

Reviewing my class list

Class lists accessed through Self-Service are in real time. Therefore they reflect changes in PowerCampus immediately. To view and/or print a class list for a particular year/term:

1. Go to the **My Classes** tab; choose **Enrollment**. The Enrollment - Class List window will open.



2. Click on the appropriate year tab.
3. Click on the link for your course.
4. The class list will appear.
5. To print a hardcopy of the class list, click the **Print List** button in the left pane.
6. To make another selection, click **Select Course** at the top left.

Downloading my class list

1. Follow the above 1-4 steps to find a class list.
2. Click the Download button in the left pane.
3. The Class List Download window will open. Choose the Download Format for the drop down menu.
4. Select the Available columns you want to download by holding down the Ctrl key and left mouse click columns.
5. Click the right arrow to move those Available columns to the Columns to download.
6. Use the up and down arrows to change the order of the columns. Use the left arrow to remove columns from the Columns to download.
7. Click Download.
8. Click Save.
9. Choose where you want the file to be saved and type in a file name.
10. Click Save.
11. Click Open. You can print by choosing File, Print from the menu bar.