


















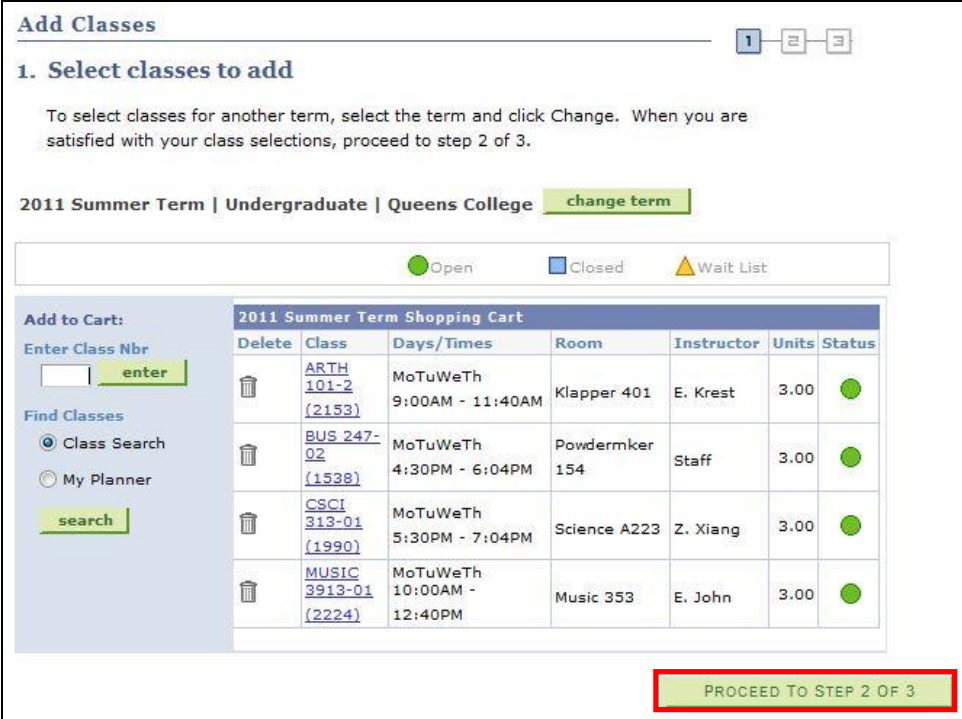


## Add Classes

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 <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>																		
2.	Navigate to: <b>Self Service &gt; Student Center</b> .																		
3.	On the <b>Student Center</b> page in the <b>Academics</b> section, click the <b>Enroll</b> link. <div data-bbox="396 688 1354 1516" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Student's Student Center</b></p> <hr/> <p><b>Academics</b></p> <p> <a href="#">Search</a>  <a href="#">Plan</a>  <span style="border: 1px solid red; padding: 2px;"><a href="#">Enroll</a></span>  <a href="#">My Academics</a> </p> <p>other academic... </p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>  Deadlines            URL         </div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">2012 Fall Term Schedule</th> </tr> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>AAS 166-01 LEC (7554)</td> <td>Sa 12:00PM - 2:40PM Room: TBA</td> </tr> <tr style="background-color: #ffffcc;"> <td></td> <td>ACC 440-01 LEC (8541)</td> <td>Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA</td> </tr> <tr> <td></td> <td>ENW 300-01 LEC (7832)</td> <td>Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA</td> </tr> <tr> <td></td> <td>PSY 166-I301 LEC (9113)</td> <td>MoWe 11:00AM - 12:15PM Gillet 319</td> </tr> </tbody> </table> <p style="text-align: right;"> <a href="#">weekly schedule</a>   <a href="#">enrollment shopping cart</a>  </p> </div>	2012 Fall Term Schedule				Class	Schedule		AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA		ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA		ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA		PSY 166-I301 LEC (9113)	MoWe 11:00AM - 12:15PM Gillet 319
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<p>4.</p>	<p>As needed, on the <b>Add Classes</b> page select a <b>term</b> radio button.</p> 
<p>5.</p>	<p>Click the <b>CONTINUE</b> button.</p>
<p>6.</p>	<p>The <b>Add Classes</b> page with the <b>1. Select classes to add</b> section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the <b>Enrollment Shopping Cart</b> step sheet to put additional preferred sections in your <b>Shopping Cart</b> from <b>My Planner</b>, using <b>Class Search</b> or entering class section numbers.</p> 
<p>7.</p>	<p>Click the <b>Proceed to Step 2 Of 3</b> button.</p>

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.


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● 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.





**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled      ✘ Error: unable to add class

Class	Message	Status
ARTH 101	<b>Success:</b> This class has been added to your schedule.	
BUS 247	<b>Success:</b> This class has been added to your schedule.	
CSCI 313	<b>Error:</b> You cannot add this class due to a time conflict with class 1538. Select another class.	
MUSIC 3913	<b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	

MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS

**End of Procedure.**