**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.

 estratégia Access the **Siena Heights University Web** site (**www.sienaheights.edu**).

 estratégia 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.

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).
- 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.

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