

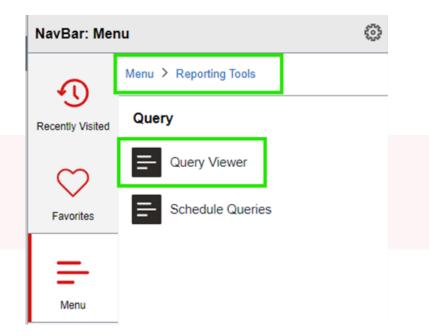
Spring 2025 Schedule Access in SIS

Option 1: Download via Faculty Reports on MyBU Student

BU MyBU Student						01 Q								
Graduation Tracking			*Term Camp Acad	ous:	2251 MET									
	Manage Workflow	~	Subje	ictor:			a _ a							
-	Maintain Class Schedules	~	Acad	Stat: Org: v Result	s		Q		*					
	Staff Resources	~	Dow View	nload re	esults	in : Exc	el Sprea	dSheet	CSV Te	ext File	XML File	(839 kb)		
	Reporting Center	~	Row	Course ID	Term	Session	Subject	Catalog	Section	Class Nbr	Instructor's Last Name	Instructor's First Name	Career	Descr
	Faculty Reports	^	1	139394	2251	1	METAD	508	A1	13194			Undergrad	AD INTER
	Instructor Class Schedule		2	139394	2251	1	METAD	508	A2	13195			Undergrad	AD INTER
	combined Class List	1	3	139394	2251	1	METAD	508	A3	13196			Undergrad	AD INTER
	Course Descriptions Download		4	139394	2251	1	METAD	508	A4	13197			Undergrad	AD INTER
	University Class Schedule	$\overline{}$	5	139394	2251	1	METAD	508	A5	13198			Undergrad	AD INTER
	Final Exam Schedule for a Term		6	139394	2251	1	METAD	508	A6	13199			Undergrad	AD INTER
	Check Pre-requisites Grade Distribution Class Roster Photos Class Availabilty		7	139394	2251	1	METAD	508	A7	13200			Undergrad	AD INTER
			8	139394	2251	1	METAD	508	A8	13201			Undergrad	AD INTER
			9	139395	2251	1	METAD	509	A1	13202			Undergrad	AD INTER

Option 2: Download via Queries in Highpoint

Step 1: Menu>Reporting Tools>Query Viewer> BU_R0032B_SR_CLASS_SCHD_DOWNLD



Step 2: Term= 2251; Acad Group=MET; Subject= METAD (for example)

		×
		Help
BU_R0032	B_SR_CLASS_SCHD_DOWNLD	
*Institution:	BU001 Q	
*Term:	2251 Q	
Campus:	٩	
Acad Group:	MET Q	
Subject:	METAD Q	
Instructor:	٩	
Class Stat:	~	
Acad Org:	٩	
ОК	Cancel	

Step 3: Run query and download as an Excel document

Go to MyBU Student

Boston University Metropolitan College Office of the Dean <u>metacad@bu.edu</u> 617-353-3000