Quick Guide to Banner Self-Service
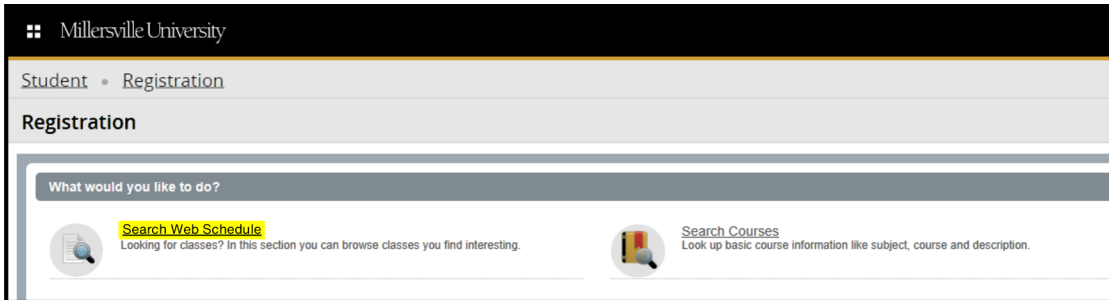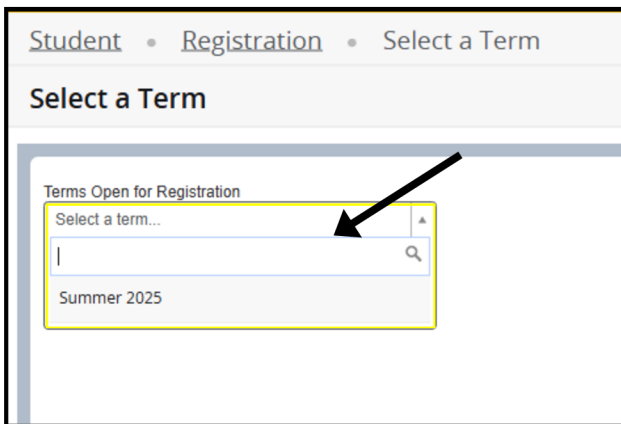# Browse Course Catalog

1. Go to MU's web schedule

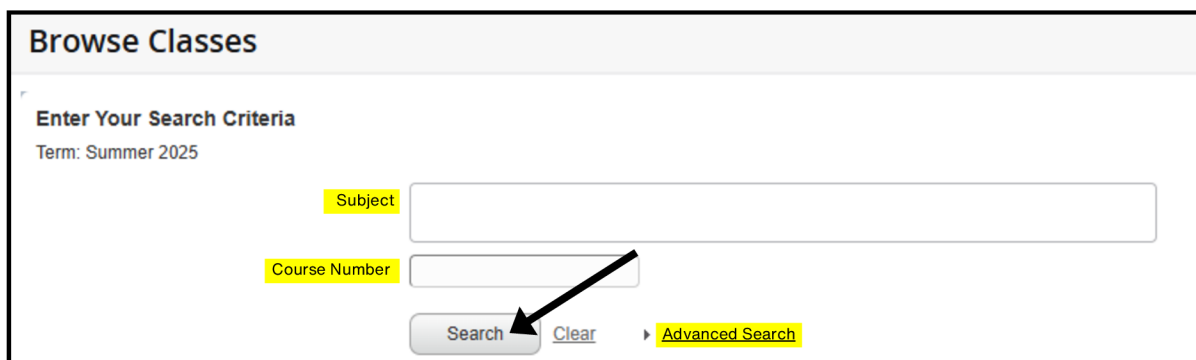2. Select **Search Web Schedule**

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.

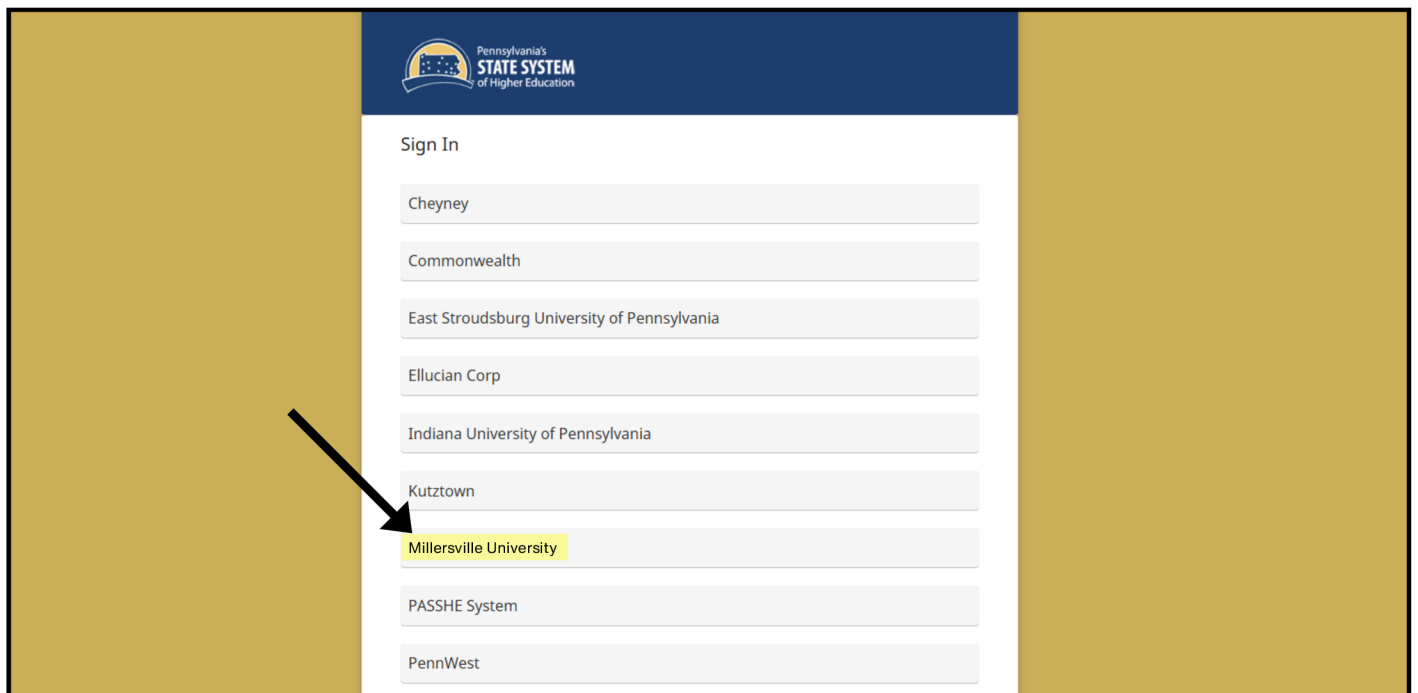3. To change your search criteria, click on the green **'Search Again'** button at the top right corner.
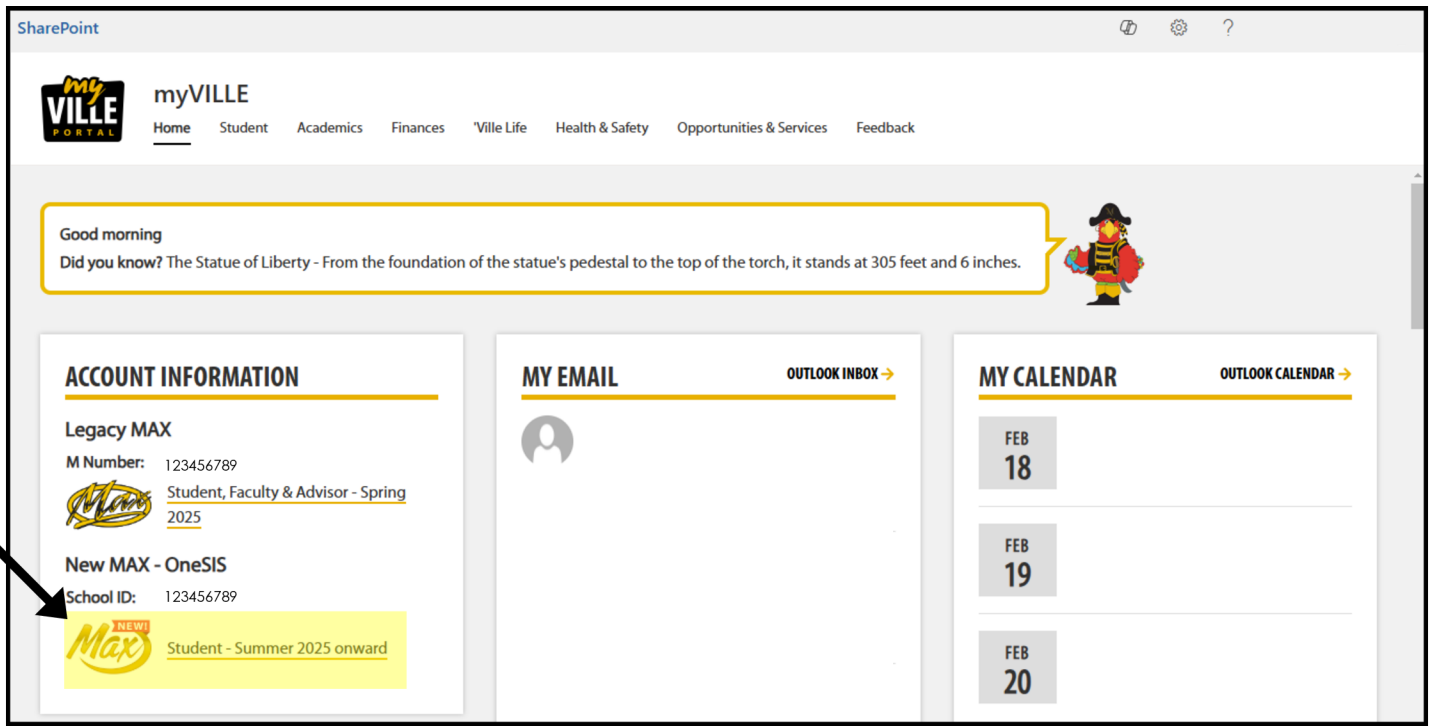
Registering for Courses

1. Registration for courses is done through your **myVille portal.**

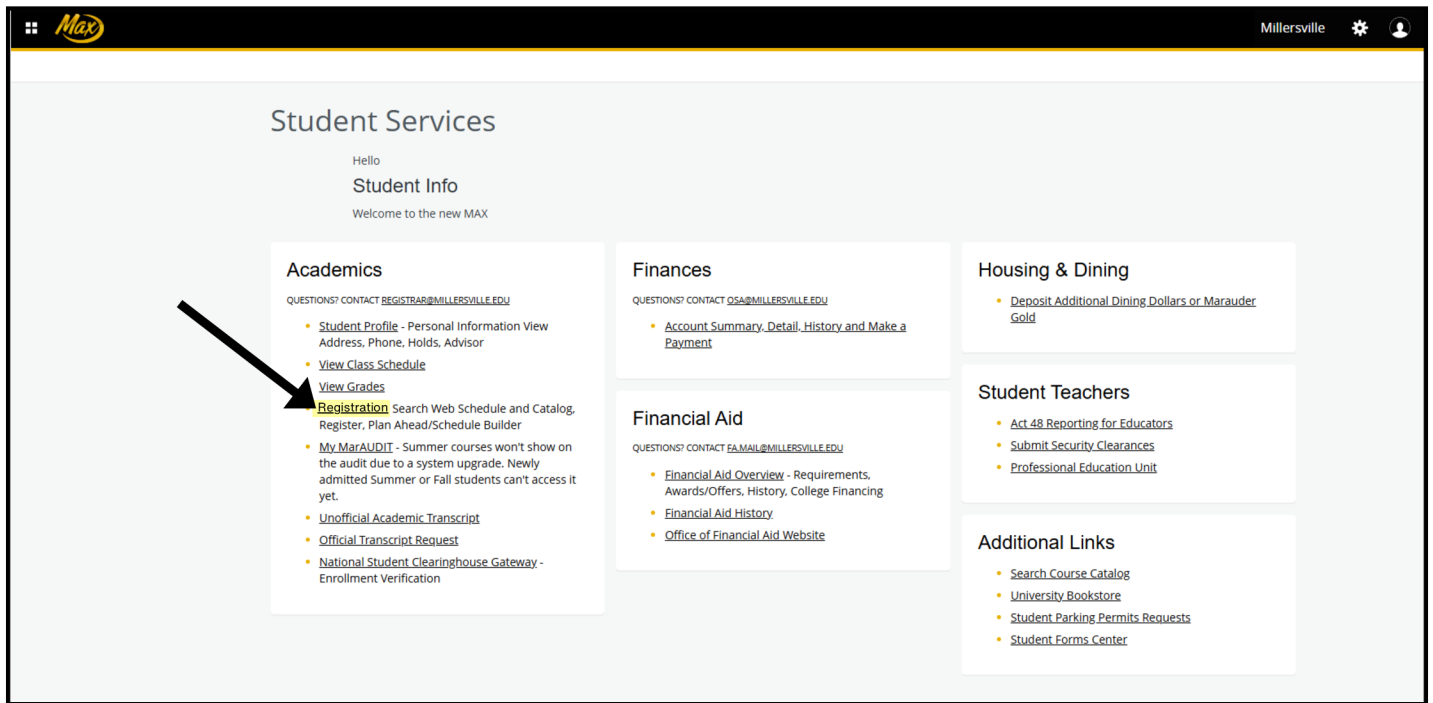2. On the left hand side, under **Account Information**, click **New Max - OneSis.**

3. On the PASSHE sign in page, Select **Millersville University**

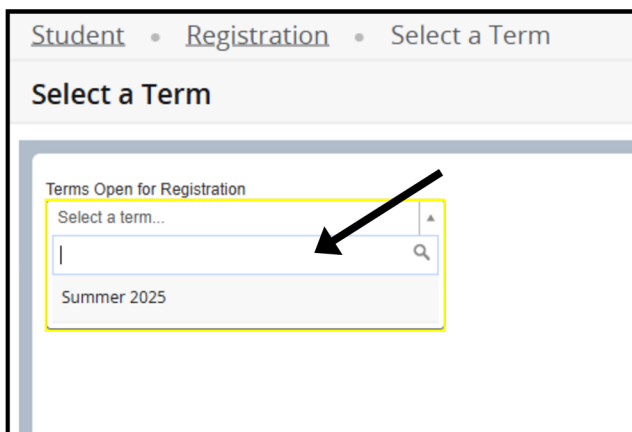**4. Once signed in Student Services,** click **Registration o**n the left hand side, under **Academics.**

5. Select Search for Classes (Secure)

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.

Register for Courses

1. To register, in the **Search Results**, click **Add.** The course added will appear at the bottom of your screen in **Summary** as *Pending,* with the Action *"Web Registered"*. Once all classes you want to register for are selected, click Submit.

2. To drop courses, select the drop down **Action** menu under **Summary.** Select **Drop** and click **Submit.**