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:

![Schedule Builder interface showing course selection and enrollment options](image1)

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.

![Enrollment screen showing course selection and credit/grading options](image2)

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: