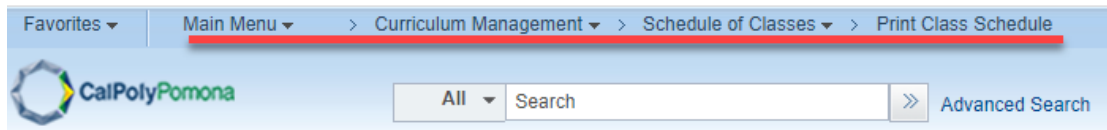1. Navigate to Print Class Schedule
2. Run Control ID
   a. Click on the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Class Schedule' proceed to 'D'
   b. If you do have a run control ID, select search and continue to number 3
   c. Note: You may use the same Run Control ID to print the class schedule for different terms, sessions, academic organization, subject areas, and class nbr.
   d. Click on 'Add a New Value' tab/link and enter a Run Control ID. A Run Control ID cannot have any spaces; an underscore should be used in place of a space. Click on the Add button after you have entered a Run Control ID.

Favorites ▾   Main Menu ▾   >   Curriculum Management ▾   >   Schedule of Classes ▾   >   Print Class Schedule

CalPolyPomona   All ▾ | Search | ≫ | Advanced Search

Print Class Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Run Control ID [begins with ▾] [   ]
☐ Case Sensitive

[Search]   [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

3. Report Criteria
    a. Required Fields: Term, Academic Organization node, Session, Schedule print, Print Instructor in Schedule
    b. Select which class status(s) you would like to see on the report
    c. Select other information you would like to see on the report in the 'Report Options'
    d. Once all options have been selected, save and run.

4. When you select run it will take you to the Process Scheduler Request window
   a. Server name: PSUNX
   b. Type: Web
   c. Format: PDF
   d. Ok

5. When you select ok will take you back to the Print Class Schedule page, but it will now have generated a Process Monitor number
   a. Select Process Monitor

6. It will then take you to the View Process Request For page
   a. Click on the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows Posted"
   b. Click on the Details link to view report processing details

7. Select View Log/Trace

8. Select the link ending PDF

9. Your report will look similar to the sample below

Cal Poly Pomona
Schedule of Classes for Fall Semester 2022
Regular Academic Session

Page No. 1 of 11
Run Date: 03/25/2022
Run Time: 12:49:40

Letters, Arts, & Social Sci - History - Subject: History

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
HST	1100	01	71621	The Study and Pract of Hst	Lecture (Face-to-Face)	3	

Bldg: 5 **Room:** 143 **Days:** MW **Time:** 16:00 - 17:15 **Instructor:** Lewis,Daniel K

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0

| HST | 1101 | 01 | 70218 | World Civilizations to 1500 | Lecture (Face-to-Face) | 3 | |

Bldg: 9 **Room:** 283 **Days:** TuTh **Time:** 08:30 - 09:45 **Instructor:** Staff

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0

| HST | 1101 | 03 | 70221 | World Civilizations to 1500 | Lecture (Face-to-Face) | 3 | |

Bldg: 5 **Room:** 124 **Days:** TuTh **Time:** 17:30 - 18:45 **Instructor:** Staff

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0

| HST | 1101 | 04 | 70472 | World Civilizations to 1500 | Lecture (Face-to-Face) | 3 | |

Bldg: 9 **Room:** 283 **Days:** MW **Time:** 14:30 - 15:45 **Instructor:** Staff

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0

| HST | 1101 | 05 | 70216 | World Civilizations to 1500 | Lecture (Fully Asynchronous) | 3 | |

Bldg: TBA **Room:** TBA **Days:** TBA **Time:** TBA **Instructor:** DeVore,David J

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0

| HST | 1102 | 01 | 70971 | World Civilizations from 1500 | Lecture (Face-to-Face) | 3 | |

Bldg: 9 **Room:** 283 **Days:** TuTh **Time:** 13:00 - 14:15 **Instructor:** Wohlcke,Anne E

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0
Class Equivalents: HST 1102 = HST 1102H

| HST | 1102 | 02 | 71622 | World Civilizations from 1500 | Lecture (Fully Asynchronous) | 3 | |

Bldg: TBA **Room:** TBA **Days:** TBA **Time:** TBA **Instructor:** Lewis,Robert W

Class Enrl Cap: 48 **Class Enrl Tot:** 0 **Class Wait Cap:** 48 **Class Wait Tot:** 0 **Class Min Enrl:** 0
Class Equivalents: HST 1102 = HST 1102H