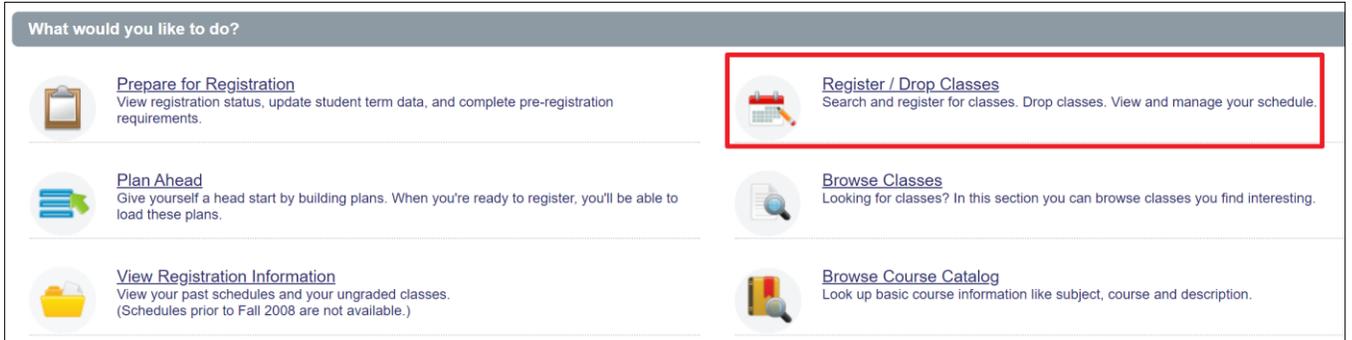


SELF-SERVICE: SEARCHING FOR CLASSES

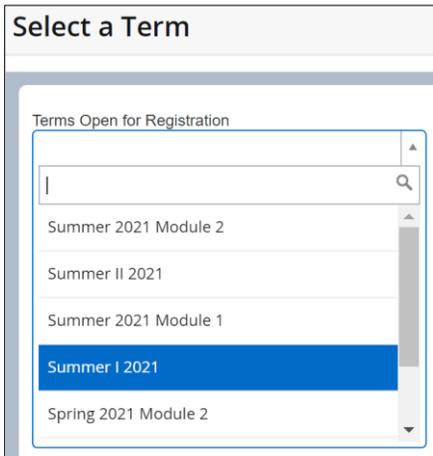
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*.
3. Select Student **Self Service**.
4. Click on **Registration**.
5. Click on the **Register / Drop Classes**.



What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes. (Schedules prior to Fall 2008 are not available.)
- Register / Drop Classes**
Search and register for classes. Drop classes. View and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- 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

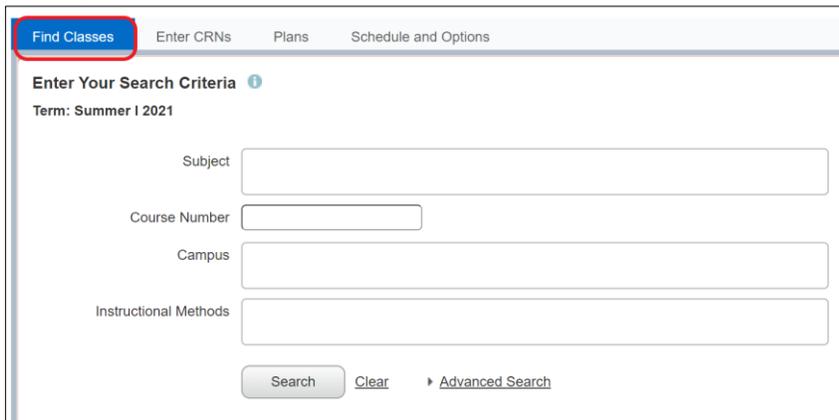
Summer II 2021

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

a. Using *Subject* option:

The screenshot shows a search form with the following fields: Subject, Course Number, Campus, and Instructional Methods. The Subject field is circled in red, and a dropdown menu is open below it, listing the following subjects: Accounting - ACCT, American Sign Lang - ASLI, Anthropology - ANTH, Arabic - ARAB, and Arts - ARTS.

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

b. Using *Course Number* option:

The screenshot shows a search form with the following fields: Subject, Course Number, Campus, and Instructional Methods. The Course Number field is circled in red and contains the text '1301'. Below the fields are buttons for Search, Clear, and Advanced Search.

- 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:

The screenshot shows a search form with the following fields: Subject, Course Number, Campus, and Instructional Methods. The Campus field is circled in red, and a dropdown menu is open below it, listing the following campuses: Academic Partnership Online, Brownsville, Edinburg, Harlingen, and McAllen.

- 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.

Title	Subject	Course	Section	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods	
Latino Culture & Civilization Lecture	SPAN	2320	90L	63458		S M T W T F S - Type: Class	Online ...	4 of 5 seats remain. 999 of 999 waitlist se...	Core Int/Exp Lrng-090 Core Lang. Phil & Citr-040	Online Asynchronous	Add
Spanish in the United States Lecture	SPAN	2321	90E	63450	Ana Del Rosario Pena...	S M T W T F S - Type: Class	Online ...	25 of 25 seats remain. 999 of 999 waitlist se...	Core Int/Exp Lrng-090	Online Asynchronous	Add
Spanish in the United States Lecture	SPAN	2321	90L	63451	Jose E. Hernandez (Pri...	S M T W T F S - Type: Class	Online ...	FULL: 0 of 1 seat... 998 of 999 waitlis...	Core Int/Exp Lrng-090	Online Asynchronous	Add
Spanish in the United States Lecture	SPAN	2321	91E	64088	Jose E. Hernandez (Pri...	S M T W T F S - Type: Class	Online ...	25 of 25 seats remain. 999 of 999 waitlist se...	Core Int/Exp Lrng-090	Online Asynchronous	Add

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 09:00 AM - 11:00 AM
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 Buildir

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

Subject	Course N	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	90E	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.

The screenshot shows a web interface for finding classes. At the top, there are tabs: 'Find Classes' (active), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs is a section titled 'Enter Your Search Criteria' with an information icon. Underneath, it says 'Term: Summer I 2021'. There are four input fields: 'Subject', 'Course Number', 'Campus', and 'Instructional Methods'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search'. The 'Advanced Search' button is circled in red.

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.

The screenshot shows a single input field labeled 'Title' with a text cursor inside, indicating it is ready for text entry.

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.