View Class Schedules

Access the View Class Schedules to view an advisee’s class schedule, weekly schedule, and academic calendar deadlines.

1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Faculty Center**.
4. Click **My Advisees**.
5. Click the **View Student Details** link.
6. Click the **Academic Calendar Deadlines** icon.
7. After viewing the Drop, Cancel and Withdrawal dates, click the **Return to Student Center** link to return to the Class Schedule page.

8. Click the **My Class Schedule** link to view the class status, units, grade and instructor.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1776</td>
<td>0801</td>
<td>Course Req</td>
<td>TBA</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>

9. To view class details, click the **Section** link.
10. Click the **Return to Advisee Class Schedule** link to return to the Class Schedule page.

11. Click the **Printer Friendly Page** to print the class schedule.

12. Click the **Print** icon on your browser to print the class schedule to your default printer.

13. Click the **Return to Advisee Class Schedule** link to return to the Class schedule page.
14. You can choose to use the Class Schedule Filter Options to view all or a combination of Enrolled, Dropped or Waitlisted classes, uncheck the options you do not want to view.

15. Click the **Filter** button.

16. Click the **Weekly Calendar View** option to see a calendar view of the weekly schedule.

17. You can use the next week or previous week buttons to access additional weeks.

18. You can select a week by entering the date into the **Show Week of** field or click on the calendar icon to display the drop-down calendar.

19. After selecting a date from the calendar, click the **Refresh Calendar** button.

20. Click the **Cancel** button located at the bottom of the Class Schedule page to return to the Advisee Student Center page.

21. You can also access the weekly schedule from the student center main page by clicking the **Weekly Schedule** link.

22. Click the **my advisees** link to return to the my advisees main page.