Heads Up!

- If you didn’t already update emergency contacts, you must do this before registering
- CRNs are the new 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

Add or Drop Classes by CRN (Register or Withdraw)

1. Go to BengalWeb (http://bengalweb.isu.edu), log in, and click on Academic Tools.
2. In the Registration Tools channel, click Add or Drop Classes. Update Emergency Contacts (if you didn’t before), and then Select a Term. Click Submit. The Add or Drop Classes screen opens.
3. Add Classes. Scroll down to the Add Classes Worksheet.
   - Enter CRNs for courses to add, and then click Submit Changes.
   OR
   - Click Class Search, and then follow instructions for Add by Searching the Class List below.
4. Drop Classes. If you are already registered for classes, your Current Schedule appears at the top of the screen. Click the down arrow under Action next to the class to drop. Select the option you want, scroll down, and click Submit Changes.

Add by Searching the Class List

1. You must choose at least one subject. To select multiple subjects, hold down Ctrl key, and click each additional subject to search.
2. Choose other options to narrow your search if desired.
3. Click Class Search.
4. Find desired class. Click on Select checkbox next to class.
5. Click Register to register for the class at once. Or click Add to Worksheet, and then search for more classes. Click Submit Changes to register for all classes saved on the worksheet.

After Adding Classes, Check Carefully:

- Classes added successfully are listed under Current Schedule.
- Classes not added successfully are listed under Registration Add Errors (look at errors closely to find out what problems you may have to address).

Common Registration Add Errors

Prerequisite required, corequisite required, major restriction, instructor permission — if message indicates, contact instructor for override (or call department if instructor not available). Provide Bengal ID and CRN. If granted an override, you must then go back into BengalWeb and register.

Maximum hours exceeded: Contact dean for permission to register for more than allowed credits.

Class restriction: Contact department, or wait until you are at the correct class level (must be admitted to Graduate School to take 5000-8000 level courses).

Waitlists

New! Closed classes usually offer waitlists. If a course is closed, a “C” is displayed in the Select column instead of a checkbox. Copy the CRN, enter it in the worksheet, and then click Submit Changes. The course appears under Registration Add Errors below Current Schedule. Click the down arrow under Action next to the course, and choose Add to Waitlist. Click Submit Changes. Class is added to your Current Schedule with Add to Waitlist as status. If an opening occurs, an email is sent to your ISU email address. You have 24 hours to add the class. If you no longer want to be on the waitlist, please DROP THE CLASS to remove your name.

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