Class List in Banner 9 Faculty Self-Service
Banner 9 Class List has built in export and email functionality.

Log in to Banner Self-Service, click the Faculty Services Menu, then select Banner 9 Class List.

Filtering for Your CRN
Banner 9 CRN List defaults to show all terms. Find your course easily by using the drop-down term menu or search feature on the CRN Listing page of Banner 9 Class List.

The CRN Listing table view provides basic information like course title, CRN, and current enrollment count. Click on the course title and a pop-up box will display with course details like course description, pre- and corequisites, and course attributes.

Once you have filtered and see the course you wish to work with, use your cursor to click the course you want to view.

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<table>
<thead>
<tr>
<th>Class List</th>
<th>Filter for term through the drop-down menu or by typing the term in the search box</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Terms</td>
<td>Filter for term through the drop-down menu or by typing the term in the search box</td>
</tr>
<tr>
<td>All Terms</td>
<td>Filter for term through the drop-down menu or by typing the term in the search box</td>
</tr>
<tr>
<td>Fall 2021 - 202210</td>
<td>Filter for term through the drop-down menu or by typing the term in the search box</td>
</tr>
</tbody>
</table>

Need assistance? Contact the Office of the University Registrar at registrar@wm.edu or 757-221-2800.
Emailing Students

- Select the student(s) you wish to email by clicking the checkbox next to the left of their name(s)
- Once you have selected at least one student, use your cursor to click the email envelope icon
- A new email will open through your Outlook email client with the student email address(es) populated in the BCC line
- Large classes (100 or greater enrolled students) will need to break their emails into batches of fewer than 100

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