



**Step by Step Guide
to Register for
Classes with**



Step 1: Login your CUNYfirst account.

Link: cunyfirst.cuny.edu

Note: If you do not have an account click "[New User](#)" and if you forgot your account click "[Forgot Password](#)" to recover it (you will need your student ID number to be able to recover it).

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

The screenshot shows the CUNY Login page. It features a light blue background with a white login form. The form has two input fields: "Username" and "Password". Below the password field is a dark blue "Log in" button. At the bottom of the page, there is a dark blue footer with white text containing the following links: "New User", "Forgot Username", "Forgot Password", and "Manage your Account".

Step 2: After you log in, click the [Student Center](#) link in the CUNYfirst menu.



Step 3: After opening the [Student Center](#) scroll down to the Academics section and click “[Launch Schedule Builder.](#)”

The screenshot shows a web interface for a Student Center. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Student Center'. Below this is an 'ID:' label. The main heading is 's Student Center'. A blue bar labeled 'Academics' is expanded to show a list of links: Search, Plan, Enroll, My Academics, Request Official Transcript, and View Grades. There is also a search box containing 'other academic...' and a double arrow icon. To the right, there are 'Deadlines' and 'URL' links. Below these is a table titled 'This Week's Schedule' with columns 'Class' and 'Schedule'. At the bottom, there are three buttons: 'launch schedule builder' (highlighted with a red box), 'weekly schedule', and 'enrollment shopping cart'.

Navigation: Favorites | Main Menu | Student Center

ID:

's Student Center

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)
- [Request Official Transcript](#)
- [View Grades](#)

other academic... [v] [»]

Deadlines URL

This Week's Schedule	
Class	Schedule

weekly schedule ▶

launch schedule builder ▶

enrollment shopping cart ▶

Step 4: After Launching the **Schedule Builder**, a new window is going to open and it is going to ask you to select a term to create a schedule.

The screenshot displays the CUNY Schedule Builder interface. At the top, the logo 'CUNY Schedule Builder' is visible. Below it, a dark blue navigation bar contains the text 'SELECT COURSES' and a double-left arrow icon. The main content area is split into two columns. The left column contains filters for 'Colleges: All' and 'Instruction Modes: All', a search bar with 'Select Course...' and 'Advanced Search' buttons, and a link for 'Import My DegreeWorks: WORKSHEET'. The right column features a 'WELCOME' heading, a paragraph explaining the tool's purpose, a link to 'advise a student', and a section titled 'Select a Term you wish to Enroll for:'. This section lists three terms: '2020 Spring' (with a note that it is not available since May 22, 2020, and lists enrollment dates for Six Week, Regular Academic, and Winter sessions), '2020 Summer' (with enrollment dates for Eight Week, Four Week, Three Week, and another Four Week session), and '2020 Fall' (with enrollment dates for Regular Academic and Open Enrollment).

CUNY Schedule Builder

SELECT COURSES

Colleges: All

Instruction Modes: All

Select Course... Advanced Search

Import My DegreeWorks: WORKSHEET

WELCOME

Schedule Builder is a self-service tool that enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

As an advisor, you also have the option to [advise a student](#).

Select a Term you wish to Enroll for:

2020 Spring

Not available to students since May 22, 2020

Open Enrollment Dates:

- Six Week - Second Session Mar 23, 2020
- Regular Academic Session Jan 27, 2020
- Winter Session Jan 2, 2020

2020 Summer

Open Enrollment Dates:

- Eight Week - First Session Mar 31, 2020
- Four Week - First Session Mar 31, 2020
- Three Week - First Session Mar 31, 2020
- Four Week - Second Session Mar 31, 2020

2020 Fall

Enrollment Appointment:

Regular Academic Session Apr 1, 2020 11:00am to Sep 15, 2020 11:59pm

Open Enrollment Date:

Regular Academic Session Sep 2, 2020

Step 5: After selecting the term you need to select the college that you want to find classes for. Also, select the instruction mode that you prefer.

The screenshot displays the CUNY Schedule Builder interface for the 2020 Fall term. The interface is split into two main sections: 'SELECT COURSES' and 'SCHEDULE RESULTS'. In the 'SELECT COURSES' section, the 'Colleges' dropdown is set to 'Borough of Manhattan CC' (1/25) and 'Instruction Modes' is set to 'All'. A yellow callout box provides instructions: 'Begin typing a course code or name that you would like to take. Example: ACCT 230, or BIO 201'. Below this is a search input field labeled 'Select Course...' with an 'Advanced Search' button. The 'SCHEDULE RESULTS' section is currently empty, showing a 'Class Details' toggle, 'TIPS', 'Sort by: Select...', and 'FILTERS' options. A navigation bar at the top indicates '2020 Fall'.

Step 6: Search the class that you want to enroll by typing the course name or course code.

The screenshot shows the CUNY Schedule Builder interface. At the top, the CUNY logo and 'Schedule Builder' are displayed. Below this is a 'SELECT COURSES' button with a back arrow. The 'Colleges:' section shows 'Borough of Manhattan CC' selected (1/25). A list of colleges follows, with 'Borough of Manhattan CC' checked. Below the list are 'SELECT ALL', 'SELECT NONE', and 'CLOSE' buttons. The 'Instruction Modes: All' section is visible. A search dropdown is open, showing 'ENG' in the input field and a list of search results: 'ENG 100.5 Intensive English Composition (Same as ENG 101)', 'ENG 101 English Composition', and 'ENG 201 Introduction to Literature'.

CUNY Schedule Builder

SELECT COURSES

Colleges: Borough of Manhattan CC * (1/25)

- Baruch College
- Borough of Manhattan CC
- Bronx CC
- Brooklyn College
- City College
- College of Staten Island
- Graduate Center
- Guttman CC
- Hostos CC
- Hunter College
- John Jay College
- Kingsborough CC
- LaGuardia CC
- Lehman College
- Macaulay Honors College
- Medgar Evers College
- NYC College of Technology
- Queensborough CC
- School of Journalism
- School of Labor&Urban Studies
- School of Law
- School of Medicine
- School of Professional Studies
- School of Public Health
- York College

SELECT ALL SELECT NONE CLOSE

Instruction Modes: All

Begin typing a course code or name that you would like to take.
Example: ACCT 230, or BIO 201

Select Course

ENG | Advanced Search

- ENG 100.5**
Intensive English Composition (Same as ENG 101)
- ENG 101**
English Composition
- ENG 201**
Introduction to Literature

Step 7: Schedule Builder is going to prompt you with all the available classes for your search. Then, you would have to select which class is more convenient for you depending on the day and time of the class.

The screenshot displays the 'SCHEDULE RESULTS' section of a course scheduling tool. On the left, a list of colleges is shown, with 'Borough of Manhattan CC' selected. Below this, a search bar for 'Class Number, Title, Instr' is visible, with 'ENG 101 English Composition' selected. The main area features a grid with days of the week as columns and times from 7 am to 10 pm as rows. Two green boxes represent 'ENG 101 LEC' classes, one on Tuesday (Aug 26 - Dec 20) and one on Friday (Aug 26 - Dec 20). A red box highlights 'RESULT 1 OF 77' with a red arrow pointing to it.

	Sun Aug 30	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
7 am							
8 am							
9 am							
10 am							
11 am				ENG 101 LEC Aug 26 - Dec 20		ENG 101 LEC Aug 26 - Dec 20	
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

Step 8: After finding a class, click on “[Class Details](#)” to be able to check your class information, such as its description, seats available, classroom, and instruction mode.

The screenshot displays a 'SCHEDULE RESULTS' interface. At the top, there is a navigation bar with 'Class Details' (highlighted with a red box and a blue toggle), 'TIPS', 'Sort by: Select...', and 'FILTERS'. Below this is a navigation area with left and right arrows and 'RESULT 13 OF 77'. The main content area is split into two columns. The left column shows class details for 'ENG 101' (English Composition) for the '2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session'. The details include 'LEC 0811' (4444 seats, 19/25 available, 0/4 wait list), '3.0/3.0 Progress Units', and 'Classroom: Borough of Manhattan CC, Chambers St Building Rm S738' (highlighted with a red box). The right column is a grid showing the class schedule for the week of August 30 to September 5, with a green block indicating the class is held on Tuesday, September 1, from 8 am to 11:40 am.

	Sun Aug 30	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
7 am							
8 am							
9 am							
10 am			ENG 101 LEC Aug 26 - Dec 20				
11 am							
12 pm							
1 pm							
2 pm							

Step 9: If you want to find a new class, first click on the previous classes that you found so they are **pinned**. The **pinned** condition will not allow the classes to be moved. If you want to remove the **pin**, just click on the class one more time.

SCHEDULE RESULTS

Class Details TIPS Sort by: Select... FILTERS

RESULT 5 OF 103

	Sun Aug 30	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

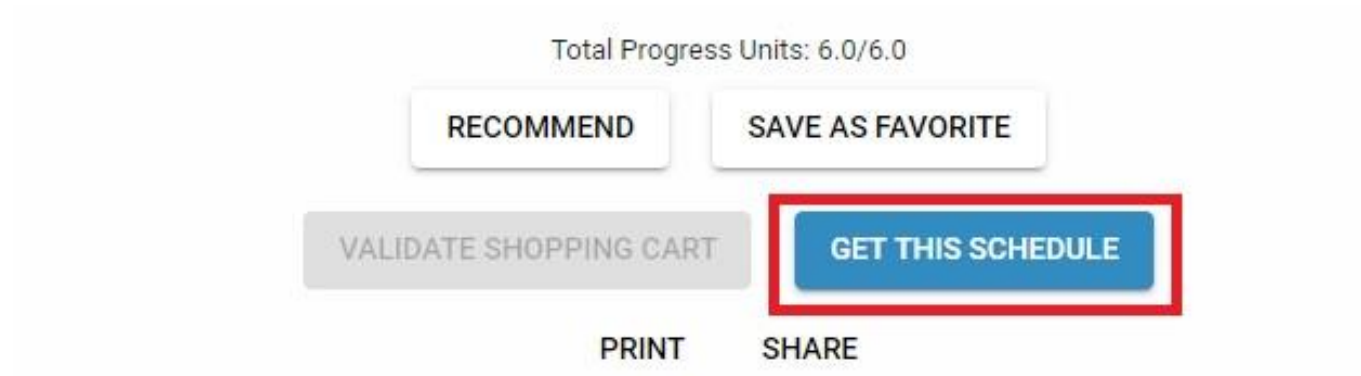
August 30 - September 5, 2020

Aug Sep Oct Nov Dec Jan

English Composition

Fundamentals of Public Speaking

Step 10: After finding all your classes scroll down and click the bottom “[Get This Schedule.](#)”



Step 11: Make sure that everything is correct with your classes, such as the day and time, classroom number, and college. After that make sure that all the classes have the “Enroll” action. Finally, click “Do Action” and all your classes are going to be enrolled.

SCHEDULE RESULTS

Class Details TIPS Sort by: Select... FILTERS

Getting Schedule

Class	Action	Options	Result
ENG 101 2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session English Composition Mon : 1:00 PM to 4:40 PM	Enroll	You are not eligible to enroll for the 'UGRD' Academic Career.	
Borough of Manhattan CC In Person Fiterman Hall Rm 309 3.0/3.0 Progress Units Class Attributes: English Composition, ZERO Textbook Cost, English Composition Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above. Non-Degree Students must seek approval from English Department in Room N751.			
LEC 1300 Hidden 4388 Seats: 9/25 Wait List: 0/4 Recommendations: 14 : 0			
SPE 100 2020 Fall Term: Aug 26 - Dec 20 Regular Academic Session Fundamentals of Public Speaking Tue : 1:00 PM to 3:45 PM	Enroll	You are not eligible to enroll for the 'UGRD' Academic Career.	
Borough of Manhattan CC In Person Fiterman Hall Rm 211 3.0/3.0 Progress Units Prerequisite: ENG 88/ESL 94 or higher AND ACR 94 or higher			
LEC 1300 Hidden 13884 Seats: 1/24 Wait List: None Recommendations: 3 : 0			