

Quick Guide to Course Schedule

To access the course schedule on Gateway:

1. Select the **My Education** option found in **Academics** (on upper left-hand corner).
2. Under the “*Enrollment Essentials*” section, select “**Step 2: Check course offerings -> Course Schedule**” option.
3. Enter the desired term.

Use the following tips for the “Class Schedule Search”:

- Use one or more search criteria to find the desired course(s).
- Note: *You must choose at least one subject.* To choose more than one subject area, use the Ctrl key and select the other subject area of courses you would like to view.

This can also be done for the other search criteria (Ex: Instructor) that offer more than one option.

- Select the course level (ex: “**Undergraduate**”)
- Once you have chosen the search criteria for the desired course(s), select the “Class Search” button at the bottom to obtain the list of course offerings:

The screenshot shows a search form with the following fields and values:

- Subject:** Accounting (selected)
- Course Number:** [Empty]
- Title:** [Empty]
- Schedule Type:** All (selected)
- Instructional Method:** All (selected)
- Credit Range:** [Empty] hours to [Empty] hours
- Campus:** All (selected)
- Course Level:** Undergraduate (selected)
- Part of Term:** All (selected)
- Instructor:** All (selected)
- Session:** All (selected)
- Attribute Type:** All (selected)
- Start Time:** Hour: 00, Minute: 00, am/pm: am
- End Time:** Hour: 00, Minute: 00, am/pm: am
- Days:** Mon Tue Wed Thur Fri Sat Sun

Buttons at the bottom:

Search results →

The following displays class search results for two *Accounting* courses being offered:

Note the course title and number, CRN, meeting and faculty information.

Class Schedule Listing

Sections Found

Introduction to Accounting I - 30270 - AC 2310 - 81

Associated Term: Fall 2011
 Registration Dates: Mar 28, 2011 to Aug 22, 2011
 Levels: Undergraduate
 Instructors: Patricia A. Britton (P)

Main Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	6:00 pm - 8:45 pm	MW	Albert B Alkek Business Bldg 108 Aug 16, 2011 - Oct 05, 2011	Lecture	Patricia A. Britton (P)

Introduction to Accounting I - 30272 - AC 2310 - AN

Associated Term: Fall 2011
 Registration Dates: Mar 28, 2011 to Aug 22, 2011
 Levels: Undergraduate
 Instructors: Suzanne D. Oliva (P)

Main Campus
 Lecture Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	9:20 am - 10:35 am	MW	Albert B Alkek Business Bldg 108 Aug 16, 2011 - Dec 09, 2011	Lecture	Suzanne D. Oliva (P)