How to email or print my schedule

1. Log into Pirate Port.
2. Click on the Registration & Planning Card.
3. There are two different windows where a schedule can be emailed or printed.

- In the View Schedule Detail window, under the Look up a Schedule tab
  
- In the Add and Drop Classes window, under the Schedule and Options tab
To email your schedule:

1. click the envelope icon.

2. Your email address will already be entered.

3. Enter a Subject in the Subject line.

4. To send to additional email addresses, enter the email address in the blank email lines.

5. Click Send
Note: If you do not receive an email, check your Junk mail.

Sample Emailed Schedule

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Details</th>
<th>Credit Hours</th>
<th>CRN</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology</td>
<td>BIOC 1050 001</td>
<td>3.0</td>
<td>80301</td>
<td>10/01/2020 - 11/25/2020</td>
</tr>
<tr>
<td>Applied Mathematics for Business</td>
<td>MATH 1064 006</td>
<td>3.0</td>
<td>81720</td>
<td>10/01/2020 - 11/25/2020</td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>MIS 2223 013</td>
<td>3.0</td>
<td>82078</td>
<td>08/10/2020 - 09/29/2020</td>
</tr>
<tr>
<td>Foundations of College Writing-Honors</td>
<td>ENGL 1100 299</td>
<td>3.0</td>
<td>82539</td>
<td>10/01/2020 - 11/25/2020</td>
</tr>
<tr>
<td>Honors Leadership and Service Colloquium</td>
<td>HNRS 2000 003</td>
<td>2.0</td>
<td>83351</td>
<td>08/10/2020 - 11/25/2020</td>
</tr>
</tbody>
</table>

Total Hours | Registered: 14 | Billing: 14 | CEU: 0

To print your schedule

1. Click the printer icon.
2. Select the printer
3. Click Print

Note: Make sure your pop-up blocker is turned off in your browser window.