

How to Use Banner Schedule/Catalog Search on ONU Registrar's Office Website

Begin at onu.edu/administration/registrar_office

Click on **Schedule/Catalog search** from list in right sidebar.

Search page will come up with two large boxes.

Top box is to use for SCHEDULE searches.

Bottom box is to use for CATALOG COURSE searches.

Either box will lead you to all information, it's merely a matter of which information you wish to view first (either SCHEDULE or COURSE).

Begin with either box and **select the term** you are searching from the drop down menu. Click on Submit.

Another box will appear with options to further refine your search.

You must **select at least one subject**. You may select multiple by holding down the ctrl button and clicking on desired subjects. To select a continuous string of subjects or to select the entire list of subjects, click on the first subject in the list, hold down the ctrl and shift buttons simultaneously, scroll to the last subject in the list and click on it. The entire list will be highlighted.

Move on to **fill in any other boxes that you wish** selecting things to search such as title, crn, attributes (general learning outcomes—tags), course numbers etc. A wildcard is available for use...it is the % sign. So if you are searching for all 2000 level courses you could type in 2% in the course number box to find all of those. Or you could type in %accounting% to find the course titled Intermediate Managerial Accounting 1, etc.

After filling in your search criteria, **click either Class Search or Get Courses** at the bottom of your search box. Alternatively, you can just press your return button to begin your search.

The search results will then display.

Be sure to scroll down to see all results. You can click on many items/links that are highlighted to get to more detailed information. Clicking in the title bars and on the schedule types leads to a wealth of further information as well including capacity and current seats remaining, waitlisting stats, prereqs and restrictions information, etc.

Click, navigate, and explore all the ways this search tool can work for you.

