Using the My Classes app

Overview

Here you will find instructions on how to view your class schedule using the MyClasses app in MyU WF. MyClasses includes access to your Class Schedule, Detailed Course Information (including location), Syllabus (if available), eLearning (if available), Textbooks (if available), access to register a clicker, viewing the final exam schedule, and waitlist status.

The MyClasses app may be accessed from your mobile device, as well as your personal computer.

Students may also view their schedule via the Registration Menu app in MyUWF.

Instructions

Step 1

Access the My Classes app via MyUWF.

Mobile Device

A list of courses will be displayed per term for each term in which you are enrolled, and one term in the past. Tap on a course to display the course details. The course list can be refreshed by clicking the refresh icon above the course listing.

Course Listing View
Course Detail View
80358 CHM1020 Concepts in Chemistry

Semester: Fall 2014
Hours: (3 hours)
Status: Registered (Staff)

Meeting time #1

Bldg/Rm: 79/178
Campus: Main (Pensacola)

TR 4:00 PM - 5:15 PM
Period: 08/25 - 12/13
Instructor: Laura Burnham
Desktop

A list of courses will be displayed per term for each term in which you are enrolled, and one term in the past. The course list can be refreshed by clicking the refresh icon above the course listing. Click Details to expand the row and show course details. Click the print icon in the upper-right corner for a printer-friendly version.

Course Listing View
### Course Detail View

#### My Classes

**Spring 2015**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11209</td>
<td>GE32303 Bus Eth &amp; Stake Mgt (3 hours)</td>
<td>William Carper</td>
<td>3</td>
<td>01/06/15</td>
<td>05/02/15</td>
<td>Registered</td>
<td>Main (Penrose)</td>
</tr>
<tr>
<td>10496</td>
<td>GE32301 International Bus (2 hours)</td>
<td>William Huh</td>
<td>2</td>
<td>01/06/15</td>
<td>05/02/15</td>
<td>Registered</td>
<td>Online Campus</td>
</tr>
<tr>
<td>10241</td>
<td>FN20304 Personal Financial Planning (3 hours)</td>
<td>Doug Waggle</td>
<td>3</td>
<td>01/06/15</td>
<td>05/02/15</td>
<td>Registered</td>
<td>Main (Penrose)</td>
</tr>
<tr>
<td>10218</td>
<td>AG32111 Advanced Financial Acct II (2 hours)</td>
<td>Joseph Donald</td>
<td>2</td>
<td>01/06/15</td>
<td>05/02/15</td>
<td>Registered</td>
<td>Main (Penrose)</td>
</tr>
</tbody>
</table>

- **Download Syllabus**
- **View Final Exam Schedule**
- **Get Directions**

### Term Actions

The following options are available from **Term Actions**:

- Register a clicker
- View final exam schedule
- Purchase textbooks - Displays a bookstore shopping cart with the textbooks for all the courses in which you are registered for the term.

- View Fees By Course - Displays the cost by course for the term in the Course Fees app.

- Print course schedule - Only available from the desktop version. Displays a printer-friendly version.

- Refresh course list - If you recently added or dropped a course, click the Refresh icon to update the course list.

Course Information

The following information is available for each course:

- Course meeting time(s) and campus. A course may have multiple meeting times.

- Credit hours received for successful completion
- Course start and end date
- Part of term the course is in
- View and email the instructor(s) (if an instructor has been assigned),
- Attendance indicator displaying whether you have been marked off for the course attendance census.

- Current enrollment status and the method used to determine enrollment (staff, web, etc.).

Course Details: Syllabus, eLearning, Textbooks

The following information is available in the Details section:

- Syllabus - This link will be disabled and read "No Syllabus" if the instructor has not yet uploaded a syllabus.

- eLearning
  - For courses prior to Fall 2018: If the course is an eLearning course, but hasn't started yet you will see "Not Available in eLearning". If the course is not an
eLearning course you will see “Not an eLearning Course”. Lastly, if the course is an eLearning course and it has started you will see “Available in eLearning”.

- For courses on or after Fall 2018: If the course is an eLearning course, but hasn't started yet you will see “Available in eLearning on {course start date}”. If the course is not an eLearning course you will see “Not an eLearning Course”. Lastly, if the course is an eLearning course and it has started you will see “Available in eLearning”.

- Textbook Info- Displays a bookstore shopping cart with the textbooks for the specific course.

- Map displaying the course location. The mobile map is static; the desktop map is interactive.

- Get Directions- Links to Google maps to give you directions to the class.

- Course meeting time(s). If there are multiple meet times, they will be indicated by the headings Meeting Time #1, Meeting Time #2, etc.

**Waitlist Status**

If you have signed up to be on the waitlist for a course, this will be shown at the top of the semester course list in blue. The course listing will show your spot in line as well. View instructions on using waitlists.

If a spot opens up for you and you need to register for the course, the notification will appear at the top of the page outside of the normal semester lists. It will display a countdown letting you know how much time you have left to register for the course before the spot goes to someone else. You will need to follow the instructions in the notification email in order to register for this course.
ITS Help Desk

(850) 474-2075
helpdesk@uwf.edu