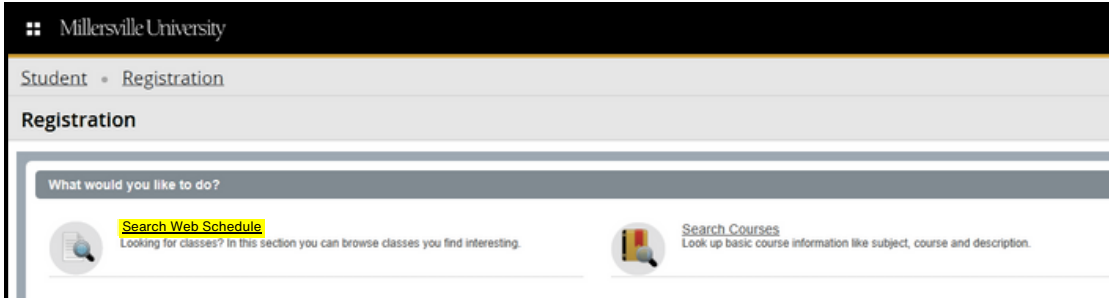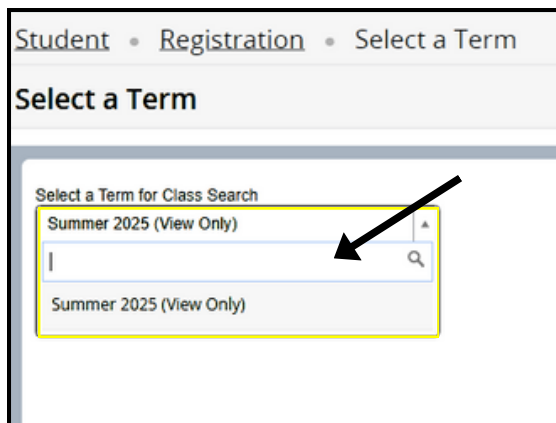# Quick Guide to Banner Self-Service
Browse Course Catalog

1. Go to MU's [web schedule](#)

2. Select **Search Web Schedule**


3. Choose a term from the drop-down option and click **'Continue.'**

Browse for Courses

1. Enter search criteria to find courses. Begin by typing into a field for selecting **Subject(s).** If you know what **Course Number** to search by, you may type in the 4-digit course number or enter one to three numbers followed by a percentage (%) sign (ie., 2%, 23%). You may also use the **Advanced Search** option should you like to refine the class search further. To view all classes, do not enter any search criteria. Click the **Search** button for results.
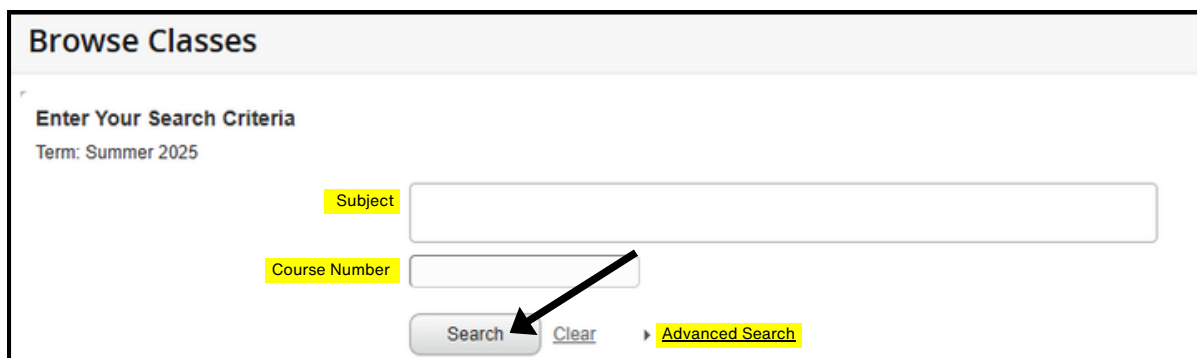
Advanced Search

1. Enter search criteria to browse courses. Begin by typing in fields or click in blank field for a pull down menu to appear. Utilize **Level** to search for graduate, undergraduate or doctoral courses. The **Instructional Methods** search allows the selection of in-person or distance learning. The **Attributes** field can narrow down the search for classes that meet specific general education requirements. Click the **Search** button for results.

Search Results

1. Based on the search criteria you entered, only active courses will populate for the selected term.

   *Note: Columns may be **resized** by setting your cursor over a header vertical line until the cursor changes to the adjustment tool (arrows), then dragging to desired width. Columns may be **reordered** by selecting and dragging the column header. Columns may also be **removed** by unchecking header boxes in the tool icon on the last column.*

2. For additional course details, click on the course **Title**. A pop up window appears to view additional information including class details, course description, and prerequisites.

3. To change your search criteria, click on the green **'Search Again'** button at the top right corner.