

# How to view and understand your schedule

- Go to MyView select **Student Center** in the body of the page. In your Student Center under **Academics** you can see your current semester schedule. Here you can change the default view by clicking on **Weekly Schedule** (see red arrow).

The screenshot shows the 'Academics' section with a sidebar menu on the left containing links like 'Grades', 'Search', 'Plan', 'Enroll', etc. The main content area has a 'Deadlines' and 'URL' search bar. Below it is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table contains one row: HIST 3199-001 INT (15208) with 'Online' in the schedule column. A red arrow points from the 'Weekly Schedule' link below the table to the right.

- Select **List View** to see course details.

The screenshot shows the 'My Class Schedule' header. Below it, there are two radio buttons for 'Select Display Option': 'List View' (which is selected and has a blue arrow pointing to it) and 'Weekly Calendar View'.

- While viewing your schedule, click on the Section link to open details about your course.

ACCTNG 5465 - Principles of Info Security						
Status	Units	Grading	Grade	Deadlines		
Dropped	3.00	Graded		[B+]		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
15413	001	Internet		Online		08/24/2020 - 12/19/2020

Pay careful attention to the course details in MyView. Check all the details including Instruction Mode, Days, Times and Location to understand how your classes will be taught.

**Instruction Mode** – see definitions, descriptions and example screens below-

The screenshot shows the course details for 'ACCTNG 5465 - 001 Principles of Information Security'. A yellow arrow points to the 'Instruction Mode' field, which is highlighted in yellow and shows '100% Online (OL)'. Other fields include Status (Open), Class Number (15413), Session (Regular Academic Session), Units (3 units), Career (Graduate), Dates (8/24/2020 - 12/19/2020), Grading (Graded), Location (ONLINE), and Campus (Main UMSL Campus). Below this is a 'Meeting Information' table with columns for Days & Times, Room, Instructor, and Meeting Dates. The table shows two rows: 'TBA' with 'Online' room and 'Mo 1:00PM - 3:00PM' with 'Online' room, both with meeting dates from 08/24/2020 to 12/19/2020.

- **Distance Learning (DL)** Off campus directed by a faculty member with one or more students.
- **Partially On Line: (PO)** A course where most or all (75%-99%) of the content is delivered online. Typically these sections have little face-to-face meetings, but there may be an orientation or in-person exams, etc.
- **In Person/Traditional (P)** Course taught in a traditional classroom setting. No online technology used. Content is delivered in writing or orally. There may be a video of the class that is used during the initial delivery and viewed later. A physical location will be listed. Social distancing guidelines will be followed. Many courses will be moved to larger rooms to accommodate social distancing within the classroom.
- **On-Line (OL)** A course that 100 % of the content is delivered online with no in-person face-to-face meetings.

**~There are two types of 100% online classes~**

**1.** Attend virtually at the day and time the class is taught. Also referred to as Synchronous learning. Consult the course schedule for specific meeting times when you need to be online.

**OR**

**2.** No designated class meeting times are scheduled. Also referred to as Asynchronous learning. Days & Times are listed as **TBA** or **ARR**. Complete the online materials as outlined in the class syllabus.


**NOTE:** When "**Arranged**" or "**TBA**" is listed as "**Days**" (in Schedule Planner) and for "Days & Times" (in MyView), students are not expected to log in or Zoom at a designated time. Students will complete the online materials as outlined in the class syllabus.

▼ COMM 1030 - Interpersonal Communication I (MOTR COMM 120)						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12184	003-INT Regular	TBA	Online		08/24/2020 - 12/19/2020	●

Attributes: All-digital class materials at significant savings, Class participants are online anytime, Freshman or Sophomore Level, College of Arts & Sciences, Add'l fee: Arts and Sciences Supp Fee-\$10.85/crhr, Communication Skill, CORE: Communication Proficiency, EXPLORE: Social Sciences, This is either an online or evening section., MOTR COMM 120: Interpersonal Communication

Instruction Mode: 100% Online (OL)  
 Seats Remaining: 1  
 Location: ONLINE  
 Units: 3 units

- **Blended class (BL)** Defined as having between 30 percent and 74 percent of the course content delivered online. The portions of the class taught in-person will have a physical location listed.
- Two examples of blended options –**
- ✓ **Lecture/discussion group:** Lectures for the whole class are online. Smaller discussion sections are in person.
  - ✓ **Class Splits:** Part of the class attends in person on one day, while the rest take that day online, and then rotate due to the nature of a course, (such as LABS), and the size of the required room.

 **NOTE: For Blended courses** be sure to scroll through all the lines of your schedule to see meeting dates/times and the notation for Online for the same course.

Favorites | Main Menu > Self Service > Enrollment > My Class Schedule

Grades | Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Edit | Shopping Cart | Term Information


### My Class Schedule

Select Display Option  List View  Weekly Calendar View

2020 Fall Semester | Graduate | Univ of Missouri - St. Louis Change Term

Class Schedule Filter Options

Show Enrolled Classes



Show Dropped Classes 


Show Waitlisted Classes


Unselect "Show Dropped Classes" to remove them from the view.

Filter

ACCTNG 4402 - Fin Acctg & Reporting IV						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
12054	<u>001</u>	Lecture	We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		08/26/2020 - 08/26/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		09/09/2020 - 09/09/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		09/23/2020 - 09/23/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		10/14/2020 - 10/14/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		10/28/2020 - 10/28/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		11/11/2020 - 11/11/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		12/02/2020 - 12/02/2020
			We 6:00PM - 8:30PM	Anheuser-Busch Hall - 00002		12/16/2020 - 12/16/2020
				Online		08/24/2020 - 12/19/2020

Indicates that all other class meetings are online.  

 Dates course meets

 Class start & end dates.

**Days & Times** (please refer to examples shown)

**Day(s) of week & specific time:** If a class is meeting face to face on campus, the room location, (Building and room number), day of the week, time of day, and any specific meeting dates will be noted. If the class is meeting virtually via Zoom, the location or "room" is listed as ONLINE. Students are expected to log in and participate on the days/times listed. (This is known as synchronous learning).

**Arranged:** When "Arranged" or "TBA" is listed as "Days" (in Schedule Planner) and for "Days & Times" (in MyView), students are not expected to log in or Zoom at a designated time. Students will complete the online materials as outlined in the class syllabus.

Labs: Pay close attention to instruction mode

Check your schedule carefully. If you have a course with a lab, the lab will be listed separately from the lecture.

An example of this is a **BIOL** or **CHEM** course.

If two identical lab dates and times are listed, it means that your class is likely being divided into two groups for labs. Check with your instructor about your on-campus lab dates and in person meeting format.

**Lab Schedule Example for a Blended Course**

BIOL 1141 - Human Physiology and Anatomy II						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12884	001-LEC Regular	Mo 11:00AM - 12:15PM	Lucas Hall -00200	[Instructor]	09/21/2020 - 09/21/2020	●
		We 11:00AM - 12:15PM	Lucas Hall -00200		10/07/2020 - 10/07/2020	
		We 11:00AM - 12:15PM	Lucas Hall -00200		10/28/2020 - 10/28/2020	
		Mo 11:00AM - 12:15PM	Lucas Hall -00200		11/16/2020 - 11/16/2020	
		Mo 11:00AM - 12:15PM	Lucas Hall -00200		12/14/2020 - 12/14/2020	
		TBA	Lucas Hall -00200		08/24/2020 - 12/19/2020	
			Online			
<p>Attributes: All-digital class materials at significant cost. Add'l fee: Arts and Sciences \$26.60/crhr, EXPLORE: Math &amp; Life/Int'l Knowledge            Instruction Mode: 30-74% Online            Seats Remaining: 16            Location: On-Campus            Units: 4 units</p>						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
12885	010-LAB Regular	We 9:00AM - 10:50AM	Learning Building 413	[Instructor]	08/24/2020 - 12/19/2020	●
		We 9:00AM - 10:50AM	Science Learning Building 414		08/24/2020 - 12/19/2020	

**Important!** If two identical lab days/times are listed, your class is being divided into two groups for labs. Check with the instructor for your on campus lab dates

**Class Notes** are found at the bottom of the Course Details screen. These can contain pertinent additional information about your course such as fees, and meeting days and times, as shown in the example below:

Class Availability				
Combined Section Capacity	85			
Enrollment Total	82			
Available Seats	3			
Wait List Capacity	99			
Wait List Total	4			
Combined Section				
View Details	Description	Status	Enrl Tot	Wait Tot
INFSYS 3848-001 INT (11634)	Intro to Info Security	● Closed	62	4
INFSYS 6828-001 INT (11635)	Principles of InfoSec	● Open	12	0
ACCTNG 5465-001 INT (11413)	Principles of Info Security	● Open		
Class Notes				
Additional Fee - Graduate Supplemental Business Fee applies. See Cashiers website for details. <a href="http://www.umsl.edu/cashiers/tuition-fees/rates.html">www.umsl.edu/cashiers/tuition-fees/rates.html</a> Fall 19 / Spring 20 / Summer 20 amount \$119.60/credit hour Fall 20 / Spring 21 / Summer 21 amount \$122.40/credit hour For more information: <a href="http://umsl.edu/go/ORS">http://umsl.edu/go/ORS</a> Same as INFSYS 6828 and INFSYS 3848. Class will meet with INFSYS 3848 and 6828 every Monday from 1:00-3:00pm for class project discussions via zoom				

Don't miss this important information!