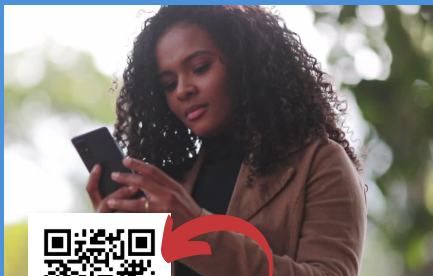
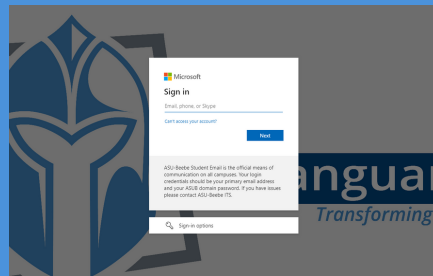


How to search class offerings in Banner

STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING THIS PROCESS.

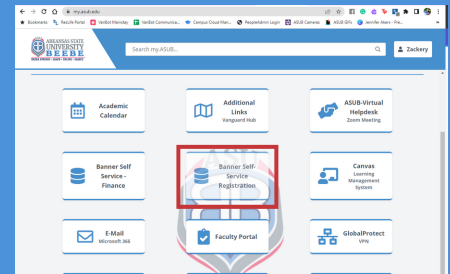


Scan QR to connect to a video tutorial and other Banner Self-Service how-to guides

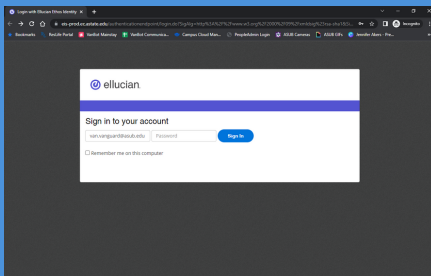


STEP 1: LOG INTO YOUR MY.ASUB.EDU HUB.

*Use your ASUB.edu email address & password.

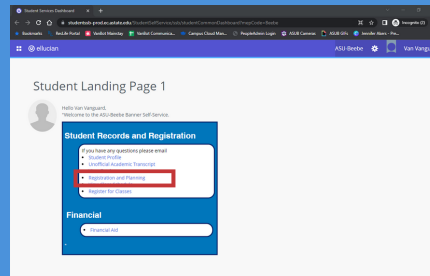


STEP 2: IN YOUR MY.ASUB.EDU HUB, SELECT THE "BANNER SELF-SERVICE" TILE.

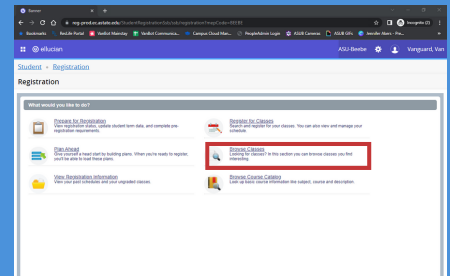


STEP 3: LOG INTO BANNER SELF-SERVICE.

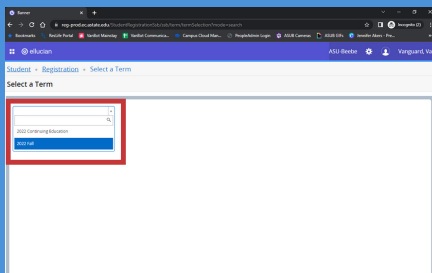
*Use your ASUB.edu email address & password.



STEP 4: FROM YOUR BANNER STUDENT LANDING PAGE, SELECT "REGISTRATION AND PLANNING."

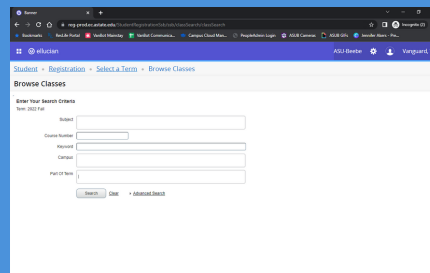


STEP 5: ONCE ON THE REGISTRATION SCREEN, SELECT "BROWSE CLASSES."



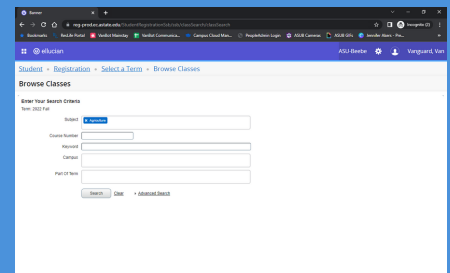
STEP 6: NEXT, SELECT THE TERM IN WHICH YOU WISH TO LOOK FOR AVAILABLE CLASSES. THEN SELECT THE "CONTINUE" BUTTON.

*Most likely, you will need to select "Student Transcript."



STEP 7: FROM THE BROWSE CLASSES SCREEN, YOU CAN SEARCH FOR CLASSES BASED ON SUBJECT, COURSE NUMBER, KEYWORD, CAMPUS, OR TERM.

*Course numbers can be found in the Course Catalog.
Full Term or Combined Summer are traditional 15-week courses for Fall and Spring. 8-week sessions are fast-paced classes.



STEP 8: ONCE YOU HAVE ENTERED YOUR SEARCH TERMS, SELECT THE "SEARCH" BUTTON.

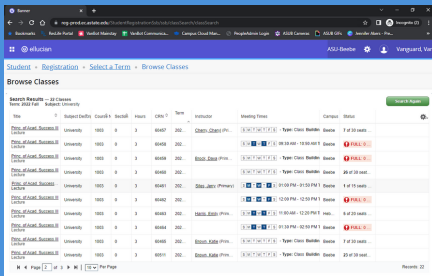


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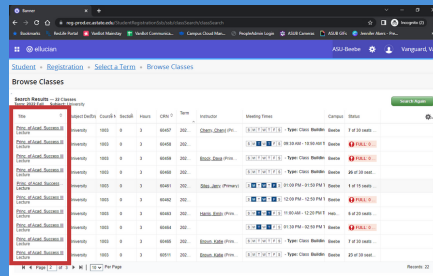


How to search class offerings in Banner

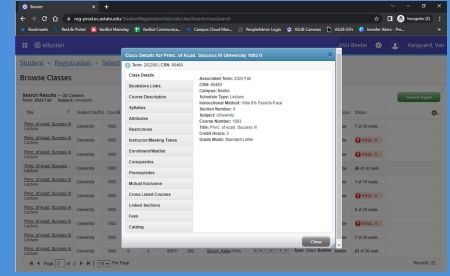
STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING THIS PROCESS.



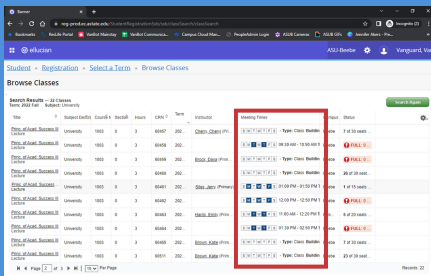
STEP 9: FROM THE SEARCH RESULTS SCREEN, YOU SHOULD BE ABLE TO VIEW CLASSES BASED ON YOUR SEARCH TERMS.



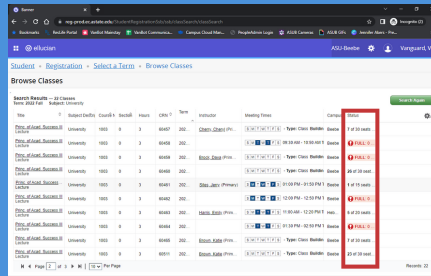
STEP 10: YOU CAN SELECT A COURSE TITLE TO VIEW DETAILS ABOUT THE COURSE.



STEP 11: FROM THE CLASS DETAIL WINDOW, YOU CAN VIEW CLASS DETAILS, COURSE DESCRIPTION, CATALOG INFO, ETC.



STEP 12: YOU CAN VIEW THE MEETING TIMES AND DATES FROM THE SEARCH RESULTS SCREEN.



STEP 13: IN THE "STATUS" COLUMN, YOU CAN VIEW THE CAPACITY AND HOW MANY SPOTS ARE AVAILABLE FOR EACH COURSE FROM THE SEARCH RESULTS SCREEN.



STEP 14: ONCE YOU HAVE FOUND THE CLASSES YOU WOULD LIKE TO REGISTER FOR, CONTACT YOUR ACADEMIC ADVISOR TO REGISTER FOR CLASSES.

*You can review who your academic advisor is from the Student Profile page in Banner Self-Service.



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