How to View the Course Schedule

Log into MySam > Campus Resources Tab > Banner Self Service

Select the Faculty and Advisors link
Select either the Expanded or Collapsed Schedule of Classes option.

**Faculty and Advisors**

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Class List (with photos)
- Banner XE Class List with Photos
- Final Grade Entry
- Banner XE - Grade Entry
- Look Up Classes
- Advisor Menu
  - View a student’s transcript; View a student’s grades; Display your security setup.
- Active Assignments
- Assignment History
- Office Hours
- Advisee Grade Summary
- Faculty Grade Summary

**Schedule of Classes (Expanded)**

Looking for classes? In this section you can browse classes you find interesting.

The Spring 2021 tentative course schedule is subject to change.

**Schedule of Classes (Collapsed)**

Look up basic course information like subject, course and description.

The Spring 2021 tentative course schedule is subject to change.
Expanded View

- Select the desired term
- Click continue
You can search for courses by the Subject, Course Number, and/or Keyword:
- The schedule will show all courses for the subjects that you have searched

- By clicking on the column icon, you can customize what fields are viewed
• In the event you are only wanting to look at enrollment counts and/or course information, you can condense the amount of information that is shown on the screen by deselecting the fields you wish to remove
  o To bring the information back, simply recheck the option in the columns field

• The number of classes shown at one time can be expanded up to 50 courses

• Additional search options are included with the Advanced Search
• The Advanced Search feature works similarly to the Search feature, with additional search options
As with before you can enter multiple search parameters

- For this example, we are searching for all Undergraduate level courses in the Humanities and Social Sciences College, that fall under the English Department
- Note: Any search parameter may be used, you do not have to enter a subject
Collapsed View

- Note: The Collapsed View Schedule of Classes is pulling catalog and current course information
  - There may be courses that are “viewable”, but no sections built
- Select the desired term
- Click continue
• Just like the expanded view, you can search for courses by the Subject, Course Number, and/or Keyword:

![Search Criteria](image)

- Since the collapsed view shows catalog information as well as current course information, you have some different options
  - There is now a view sections button that will show all sections for that course number
  - Once again, you can adjust the columns viewed, and the amount of courses shown at one time

![Course Listings](image)
Selecting the view sections option of a course that has sections built for the selected term will give you the course information.

This schedule view will show all the same information as the Expanded View.

- You can adjust the columns viewed, and the amount of courses shown at one time.
• Again, the Advanced Search feature will provide additional search options to find the data that you are looking for.

Conclusion

The best option to use for viewing the schedule is the Schedule of Classes (Expanded) view. This will contain all course information for courses that are built for the selected term. If you are wanting to view additional catalog information the Schedule of Classes (Collapsed) view will provide additional course information from a catalog point of view, but may be a bit more difficult to read.
FAQ

How can I easily review course capacities?

To review course capacities, expand the status column and remove other columns to make the data more concise. Please note, the terminology used is seats remaining instead of how many students are registered.