Viewing a Student's Weekly Schedule

This guide will cover:
- How to view and print a student’s weekly schedule
- How to use filter features on a student’s weekly schedule to get different results

Step One

Navigate to the following breadcrumb:

OR

If you are already within the Advisor Center, click Student Center tab.

Step Two

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

Step Three

Under the Academics section, on the right hand side of the screen, there is a section titled, This Week’s Schedule, that will show a student’s schedule of the assigned advisee which includes the time and location of the class.
**Step Four**

Underneath the schedule view click the link, *weekly schedule (weekly schedule)* to view a student’s course schedule.

![Schedule View](image)

**Step Five**

On the weekly schedule page, you will be able to scroll through the student’s weekly schedule by clicking on either the *previous week* or *next week* buttons located at the top of the page.

You can also use the date and time filters to allow you to select the courses the student was enrolled to that week and the time of the course.
Step Six

Courses that do not have meeting times (i.e. online courses) will be listed under the Meeting Information not available section.

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1001 - 001 (DNU - Lecture)</td>
<td>U.S. History I</td>
<td></td>
<td>01/12/2015</td>
<td>05/02/2015</td>
</tr>
<tr>
<td>NSRN 2007C - 02B (DNU - Clinic)</td>
<td>Nursing IV LPN-RN</td>
<td></td>
<td>01/12/2015</td>
<td>05/02/2015</td>
</tr>
</tbody>
</table>

Step Seven

The display options section allows you to select different display options to show on the weekly schedule.

Step Eight

At the bottom right of the page there is a link to a printer friendly page of the scheduled being viewed along with any filters or display settings you have selected.

You have now completed the steps of viewing a student’s weekly schedule.