Quick Instructions for Searching “Course Descriptions” and “Class Times” in the Banner System.

COURSE DESCRIPTIONS

FINDING SIMILAR TITLES WITH ONE KEY WORD
1. Select the Term, submit.
2. “Select All” in the Subject box by holding the shift button while scrolling down the list.
3. Type in the keyword in the Title box, hit return.

FINDING A SPECIFIC TITLE WITH A COURSE NUMBER
1. Select the Term, submit.
2. Select the Subject.
3. Type in the Course Number, hit return.

CLASS SCHEDULES – SEARCHING FOR CLASS TIMES

FINDING SIMILAR TITLES WITH ONE KEY WORD
1. Select the Term, submit.
2. “Select All” in the Subject box by holding the shift button while scrolling down the list.
3. Type in the keyword in the Title box.
4. Select the Start Time “Hour / Minutes” and AM or PM, then hit return.

FINDING SPECIFIC TITLE WITH A COURSE NUMBER
1. Select the Term, submit.
2. Select the Subject.
3. Type in the Course Number.
4. Select the Start Time “Hour / Minutes” and AM or PM, then hit return.