

CampS: Viewing My Class Schedule (Students)

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This document describes how to view your class schedule in MyBlugold CampS. There are three available formats in which to view your schedule: Quick view, List, and Weekly.

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Accessing the Student Center Academics Section

1. Begin at the *MyBlugold CampS* website.
2. Click **Main Menu**.
3. Click **Self Service**.
4. Click **Student Center**.
5. The *Academics* section displays the class schedule quick view along with new options.

NOTE: The Academics section is displayed by default. To display the Academics section, click the green expand arrow  to the left of its heading.

Class Schedule: Quick View

1. Access the *MyBlugold CampS Student Center*.

- In the *Academics* section, you can see information about class start/end deadlines by clicking the **Deadlines** button  to the left of each class. The *Student Center* page refreshes and displays deadlines information.

Student Center


Academic Calendar Deadlines

Undergraduate		2010-11 Fall Semester Regular Academic Session	
ECON	103	Section: 001	PRIN OF MICROECON
Class Start Date: 09/02/2010		End Date: 12/17/2010	
Drop Calendar			
Drop - Delete Record:	09/01/2010	A class dropped on or before this date will be deleted from your academic record.	
Drop - Retain Record:	09/16/2010	A class dropped on or before this date will be retained on your academic record with a status of dropped.	
Drop with Penalty:	11/11/2010	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.	
Cancel & Withdrawal Calendar			
Cancel:	09/01/2010	Classes within a session, canceled on or before this date will not appear on your transcript.	

- When you are finished viewing the deadlines information, click **Return to Student Center**.

Class Schedule: List View

A more detailed view of your class schedule is also available on the *Student Center* page in the *Academics* section.

- From the *Other Academics* . . . pull-down menu, select **Class Schedule**.
- To the right of the pull-down menu, click the Go  button.
- If more than one term is available for viewing:
 - In the column to the left of the terms, select the desired term by clicking the vacant circle.

- Click **Continue**.

The page refreshes and shows the list view.

4. (Optional) To filter classes according to enrolled, dropped and/or wait-listed classes, select the check boxes next to the appropriate *Show* options and click **Filter**.

NOTE: An option is selected if a check appears in the box beside it.

5. (Optional) To print this class schedule, click **Printer Friendly Page** found near the page bottom.

Class Schedule: Weekly Calendar View

The schedule may also be viewed on a weekly basis. Classes will appear in green boxes according to the days and times of the classes.

1. To access the weekly calendar view of your class schedule, in the *Academics* section:

- Click **Weekly Schedule**.

OR


- In the list view, click **Weekly Calendar View**.

The weekly view of your class schedule is displayed.

2. To select a specific week to view:

- Click the **Previous Week** or **Next Week** buttons until you reach the desired week.

OR

- To the right of the *Show Week* entry box, click the **Calendar** button  and select the desired week to display.

3. (Optional) To modify the weekly view even further, from the *Display Options* section, select the desired options.

4. Click **Refresh Calendar**.

The weekly view refreshes to reflect the selected week and display buttons.

5. (Optional) To print this class schedule, click **Printer Friendly Page**.

HINT: You may want to set your printer to landscape mode and select print preview to be sure the schedule will print in the desired fashion.
