CUNYfirst
Fully Integrated Resources & Services Tool

View Schedule of Classes

Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the ⏩ **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	SEARCH FOR CLASSES In the upper right corner, select the **SEARCH FOR CLASSES** button.
4.	Name go to ... ⌄ » Search Plan Enroll My Academics search for classes browse course catalog **Search for Classes** **Enter Search Criteria** Search for Classes Institution: Queensborough CC Term: 2013 Fall Term Select at least 2 search criteria. Click Search to view your search results. ▽ Class Search Course Subject: English Course Number: is exactly Course Career: Undergraduate Course Attribute: Course Attribute Value: Requirement Designation: ☑ Show Open Classes Only On the **Search for Classes** page in the **Enter Search Criteria** section, from the **Institution** ▼ dropdown arrow, select the correct college or school.
5.	From the **Term** ▼ dropdown arrow, select the correct term.

6.	In the **Class Search Criteria** section from the **Course Subject** ▼ dropdown arrow, select on the correct subject.
	Note: At least two search criteria must be selected in this section.
7.	Enter the **Course Number** shown in the Course Catalog or leave it blank to list all of that subject's courses.
8.	From the **Course Career** ▼ dropdown arrow, select the correct career.
	Note: Addditional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.
9.	Uncheck the ☑ **Show Open Classes Only** checkbox to view both open and closed sections.
10.	To narrow the search results click the ▷ **Additional Search Criteria** disclosure triangle and add additional criteria.
	Note: Class Nbr is the section code shown in parentheses after a Course Number.
11.	Click the **Search** button.

12.

	Open		Closed		Wait List

▽ **EN 101 - English Composition I**

First ◀ 1 of 1 ▶ Last

Section C6D-LEC(29943)   **Status** ●   select class
Session Regular
Requirement Designation   Required Core - English Composition

Days & Times	Room	Instructor	Meeting Dates
Sa 9:10AM - 1:00PM	Library LB25	Roy Whitford	08/28/2013 - 12/23/2013

▽ **EN 102 - English Composition II: Introduction to Literature**

First ◀ 1 of 1 ▶ Last

Section G6-LEC(11123)   **Status** ●   select class
Session Regular
Requirement Designation   Required Core - English Composition

Days & Times	Room	Instructor	Meeting Dates
Sa 1:10PM - 5:00PM	Humanities 409	Kathleen Alves	08/28/2013 - 12/23/2013

▽ **EN 201 - Creative Writing: Fiction**

First ◀ 1 of 1 ▶ Last

Section M3-LEC(11661)   **Status** ●   select class
Session Regular

Days & Times	Room	Instructor	Meeting Dates
We 6:10PM - 10:00PM	Humanities 407	Jan Ramjerdi	08/28/2013 - 12/23/2013

NEW SEARCH   MODIFY SEARCH

On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Use the **New Search** button to begin a new class search. Use the **Modify Search** button to specific additional for the current class search.

Note: Status displays as either an ● Open icon or a ▢ Closed icon.

13.	**Search for Classes**
	Add to Shopping Cart - Enrollment Preferences
	2013 Fall Term | Undergraduate | Queensborough CC
	EN 102 - ENG COMP 2 INTR LT
	Class Preferences
	EN 102-G6 Lecture ● Open **Permission Nbr** [ ]
	Grading Undergraduate Letter Grades
	Session Regular Academic Session **Units** 3.00
	Career Undergraduate
	Enrollment Information **Requirement Designation**
	• PREREQ: EN101 or EN103 Required Core - English Composition
	• Required Core - English Composition ☐ **Take Requirement Designation**
	• English EC2_Introduction to Literature
	CANCEL NEXT
	| **Section** | **Component** | **Days & Times** | **Room** | **Instructor** | **Start/End Date** |
	| G6 | Lecture | Sa 1:10PM - 5:00PM | Humanities 409 | Kathleen Alves | 08/28/2013 - 12/23/2013 |
	Click the **select class** button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.
	Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.
	Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.
14.	Click the **NEXT** button to add this class section to your **Shopping Cart**.

15.	Name On the **Search for Classes – Search Results** page, a message displays to indicate that the class has been added to your Shopping Cart. *Note: Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.*
	End of Procedure.