

**TIPS FOR LOOKING UP & REGISTERING FOR COURSES IN BANNER
& OTHER USEFUL INFORMATION**

*To lookup courses in a searchable listing on BANNER:

- At Main Menu, Click Student
 - Click Registration
 - Click Look up classes
 - Click the Term drop down box & THE TERM IN WHICH YOU WISH TO SEARCH then submit
- You can then choose the subject, term, etc. for which you wish to search
 Click ADVANCED SEARCH if you want to be able to narrow fields in which you search
 You will want to be sure to note the CRN number for the classes in which you choose to register

To look at a list of available ONLINE classes...

Go into Searchable Course Listings in Banner Click Advanced Search

CLICK the first subject in the list (probably Accounting) scroll down to the bottom of the list and HOLD the Shift key while you click the last subject. This should highlight all subjects...

Then scroll down the page a bit to the Instructional Methods section. Click on the ULM Online Degree Program (while holding the shift or control key) 100% online Web
 Scroll down to the bottom of the page and CLICK Section Search.

It will take a bit, but you should get a Banner list of all the online classes offered.

Be careful about the dates of the courses. FALL, WINTER, & WINTERSESSION classes will be mixed in on the list because MM is part of term for Summer & WTR is a part of term for Spring.

TO FIND CLASSIFICATION FOR
REGISTRATION PURPOSES

- x Go to Banner
- x Click the "Student" tab.
- x Click on "Registration."
- x Click on "Registration Status."

This info is ONLY available from the student's login, not a faculty/staff login to Banner .

*To Register for classes

- With your campus ID and PIN , Log onto BANNER, either via MyULM or at www.banner.ulm.edu
- Click on the "Student Tab"
- Click on "Registration"
- Click on "Add or Drop classes" (Under Registration)
- Select the term in which you want to register
 - May Intersession, Summer I and Summer II are all terms within SUMMER
 - Wintersession is a term within Spring
- Enter the 5 -digit CRNs for your classes into the boxes provided
- Click submit
- Review your schedule - click "Concise Student Schedule" (under Registration)

It is vital that you check your schedule to ensure that you have registered for classes in the specific term(s) for which you intend to take them. Pay attention to the COURSE DATES.

