**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.

<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>EEL 3033 - 15AD</td>
<td>Elements Elect Engr</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
<tr>
<td>EGM 3400 - 107C</td>
<td>Elements of Dynamics</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
<tr>
<td>EXL 3007 - 107H</td>
<td>El Thermo Heat Trans</td>
<td></td>
<td>08/22/2018</td>
<td>12/05/2018</td>
</tr>
</tbody>
</table>

FOR ADDITIONAL ASSISTANCE

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

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Office of the University Registrar
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