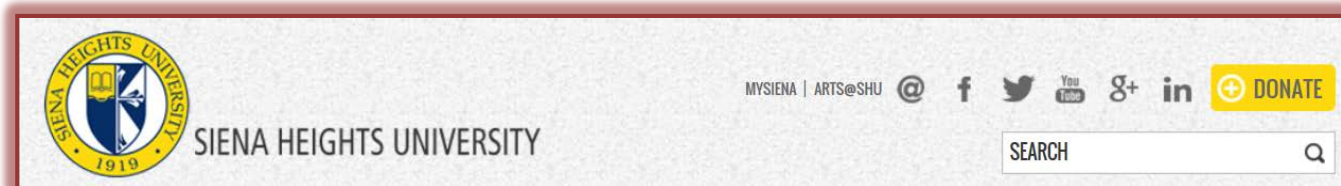


## VIEW AVAILABLE CLASSES

### WITHOUT LOGGING INTO MY SIENA

The Course Availability list can be viewed when you are not logged into My Siena by following the directions below.

- ✦ Access the **Siena Heights University Web** site ([www.sienaheights.edu](http://www.sienaheights.edu)).
- ✦ When the page opens, click the **My Siena** link at the top of the page (see illustration below).



- ✦ The **My Siena Home Page** will display.
- ✦ In the **Quick Links** area, click the **Available Courses** link (see illustration below).



- ✦ The **Course Search** window will display (see illustration on next page).
- ✦ Click the **Term** list arrow to select the session for the course, such as **FA 2015**.
- ✦ The **Department** list is used to search for a course in a particular area of study, such as Education.
- ✦ In the **Course Program** list, select either **Graduate** or **Undergraduate**.
- ✦ If you know the **Course Number**, input it into the **Course Code** box.
- ✦ To **Search** for a course by **Title**, input the **Title** into the **Title** box.
- ✦ Click the **Meeting Days** check boxes to search for a course on a particular day of the week.
- ✦ To search for courses a particular Instructor is teaching, click the **Faculty** list arrow and then click on the **Instructor's Name**.
- ✦ Click the **Campus** list arrow to search for courses at a specific campus location, such as **Adrian**.
- ✦ Once all the selections have been made, click the **Search button**.

- ✦ A list of courses meeting the specified criteria should appear.

### Course Search

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Term:

Department:

Course Number Range:  to

Title:

Course Code:

Program:

Teaching Format:  (Teaching format - Classroom, Blended or Online)

Course Area

---

Time: From:  To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

---

Faculty:

Campus:  (To search for online courses, use the teaching format option above)

Building:

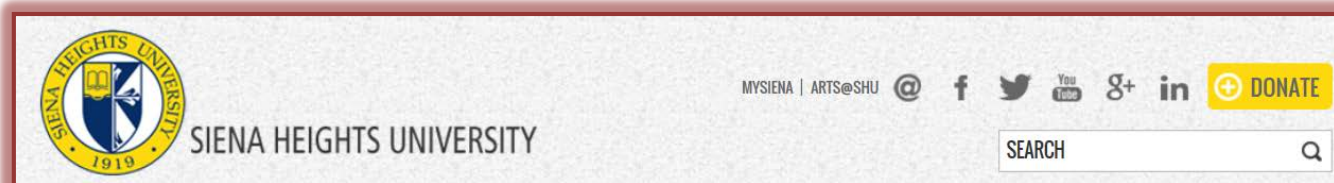
Section Status:

Min/Max Hours:  to

### LOG INTO MY SIENA

The Course Availability window can also be viewed by logging into My Siena. The directions below explain how to access the Course List using this method.

- ✦ Open your Internet browser window and go to the **Siena Heights University** web page ([www.sienaheights.edu](http://www.sienaheights.edu)).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration on next page).
- ✦ Click the **Login** button.



- ✚ Under **My Tools** on the right side of the window:
  - ✦ Click **Course Availability** under the **Registration** category (see illustration below).
  - ✦ The **Course Search** window will display.



- ✚ The instructions for working with this window can be found on the previous page of this document.

**NOTE:** You can also click **Available Courses** in the **Quick Links** area after logging into My Siena to access a list of courses.