



How do I? View Student's Class Schedule

Version 9.0

1. **1 Sign in to WINS.**
2. **Click on Self Service.**
3. **Click on Advisor Center.**
4. **Click on View My Advisees**
5. **Click on View Student Details or**

VIEW DATA FOR OTHER STUDENTS,

located at the bottom of page.

3. The student's current or future schedule will show if the student is enrolled in the current or future term.
4. **Click on My Class Schedule**
5. **Choose** the term you wish to view then **click** **CONTINUE**.

Features

- ▶ You can switch between the **List View** (semester at a glance) or the **Weekly View** (shows the student schedule by week).

Things to Remember

- ▶ If you wish to search for another student's information, from the Student Center page, **click** on **Return to Search** at the bottom of the page.
- ▶ To view information for another Advisee **Click** on **View My Advisees** located in the menu on the left.