

Spring 2025 Schedule Access in SIS

Option 1: Download via Faculty Reports on MyBU Student

BU MyBU Student

Graduation Tracking

Manage Workflow

Maintain Class Schedules

Staff Resources

Reporting Center

Faculty Reports

- Instructor Class Schedule
- Combined Class List
- Class Roster
- Course Descriptions Download
- University Class Schedule
- Final Exam Schedule for a Term
- Check Pre-requisites
- Grade Distribution
- Class Roster Photos
- Class Availability

BU_R0032B_SR_CLASS_SCHD_DOWNLD - University Class Schedule

*Institution: BU001

*Term: 2251

Campus:

Acad Group: MET

Subject:

Instructor:

Class Stat:

Acad Org:

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (839 kb)

View All

Row	Course ID	Term	Session	Subject	Catalog	Section	Class Nbr	Instructor's Last Name	Instructor's First Name	Career	Descri
1	139394	2251	1	METAD	508	A1	13194			Undergrad	AD INTER
2	139394	2251	1	METAD	508	A2	13195			Undergrad	AD INTER
3	139394	2251	1	METAD	508	A3	13196			Undergrad	AD INTER
4	139394	2251	1	METAD	508	A4	13197			Undergrad	AD INTER
5	139394	2251	1	METAD	508	A5	13198			Undergrad	AD INTER
6	139394	2251	1	METAD	508	A6	13199			Undergrad	AD INTER
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

NavBar: Menu

Menu > Reporting Tools

Query

- Query Viewer
- Schedule Queries

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

BU_R0032B_SR_CLASS_SCHD_DOWNLD

*Institution: BU001

*Term: 2251

Campus:

Acad Group: MET

Subject: METAD

Instructor:

Class Stat:

Acad Org:

OK

Cancel

Step 3: Run query and download as an Excel document

Go to MyBU Student