Student Enrollment Actions in Self Service

- Class Search
- Add a class
- Drop a class
- Change grading to AUDIT or change number of credits
- View/Print Unofficial Transcript

Log into CF – CUNYfirst

From the CUNYFIRST MENU PAGELET
select HR / Campus Solutions

From the Menu
Select Self Service

Select Student Center (either from the list, or as an icon)
Academics Section

To Search for a Class, click Search

To add/drop/change click Enroll

To access an unofficial transcript or view all class history, click My Academics

To navigate between these sections, click the drop down arrow in the “other academics” box and click the >> Go button

Current enrollment will display here

To update Personal Information address

See Document:
Student Name Address Email Phone Update
In the Student Center, click on Search

Select Institution: The Graduate Center

Select Term: from drop down list

Select Subject

If you know the Course number (example: 81000) you can enter it in the box here:

OR

Select Career: Graduate School Graduate

Use Additional Search Criteria as needed

Click the [SEARCH] button

Scheduled sections of the courses will display with Days, Times, Instructors, Meeting Dates if available at the time of your search.

Status will be a Green Dot if the class is open

If you are eligible to enroll at this time, the select button will appear. Click on it to enroll in the class.
ENROLL – ADD A CLASS

Click on Enroll link in Student Center

Select the term  (This step will appear only if multiple enrollment terms are active)

Enter the Class Class Nbr (if you know it)

Or Search for the Class

(See Class Search steps above)

Select the class you wish to take

Notice Enrollment requirements

If Department Consent is Required, please see your academic department for ‘permission’

Click [NEXT]
This adds the class to your Shopping Cart

Continue searching for classes

Or Click [Proceed to Step 2 of 3]

Confirm Classes

Click [Finish Enrolling]

Look for the Success green check mark

If there is an error, screen shot your error message and contact your academic department for assistance.
ENROLL – DROP A CLASS.

Click on the Enroll link in Student Center
Click on the [drop] tab, and verify the term, change as needed
If the current date is past the self-service drop date, the term will not be available here.

Select the class to drop
Click on the [Drop Selected Classes] button

Confirm the selection
Click [Finish Dropping] button

As with Adding a class, look for the Success green check mark
If there is an error, screen shot your error message and contact your academic department for assistance.
ENROLL – CHANGE GRADING BASIS

OR NUMBER OF UNITS

Click on the Enroll link in Student Center
Click on the [edit] tab
Verify the term, change as needed
Select the class you wish to edit
- You may only EDIT classes you have already added
Click [Proceed to Step 2 of 3] button

2 items can be edited – only if this is allowed per The Graduate Center Catalog

Grading Basis: Select from the allowable options – usually Graded or Audit

Units: Select 2 units or 4 units
- Although it is available on this screen do NOT select 3 Units.

Click [Next] button

Confirm edit
Click [Finish Editing]

Look for the Success green check mark
If there is an error, screen shot your error message and contact your academic department for assistance
From the Student Center, select the “My Academics” link.

On the My Academics tab, select View my unofficial transcript.

On the Unofficial Transcript page:

Select your Academic Institution: The Graduate Center (notice this begins with The).

Select Report Type: Student Unofficial Transcript (that is the only choice).

If you have a hold on your account that stops transcripts, you will get this error message in red. Click through to see details to clear the hold.

Otherwise, click on the green [view report] button.

The Unofficial Transcript will print in a new browser window. You may get a message regarding POP-UP BLOCKER, which you will have to inactivate and try again.