

Campus Solutions

Viewing Weekly Class Schedule

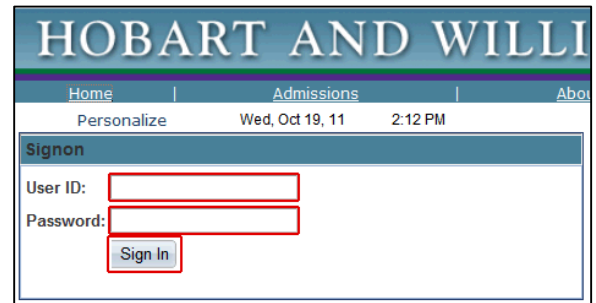
Use these procedures to view your weekly class schedule.

To view your weekly schedule:

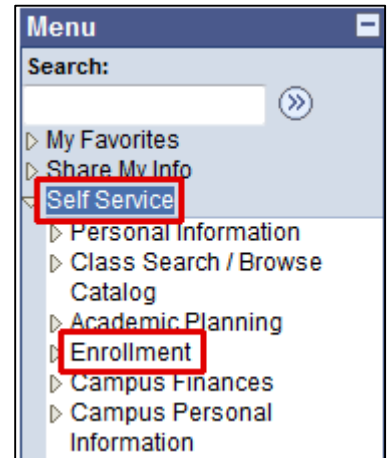
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



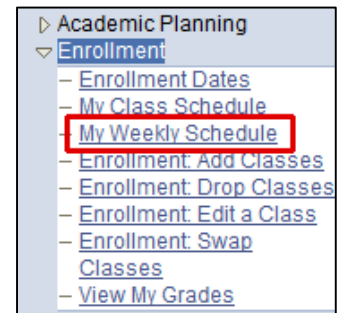
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



3. Click **Self Service**



4. Click **Enrollment**



5. Click **My Weekly Schedule**

Campus Solutions

Viewing Weekly Class Schedule

Your weekly schedule displays in the **my class schedule** subtab of the Enroll tab. By default, it displays your schedule for the current week.

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 3/24/2008 - 3/30/2008 next week >>

Show Week of 03/25/2008 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday Mar 24	Tuesday Mar 25	Wednesday Mar 26	Thursday Mar 27	Friday Mar 28	Saturday Mar 29
8:00AM	REL 109 - 0001 Lecture 8:35AM - 10:00AM Demarest 117B		REL 109 - 0001 Lecture 8:35AM - 10:00AM Demarest 117B			
9:00AM	REL 109 - 0001 8:35AM - 10:00AM		REL 109 - 0001 8:35AM - 10:00AM			
10:00AM		BIDS 200 - 0001 Lecture 10:20AM - 11:45AM Stern Hall 217		BIDS 200 - 0001 Lecture 10:20AM - 11:45AM Stern Hall 217		
11:00AM		BIDS 200 - 0001 10:20AM - 11:45AM		BIDS 200 - 0001 10:20AM - 11:45AM		
12:00PM		ASN 202 - 0001 Lecture 11:55AM - 1:20PM Stern Hall 201		ASN 202 - 0001 Lecture 11:55AM - 1:20PM Stern Hall 201		
		ASN 202 - 0001 11:55AM - 1:20PM		ASN 202 - 0001 11:55AM - 1:20PM		
1:00PM		ASN 202 - 0001 11:55AM - 1:20PM		ASN 202 - 0001 11:55AM - 1:20PM		
		HIST 283 - 0001 Lecture		HIST 283 - 0001 Lecture		

The bottom of the page includes the remaining hours in each day, as well as options for customizing the display.

Unselect the Show AM/PM checkbox to display times in a 24-hour format, for example, then click **refresh calendar**.

3:00PM

4:00PM

5:00PM

6:00PM

Display Options

Show AM/PM Monday Thursday

Show Class Title Tuesday Friday Sunday refresh calendar

Show Instructors Wednesday Saturday

By default, the schedule displays the entire day.

- To change the start time displayed, click in the **Start Time** field
- Change the **time**
- If desired, click in the **End Time** field and change the end **time**
- Click **refresh calendar**

<< previous week Week of 1/21/2008 - 1/27/2008 next week >>

Show Week of 01/21/2008 Start Time 12:00PM End Time 6:00PM refresh calendar

Time	Monday Jan 21	Tuesday Jan 22	Wednesday Jan 23	Thursday Jan 24	Friday Jan 25	Saturday Jan 26	Sunday Jan 27
12:00PM		ASN 202 - 0001 Lecture 11:55AM - 1:20PM Stern Hall 201		ASN 202 - 0001 Lecture 11:55AM - 1:20PM Stern Hall 201			
		ASN 202 - 0001 11:55AM - 1:20PM		ASN 202 - 0001 11:55AM - 1:20PM			
1:00PM		HIST 283 - 0001 Lecture 1:30PM - 2:55PM Demarest 14		HIST 283 - 0001 Lecture 1:30PM - 2:55PM Demarest 14			
2:00PM		HIST 283 - 0001 1:30PM - 2:55PM		HIST 283 - 0001 1:30PM - 2:55PM			
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Campus Solutions

Viewing Weekly Class Schedule

10. At the top of the page, change the Display Option to **List View**

The schedule display changes to a list, rather than a calendar. The list displays in order of each class's meeting time, but it is not for a particular week.

Note: the Select Term field displays, so that you can select the schedule for other terms.

The Class Schedule Filter Options let you select which classes will be displayed on the list. By default, enrolled, dropped, and waitlisted classes are all listed. To change the filter, uncheck the criteria desired and click the **filter** button.

My Class Schedule

Select Display Option **List View** Weekly Calendar View

Select Term Spring 2008 change

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 filter

ASN 202 - Ottoman World: Islam & The Wes						
Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	Credit / No Credit				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1068	0001	Lecture	TuTh 11:55AM - 1:20PM	Stern Hall 201	Sheila Bennett	01/21/2008 - 05/14/2008

BIDS 200 - Dialogues In Critical Soc Stud						
Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	Graded Grading Basis				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1076	0001	Lecture	TuTh 10:20AM - 11:45AM	Stern Hall 217	William Waller	01/21/2008 - 05/14/2008