
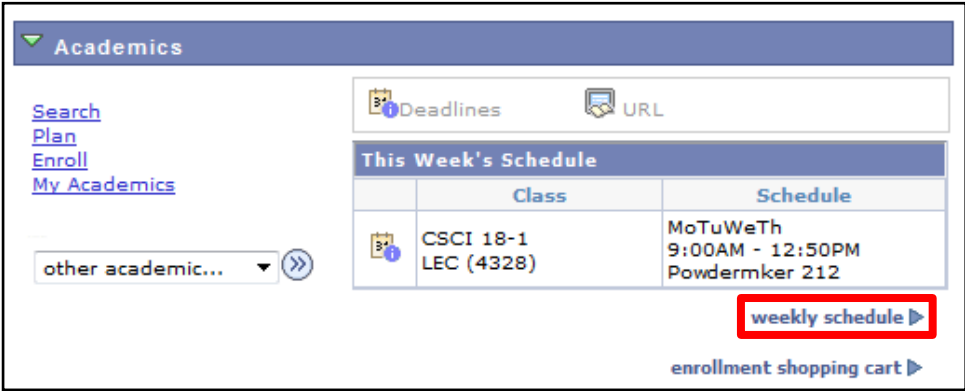


## View My Weekly Schedule

Students are able to use self-service to view their weekly class schedule for a term in either a calendar or list format. The calendar format reflects the academic calendar of your primary institution.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  Go icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center.</b>
3.	 <p>In the <b>Academics</b> section click the <b>weekly schedule</b> link.</p>

<p>4.</p>	<p><b>Note: This view displays the Academic Calendar of your primary institution.</b></p>
<p>5.</p>	<p>Select the <b>previous week</b> or <b>next week</b> buttons to go to those schedules.</p>
<p>6.</p>	<p>Alternatively, select the <b>Show Week of</b>  calendar icon and enter the week you wish to view.</p>
<p>7.</p>	<p>As needed, enter the <b>Start Time</b> and <b>End Time</b> (format is 8:00AM or 6:00PM).</p>
<p>8.</p>	<p>Click the <b>refresh calendar</b> button.</p>
<p>9.</p>	<p>From the <b>Display Options</b> section:</p> <ul style="list-style-type: none"> <li>• Uncheck the <input checked="" type="checkbox"/> <b>Show AM/PM</b> checkbox to change to a 24 hour time display (6:00PM becomes 18:00).</li> <li>• Check the <input type="checkbox"/> <b>Show class Title</b> checkbox to display the course name.</li> <li>• Check the <input type="checkbox"/> <b>Show Instructors</b> checkbox to display the assigned faculty.</li> <li>• Check the <input type="checkbox"/> checkboxes of those days of the weeks you wish to display.</li> </ul>
<p>10.</p>	<p>Click the <b>refresh calendar</b> button.</p>
<p>11.</p>	<p>Select the <b>Printer Friendly Page</b> link and follow your browser's prompts to print the schedule.</p>
<p><b>End of Procedure.</b></p>	