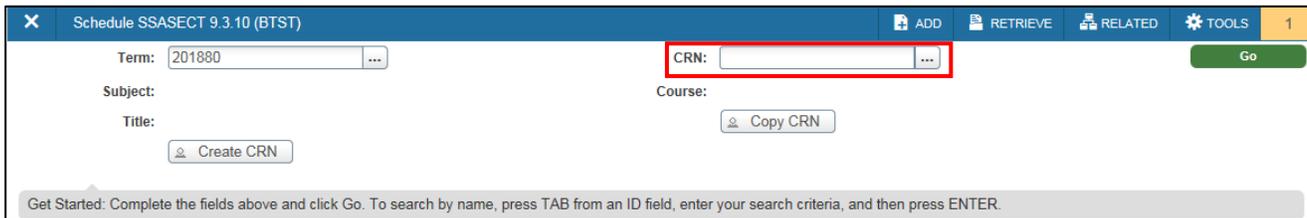


How to search for a CRN number in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Schedule or SSASECT.
3. Click the CRN look up button  to search for the course.



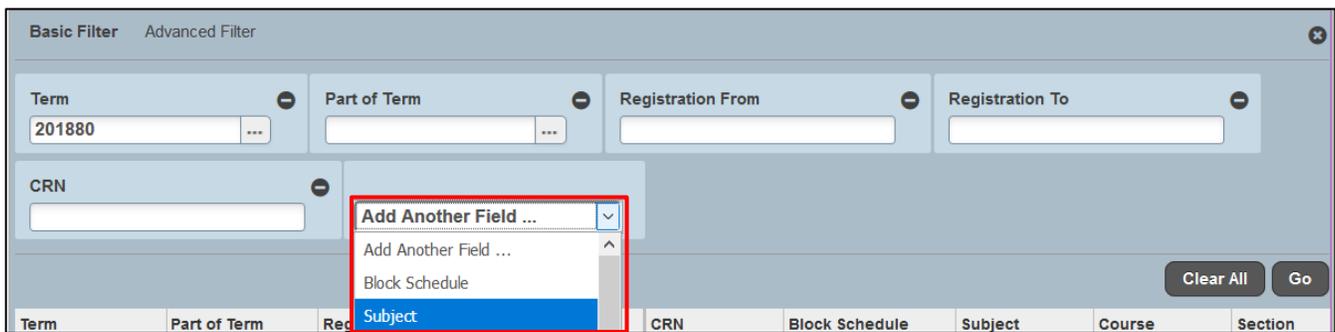
Screenshot of the Banner 9 search interface for 'Schedule SSASECT 9.3.10 (BTST)'. The 'Term' field contains '201880'. The 'CRN' field is highlighted with a red box and contains a look-up button icon. A 'Go' button is visible on the right. Below the search fields is a 'Create CRN' button and a 'Copy CRN' button. A footer note reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

4. Enter the term code in the Term search field.



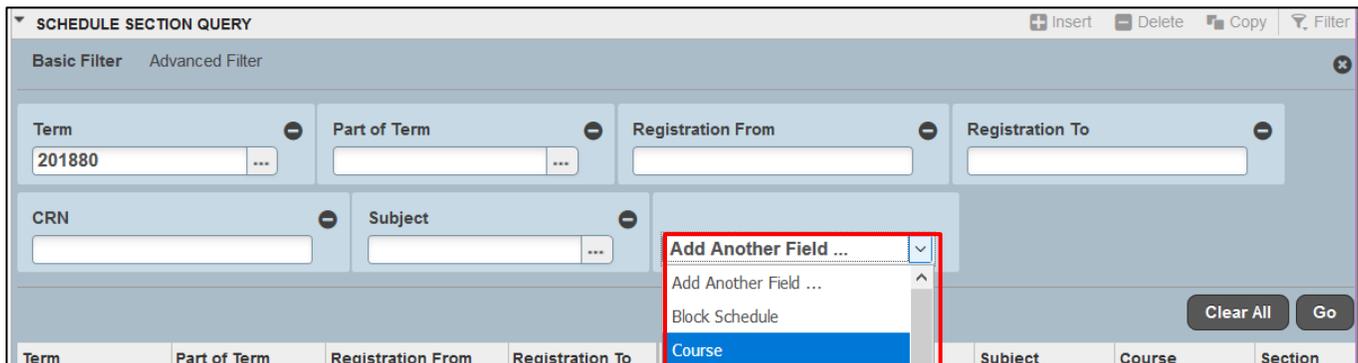
Screenshot of the 'Basic Filter' dialog box. The 'Term' field is highlighted with a red box and contains '201880'. Other fields include 'Part of Term', 'Registration From', and 'Registration To', each with a look-up button icon.

5. Click the **Add Another Field** and select subject.



Screenshot of the 'Basic Filter' dialog box. The 'Term' field contains '201880'. A dropdown menu is open over the 'Add Another Field ...' button, with 'Subject' selected and highlighted in blue. Other fields include 'Part of Term', 'Registration From', and 'Registration To'. 'Clear All' and 'Go' buttons are at the bottom right.

6. Click the **Add Another Field** and select Course.



Screenshot of the 'SCHEDULE SECTION QUERY' dialog box. The 'Term' field contains '201880'. A dropdown menu is open over the 'Add Another Field ...' button, with 'Course' selected and highlighted in blue. Other fields include 'Part of Term', 'Registration From', 'Registration To', and 'Subject'. 'Clear All' and 'Go' buttons are at the bottom right.

- Enter the Subject code and course number to view all the CRN's for that course in the subject area.

- Click the Go button **Go** OR press F8 on the keyboard to find all course in the subject.

- Use the navigation menu to view CRNs. Click the header of the column to sort the columns ascending or descending.

SCHEDULE SECTION QUERY

Active filters: Term: 201880 Subject: PHIL Course: 1175 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201880	1			85256		PHIL	1175	001
201880	1			85257		PHIL	1175	002
201880	1			85258		PHIL	1175	003
201880	1			85276		PHIL	1175	004
201880	1			85277		PHIL	1175	005
201880	1			85278		PHIL	1175	006
201880	1			85288		PHIL	1175	007
201880	1			85290		PHIL	1175	008
201880	1			85296		PHIL	1175	009
201880	1			85306		PHIL	1175	010

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- Select the CRN of the course you would like to view, double click or click the select button **SELECT** to get the CRN.

Active filters: Subject: PHIL Course: 1175 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
200780	1			86102		PHIL	1175	001
200780	1			86103		PHIL	1175	002
200780	1			86104		PHIL	1175	003
200780	1			86105		PHIL	1175	004
200780	1			86106		PHIL	1175	005
200780	1			86107		PHIL	1175	006
200780	1			86108		PHIL	1175	007
200780	1			86109		PHIL	1175	008
200780	1			87140		PHIL	1175	009
200830	1			33017		PHIL	1175	001

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	Maximum	Actual	Remaining
Enrollment	59	58	1
Waitlist			

CANCEL SELECT

11. Click the **GO** button to view the course details.

Schedule SSASECT 9.3.10 (PBAN)

Term: 200780 CRN: 86102

Subject: PHIL Course: 1175

Title: Introduction to Ethics