How to Register for Classes

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu
2. Select HR/Campus Solutions, Self Service followed by Student Center
3. In the Academics section, click the Enroll link, select appropriate term/college and press Continue

Add Classes

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Spring Term</td>
<td>Undergraduate</td>
<td>Borough of Manhattan CC</td>
</tr>
<tr>
<td>2014 Summer Term</td>
<td>Undergraduate</td>
<td>Borough of Manhattan CC</td>
</tr>
<tr>
<td>2014 Fall Term</td>
<td>Undergraduate</td>
<td>Borough of Manhattan CC</td>
</tr>
</tbody>
</table>

4. In the Find Classes area, the Class Search button is preselected, press Search

5. Enter Course Subject from the drop down menu, the Course Number and Session when applicable.

Find Classes

- Class Search
- My Planner
- search

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

- **Course Subject**
- **Course Number**
- **Course Career**
- **Course Attribute**
- **Course Attribute Value**
- **Requirement Designation**
- **Show Open Classes Only**

6. Review results and select desired class section by clicking select class.
7. Review class details and select Next. The class has now been added to your Shopping Cart
8. Click PROCEED TO STEP 2 OF 3 and then FINISH ENROLLING
9. If class enrollment is successful, you will see a ✔️ status next to the class. If there is an error, you will see a ✗ status next to the class. Click link for instructions on how to understand registration error messages.
10. Continue Steps 4-8 until you have enrolled in all of your classes.

Note: You can register for a class individually or continue placing all classes in your shopping cart and proceeding with Step 8 once you have selected all of the classes needed for registration.