Performing a Class Search through Self-Service Banner

To access the class schedule:
- Login to the [Lehigh University Portal](#)
- Click the “Banner” icon
- Click the “Faculty Services” tab
- Click the “Class Search” link

Select the term of the schedule you would like to view and click “Submit”.

On the next screen titled “Look-Up Classes to Add”, click the “Advanced Search” button without choosing a subject. (These instructions are in reference to this this type of search since it is often the preferred search method.)
Look-Up Classes to Add:

Use the selection options below to search the class schedule. To narrow your search, you must select at least one subject. To select more than one subject area or other subjects - AND/OR - use the CTRL key with the mouse.

Subject:  
Accounting  
Africana Studies  
American Studies  
Anthropology  
Arabic  
Architecture  
Art  
Arts  
Asian Studies  
Astronomy

You will see the following screen:

Advanced Search

Use the selection options to search the class schedule. You may choose any select at least one subject. Select section search when your selection is set.
To perform a course search, you must select at least one subject. A subject can be selected simply by clicking on it. To select multiple subjects in a row, click the subject you want to start with, hold down the “Shift” key, and click the subject you want to end with. (You can select ALL subjects using this method.) To select multiple subjects that are not in a row, click your first chosen subject and hold down the “Ctrl” key while clicking the additional subjects.

You may enter additional search criteria on this screen (i.e. course level, instructor, etc.); however, it is not required. Click the “Section Search” button to view the results of your search.

The results of the search will be displayed.
To begin a new search, click the back button on your browser and begin again. Click the “Reset” button at the bottom of the screen to easily clear your previous search.

**NOTE:** Due to a system error, if using Firefox as your internet browser, you must completely exit the course search to begin again.