

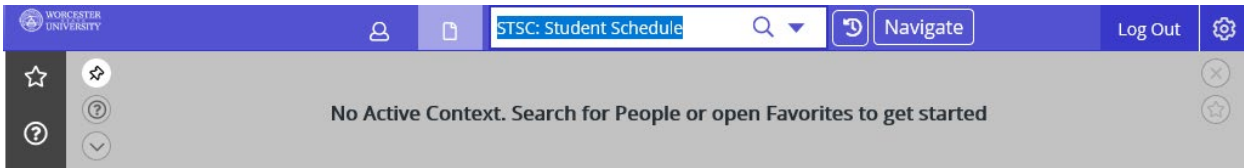
## STSC- VIEW A STUDENT'S CLASS SCHEDULE

### IMPORTANT NOTE REGARDING FERPA GUIDELINES:

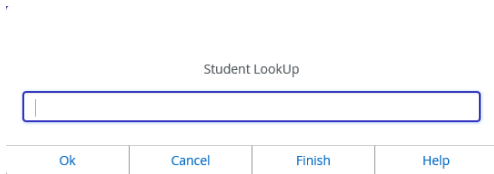
Only designated agents of Worcester State University (i.e. department faculty members, chairs, administrative assistants) are authorized to obtain a student's schedule or location in order to perform their official WSU duties.

ANYONE ELSE REQUESTING A STUDENT SCHEDULE OR LOCATION MUST BE SENT TO THE WORCESTER STATE UNIVERSITY POLICE DEPARTMENT (508-929-8911 or 508-929-8044 for emergencies, Wasylean Hall).

1. Type STSC in the Search box, and click <Enter>.

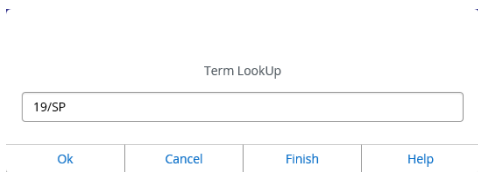


The Student LookUp dialog displays

A screenshot of the 'Student LookUp' dialog box. It features a title bar with the text 'Student LookUp'. Below the title bar is a large, empty text input field. At the bottom of the dialog, there are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'.

2. Enter a student's 7-digit ID and press <Enter> OR perform a name search to locate the correct student.

3. Term LookUp displays:

A screenshot of the 'Term LookUp' dialog box. It features a title bar with the text 'Term LookUp'. Below the title bar is a text input field containing the text '19/SP'. At the bottom of the dialog, there are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'.

4. Type the term for the schedule you wish to view (i.e. 19/FA, 19/SP, 19/S1). Then, click OK.

The student's schedule for the specified semester displays.

5. Click the Cancel button when finished viewing the current schedule, followed by Cancel when the "Cancel record or Return to editing" Alert displays. Click Cancel to close the form