

## Viewing/Printing Schedules

This document provides an overview of printing the various schedules available in self-service. The following schedules may be viewed/printed:

- [View My Class Schedule](#)
- [My Weekly Schedule](#)
- [My Exam Schedule](#)

To access the schedules log in to the portal, **My Akron**, at <http://my.uakron.edu/> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

### Important Guidelines:

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

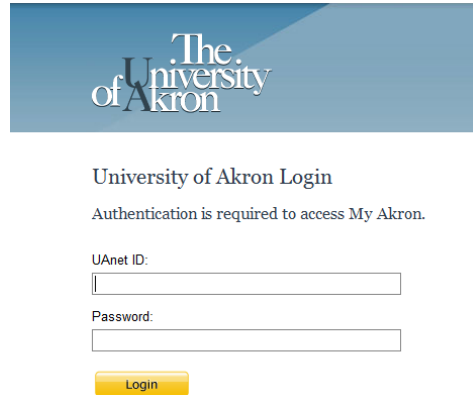
## Part A: View My Class Schedule

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**Instructions:**


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1. Log in to My Akron with your Uanet ID and password:



The University of Akron logo is displayed at the top. Below it, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "Uanet ID:" and "Password:". A yellow "Login" button is located below the password field.

- 
2. Click the “**My Experience**” tab.



The dashboard header features the University of Akron logo and the text "My Akron Experience". Below the header, the date and time "Mon, Oct 1, 2012 8:49 AM" are displayed. There are three tabs: "My Experience" (circled in black), "My Page", and "Faculty/Staff". Below the tabs, there is a "My Messages" section with a table of messages.

From	Subject	Status
ITS	<a href="#">Google Apps for students: New features</a>	Unread


**Instructions:**


3. Click on the “**Student Center**” link located in the left side of the page.

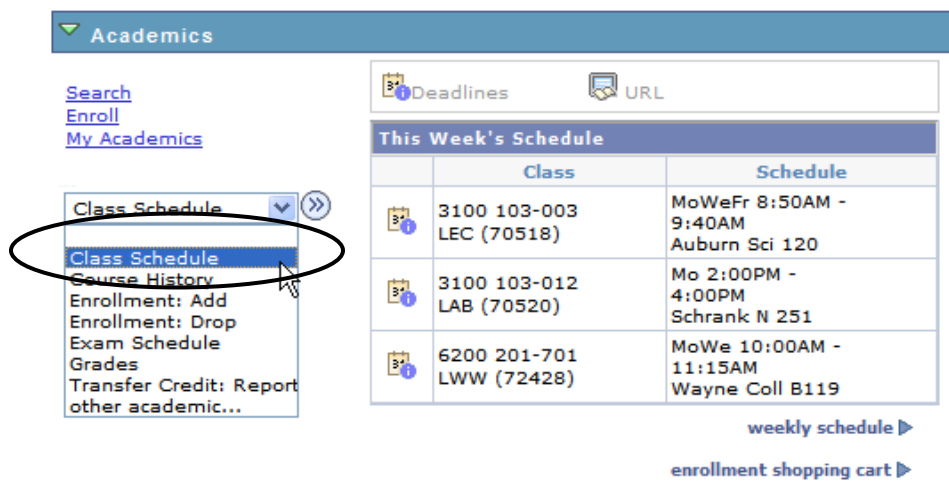


The screenshot shows the top navigation bar with the University of Akron logo and the text "My Akron Experience". Below the logo, the date and time "Mon, Oct 1, 2012 8:49 AM" are displayed. The navigation menu includes "My Experience", "My Page", and "Faculty/Staff". On the left side, there are icons for "Student Center" (circled), "Springboard", and "E-Mail". On the right side, there is a "Reminders" section with a list of items:




- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. Under the **Academics** heading click the drop down for “**other academic...**” and select **Class Schedule**. Click the  icon.

NOTE: You must click the  icon to navigate to the selected page.


**Nancy's Student Center**


The screenshot shows the "Academics" section of the Student Center. A dropdown menu is open, showing options: "Class Schedule", "Class Schedule", "Course History", "Enrollment: Add", "Enrollment: Drop", "Exam Schedule", "Grades", "Transfer Credit: Report", and "other academic...". The "Class Schedule" option is selected, and the arrow icon next to it is highlighted with a circle. Below the dropdown, there is a "This Week's Schedule" table with the following data:

	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

Below the table, there are links for "weekly schedule" and "enrollment shopping cart".

**Instructions:**

5. The class schedule for the selected term appears. Depending upon the number of classes, the scroll bars may need to be used to navigate through the schedule.
6. To print the schedule, click the **Printer Friendly Page** link at the bottom of the schedule.
7. To view or order your textbooks click the **View/Order Your Textbooks** link located at the bottom of the schedule.
8. Click the section number to view additional details for the class.
9. Clicking the deadlines icon  provides details of the deadline dates for the semester.
10. You can also view the schedule in a weekly format by clicking “**Weekly Calendar View**”.

Jane Doe go to ...

Search      Enroll      My Academics

my class schedule      add      drop      term information

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**My Class Schedule**


Select Display Option    List View    Weekly Calendar View


2008 Fall | Undergraduate | The University of Akron

Class Schedule Filter Options

Show Enrolled Classes

5540 126 - Fitness and Wellness						
Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
72164	<u>702</u>	Lecture	Th 8:00AM - 9:40AM	Wayne Coll A107	Melissa Jarvis	08/25/2008 - 12/07/2008

7100 233 - Foundation Life Drawing						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
77695	<u>800</u>	Laboratory	MoWe 6:05PM - 8:45PM	Folk Hall 180	Mary Stauffer	08/25/2008 - 12/07/2008

7100 243 - Introduction to Painting						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
77493	<u>002</u>	Laboratory	TuTh 1:10PM - 3:50PM	Folk Hall 175	Laura Vinnedge	08/25/2008 - 12/07/2008

[View/Order Your Textbooks](#)      [Printer Friendly Page](#)

**Instructions:**

11. The following is an example of the “printer friendly” view of the schedule. To print the page, click the **Printer Friendly Page** link at the bottom right of the page.
12. To return to the schedule click the **Return to My Class Schedule** link at the bottom of the page.

Jane Doe

2008 Fall &gt; Undergraduate &gt; The University of Akron

**5540 126 - Fitness and Wellness**

Status	Units	Grading	Grade
Enrolled	1.00	ABC/NC Grading	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
72164	702	Lecture	Th 8:00AM - 9:40AM	Wayne Coll A107	Melissa Jarvis	08/25/2008 - 12/07/2008

**7100 233 - Foundation Life Drawing**

Status	Units	Grading	Grade
Enrolled	3.00	ABC/NC Grading	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
77695	800	Laboratory	MoWe 6:05PM - 8:45PM	Folk Hall 180	Mary Stauffer	08/25/2008 - 12/07/2008

**7100 243 - Introduction to Painting**

Status	Units	Grading	Grade
Enrolled	3.00	ABC/NC Grading	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
77493	002	Laboratory	TuTh 1:10PM - 3:50PM	Folk Hall 175	Laura Vinnedge	08/25/2008 - 12/07/2008

[Return to My Class Schedule](#)


13. You can easily navigate to other areas of Self Service from the “My Class Schedule” page. Click the down arrow in the “**go to ...**” box to view a list of other self-service functions you can access.

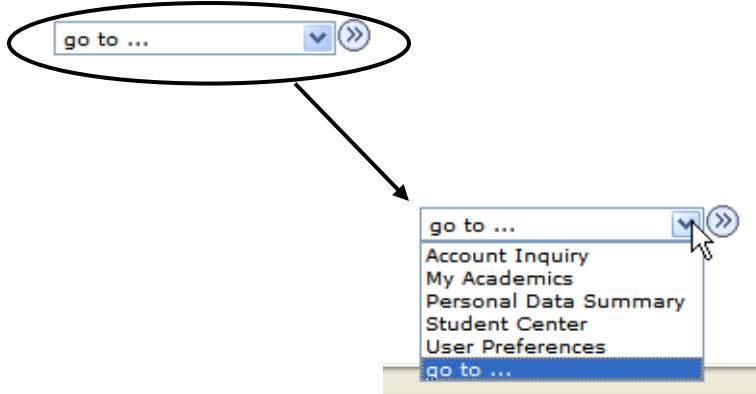
14. You can also use the links available to access other areas of self-service:

- **Search** takes you to the search for classes.
- **Enroll** takes you to the “Add Classes” page.



**Instructions:**

- **My Academics** takes you to a page where you can: View Advisors, View Transfer Credit History, or View Course History.
- **Add** allows you to search for classes (same as the **Enroll** link above).
- **Drop** takes you to the drop classes page.
- **Term Information** takes you to a page where you can: View Enrollment Dates, View Your Exam Schedule, or View Your Grades.

7100 243 - Introduction to Painting						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	ABC/NC Grading				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
77493	<a href="#">002</a>	Laboratory	TuTh 1:10PM - 3:50PM	Folk Hall 175	Laura Vinnedge	08/25/2008 - 12/07/2008

[View/Order Your Textbooks](#)
[Printer Friendly Page](#)
[Search](#) [Enroll](#) [My Academics](#)
[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)


15. You can easily change to a weekly view of the schedule by selecting the “**Weekly Calendar View**” option.

Jane Doe go to ...  

Search	Enroll	My Academics
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop</a>
<a href="#">term information</a>		

**My Class Schedule**

Select Display Option  List View  **Weekly Calendar View**

## Part B: View My Weekly Schedule

NOTE: You can easily switch the view from **list** to **weekly** by selecting the “*Weekly Calendar View*” option.

Jane Doe go to ...

Search Enroll My Academics

my class schedule || add || drop || term information

**My Class Schedule**

Select Display Option  List View  Weekly Calendar View

### Instructions:

1. Log in to My Akron with your Uanet ID and password:

The University of Akron

University of Akron Login  
Authentication is required to access My Akron.

Uanet ID:

Password:

2. Click the “**My Experience**” tab.

U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

**My Messages**

From	Subject	Status
ITS	<a href="#">Google Apps for students: New features</a>	Unread

**Instructions:**

3. Click on the “**Student Center**” link located in the left side of the page.

My Experience My Page Faculty/Staff

Mon, Oct 1, 2012 8:49 AM

Student Center

Springboard

E-Mail

Reminders

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. Click the **weekly schedule** link located under the “This Week’s Schedule” grid.

**Nancy's Student Center**

Academics

Search  
Enroll  
My Academics

other academic... ▾ >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

weekly schedule ▶

enrollment shopping cart ▶



**Instructions:**

5. The class schedule for the current week appears. Depending upon the number of classes, the scroll bars may need to be used to navigate through the schedule.

**NOTE:** Any TBA courses (with no meeting pattern set) will display at the bottom of the grid.

Select Display Option  List View  Weekly Calendar View

<< previous week      Week of 9/15/2008 - 9/21/2008      next week >>

Time	Monday Sep 15	Tuesday Sep 16	Wednesday Sep 17	Thursday Sep 18	Friday Sep 19	Saturday Sep 20	Sunday Sep 21
8:00AM				5540 126 - 702 Lecture 8:00AM - 9:40AM Wayne College A107			
9:00AM				5540 126 - 702 8:00AM - 9:40AM			
10:00AM							
11:00AM							
12:00PM							
1:00PM		7100 243 - 002 Laboratory 1:10PM - 3:50PM Folk Hall 175		7100 243 - 002 Laboratory 1:10PM - 3:50PM Folk Hall 175			
2:00PM		7100 243 - 002 1:10PM - 3:50PM		7100 243 - 002 1:10PM - 3:50PM			
3:00PM		7100 243 - 002 1:10PM - 3:50PM		7100 243 - 002 1:10PM - 3:50PM			
4:00PM							
5:00PM							
6:00PM							

Show Week of  Start Time  End Time

▼ Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday <input type="button" value="refresh calendar"/>
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

**Instructions:**


6. Pay close attention to the **Show Week Of** – the view is based upon this date. The date defaults to the current week. Therefore, if the current date is 8/19/2008 and you wish to view your Fall schedule (which begins 8/25/2008) you must change the date to 08/25/2008 in order to see your Fall 2008 schedule for that specific week. *Keep in mind, some classes do not run the entire semester so they will only appear on the schedule for a specific time frame.*

You may also change the **Start Time** and **End Time**. For example, if you are taking evening classes beginning at 6:00 PM, you might want to specify the **Start Time** as 6:00 PM since you will have no classes prior to that time.

After making any changes to the **Show Week Of**, **Start Time**, or **End Time**, click the **Refresh Calendar** button to refresh the view.

Select Display Option  List View  Weekly Calendar View

<< previous week      Week of 9/15/2008 - 9/21/2008      next week >>

Show Week of 09/19/2008  Start Time 8:00AM End Time 6:00PM

7. You can make some additional changes to the view using the options at the bottom of the calendar:

**Show AM/PM** – check this box to view the “AM/PM” designation.

**Show Class Title** – check this box to view the full class title in the schedule.

**Show Instructors** – check this box to view the instructor name for each class.

**Days of the week** – check each day of the week you wish to view the calendar for.

After making any changes to the **AM/PM**, **Class Title**, **instructor**, or **days of the week**, click the **Refresh Calendar** button to refresh the view.

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	<input type="button" value="refresh calendar"/>

**Instructions:**

8. If you wish to print the weekly schedule click the **Printer Friendly Page** link in the lower right of the page.

8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM	2780 106 - 002 Anat & Phys for Allied Hlth I Lecture 12:05PM - 12:55PM Polsky Building 427 Instructors: Kristine Kraft		2780 106 - 002 Anat & Phys for Allied Hlth I Lecture 12:05PM - 12:55PM Polsky Building 427 Instructors: Kristine Kraft		2780 106 - 002 Anat & Phys for Allied Hlth I Lecture 12:05PM - 12:55PM Polsky Building 427 Instructors: Kristine Kraft		
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							
11:00PM							

▼ Display Options

Show AM/PM     
 Monday     
 Thursday  
 Show Class Title     
 Tuesday     
 Friday     
 Sunday     
  
 Show Instructors     
 Wednesday     
 Saturday

[Printer Friendly Page](#)

**Instructions:**

9. You can easily navigate to other areas of Self Service from the “Weekly Class Schedule” page. Click the down arrow in the “go to ...” box to view a list of other self-service functions you can access.
10. You can also use the links available to access other areas of self-service:
  - **Search** takes you to the search for classes.
  - **Enroll** takes you to the “Add Classes” page.
  - **My Academics** takes you to a page where you can: View Advisors, View Transfer Credit History, or View Course History.
  - **My Class Schedule** displays the schedule in list format.
  - **Add** allows you to search for classes (same as the Enroll link above).
  - **Drop** takes you to the drop classes page.
  - **Term Information** takes you to a page where you can: View Enrollment Dates, View Your Exam Schedule, or View Your Grades.

<< previous week
Week of 9/15/2008 - 9/21/2008
next week >>

Show Week of	09/19/2008 <span style="font-size: small;">(3)</span>	Start Time	8:00AM	End Time	6:00PM	<a href="#">refresh calendar</a>
Time	Monday Sep 15	Tuesday Sep 16	Wednesday Sep 17	Thursday Sep 18	Friday Sep 19	
8:00AM				5540 126 - 702 Lecture 8:00AM - 9:40AM Wayne College A107		
9:00AM				5540 126 - 702 8:00AM - 9:40AM		
10:00AM						
11:00AM						
12:00PM						
1:00PM		7100 243 - 002 Laboratory 1:10PM - 3:50PM Folk Hall 175		7100 243 - 002 Laboratory 1:10PM - 3:50PM Folk Hall 175		
2:00PM		7100 243 - 002 1:10PM - 3:50PM		7100 243 - 002 1:10PM - 3:50PM		
3:00PM		7100 243 - 002 1:10PM - 3:50PM		7100 243 - 002 1:10PM - 3:50PM		
4:00PM						
5:00PM						
6:00PM						

**Display Options**

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Sunday
<input type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday	<a href="#">refresh calendar</a>

[Search](#) [Enroll](#) [My Academics](#)  
[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ... ⌵ ⌵

go to ... ⌵ ⌵

Account Inquiry

My Academics

Personal Data Summary

Student Center

User Preferences

go to ...

**Instructions:**

11. You can also change the view to a list format by selecting the “**List View**” option.

Jane Doe go to ...

Search	Enroll	My Academics	
my class schedule	add	drop	term information

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**My Class Schedule**

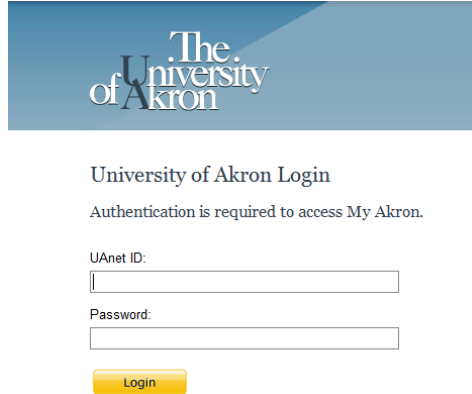
Select Display Option  **List View**  Weekly Calendar View ☞

<< previous week      Week of 9/22/2008 - 9/28/2008      next week >>

### Part C: View My Exam Schedule

**Instructions:**

1. Log in to **My Akron** with your Uanet ID and password:



2. Click the "My Experience" tab.



**Instructions:**

3. Click on the "**Student Center**" link located in the left side of the page.

U My Akron Experience

Mon, Oct 1, 2012 8:49 AM

My Experience My Page Faculty/Staff

[Student Center](#)


[Springboard](#)


[E-Mail](#)

Reminders

- Majors Mosaic
- Learn About UA Programs at Majors Mosaic
- Attend events for Homecoming Week, October 1-7th
- Be sure to complete the MAP-Works Fall survey by October 7
- US-China Relations in an Election Year
- Participate in National Depression Screening Day

**Instructions:**


4. From the **Student Center** you can easily navigate to your academic, financial, and personal information. Under the **Academics** heading click the drop down for “**other academic...**” and select **Exam Schedule**. Click the  icon.

NOTE: You must click the  icon to navigate to the selected page.



**Nancy's Student Center**

Academics




[Search](#)  
[Enroll](#)  
[My Academics](#)

other academic... 

- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Exam Schedule**
- Grades
- Transfer Credit: Report
- other academic...

Deadlines  URL 

**This Week's Schedule**

	Class	Schedule
	3100 103-003 LEC (70518)	MoWeFr 8:50AM - 9:40AM Auburn Sci 120
	3100 103-012 LAB (70520)	Mo 2:00PM - 4:00PM Schrank N 251
	6200 201-701 LWW (72428)	MoWe 10:00AM - 11:15AM Wayne Coll B119

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

5. The exam schedule for the selected term appears. If you wish to print the exam schedule use the **Printer Friendly Page** link in the lower right.

NOTE: If a course is **not** listed, please contact your instructor for the final exam information.

**My Exam Schedule**

Select Display Option  List View  Weekly Calendar View

2008 Fall | The University of Akron

Class	Description	Exam Type	Exam Date	Schedule	Room
3100 103-003 (70518)	Natural Science: Biology (Lecture)	Final	12/12/2008	10:00AM - 11:55AM	Auburn Sci 120



**Instructions:**

6. Use the links at the bottom of the page to navigate.

**Return to Academics** will return to the Academics self-service page.

**Select a Different Term** will allow you to view the exam schedule for a different term.

	Section	Component	Description	Exam Date	Start/End Time	Exam Type
7400 201	431	Lecture	Courtship, Marr & Fam Relation			
			Exam Schedule: TBA			

	Section	Component	Description	Exam Date	Start/End Time	Exam Type
6500 221	402	Lecture	Quant Business Analysis I			
			Exam Schedule: TBA			

[Return to Academics](#)   [Select a Different Term](#)

Use the links provided to navigate – do **NOT** use the browser's **Back** button to navigate!

For questions regarding registration and enrollment, please e-mail the Registrar's Office at:

[registrar@uakron.edu](mailto:registrar@uakron.edu)