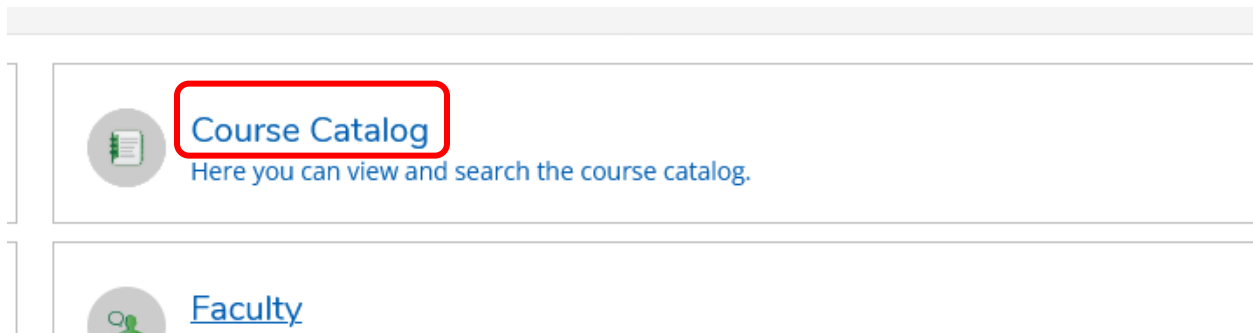
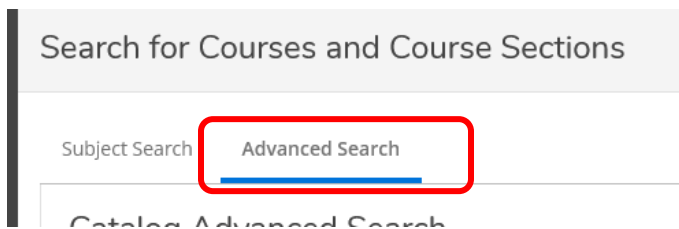


How to Check the Courses You Teach

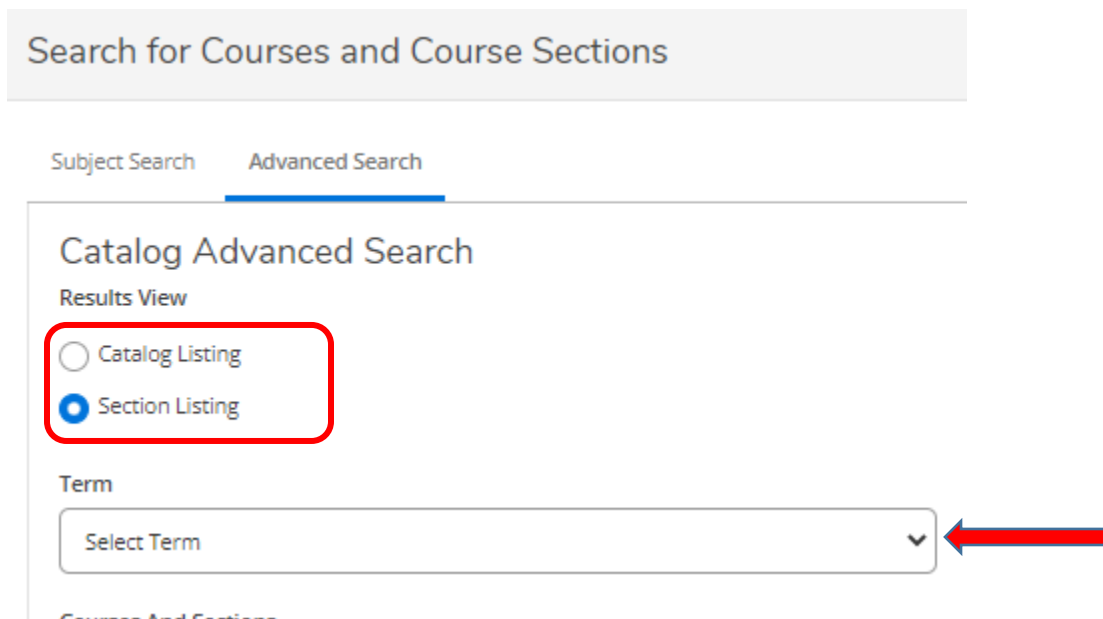
Login to Self Service, and look for the “Course Catalog” menu:



If, for some reason, the “Course Catalog” link does not default to the new grid view, click on “Advanced Search”:

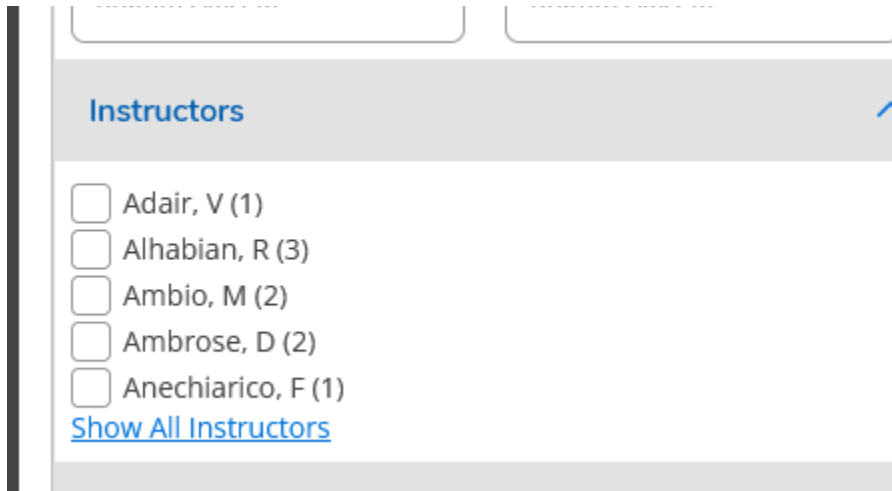


And then select “Section Listing” and select the applicable term:



How to Check the Courses You Teach

Click “Search.” In the “Filter Results” panel, scroll down to the “Instructors” section and select yourself from the list of Faculty. You can click on the “Show All Instructors” link to expand the list to find your name:



Please check the list carefully. Be sure that courses you plan to teach are listed and that the meeting information is what you expect. Be sure that all cross-lists are showing here. If a cross-listing is not displaying, it may not have been noted in your department schedule. Please contact Shannon Farrell (sfarrell@hamilton.edu) to have corrections made.

If you have courses currently going through the CAP process, they will not appear until that process has completed. Once the courses are approved, changes will be made to the schedule as soon as possible.