



HUB: Viewing Your Schedule

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to view and print your schedule in a variety of different schedule views.

When you first log into the HUB Student Center, you should see your schedule under the Academics area. However, there are times that you may want to view your schedule differently, or even print it out.

This example shows this student is enrolled for 5 classes. Take notice of the class offered Wednesday night at 7:00 PM – 9:00 PM.

To see a different view of your schedule, click on the link “weekly schedule”. Once that link is clicked, you will receive the following weekly schedule view of your schedule.

The screenshot shows the 'Academics' section of the HUB interface. It includes navigation links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. Below these is a dropdown menu currently set to 'other academic...'. The main content area displays the 'Spring 2015 Schedule' as a table with two columns: 'Class' and 'Schedule'. The table lists five classes with their respective IDs and meeting times. A red box highlights a 'weekly schedule' link at the bottom right of the table.

Class	Schedule
APY 248LEC-DUG LEC (23722)	MoWeFr 12:00PM - 12:50PM Filmor 170
NTR 108LEC-C LEC (17535)	MoWe 6:00PM - 7:15PM Dfn 146
PSY 207LLB-A LEC (10671)	TuTh 12:30PM - 1:50PM Nsc 201
PSY 207LLB-A4 LAB (18364)	Th 3:30PM - 4:20PM Obrian 112
PSY 331LEC-000 LEC (17393)	MoWeFr 10:00AM - 10:50AM Knox 110

1 On the bottom of the page you can customize the view of your weekly calendar by determining if you want the title, the time, the instructor name, or any combination of those. Further, you can show every day of the week, or only certain days. When you're done customizing your weekly calendar view, click the "refresh calendar" button.

2 Once you've completed customizing your weekly calendar view, you can print out your schedule by clicking the link "Printer Friendly Page" located at the bottom of the page. This will give you a printer friendly view that you can then print from your browser tool bar menu.

The screenshot shows a web interface titled "My Class Schedule". At the top, there are navigation buttons: "<< previous week", "Week of 1/26/2015 - 2/1/2015", and "next week >>". Below this is a "Show Week of" field with the date "01/26/2015", "Start Time" "8:00AM", "End Time" "10:00PM", and a "refresh calendar" button. The main part of the interface is a grid with "Time" on the vertical axis (from 8:00AM to 9:00PM) and days of the week on the horizontal axis (Monday Jan 26 to Sunday Feb 1). The grid contains several class entries in green boxes, such as "PSY 331LEC - 000 Lecture" and "NTR 108LEC - C Lecture". At the bottom of the grid, there is a "Display Options" menu with checkboxes for "Show AM/PM", "Show Class Title", "Show Instructors", and days of the week (Monday through Sunday). A "refresh calendar" button is also present in this menu. A "CANCEL" button is located below the menu. A red box highlights the "Display Options" menu, and a red box highlights the "Printer Friendly Page" link at the bottom right of the page.

If you are taking online courses they will show up on the initial schedule within the Academics area as Arr. They will now show up on the weekly calendar unless they have a date and time to meet.

This concludes this tutorial.