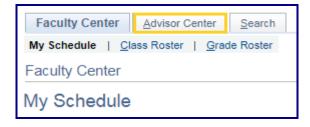
View Advisee Class Schedules

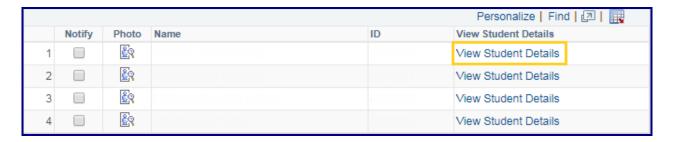
Access the View Advisee Class Schedules to view an advisee's class schedule, weekly schedule, and academic calendar deadlines.



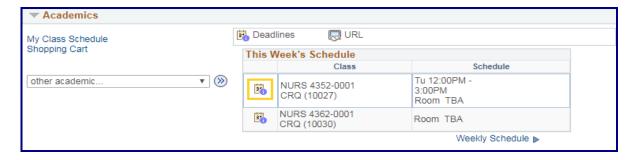
1. Click the **Faculty Center** tile.



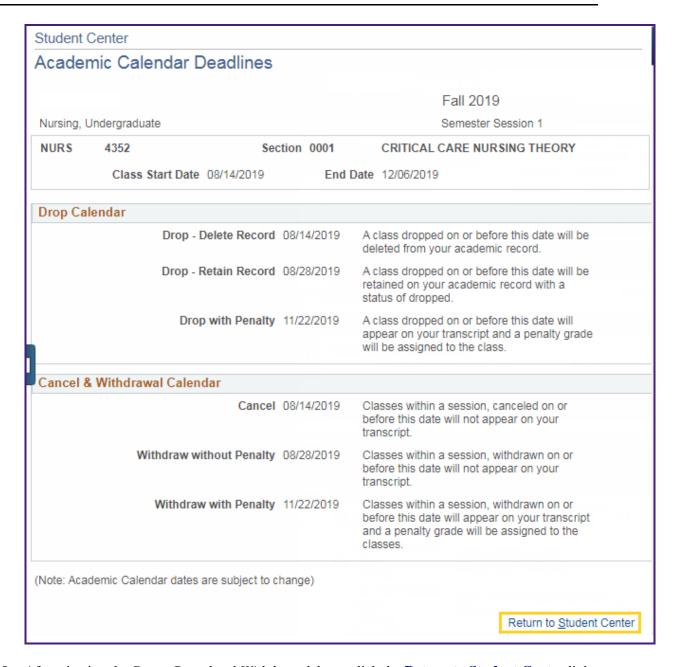
2. Click the **Advisor Center** tab.



3. Click the View Student Details link.



4. Click the Academic Calendar Deadlines icon.

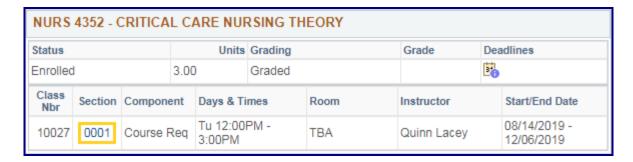


5. After viewing the *Drop*, *Cancel* and *Withdrawal* dates, click the **Return to Student Center** link to return to the *Class Schedule* page.

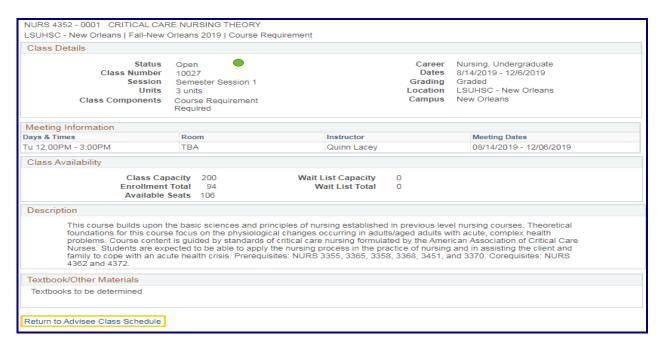


6. Click the My Class Schedule link to view the Class Status, Units, Grade and Instructor.

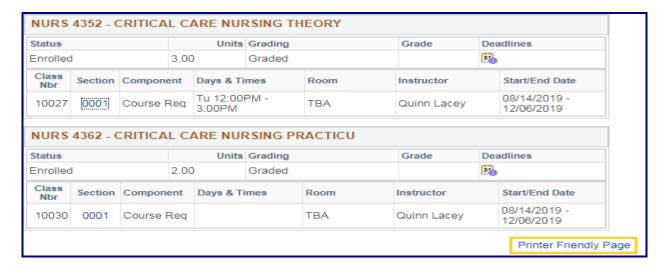
Page 2 Date Created: 10/22/2019



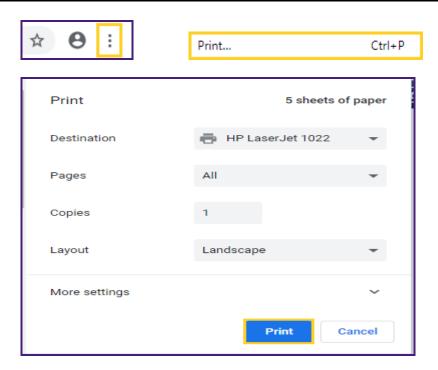
7. To view class details, click the **Section** link.



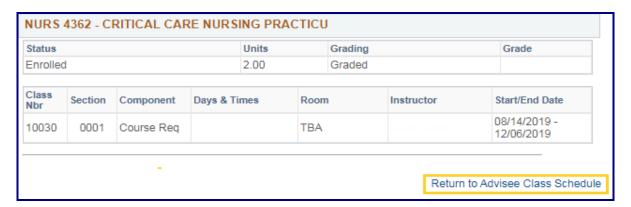
8. Click the **Return to Advisee Class Schedule** link to return to the *Class Schedule* page.



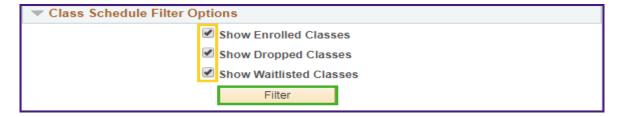
9. Click the **Printer Friendly Page** to print the *Class Schedule*.



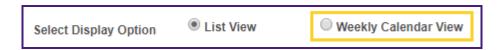
10. Click the **Customize and control Google Chrome** (3 dots) button in the top right corner of your browser, select the **Print** option from the Menu list, and then click **Print** to print the class schedule to your default printer.



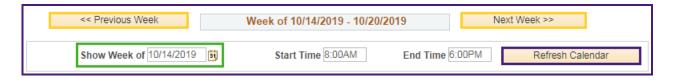
11. Click the **Return to Advisee Class Schedule** link to return to the *Class Schedule* page.



12. NOTE: 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 and then click the Filter button.



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



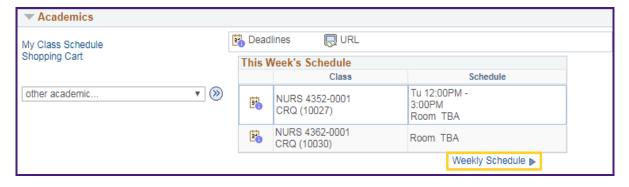
14. You can use the next week or previous week buttons to access additional weeks.

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.

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



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



16. You can also access the **Weekly Schedule** from the *Advisee Student Center* main page by clicking the **Weekly Schedule** link.



17. Click the **My Advisees** tab to return to the **My Advisees** main page.