1 General Navigation Notes

- This guide is designed to purely share the navigation to different useful areas in MyUNLV. There are business process guides and job aids that will provide more detailed instructions for understanding and utilizing particular pages.
- When searching for course, instructor and facility information you will often use the following information:
  - **Academic Institution/Set ID = UNLV1**
  - **Term codes** are four digit codes that represent a combination of the century, year and term. The first number represents the century (0 = 20th century, 2 = 21st century, etc.), the second and third numbers represent the year in which the term falls (last two digits of the year) and the final number represents the actual term (Spring = 2 [February], Summer = 5 [May], Fall = 8 [August]). Example term codes are as follows:
    - 0995 = Summer of 1999
    - 2082 = Spring of 2008
    - 2108 = Fall 2010
  - If you do not know a code that needs to be entered into a field, you can always click on the magnifying glass to view the acceptable codes for that field.
- For more basic navigation instructions refer to the Basic MyUNLV Navigation Business Process Guide.
- For questions or problems, contact pstraining@unlv.edu

2 Enrollment Information by Course

You may need to view enrollment information such as room and enrollment capacities, total enrollments, class details (i.e. start/end dates times, instructors, class type, etc.). To do so you can choose one of two main paths. Both paths will give you information similar to that found on the class summary screen in the legacy system.

2.1 To find enrollment information (enrollment capacities, total enrollments, etc.) by course, you may view the data on a delivered MyUNLV page.

   - **Navigation:**
     Curriculum Management → Schedule of Classes → Update a Sections of a Class

2.2 To find enrollment information (enrollment capacities, total enrollments, start/end times, room information) by single subject or overall college, you may choose to utilize a query.

   - **Navigation:**
     CS Reporting Tools → Query → Query Viewer
   - **Query Names**
     - UNLVSR_SC_SCHEDULE_BY_SUBJECT (to view courses by subject)
     - UNLVSR_SC_SCHEDULE_BY_COLLEGE (to view courses by college)
   - **Business Process Guide/Job Aid Reference:**
     Print Class Schedule to Excel Using Query Viewer
3 Print the Schedule of Classes
MyUNLV can help you print a class schedule report in reader-friendly .PDF format.

- **Navigation:**
  Curriculum Management → Schedule of Classes → Print Class Schedule

- **Business Process Guide/Job Aid Reference:**
  Printing Schedule of Classes

4 Working with Course Catalog
You may need to view the courses, course offerings, course components or enrollment requirements that are enforced in MyUNLV. You would do so by working with the course catalog.

- **Navigation to Course Catalog Details**
  Curriculum Management → Course Catalog → Course Catalog

- **Navigation to Enrollment Requirements**
  Curriculum Management → Enrollment Requirements → Enrollment Requirement Summary

5 Reviewing Instructor Information
To view instructor schedules and class rosters follow the navigation below.

- **Navigation to Instructor Schedule**
  Curriculum Management → Instructor/Advisor Information → Instructor Schedule

- **Navigation to Class Roster**
  Curriculum Management → Class Roster → Class Roster

- **Business Process Guide/Job Aid Reference:**
  Viewing a Class Roster

6 Reviewing Class Facility Usage
To review a summary of events for a term, session, and day within a facility follow the navigation below.

- **Navigation to Class Facility Usage**
  Curriculum Management → Facility and Event Information → Class Facility Usage