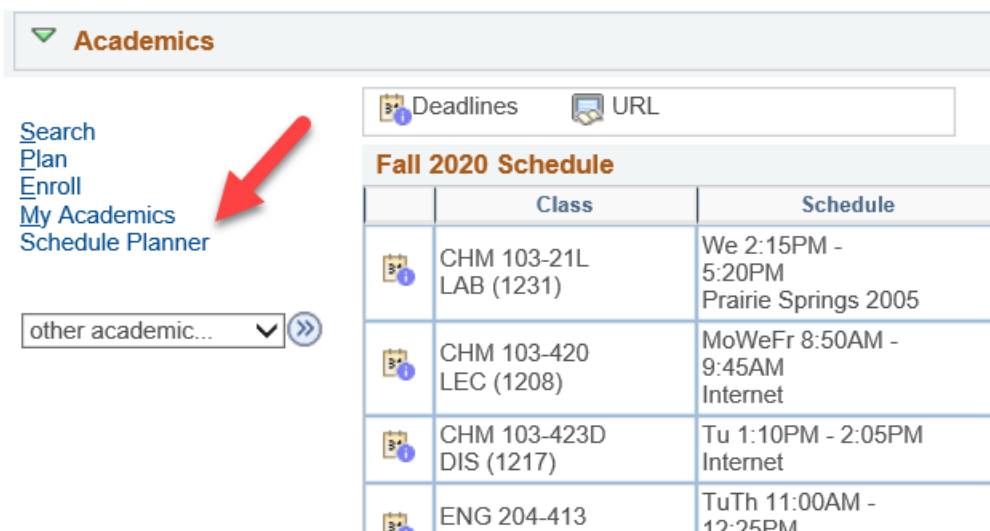# View Class Schedule in Calendar View

IN SCHEDULE PLANNER

1. Click on the **Schedule Planner** link in your WINGS Student Center, and if it doesn't open right away, click on the **Open Schedule Planner** button.

2. Select your term. **Save and Continue.**

3. Go to the **Current Schedule** tab at the top**.**

4. Your schedule will have the classes in a list at the top, with the modes of instruction listed on the right. Below that will be the full weekly schedule in a calendar view. Classes that are entirely online without a meeting pattern (online asynchronous) will not be in the calendar view, just in the list.

Note: the Drop box in the class list at the top does not work to drop a class. To drop a class, click on the Edit or Drop Classes button. Drop dates will apply.

My Current Schedule

✉ Email   ✏ Edit or Drop Classes   🖨 Print

		Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions	Instruction Mode
🟩	ℹ	Enrolled	CHM	103	21L	LAB	W 2:15pm - 5:20pm - Prairie Springs 2005 2005	☐ Drop	Hybrid: Blend On-campus/Online
🟦	ℹ	Enrolled	CHM	103	420	LEC	MWF 8:50am - 9:45am - Internet INTERNET	☐ Drop	Online Synchronous
🟥	ℹ	Enrolled	CHM	103	423D	DIS	T 1:10pm - 2:05pm - Internet INTERNET	☐ Drop	Online Synchronous
🟧	ℹ	Enrolled	ENG	204	413	LEC	TTh 11:00am - 12:25pm - Internet INTERNET	☐ Drop	Online Synchronous
🟥	ℹ	Enrolled	STAT	145	11	LEC	MTWTh 9:55am - 10:50am - Centennial 1303 1303	☐ Drop	Hybrid: Blend On-campus/Online
🟪	ℹ	Enrolled	THA	110	03	LEC	TTh 8:50am - 9:45am - Graff Main 247 247	☐ Drop	Hybrid: Blend On-campus/Online

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am	CHM-103 Curtis Czerwinski	THA-110 Yvonne Collyar	CHM-103 Curtis Czerwinski	THA-110 Yvonne Collyar	CHM-103 Curtis Czerwinski
9:15					
9:30					
9:45					
10am	STAT-145 Irina Andreeva-Cherveny	STAT-145 Irina Andreeva-Cherveny	STAT-145 Irina Andreeva-Cherveny	STAT-145 Irina Andreeva-Cherveny	
10:15					
10:30					
10:45					
11am		ENG-204 Kelly Sultzbach		ENG-204 Kelly Sultzbach	
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15		CHM-103 Curtis Czerwinski			
1:30					
1:45					
2pm					
2:15			CHM-103 Amanda Spiewak		
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					
4:30					
4:45					
5pm					
5:15					
5:30					
5:45					
6pm					

IN WINGS STUDENT CENTER

1. In the Academics section of your Student Center, click on the **Weekly Schedule** link.

2. If asked, choose the correct term.

3. The Weekly Calendar View option will be selected at the top. The List View shows your courses in a list, instead of the calendar view.

4. To make sure you are seeing the correct schedule, check the dates being displayed in the **Show Week of** line. Use the **Previous Week/Next Week** fields to adjust to see a specific week (especially for summer courses).

   a. **Important:**

      i. For Fall schedules, the first week starts on a Tuesday, so to see your whole week with Monday included, use the **Next Week>>** button to move ahead to the first full week.

      ii. Entirely online classes (online asynchronous) will not show up in the weekly schedule.

   b. Click **Printer Friendly Page** at the bottom to get a printable page. If it doesn't print correctly, try printing from a different internet browser.

Show Week of 09/14/2020   Start Time 7:00AM   End Time 9:00PM   Refresh Calendar

Schedule

Time	Monday Sep 14	Tuesday Sep 15	Wednesday Sep 16	Thursday Sep 17	Friday Sep 18	Saturday Sep 19	Sunday Sep 20
7:45AM							
8:50AM	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET	THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET	THA 110 - 03 Lecture 8:50AM - 9:45AM Graff Main Hall 247	CHM 103 - 420 Lecture 8:50AM - 9:45AM Internet INTERNET		
9:25AM	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303	STAT 145 - 11 Lecture 9:55AM - 10:50AM Centennial Hall 1303			
11:00AM		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET		ENG 204 - 413 Lecture 11:00AM - 12:25PM Internet INTERNET			
12:05PM							
1:10PM		CHM 103 - 423D Discussion 1:10PM - 2:05PM Internet INTERNET					
2:15PM			CHM 103 - 21L Laboratory/Studio 2:15PM - 5:20PM Prairie Springs Science Center 2005				
3:20PM							
4:25PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							

▼ Display Options

☑ Show AM/PM	☑ Monday	☑ Thursday		
☐ Show Class Title	☑ Tuesday	☑ Friday	☑ Sunday	Refresh Calendar
☐ Show Instructors	☑ Wednesday	☑ Saturday		

Printer Friendly Page

c. **TIP**: If you see orange or a yellow warning icon, that may indicate a time conflict, but it may also indicate the class is using multiple rooms or that two classes are splitting the hour on the grid. Look closely at the times to make sure there is no conflict. If there is no conflict, you don't need to be concerned. If there is a conflict, contact the Records and Registration office for help.

Time	
4:25PM	3:55PM - 5:20PM Wittich Hall 0112
5:00PM	MKT 301 - 04 Lecture 3:55PM - 5:20PM Wittich Hall 0112 ⚠ IS 220 - 11D Discussion 5:30PM - 6:25PM Wing Technology Center 7