Searching for Classes in Banner 9
Registration

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Searching the Class Schedule
The class schedule search is used to search actual class offerings in a specific term.

Where This Search is Used
The Class Schedule search is used within the “Register for Classes” and “Browse Classes” options.

Basic Search
The basic search elements are subject, course number, keyword (partial words), and Core attributes. Enter your criteria as described below and click Search.

Subject: Unlike Banner 8, subject is not required; leaving Subject blank is equivalent to choosing every subject. To search by subject, start typing either the subject code or part of the description; the drop-down box will narrow to subjects that match. Choose the appropriate subject from the drop-down.
After entering a subject, you can add additional subjects to your search in the same way.

**Course Number**: If you know the course number of the class you are interested in, you can enter it here.

**Keyword (Partial Words)**: Enter keyword(s) to search. Classes with a match in the course title, course description or course attributes will be retrieved. Partial words are allowed; for example, if you search for “human”, classes containing the words “human”, “humanism”, “humanity”, and so on, will be retrieved. If you enter multiple words, classes that contain all of the words will be retrieved.

**Core Attributes**: Use this option to search for classes that meet requirements in the University Core. You can start typing part of the description of the requirement and the drop-down choices will narrow based on what you type. If you click on the field without typing anything, the drop-down list will include all possible choices.

**Advanced Search**

For more detailed searches, click on “Advanced Search,” and additional options will populate beneath the basic search options.

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**Meeting Days**: You can search for classes that meet on particular days of the week using this option. Classes that meet on only the meeting days you select will be retrieved. For example, if you select only Monday, you will retrieve classes that meet only on Monday; results will not include classes that have a MWF meeting pattern.

**Start Time** and **End Time**: Use these two options together. You will retrieve classes that take place within the time range you specify. For example, if you search with a start time of 2:00 PM and end time of 6:00 PM, included among your search results will be classes that meet from 2:00 PM to 2:50 PM, 3:05 PM to 4:20 PM and so on.

**Subject and Course Number**: This option is useful if you want to search for sections of multiple courses, and you already know both the subject and course number. For example, if you want to retrieve sections of ARHY 112 and POSC 115, you can do this in the same search with this option rather than using Basic Search to do one search for ARHY 112 and a second search for POSC 115.

**Keyword (With All Words)**: You can use multiple words with this option. Classes that include an exact match to all of the words in your search in the course title, description, or attribute will be retrieved. Partial words are not considered with this option. For example, entering “human” and “dignity” will
retrieve classes with “human” and “dignity” anywhere in the title, description, or attribute, but will not retrieve classes that contain the word “humanity” rather than “human”.

**Keyword (With Any Words):** You can use multiple words with this option. Classes that include an exact match to any of the words in your search in the course title, description, or attribute will be retrieved. Partial words are not considered with this option. For example, entering “human” and “dignity” will retrieve classes that match only “human” as well as classes that match only “dignity”.

**Keyword (Exact Phrase):** You can use multiple words with this option. Classes that contain an exact match to the phrase in the course title, description, or attribute will be retrieved. For example, entering “human” and “dignity” will retrieve classes that match the exact phrase “human dignity”.

**Keyword (Without The Word):** This option must be used with one of the other keyword searches. Results that would be obtained from that search will exclude classes where the title, description, or attribute contains the search term you enter here.

**Campus:** Use this option to narrow your results to a particular campus or campuses. For example, use this option to retrieve only online classes.

**Level:** Use this option to narrow your results to a particular academic level or levels. For example, use this option to retrieve only graduate classes.

**Schedule Type:** Use this option to narrow your results by schedule type. For example, use this option to retrieve only Lecture or Lab classes.

**Part of Term:** Use this option to narrow your results by part of term. For example, use this option to retrieve only classes in the 15-week Full Term or the 8-week Term 1 or Term 2 options.

**Course Number Range:** Use this option to specify classes within a certain range of course numbers. For example, use this option to limit results to classes with a course number between 100 and 199.

**Credit Hour Range:** Use this option to specify classes within a certain range of credit hours.

To switch back to Basic Search from Advanced Search, click “Advanced Search” again to hide the additional options. **Warning:** Be aware that any options you have populated in Advanced Search will still be active search criteria when hidden and will affect your results when you execute your Basic Search. If this is not what you want, click “Clear” to reset the search before switching to Basic.
Viewing Results

After clicking SEARCH, there will be a slight delay in displaying the results. If you previously executed a different search, the results of that previous search will display at first. Please be patient and allow the page to refresh and display the results of your search.

Search results will appear as below (fewer columns are displayed by default in mobile):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Title</th>
<th>Type</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Camp</th>
<th>Status</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding Art Lecture</td>
<td>ARHY ..</td>
<td>100</td>
<td>3</td>
<td>S M W T F S</td>
<td>M ...</td>
<td>10:00 AM - 10:50 AM</td>
</tr>
<tr>
<td>2</td>
<td>Understanding Art Lecture</td>
<td>ARHY ..</td>
<td>100</td>
<td>55</td>
<td>S M W T F S</td>
<td>M ...</td>
<td>20:00 AM - 20:50 AM</td>
</tr>
</tbody>
</table>

Sorting: By default, the results are sorted by subject and course number. To sort by a different column, click on the column heading. Clicking multiple times will toggle between ascending and descending order.

Column width: To enlarge the width of the column, hover your mouse over the column dividing line on the right side of the column until the cursor turns into a double arrow. Click and drag the mouse to widen or narrow the column.

Remove columns: Hide the display of any columns by clicking the gear icon below the green Search Again button and unchecking the column(s) you wish to hide.

Expand display: As an alternative to widening a column, if there is not enough room to view the full data in a cell, hover your mouse over it for an expanded display. Note: In particular, this is helpful for the meeting time information so that you can also view meeting location and start and end dates for the class.
Viewing More Class Details

More class details, such as course description, pre-requisites, registration restrictions and textbooks can be viewed from the results. Click on the course title to display the class details.

Searching the Course Catalog

The course catalog search is used to search courses that are “on the books” regardless of whether they are actually offered in a given term. Searching the course catalog retrieves basic course information such as course title, description, and frequency offered.

Where This Search is Used

The Course Catalog search is used within the “Plan Your Schedule” and “Browse Course Catalog” options.
Basic Search
The options in the Course Catalog Search are the same as for the Class Schedule search. See the Class Schedule Basic Search section above for details.

Advanced Search
The options in the Course Catalog Search are very similar to those for the Class Schedule search. See the Class Schedule Advanced Search section above for details. Because the catalog search is not searching actual term offerings, there is no option to search by meeting days or times. Additional options included in the Course Catalog Advanced search are:

College: Use this option to narrow your results to courses offered by specific school(s) of study.

Departments: Use this option to narrow your results to courses offered by specific academic department(s).

Viewing Results
After clicking SEARCH, there will be a slight delay in displaying the results. If you previously executed a different search, the results of that previous search will display at first. Please be patient and allow the page to refresh and display the results of your search.
Search results will appear as below (fewer columns are displayed by default in mobile):

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Description</th>
<th>Course Number</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of African Art</td>
<td>AFST - African Studies</td>
<td>285</td>
<td>3</td>
<td>This course takes students on...</td>
</tr>
<tr>
<td>The Muse of Africa &amp; Asia</td>
<td>AFST - African Studies</td>
<td>316</td>
<td>3</td>
<td>The main aim of the course is to...</td>
</tr>
<tr>
<td>Perc. Wind &amp; Film. Prop Art Cn</td>
<td>AFST - African Studies</td>
<td>335</td>
<td>3</td>
<td>In this course, we will explore...</td>
</tr>
<tr>
<td>Understanding Art</td>
<td>ARHY - Art History</td>
<td>120</td>
<td>3</td>
<td>This course is an introduction to...</td>
</tr>
<tr>
<td>Introduction to Modern Art</td>
<td>ARHY - Art History</td>
<td>182</td>
<td>3</td>
<td>A survey of Western art from the...</td>
</tr>
</tbody>
</table>

**Sorting:** By default, the results are sorted by subject and course number. To sort by a different column, click on the column heading. Clicking multiple times will toggle between ascending and descending order.

**Column width:** To enlarge the width of the column, hover your mouse over the column dividing line on the right side of the column until the cursor turns into a double arrow. Click and drag the mouse to widen or narrow the column.

**Remove columns:** Hide the display of any columns by clicking the gear icon below the green Search Again button and unchecking the column(s) you wish to hide.

**Viewing Sections and Course Details**
Click **VIEW SECTIONS** to view any sections offered for the term.
Click on a course title to view catalog information for the course, such as course description, prerequisites, and registration restrictions.