Course Reference Numbers (CRNs) replace Index Numbers
All course numbers are now 4 digits (Engl 101 ➔ Engl 1101)
Thursday is R (as in MTWRF)
Prerequisite, corequisite, majors-only & instructor permission restrictions enforced

Search the ISU Class Schedule
1. Go to BengalWeb (http://bengalweb.isu.edu), log in, and click on Academics.
2. In the Faculty Tools or Advisor Tools channel, click ISU Class Schedule, and then Select a Term. Click Submit. The Look Up Classes screen opens.
3. You must choose at least one subject. To select multiple subjects, hold down Ctrl key, and click each additional subject to search.
4. Choose other options to narrow your search if desired.
5. Click Class Search. Classes appear with brief class descriptions. Click on course title to see current enrollment information for that section as well as prerequisites and fees.

Faculty Section Assignments Channel
- Click on section title to see details for your class. Use icons next to title to view class roster, wait list, enter syllabus, enter office hours, and email class (if email client such as Outlook or Thunderbird is installed; will not call Gmail).
- To print out a class roster, go to the User’s Guide to BengalWeb, and follow the detailed instructions there.

Overrides
If permitted by departmental and college policies, individual faculty members may grant overrides for prerequisites, corequisites, major restrictions, and instructor permission restrictions through BengalWeb — but only for the classes they teach. Students blocked by such restrictions get a message identifying the block and telling them to contact the course instructor.

To grant an override
1. Click on Registration Overrides in the Faculty Tools channel on the Academics tab.
2. Select Term, and then click Submit.
3. Enter the Bengal Card Number with leading zeroes to make the number 9 digits long, i.e., 000123456 (you can enter name only if the student is already in one of your classes or if you are assigned as their advisor). Click Submit. Verify name. Click Submit.
4. Click the down arrow under Override to see the types of overrides to grant. Select the correct one, then select the Course on the right. If more than one type of override may be required, you may select “All Faculty Overrides” to grant all categories of override at once. Click Submit.
5. Inform the student that they should now go back into BengalWeb and register for the class. Note: Overrides do NOT guarantee a student a position in the class — overrides only remove the restriction so the student can try to add the class.

Waitlists
New! Many closed classes offer waitlists, which are limited to 50% of total class enrollment. Waitlists give priority to Seniors, then Juniors, etc, and students can be enrolled in one section and on a waitlist for another. When a spot opens, the system sends an email to the #1 student via their ISU email address, giving them 24 hours to register before the opening goes to the next person on the list. Students should be encouraged to drop themselves from waitlists for classes they no longer want so that the spots open up for others without delay.

Advisee List
To see a list of your advisees and access their information, click on Advisee List the Faculty Tools channel on the Academics tab. Select Term, and then click Submit. The list that appears contains links to assorted student information. Note: Degree Evaluation (also known as “degree audit”) is not yet available.

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu
Or go to the User’s Guide to BengalWeb (How Do I tab) for online instructions

Idaho State University