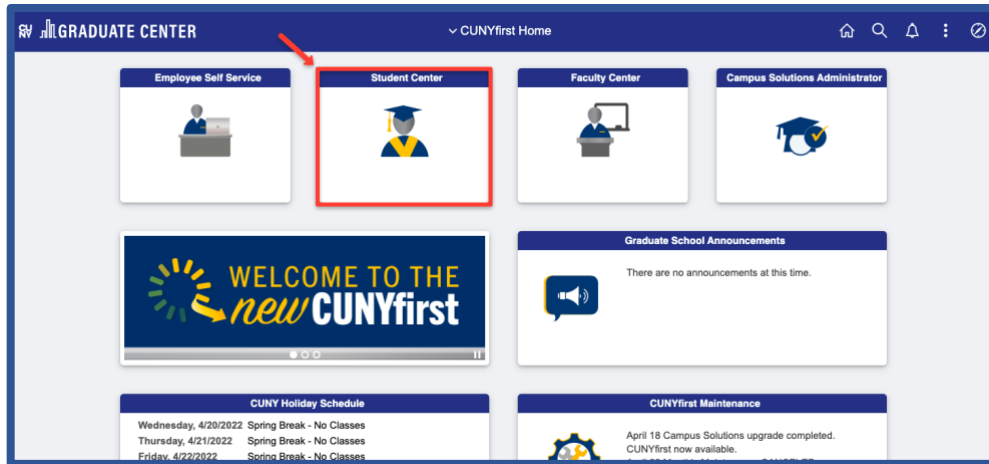
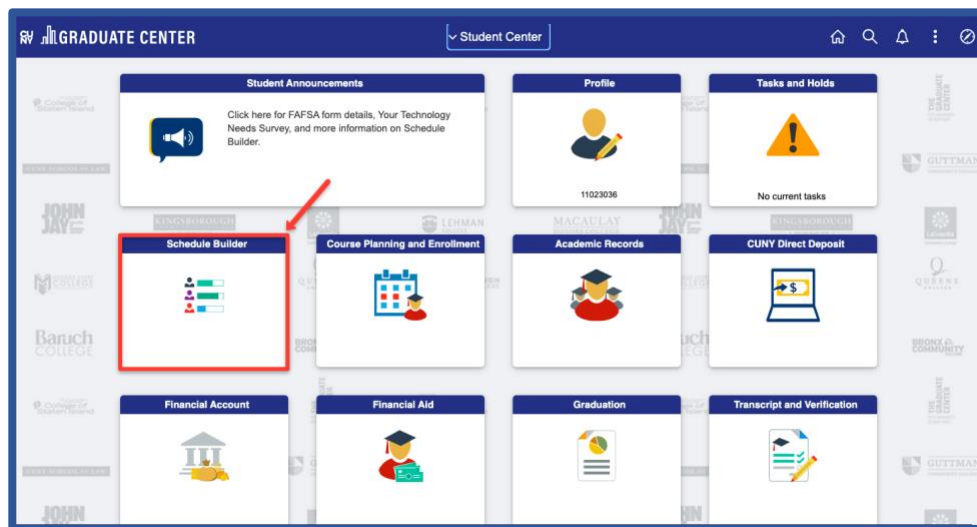


Enrolling in classes through Schedule Builder in CUNYfirst

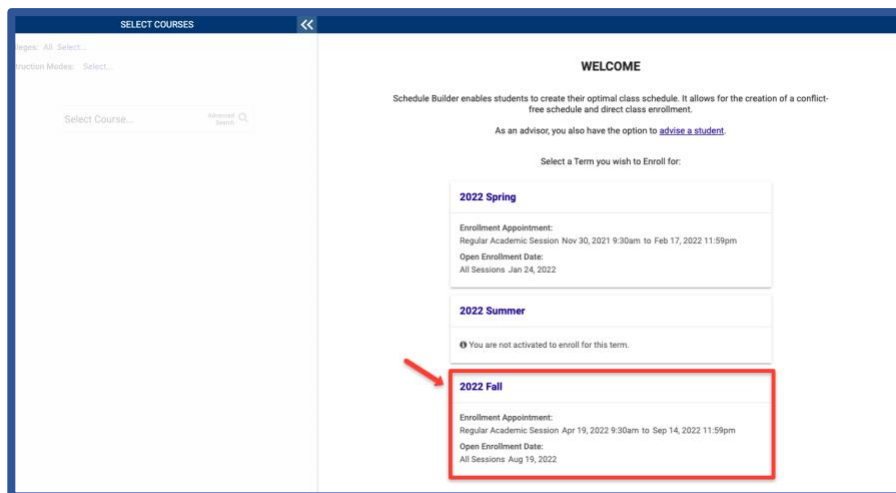
1. Log in to CUNYfirst.
2. On the next screen, select the Student Center tile:



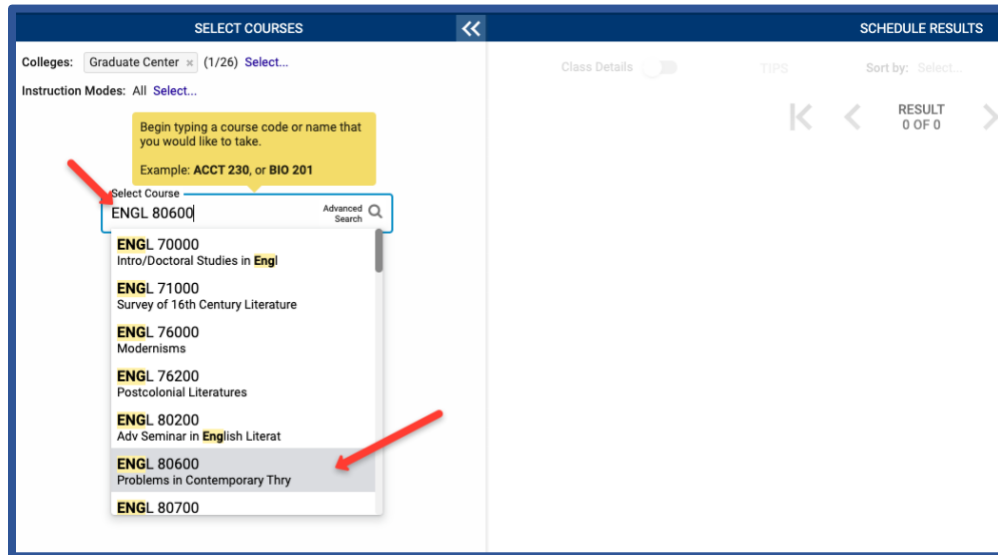
3. On the next screen, select Schedule Builder:



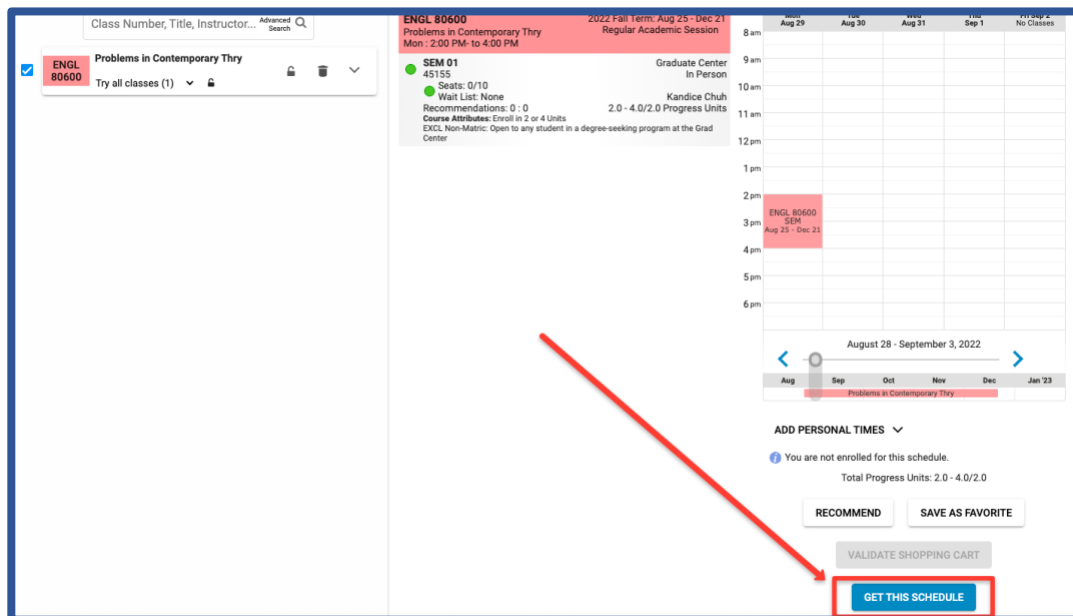
4. On the next screen, select term by clicking on the term you wish to enroll in:



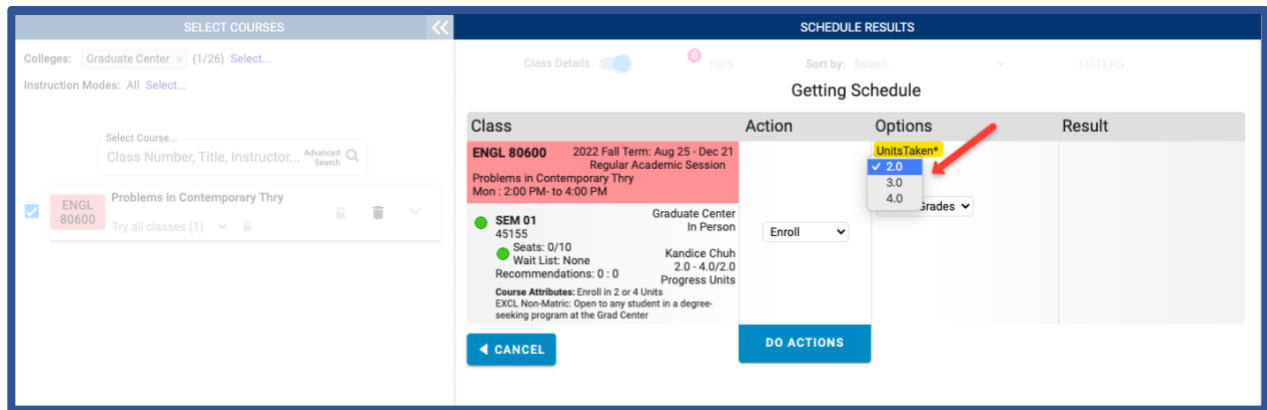
5. Meet with an advisor to determine which courses you should enroll in to make satisfactory progress in your program first. The full catalogue of courses appears in Schedule Builder but this does not mean all classes are offered. Type the first letter(s) of the Program you would like to take a course in and then scroll to find the course you'd like to enroll in:



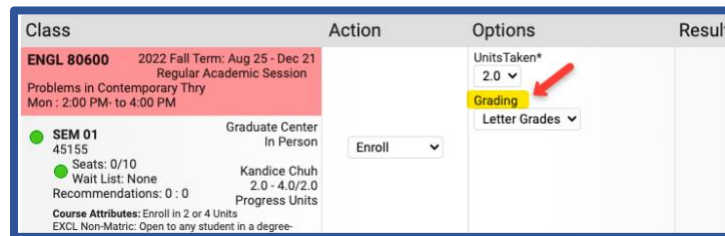
6. This places the course on a calendar but you are not yet registered. Click on the blue “Get This Schedule” button on the bottom right of the page to get to the enrollment screen.



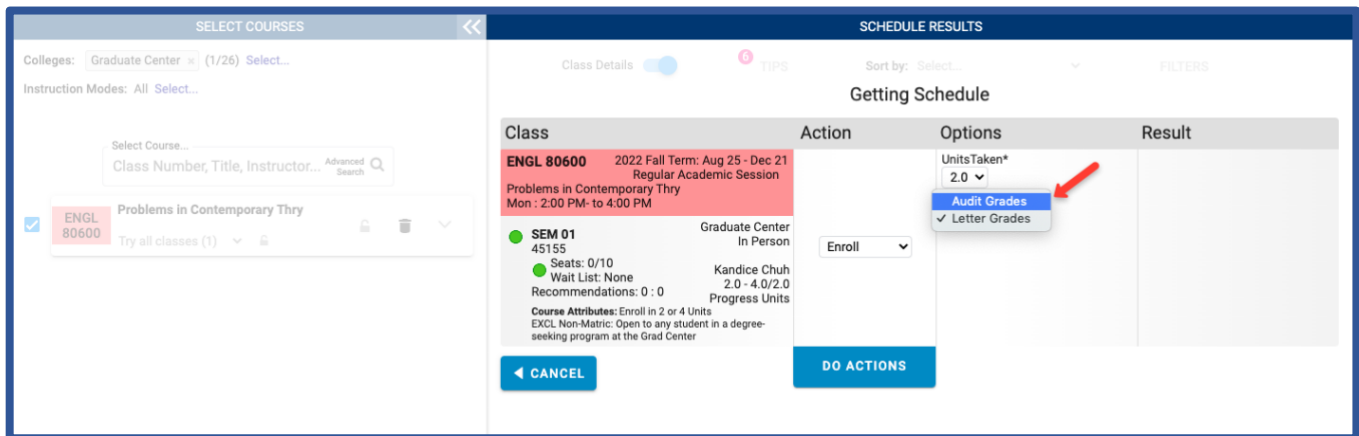
7. On the next screen, review the options column and select the credits (when applicable) you want to enroll in and grading mode here:
- First, (when it is an option as it is here) select how many credits to enroll in, e.g., this course defaults to 2.0 credits and must be changed to enroll in another amount. Consult with an advisor if you are not sure how many credits to enroll in.



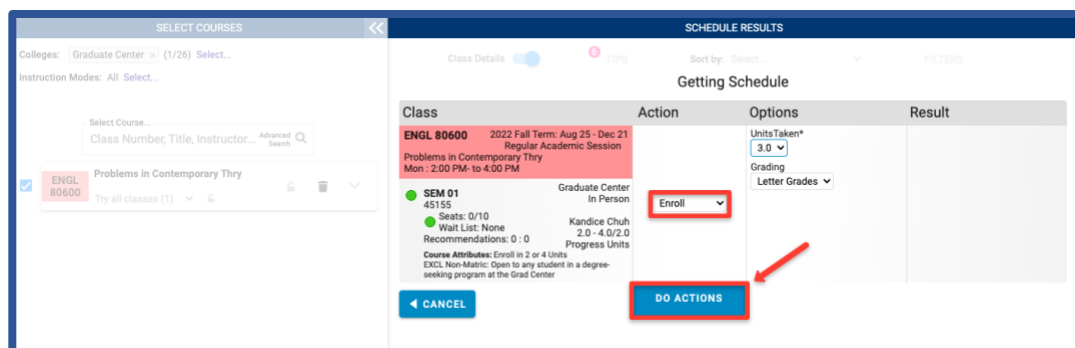
- If you want to Audit the course instead of being evaluated for a letter grade, make that selection here. Courses default to letter grade. Click on the dropdown menu entitled “Grading”:



And make your selection in the dropdown menu that appears:



8. Review the options column to make certain your selections are as you want them and that you have selected the correct grading mode and amount of credits, per your program advisement.
9. To enroll, confirm “Enroll” is selected in the Action column, and click on the blue “Do Actions” button:



10. You have successfully enrolled when the message, “Added: Success-This class is added to your schedule,” appears in the “Result” column:

The screenshot displays a web interface for selecting courses. On the left, the 'SELECT COURSES' panel shows a search for 'ENGL 80600' with a search bar and a list of results. The selected course is 'ENGL 80600 Problems in Contemporary Thry' with an 'Enrolled' status. The main 'SCHEDULE RESULTS' panel shows a table with columns: Class, Action, Options, and Result. The 'Result' column for the selected course contains the message 'Added' and 'Success - This class is added to your schedule.' A red box highlights this message, and a red arrow points to it from the 'Options' column. A 'RETURN TO 'SELECT COURSES'' button is located at the bottom right of the main panel.

Class	Action	Options	Result
ENGL 80600 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Problems in Contemporary Thry Mon : 2:00 PM- to 4:00 PM	Enroll	UnitsTaken* 3.0 Grading Letter Grades	Added Success - This class is added to your schedule.