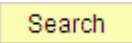
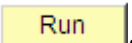
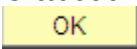
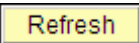






How do I? Print Schedule of Classes “Proofs”

Version 9.0

1. **Click on Curriculum Management.**
2. **Click on Schedule of Classes.**
3. **Click on Print Class Schedule.**
4. **Click**  and select the Run Control you wish to use. It may be necessary to Add a Run Control
5. **Enter UWWTW** for the **Academic Institution.**
6. **Enter the Term.**
7. **Enter the Academic Organization code** in the Academic Organization Node field.
8. **Click on the Report Options tab** Check the boxes that apply (recommend check all on). In the **File Path Enter** /apps/iofiles/HEPRD/SR/output/
9. **Click** . The Server Name should be PSUNX. The box next to Schedule of Classes should be checked “on”. **Click** .
10. **Click on Report Manager link** located under the print button.
11. **Click**  as necessary to update the status information.
12. **Click on the Schedule of Classes link**
13. **Select Print**  **or Save** .

Things to Remember

The output is based on the Academic Org code, it may be necessary to search through multiple pages to find the subject you are looking for. You can use CTRL+F to use the Search feature.

The report is sorted by Session and by Subject. If you have subjects in multiple sessions you will need to look for the subject under each section.

Academic Org versus Subject Codes

Examples:

CURRINSTR	EARLYCHD
BIOLSCI	BIOLOGY
SOCANTHCJ	CRIMJUS
MUSIC	MUSC
ECONOMICS	ECON