Class Search and Registration on MyTSU

After logging-on to *myTSU*, you will see the Welcome/Main page below.
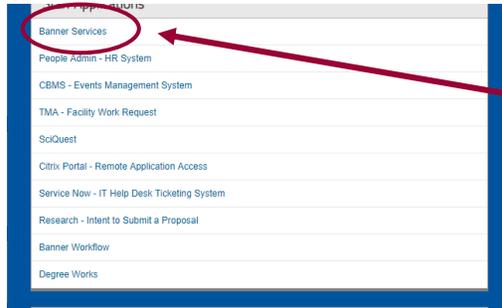
1. To initiate a search for classes, click Banner Services under the Student Applications section on the main page.

The tabs on the welcome page will allow access to various areas and information within *myTSU*.
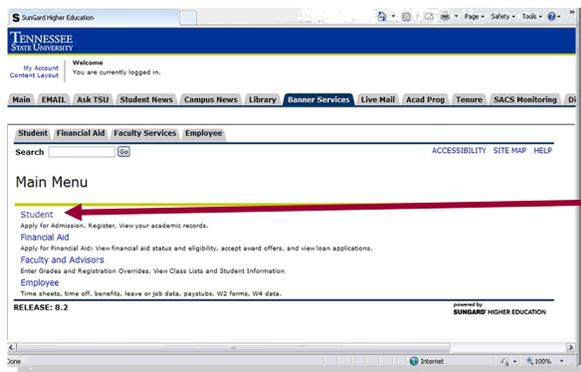
After clicking on the Banner Services tab, the Banner Services Main Menu will be displayed.

2. Click on the *Student* link to access forms to allow class searches and registration.
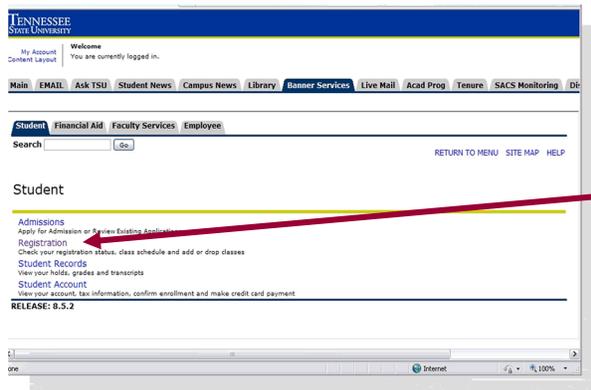
After clicking on the Student link, the Student Menu page will be displayed.

3. To initiate a search for classes, click on the Registration link.
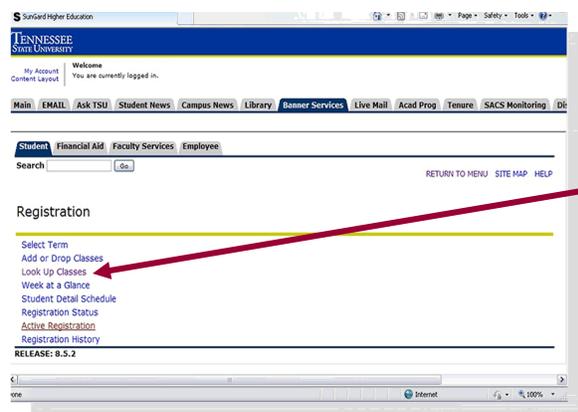
After clicking on the Registration link, the Registration Menu page will be displayed.

4. Click on the *Look Up Classes* link to access the class offerings for the semester in which you will register.

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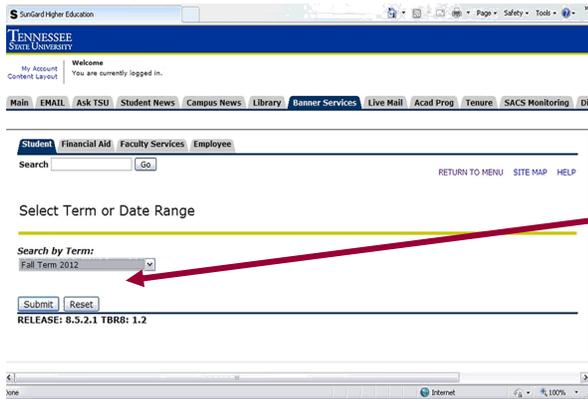
After clicking on the *Look Up Classes* link, the Select Term/Date Range Page will display.

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

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

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*.
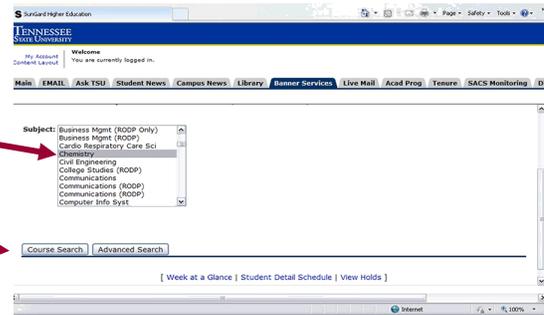
The **Course Search** screen will display all Chemistry courses for the term you chose.
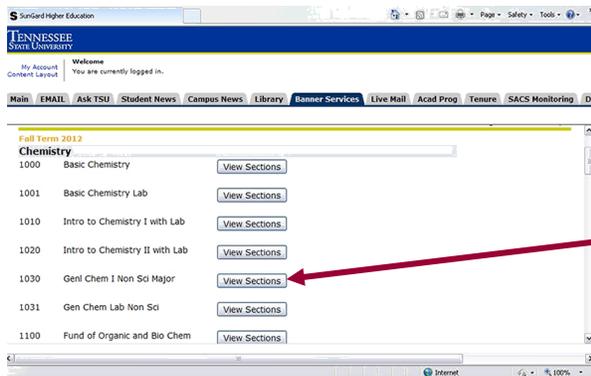
7. Scroll until you find your course of interest, i.e., Chemistry 1030. Click on the *View Sections* button to see all sections of that course offered for the specified semester, class times, class meeting location, and the course registration number.

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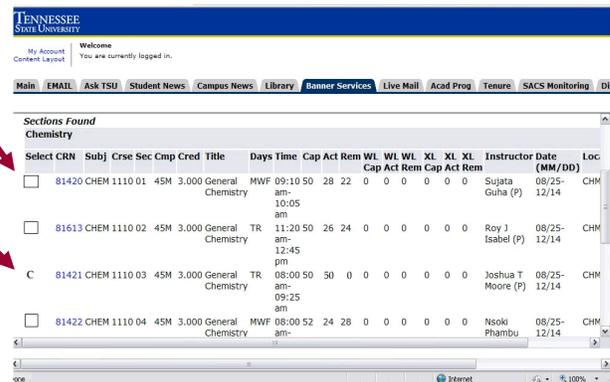
9. Clicking the arrow in the dialog box beside your registered course will give you the options to Web drop, Reinstate Course, or Withdraw. Always click Submit Changes after choosing the appropriate option.