'.



The screenshot shows the ellucian Registration page. The top navigation bar includes 'ellucian.' and a settings gear icon. The breadcrumb trail shows 'Student' > 'Registration'. The main heading is 'Registration'. Below this is a section titled 'What would you like to do?' with five cards: 'Prepare for Registration' (View registration status, update student term data, and complete pre-registration requirements.), 'View Registration Information' (View your past schedules and your ungraded classes.), 'Plan Ahead' (Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.), 'Add or Drop Classes' (Search and register for your classes. You can also view and manage your schedule.), and 'Search Classes' (Looking for classes? In this section you can browse classes you find interesting.). A red arrow points to the 'Add or Drop Classes' card.

Select the term to which you want to make changes.

ellucian

Student » Registration » Select a Term

Select a Term

How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration

- Spring 2018 - CAPS/GS
- Fall 2017 - CAPS/GS
- Fall 2017 - CAS

To find courses by keyword, enter search criteria in the 'Keyword' box.

ellucian

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2017 - CAS

Keyword: Christianity

Subject: _____

Course Number: _____

Cohort or Gen Ed Category: _____

Open Sections Only

Search Clear Advanced Search

Search for classes by course title, subject, course number, CRN, etc. Special characters will be ignored.

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		Introduction to the Bible		Introduction to the Bible		Introduction to the Bible	

Summary

Title	Course, Section	Credit	CRN	Schedule T	Status	Action
Total Hours Registered: 4 Billing: 4 CEU: 0 Min: 0 Max: 18						

Submit

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.

The screenshot shows the ellucian registration interface. At the top, the navigation bar includes 'ellucian', a settings icon, a user profile icon, and a dropdown menu. Below the navigation bar, the breadcrumb trail reads 'Student > Registration > Select a Term > Register for Classes'. The main heading is 'Register for Classes'. The 'Find Classes' section is active, showing search criteria for the term 'Fall 2017 - CAS'. The 'Subject' field contains 'math', and the 'Course Number' field has a dropdown menu with 'BUILD Math & Finances (CAS)' and 'Mathematics (CAS)' selected. The 'Open Sections Only' checkbox is unchecked. Below the search criteria, there are 'Search', 'Clear', and 'Advanced Search' buttons. The bottom section displays a 'Class Schedule for Fall 2017 - CAS' with a table showing the schedule for 'Introduction to the Bible' on Monday, Wednesday, and Friday at 8am. A 'Summary' panel on the right shows 'Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18'. A 'Submit' button is located at the bottom right.

This screenshot is similar to the first one, but the 'Subject' field contains 'x Mathematics (CAS)'. A tooltip is visible over the 'Course Number' field, which contains '124'. The tooltip text reads: 'These special characters are ignored: *!@#\$%?[]()|. The % is allowed.' To the right of the subject field, there is a button that says 'You can add another'. The rest of the interface, including the navigation bar, breadcrumb trail, search criteria, and class schedule, is identical to the first screenshot.

Type 'cas' in the 'Cohort or Gen Ed Category' field to pull up the list of General Education Categories.

The screenshot shows the 'ellucian' registration system. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The page title is 'Register for Classes'. The 'Find Classes' tab is active. Under 'Enter Your Search Criteria', the term is 'Fall 2017 - CAS'. The 'Cohort or Gen Ed Category' field contains 'cas', which has opened a dropdown menu with the following options: 'CAS Artistic Experience - A', 'CAS Comparative Systems - G', 'CAS Con Wstrn Lit/Thl- L', 'CAS Contemp Christian Iss -P', 'CAS Cross-cultural Exp - Z', 'CAS Interp Bibl Themes -J', 'CAS Laboratory Science - D', 'CAS Leisure/Lifetime Sport -Q', and 'CAS Mathematire - M'. Below the search criteria is a 'Class Schedule for Fall 2017 - CAS' grid showing 'Introduction to the Bible' on Monday. A 'Summary' panel on the right shows course details and a 'Submit' button.

Once you've found a class you want, click 'Add' next to the section that fits your schedule.

The screenshot shows the 'ellucian' registration system with search results. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The page title is 'Register for Classes'. The 'Find Classes' tab is active. Under 'Search Results — 34 Classes', the term is 'Fall 2017 - CAS' and the keyword is 'christianity'. A 'Search Again' button is in the top right. The results table lists three sections of 'Christianity & Western Culture Lecture'. The middle section is highlighted in blue, and a red arrow points to its 'Add' button. Below the search results is a 'Class Schedule for Fall 2017 - CAS' grid showing 'Introduction to the Bible' on Monday and 'Human Biology' on Monday, Wednesday, and Friday. A 'Summary' panel on the right shows course details and a 'Submit' button.

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'.

The screenshot shows the ellucian registration interface. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this is the 'Register for Classes' section. A search results panel shows 34 classes found for the term 'Fall 2017 - CAS' with the keyword 'christianity'. Two class entries are visible: 'Christianity & Western Culture Lecture' (CRN 354) and 'Christianity & Western Culture Lecture' (CRN 363). The summary panel on the right shows a table of classes. The first row, 'Christianity & Weste...', is highlighted with a red box. The 'Action' column for this row shows a dropdown menu with the option '**Web Registered**'. A red arrow points to the 'Submit' button at the bottom right of the interface.

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.

The screenshot shows the ellucian registration interface. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this is the 'Register for Classes' section. A search criteria panel shows 'Enter Your Search Criteria' for the term 'Fall 2017 - CAS'. The summary panel on the right shows a table of classes. The first row, 'Christianity & Weste...', is highlighted with a red box. The 'Action' column for this row shows a dropdown menu with the option 'Drop Web' selected. A red arrow points to the 'Submit' button at the bottom right of the interface.

To view and print your schedule, go to the 'Schedule and Options' tab, and click on the print icon.

ellucian.  

[Student](#) | [Registration](#) | [Select a Term](#) | [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary   

Term: Fall 2017 - CAS

Title	Course, Section	Credits	CRN	Schedule Type	Grade Mode	Status	Date
Christianity & Western Culture	GES 130, 10	4	363	Lecture	Letter Grade	Registered	10/06/2017
Human Biology	BIO 104, 1	3	1623	Lecture	Letter Grade	Registered	10/04/2017

Schedule | **Schedule Details**

Class Schedule for Fall 2017 - CAS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am							

Panels 