VIEWING A STUDENT’S WEEKLY SCHEDULE

This instruction guide shows you how to view a student’s weekly schedule.

NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Campus Community
5. Click Student Services Center

PROCESS

1. Enter the student’s UFID
   ○ Alternatively you can enter the student’s Last Name and/or First Name
2. Click the Search button

3. The Student Services Center displays for the selected student
4. In the Academics section, click Weekly Schedule
A calendar view of the student’s schedule displays.

**NOTE!**

This is only the *weekly* view of the student’s schedule. This means if you are looking at the first or last week of the term you will only see items beginning on the start date of the term or ending on the last date of the term. In the example below, classes begin on 8/22/2018 therefore, only classes on or after 8/22/2018 will appear on the schedule.

Click the **Next Week** button to view the student’s schedule for a full week in the term.

Now you see the student’s *entire* weekly schedule.
NOTE!
There are Display Options below the weekly schedule which you can use to show specific information on the schedule.

Click the Refresh Calendar button to apply your selections.

Click the Cancel button to return to the Student Services Center.

NOTE!
If a class section does not have a meeting time in will appear in the Meeting information not available section, below the calendar.

FOR ADDITIONAL ASSISTANCE
Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu