

How to View My Schedule & Class Roster

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions**, then **Self Service** followed by **Faculty Center**
3. Click **My Schedule**. The current term will show.

Note: For future terms or to show other CUNY colleges select "Change Term" button and select appropriate term/college.

My Schedule

2014 Spring Term | Borough of Manhattan CC change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:

My Teaching Schedule > 2014 Spring Term > Borough of Manhattan CC

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FYE 1-001 (52474)	FRESHMAN YEAR EXPERIENCE (Message)	12	Mo 8:00AM - 8:50AM	Main Bldg S719	Jan 27, 2014 - Feb 20, 2014

4. To view your class roster, select the Class Roster icon next to the course. You will be directed to a listing of all student enrolled in your class with their corresponding CUNYfirst ID# and program.

Notes: (1) If you are teaching more than one class, select "Change Class" button to select the next class roster you want to view. (2) Students who have officially withdrawn from your class will not appear on your "Enrolled" roster.

2014 Spring Term | Regular Academic Session | Borough of Manhattan CC | Undergraduate

▼ **FYE 1 - 001 (52474)** change class

Freshman Year Experience (Message)

Days and Times	Room	Instructor	Dates
Mo 8:00AM-8:50AM	Main Bldg S719	Kaleena Murdaugh	01/27/2014 - 02/20/2014

*Enrollment Status Enrolled ▼

Enrollment Capacity 40 Enrolled 12

Enrolled Students Find | | First 1-12 of 12 Last

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		NOG	0.00	Undergraduate - Early Childhood Education	Lower FR

5. If you wish to download the roster into Excel format, click the download icon . Roster will open up in a new window or new tab (depending on browser).

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
			NOG	0	Undergraduate - Early Childhood Education	Lower FR