

HOW TO PRINT COMMENTS ON STUDENT SCHEDULE IN COLLEAGUE

After you have registered the student

Go to SCHD

Make sure that Printed Waitlisted is **No**, Print Sort Order is **S By Student**, Incl Printed Comments is **YES** and Break on Term is **Yes**

Enter in Term

Student ID# or name

Big Bird

SCHD - Student Schedule Print ☆

Save Save All Cancel Cancel All

Name/Addr Hierarchy

Print Waitlisted No

Print Sort Order S By Student

Incl Printed Comments Yes

Break on Term Yes

Footer Text

Saved List Name

Start/End Date

Terms 1 2021SP Spring 2021

Reporting Terms 1

Students 1 Big Bird

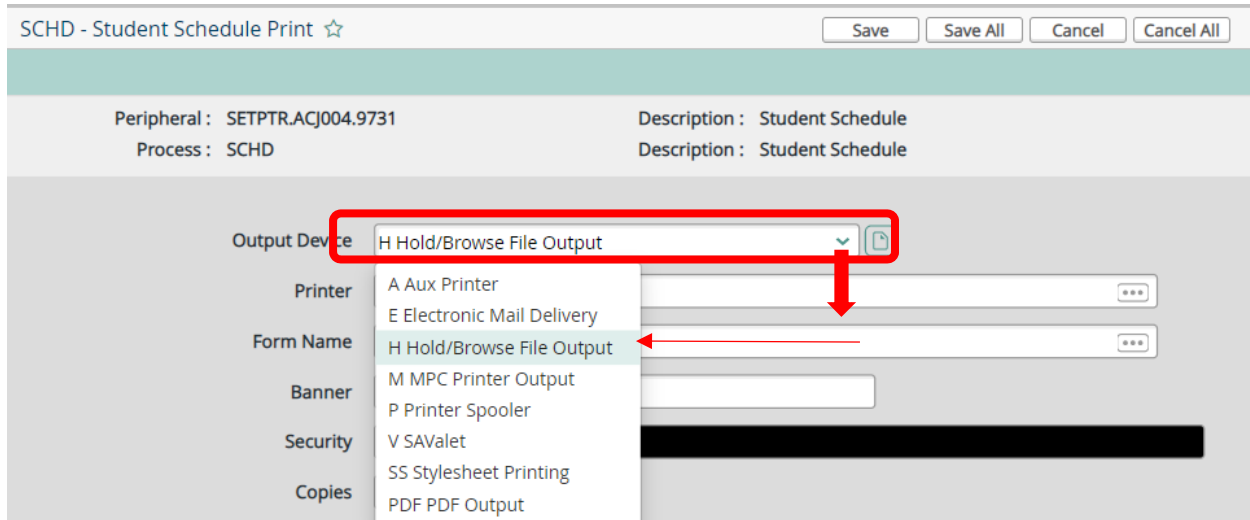
Acad Programs 1

Acad Levels 1

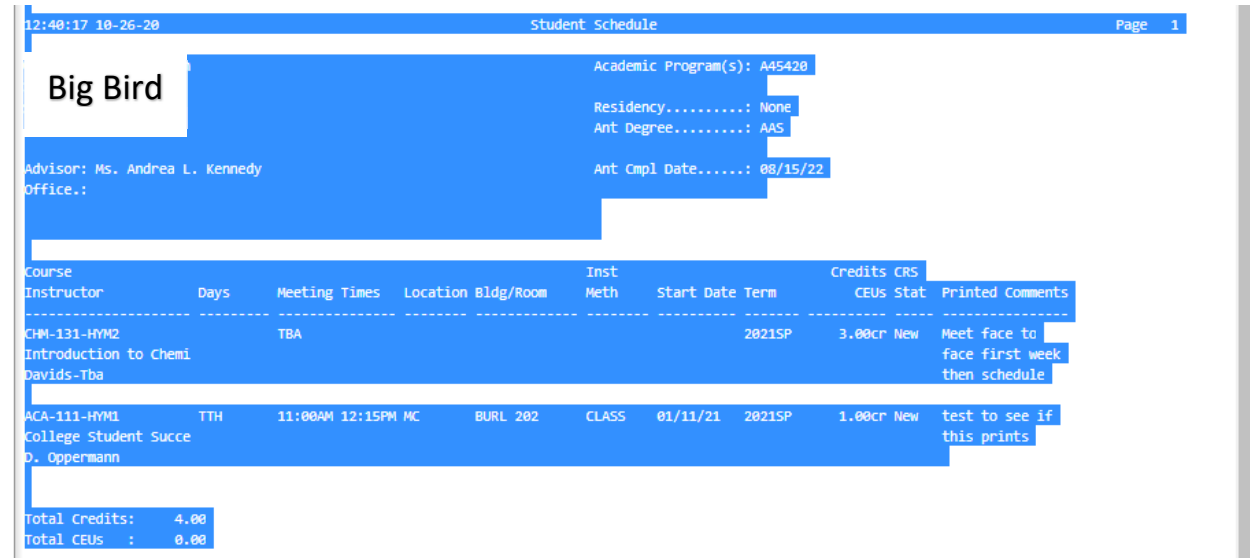
Locations 1

SAVE ALL, SAVE ALL

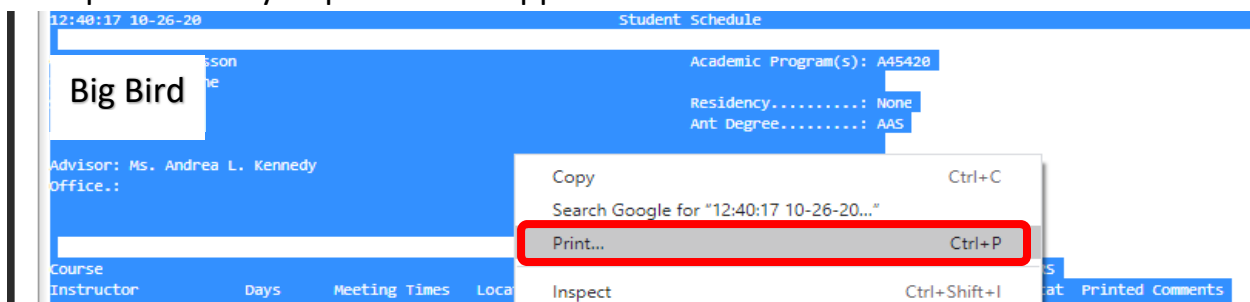
Change output device to H (Hold/Browse File Output) SAVE ALL, SAVE ALL



Highlight ALL text on screen (CTRL A at the same time)



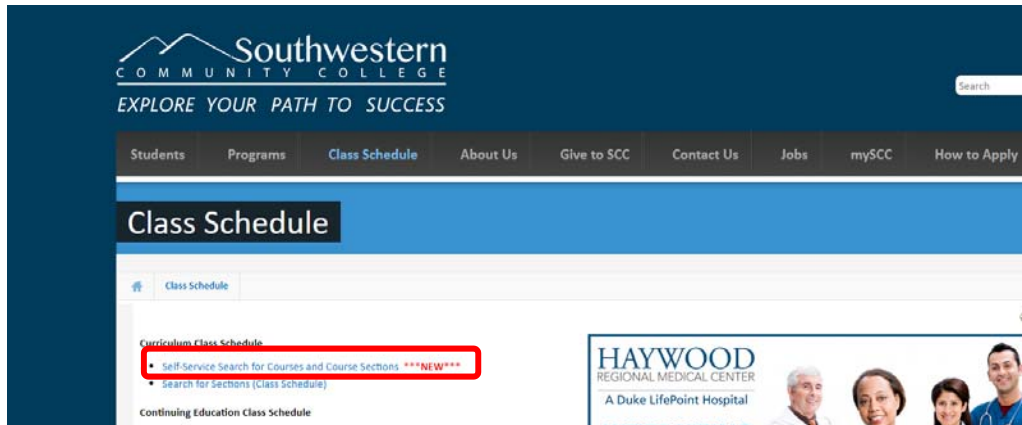
Right click on your mouse and hit print
Click print when you printer box appears



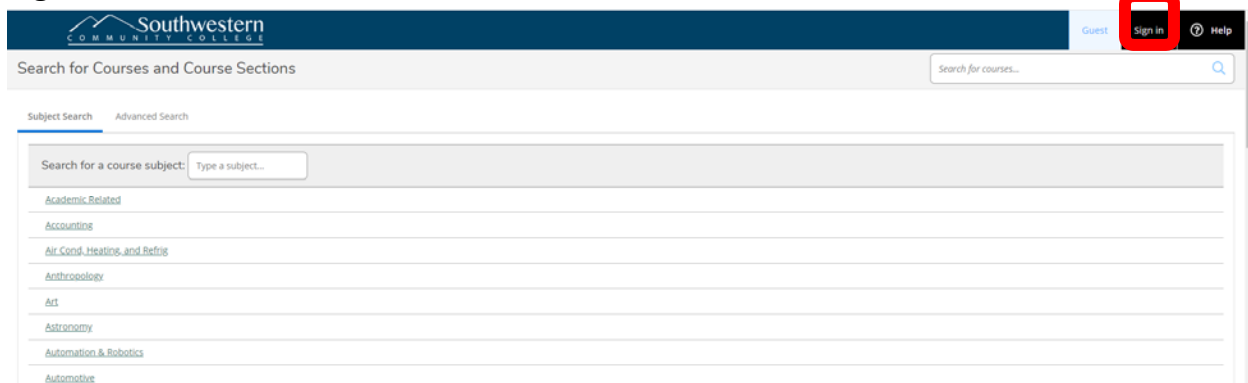
HOW TO PRINT COMMENTS ON STUDENT SCHEDULE IN SELF SERVICE

Go to <https://www.southwesterncc.edu/class-schedule>

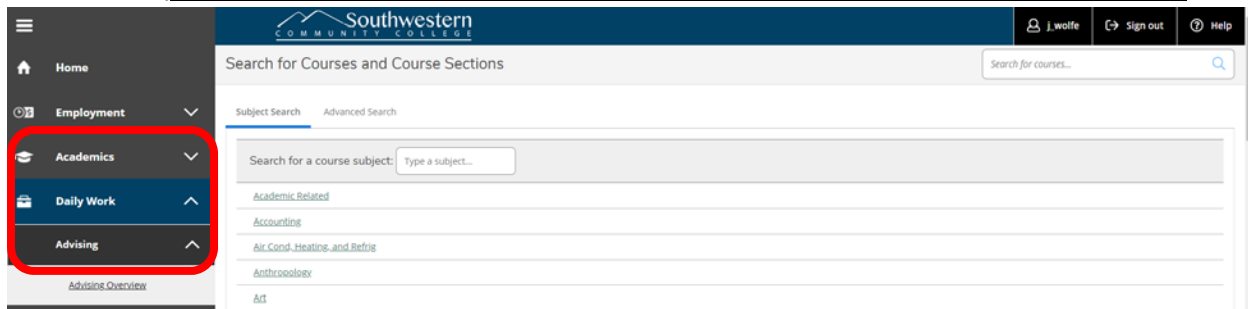
Select [Self-Service Search for Courses and Course Sections](#) ***NEW***



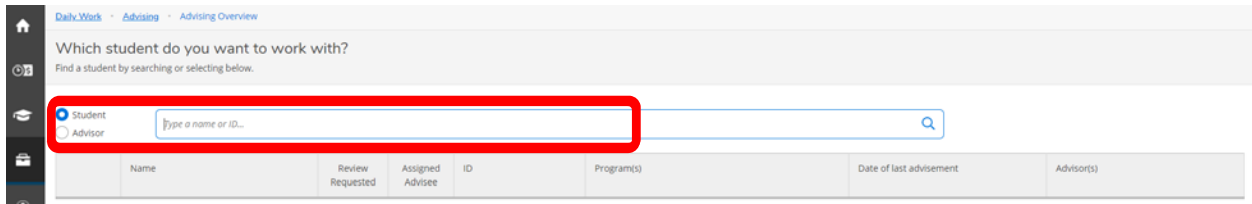
Sign in



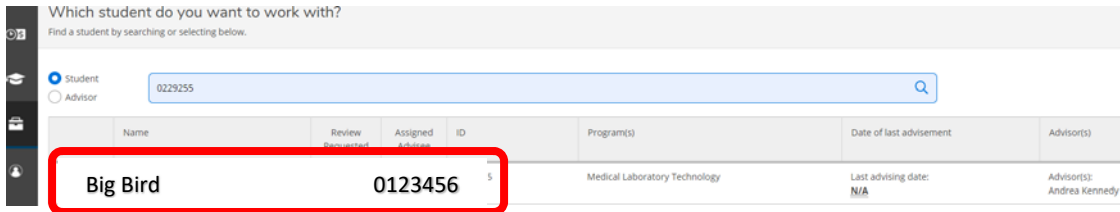
Click on Daily work on the left side of the screen, Click Advising, Click Advising Overview (***If you do not have access to "Advising" please contact Patty Wall***)



Enter in Student ID# or Name and enter

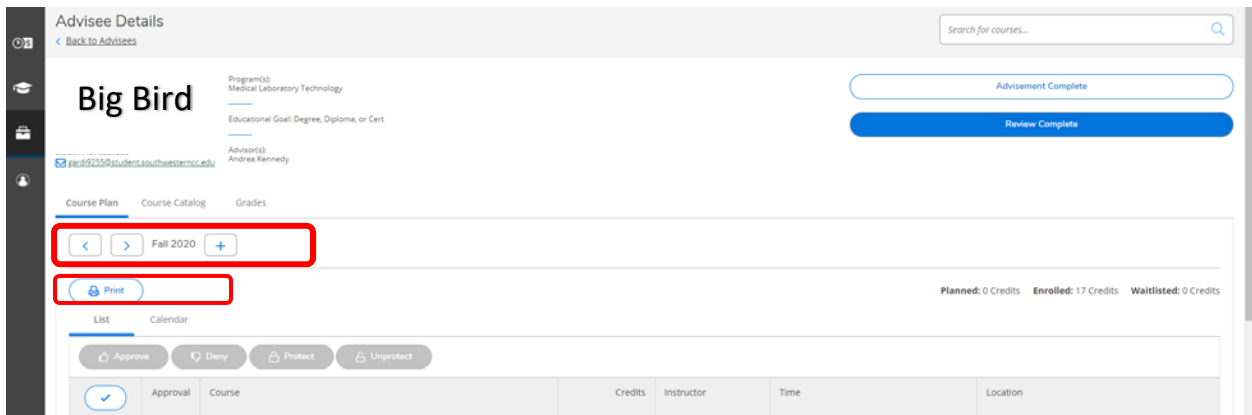


Click on student name



Make sure you are in the correct semester

Click print



Right click on your mouse and hit print

Click print when you printer box appears

Big Bird

Big Bird

all 2020 Planned: 0 Credits Enrolled: 17 Credits Waitlisted: 0 Credits
 Schedule Details **PRINTED COMMENTS**

Status	Course Title	Time	Location	Instructor
Registered	CHM-130-WS1: Gen, Org, & Biochemistry	MW 9:00 AM - 10:15 AM 8/17/2020 - 12/4/2020	Balsam Center, 00253A	Denton, J
Additional Information: Will continue web-supported with lecture online and labs on campus, until/unless local conditions make this untenable and then will move all online				
Registered	CHM-130A-WS1: Gen, Org, & Biochem Lab	W 10:30 AM - 12:15 PM 8/17/2020 - 12/4/2020	Balsam Center, 00241	Denton, J
Additional Information: Will continue web-supported with lecture online and labs on campus, until/unless local conditions make this untenable and then will move all online				
Registered	MAT-143-WC2: Quantitative Literacy	TBD 8/17/2020 - 12/4/2020	Web-Centered, ON-LINE	Carter, A
Additional Information: Webcam and approved test proctoring required.				
Registered	MLT-110-WS1: Intro to MLT	MW 1:00 PM - 2:20 PM 8/17/2020 - 12/4/2020	Balsam Center, 00244	Kennedy, A
Additional Information: ROOM ASSIGNMENT DOES NOT APPLY TO DISTANCE STUDENTS.				
Registered	MLT-111-WS2: Urinalysis & Body Fluids	Th 8:30 AM - 11:42 AM 8/17/2020 - 12/4/2020	Balsam Center, 00244	Conn, M
Additional Information: ROOM ASSIGNMENT DOES NOT APPLY TO DISTANCE STUDENTS.				
Registered	MLT-116-WC2: Anatomy & Med Terminology	TBD 8/17/2020 - 12/4/2020	Web-Centered, ON-LINE	Kennedy, A

Save as... Ctrl+S

Print... Ctrl+P

Rotate clockwise Ctrl+]

Rotate counterclockwise Ctrl+[

Inspect Ctrl+Shift+I