**Banner Instructions**

**How to Search Course Offerings**

**Step 1**: Go to the Nicholls homepage. [www.nicholls.edu](http://www.nicholls.edu)

**Step 2:** In the top left corner, click on **Current Students.**

**Step 3:** From the Banner screen, roll over **Class Schedule.**

**Step 4:** Click on **Banner.**

**Step 5:** Click on **Banner Self Service,** highlighted in yellow.

**Step 6:** Click on **Class Schedule.**

**Step 7:** **Select the term** (Spring 2013), submit. Course offerings are usually posted about 1-2 weeks before registration for the term begins.

**Step 8:** Use the **Subject** box to find the discipline you are interested in. Optional: if you know the course number of the class you want, enter it in the COURSE NUMBER field.

**Step 9:** Click **submit**, to take you to the course offerings by discipline.

**Step 10:** **Choose a course** that you are interested in, fits into your schedule, and all prerequisites are met.

**Step 11:** Click on the course that you have chosen, and **check to see if there are seats available** in this section. If not, start your search again. If so, enter all course information on your Early Start application.

\*\*Note: At the time the *completed* Early Start application is received and student is admitted to Nicholls, seat availability may change. If this happens, your guidance counselor will be notified for you to choose another course.