

# Viewing a Student's Class Schedule, Contact Information, and Holds

This article covers how faculty can view the Student Center of a student enrolled in one of their classes. The Student Center will show the student's class schedule, contact information, and holds (also referred to as service indicators).

# 1. Log in to your Faculty Center.

View instructions on accessing the faculty center.

## 2. Click on My Schedule.

You can click on other options that lead to the Faculty Center such as Class Roster or Grade Roster as well.

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	My Schedule	Faculty Dashboard	Class Roster
	<b>•</b>		



### 3. Click Advisor Center.

Faculty Homepage				My Schedule
Professor Tuffy				
Faculty Center	<u>A</u> dvisor Center	Sea <u>r</u> ch	Learning Management	
My Schedule   Class Ro	ster   <u>G</u> rade Roster			
My Schedule				

#### 4. Click View Data for Other Students.

Eaculty Center My Advisees   S	Advisor Center   Search   Learning Management Student Center   General Info   Transfer Credit   Academics
My Advisees	
G	To view student information for a specific student, click the "View Data For Other Students" button
(	To view student information for a specific student, click the "View Data For Other Students" button.



# 5. Enter search criteria to look up a student. Then click Search.

Find an Existing	g Value			
Search Crite	ria			
ID begin	s with 🗸 8000000	00	Q	
Campus ID begin	s with 🗸			
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Last Name begin	s with 🗸		-	
First Name begin	s with 🗸			
Case Sensitiv	e			

- A. Enter search criteria. You can enter their CWID in the ID field and/or enter their name in Last Name or First Name.
- B. Click **Search**.

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#### 6. You are now viewing the student's Student Center. Click Return to Search to go back.

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My Advisees   Student Center   General Info	Transfer	Credit   Agademics		
Advisee Student Center				
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Academics				✓ Holds
My Class Schedule	🔁 Dea	dlines 🛛 😡 URL		Registrar Services
Shopping Cart	This Week's Schedule		C Written Comm Plcmnt Catego	
TITAN Scheduler	Class Schedule		Math/QR Placement Categ	
Final Exam Schedule	1	EGME 304-01 DIS (13507)	MoWe 11:30AM - 12:45PM WEB Fully Online Instruction	Details
			TuTh 10:00AM -	To Do List
	B	MATH 250A-04 DIS (19212)	11:50AM MH 442 - Lecture Room	No To Do's.
	8	PHIL 100-05 LEC (16703)	TuTh 2:30PM - 3:45PM EC 032 - Lecture Room	
	1	PHYS 226-01 LEC (18428)	MoWeFr 9:00AM - 9:50AM WEB Fully Online Instruction	
	8	PHYS 226L-06 LAB (19096)	We 3:00PM - 5:50PM MH 606 - Teaching Lab	
			Weekly Schedule	
_				
Personal Information				
Demographic Data B Contact Inform	ation			
Emergency Contact Home Address 12345 Main Str Fullerton, CA 9	reet 2869	Mailing Address 12345 Main Street Fullerton, CA 92869		
Home Phone No None	umber	Student Email Address None		

- A. Click **My Class Schedule** to see the student's class schedule.
- B. Find the student's contact information in the Personal Information.
- C. Holds will show you any holds currently on the student's account.
- D. Click **Return to Search** to look up another student.

#### **Need More Help?**

Contact the IT Help Desk at <u>helpdesk@fullerton.edu</u> or 657-278-7777 for additional assistance.