## 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":

Search for C	arch for Courses and Course Sections				
Subject Search	Advanced Search				
Catalan A	duanced Secret				

And then select "Section Listing" and select the applicable term:

Search for Courses and Course Sections				
Subject Search	Advanced Search			
Catalog Ad Results View Catalog Listin Section Listin	dvanced Search			
Select Term			~	
C				

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:

Instructors		
Adair, V (1)		
Alhabian, R (3)		
Ambio, M (2)		
Ambrose, D (2)		
Anechiarico, F (1)		
Show All Instructors		

<u>Please check the list carefully</u>. 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 (<u>sfarrell@hamilton.edu</u>) 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.