How to search for Part-of-Term (POT) classes

In Banner Self-Service go to Faculty, the Student Menu and click on “Look Up Classes to Add”

Select the current semester

Click on “Advanced Search”
Click the word Accounting and then scroll to the end of the list and Shift+CLICK on Zoology. This will select the entire list of subjects. Select the campus, then the part of term you are looking for, instructor and session. NOTE: you can leave instructor and session as “ALL”. Then click on “Section Search”.

The report will show only classes offered in the Part-of-Term you have selected. NOTE: Make sure to check the dates and location.