SELF-SERVICE: SEARCHING FOR CLASSES
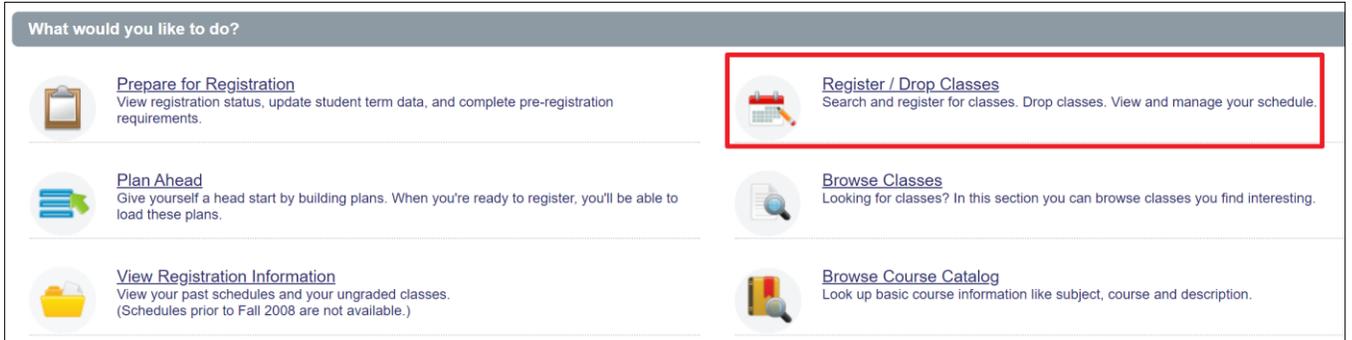
1. Login to the MyUTRGV student portal using an approved web browser.
   Banner 9 Self-Service Registration is recommended on this web browser:

2. Select the Application *ASSIST.*

3. Select Student **Self Service.**

4. Click on **Registration.**

5. Click on the **Register / Drop Classes.**

   What would you like to do?

   Prepare for Registration
   View registration status, update student term data, and complete pre-registration requirements.

   Register / Drop Classes
   Search and register for classes. Drop classes. View and manage your schedule.

   Plan Ahead
   Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

   Browse Classes
   Looking for classes? In this section you can browse classes you find interesting.

   View Registration Information
   View your past schedules and your ungraded classes.
   (Schedules prior to Fall 2008 are not available.)

   Browse Course Catalog
   Look up basic course information like subject, course and description.

6. Choose a term from the drop-down list and then click '***Continue*.'**
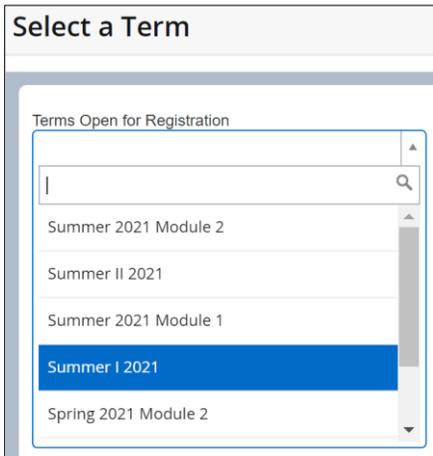
   ## Select a Term

   Terms Open for Registration

   Summer 2021 Module 2

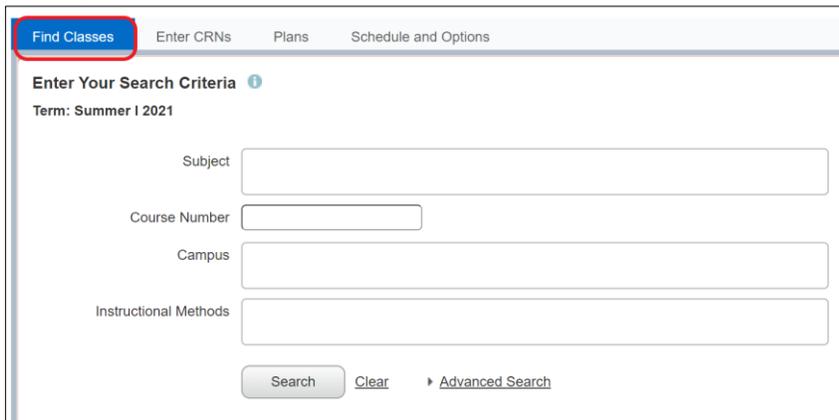   Summer II 2021

   Summer 2021 Module 1

   Summer I 2021

   Spring 2021 Module 2

7. Search for classes using the **Find Classes**.

   | Find Classes | Enter CRNs | Plans | Schedule and Options |

   Enter Your Search Criteria ⓘ
   Term: Summer I 2021

   Subject

   Course Number

   Campus

   Instructional Methods

   Search   Clear   ▸ Advanced Search

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a. Using *Subject* option:

- Click in the empty box and a drop-down list will appear.
- Click the desired subject and click **Search.**

b. Using *Course Number* option:

- Type in the course number you are interested in and click **Search.**
    Note: This search should be used in combination with other option to return better results.

c. Using *Campus* option:

- Click in the empty box and a drop-down list will appear.
- Click the campus you are interested and click **Search.**
    Note: this search should be used in combination with other option to return better results.

d. Using *Instructional Method* option:

- ▪ Click in the empty box and a drop-down list will appear.
- ▪ Click the instructional method you are interested and click **Search**.
  Note: this search should be used in combination with other option to return better results.

8. After clicking *Search* the class results will be listed.

a. **Title**: Click on class title to open the details for the class. Click on each tab to see other class information.

b. **Meeting Times**: This column displays what day(s) the class is being taught on. The highlighted day indicates that the class will meet on that day(s) for the respective time.

Meeting Times
S M T W T F S - **Type:** Class
S M T W T F S - **Type:** Class
S M T W T F S - **Type:** Class
S M T W T F S - **Type:** Class

Meeting Times
S M T W T F S 09:00 AM - 11:00 AM
S M T W T F S - **Type:** Class Buildir

c. **Status**: This column displays if the class has seats available (open), is full (closed) or if it can be waitlisted.

Subject	Course M	Section	CRN	Status
SPAN	2320	90L	63458	**4** of 5 seats remain. **999** of 999 waitlist se…
SPAN	2321	90E	63450	**25** of 25 seats remain. **999** of 999 waitlist se…
SPAN	2321	90L	63451	🛑 **FULL**: 0 of 1 seat… 🔻 **998** of 999 waitlis…
SPAN	2321	91E	64088	**25** of 25 seats remain. **999** of 999 waitlist se…

Indicates how many seats remain for the class.

This alerts you that class is full (closed).

Student may add to the waitlist.

9. Use the **Advanced Search** to search using other parameters.

a. Students can search for classes using other criteria. Once search criteria are added, click *Search*.

Search Options that have a drop list when clicking on the respective box:
- Attribute
- Level
- College
- Departments
- Schedule Type
- Time Frame

b. Searching using the **Title** option. This option searches by use of a "wildcard" method.

Title

If part of the title is known, a student can search using the logic: %word%

Examples on how to search:
- %biology%
- %finance%
- %intern%
- %math%
- %law%
- Etc.