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.

![Register / Drop Classes](image)

6. Choose a term from the drop-down list and then click ‘Continue.’

![Select a Term](image)

7. Search for classes using the Find Classes.

![Find Classes](image)
a. Using **Subject** option:

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

![Subject option](image1)

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.*

![Course Number option](image2)

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.*

![Campus option](image3)
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.
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.

Status: This column displays if the class has seats available (open), is full (closed) or if it can be waitlisted.
9. Use the **Advanced Search** to search using other parameters.

![](image)

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.

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.