How to Look up Class schedules:
To view all the LEAD offerings, as well as course meeting dates and times – go online to http://my.sandiego.edu

On the Torrero Hub, Select My Academics at the top and then go to the Registration Tools box and select Browse Classes.

Or navigate directly to: https://usdssb.sandiego.edu/prod/usd_course_query.p_start

1. Select the Termcode you are interested in - hit Submit
2. Choose the criteria “LEAD- Leadership Studies” in the Subject Codes dropdown menu.
3. Under Display Options – you can choose “Table” “Blocks” or “MS Excel” from the View As dropdown menu. Blocks sometimes has more information. The MS Excel choice will download a spreadsheet.
4. Scroll down to Sort Criteria
5. Choose “Course Number” under First criteria.
6. Hit Submit
This will display all LEAD courses during the selected term, in numerical order.

How to Register for Classes:
Via the portal at http://my.sandiego.edu
On the My Academics tab you can find a link to “Add or Drop Classes” in the Registration Tools

1. Select the Term - hit Submit
2. If you already have the CRN number, enter them on this screen and hit “Submit Changes”. Skip to #6 below.
3. If you do not have the CRN number, hit “Class Search”
4. Subject: Select Leadership Studies (or other subject if applicable)
5. Hit “Course Search”
6. Select “View Sections” for the course you wish to register for
7. Check the box next to the section of the course you wish to register for
8. Hit the button “Register” (skip to #10) OR “Add to Worksheet” if you want to add more than one class.
9. If you use “Add to Worksheet”, repeat above process, until you have all the CRNs you need on the worksheet
10. Hit “Submit Changes”
11. The following page will now display your current schedule. Follow any onscreen prompts. If you are unsure what an error means, contact the One Stop Center for more information. onestop@sandiego.edu