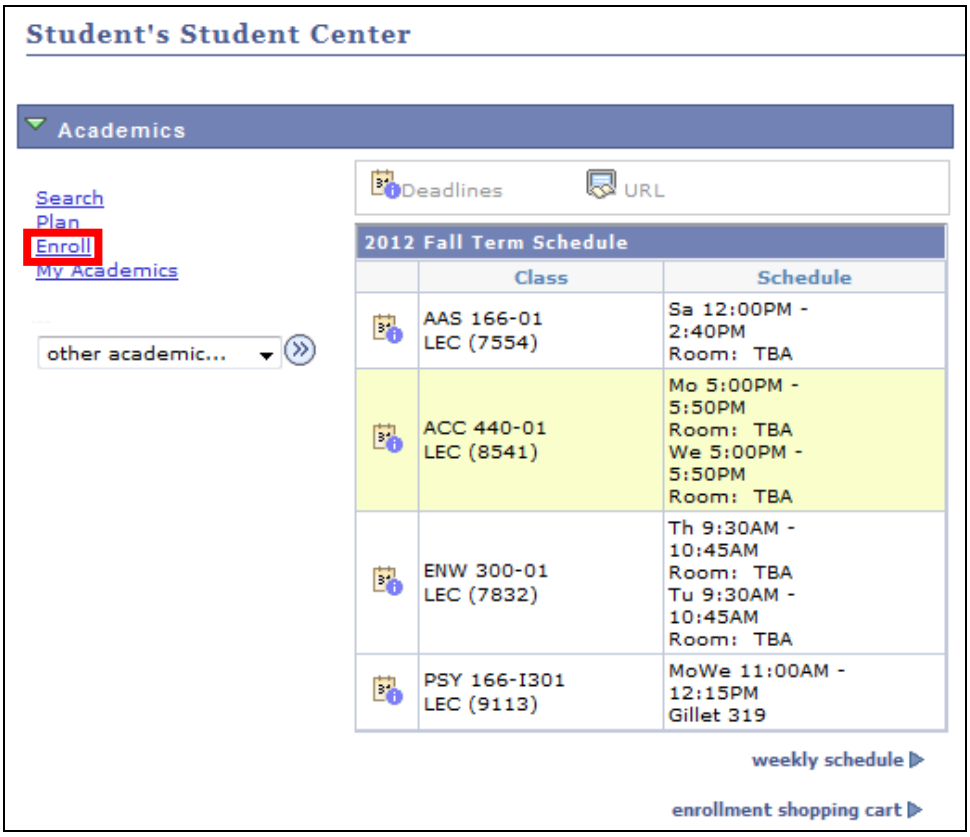
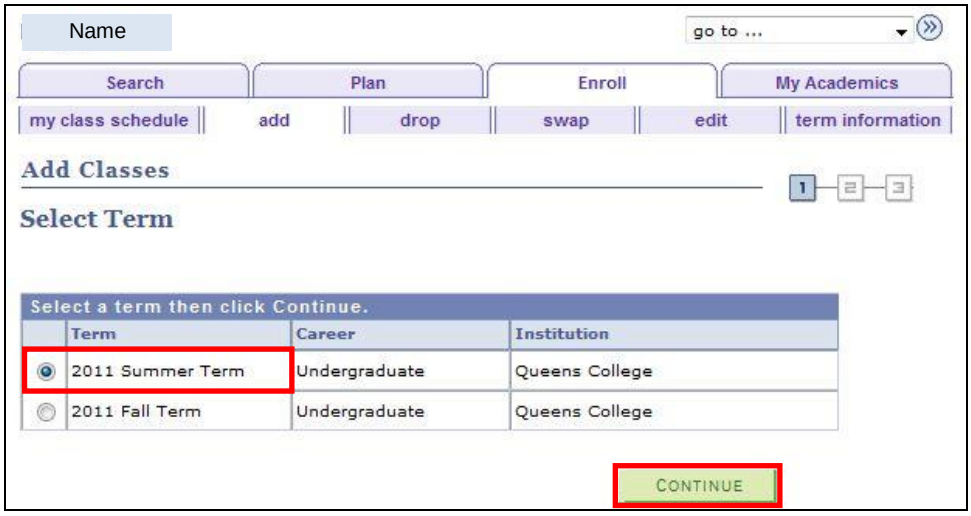
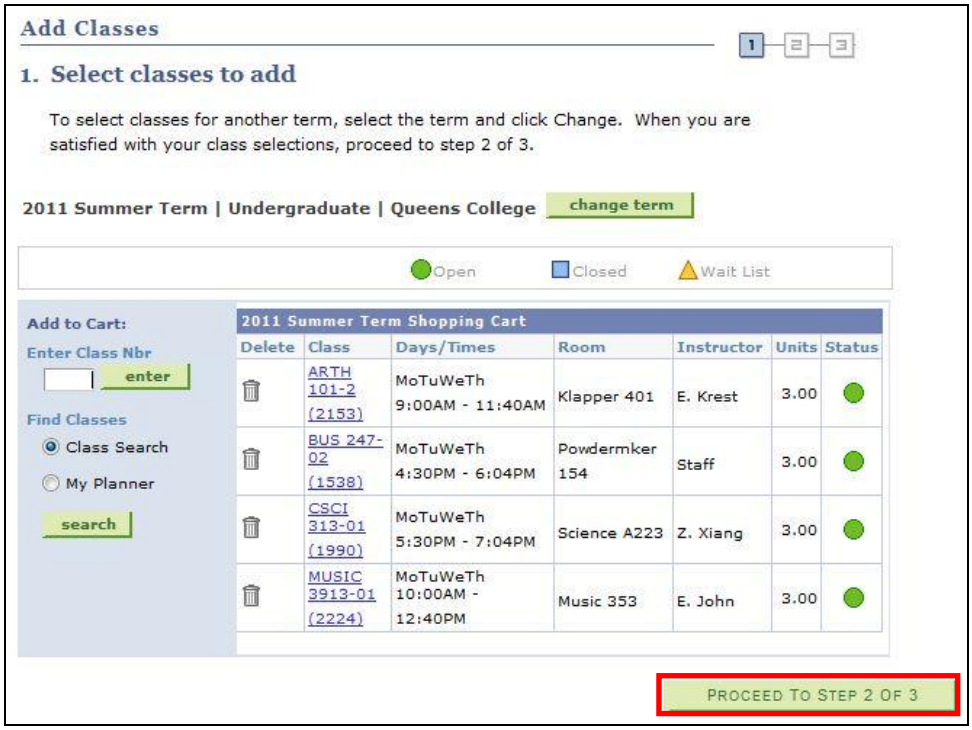
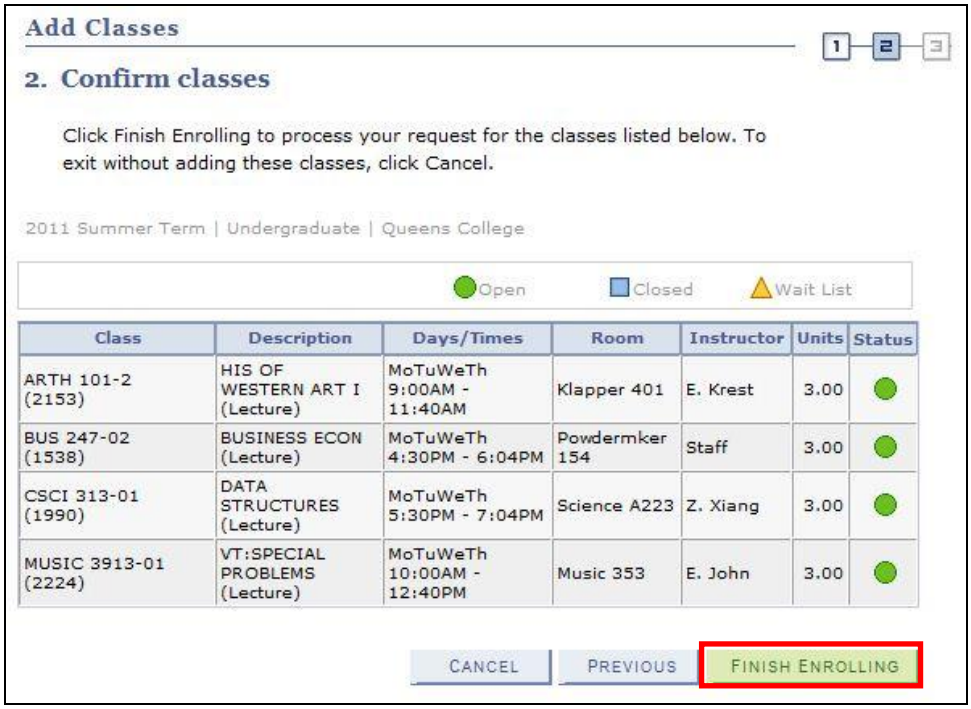
Add Classes

Students may use self-service to enroll in classes. A step by step wizard guides students through the enrollment process of adding classes.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	On the **Student Center** page in the **Academics** section, click the **Enroll** link. 

4.	As needed, on the **Add Classes** page select a **term** radio button. 
5.	Click the **CONTINUE** button.
6.	The **Add Classes** page with the **1. Select classes to add** section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the **Enrollment Shopping Cart** step sheet to put additional preferred sections in your **Shopping Cart** from **My Planner**, using **Class Search** or entering class section numbers. 
7.	Click the **Proceed to Step 2 Of 3** button.

8.	The **Add Classes** page, with the **2. Confirm classes** section displays. Examine the **Status** icons to ensure your chosen classes are available. Select the **Finish Enrolling** button.



Add Classes

1 2 3

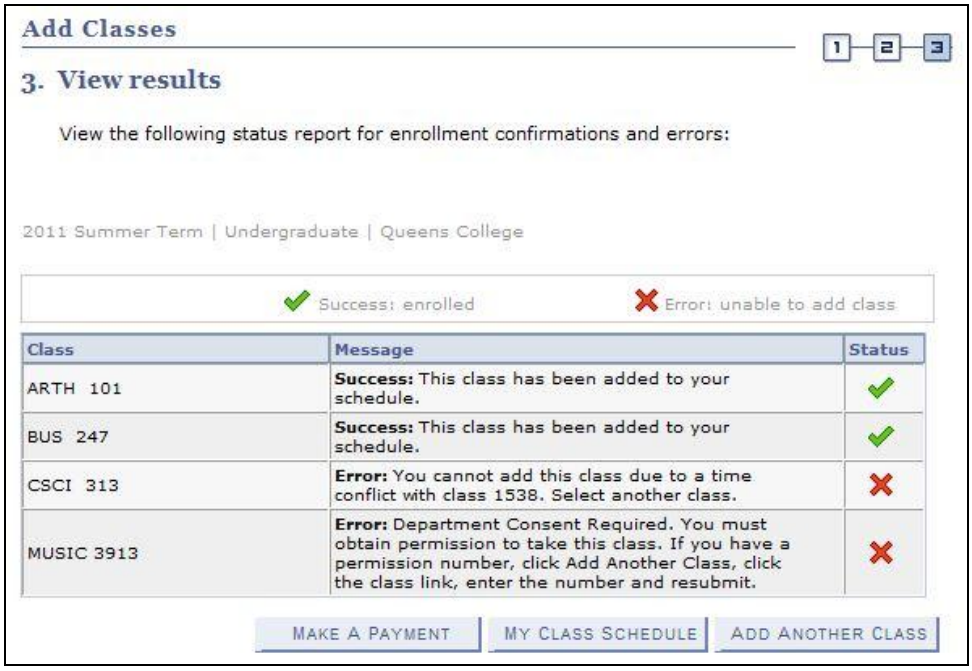
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2011 Summer Term | Undergraduate | Queens College

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	
BUS 247-02 (1538)	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	
CSCI 313-01 (1990)	DATA STRUCTURES (Lecture)	MoTuWeTh 5:30PM - 7:04PM	Science A223	Z. Xiang	3.00	
MUSIC 3913-01 (2224)	VT:SPECIAL PROBLEMS (Lecture)	MoTuWeTh 10:00AM - 12:40PM	Music 353	E. John	3.00	

CANCEL PREVIOUS FINISH ENROLLING

9.	The **Add Classes** page, with the **3. View results** section displays. ***Note: The Message column will indicate Success and the Status column will show a green check mark in the Status column to indicate successful registration for a class.*** ***Note: Courses with errors remain in your shopping cart. You may take actions to correct these errors and enroll later.***
	End of Procedure.