

## **Class Search and Registration on MyTSU**

## **ASC ADVISEMENT**

## After logging-on to *myTSU*, you will see the Welcome/Main page below.

Banner Services People Admin - HR System CBMS - Events Management System TMA - Facility Work Request SciOuest Cthrr. Portal - Remote Application Access Service Now - IT Help Desk Ticketing System Research - Intent to Submit a Proposal Banner Workflow Degree Works	1. To initiate a search for classes, click         Banner Services under the         Student Applications section on the         main page.         The tabs on the welcome page will allow access to various areas and information within         myTSU.
S Sonder Hyper Lakason S Sond	After clicking on the Banner Services tab, the Banner Services Main Menu will be displayed. 2. Click on the <i>Student</i> link to access forms to allow class searches and registration.
Financial Add         Factor           State         Financial Add         Factor           Financial Add         Factor         Employee           Search         Go         RETURN TO MENU           State         Financial Add         Factor Searches           Exerch         Go         RETURN TO MENU           Student         Goal and a dd or drug dastes           Student         Student Records           Marker Searches         Search           Goal         RETURN TO MENU           Student         Searches           Student         Searches           Chair for Menutos or free factoring tableton           Additional         Student Records           Student Records         Student Records           Student Accord Team         Student Records           Student Records         Student Records	After clicking on the <i>Student</i> link, the Student Menu page will be displayed. 3. To initiate a search for classes, click on the Registration link.
ere   S Sonied Hyder Kacason  S Sonied Hyder Kacason  S Sonied Hyder Kacason  C S Sonied Hyder K	After clicking on the Registration link, the Registration Menu page will be displayed.
State         Control           Search         Control           Search         Control           Registration         Select Term           Add or Drop Classes         Control           Look Up Classes         Control           Statent Detail Schedule         Registration           Registration Response         Statent Detail Schedule           Registration Response         Statent Detail Schedule           Registration Resolution         Registration Resolution           Registration Resolution         Registration Resolution           Registration Resolution         Registration Resolution	4. Click on the <i>Look Up Classes</i> link to access the class offerings for the semester in which you will register.

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6. On the Look Up Classes page, scroll through the Subject menu box to find the subject for the course in which you would like to enroll, i.e. Chemistry. Scroll to the bottom of the screen and click Course Search.

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8. Scroll through the course sections to find a time to fit your schedule. Select an open section, that fits your schedule by clicking in an open box. Scroll to the bottom of the page and click the **Register button.** 

**NOTE:** If a course section has a "C" in the Select column, that section is filled and you will be unable to register for that section.

9. Clicking the arrow in the dialog box beside your registered course will give you the options to Web drop, Reinstate Course, or Withdraw. Always click Submit Changes after choosing the appropriate option.

After clicking on the Look Up Classes link, the Select Term/Date Range Page will display.

5. Choose the appropriate term from the drop-down menu and click Submit.

The Look Up Classes Page will then display (see inset).

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The Course Search screen will display all Chemistry courses for the term you chose.

7. Scroll until you find your course of interest, i.e., Chemistry 1030. Click on the View Sections button to see all sections of that course offered for the specified semester, class times, class meeting location, and the course registration number.

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