**Running the Schedule Query**

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* Log into PantherSoft: Main Menu>Query Viewer
* Search Query Name: CASE\_CLASS\_SCHEDULE\_MOD\_LIZ
* Run to Excel

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* Prompts:
	+ TERM: 1205
	+ Acad Org: %
	+ Subject: %

In Microsoft Excel:

1. **Select the header row**



1. **Enable filter**



1. **In the Acad Org (Dept.) column, select your department**

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