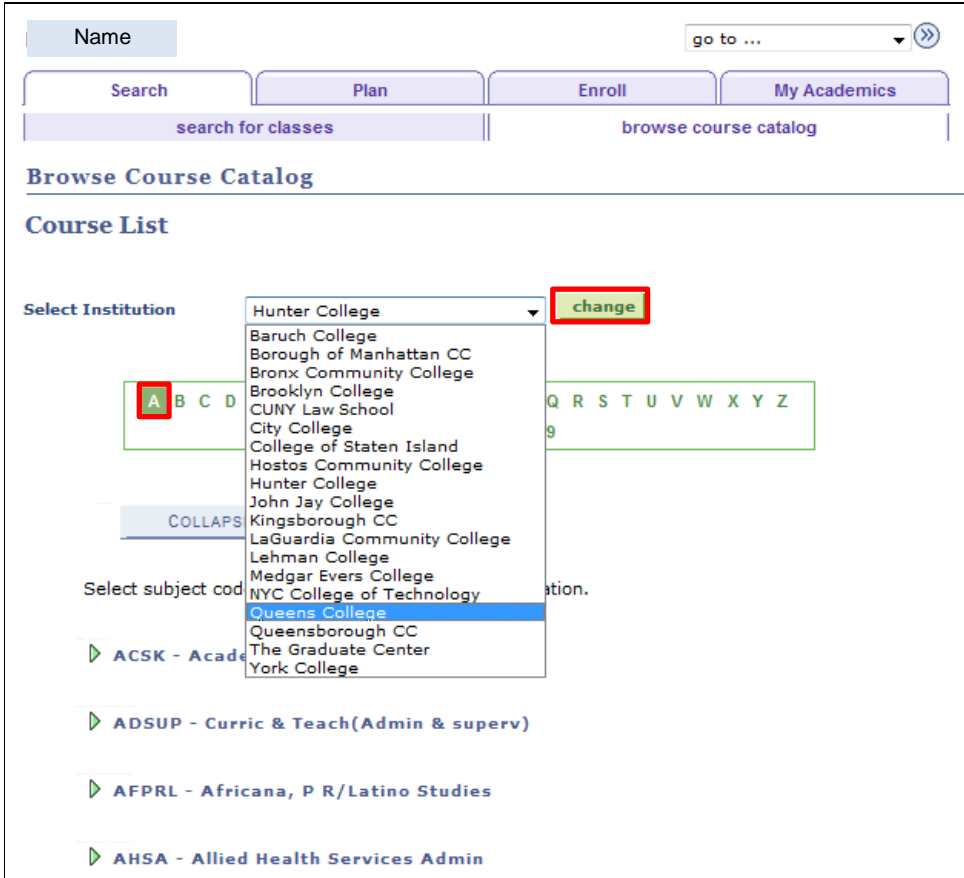


Browse Course Catalog

Students are able to use self-service to browse the entire course catalog and add courses to their planner.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the Go icon. From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: <u>Self Service > Class Search/Browse Catalog > Browse Course Catalog.</u>
3.	<p>To populate the Academic Institution field, click the dropdown box icon; and then click the name of the correct college or school.</p>  <p>The screenshot shows the 'Browse Course Catalog' interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'search for classes' and 'browse course catalog'. The main heading is 'Browse Course Catalog' followed by 'Course List'. A 'Select Institution' dropdown menu is open, listing various CUNY colleges. 'Queens College' is highlighted in blue. To the right of the dropdown is a red-bordered 'change' button. Below the dropdown, there are subject category links like 'ACSK - Academic', 'ADSUP - Curric & Teach(Admin & superv)', 'AFPRL - Africana, P R/Latino Studies', and 'AHTSA - Allied Health Services Admin'.</p>
4.	Click the change button.
5.	On the Browse Course Catalog page, click the first letter in a subject's name.

<p>6.</p>	<p>Click the correct subject code link to display courses for that subject.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Select subject code to display or hide course information.</p> <ul style="list-style-type: none"> ▶ ACCT - Accounting ▶ ACE - Adult Collegiate Education ▶ ACSKL - Academic Skills ▼ AFST - Africana Studies <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course Nbr</th> <th style="text-align: center;">Course Title</th> <th style="text-align: center;">Typically Offered</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">4</td><td>INTRO BLK CULT</td><td></td></tr> <tr><td style="text-align: center;">5</td><td>BLK POLSOC THGT</td><td></td></tr> <tr><td style="text-align: center;">31</td><td>HIST SUR BLK CIV</td><td></td></tr> <tr style="border: 2px solid red;"><td style="text-align: center;">101</td><td>Survey of African Civilization I</td><td></td></tr> <tr><td style="text-align: center;">102</td><td>Survey of African Civilization II</td><td></td></tr> <tr><td style="text-align: center;">201</td><td>Introduction to Black Cultures</td><td></td></tr> <tr><td style="text-align: center;">201W</td><td>Introduction to Black Cultures</td><td></td></tr> <tr><td style="text-align: center;">202</td><td>The Black Urban Experience</td><td></td></tr> <tr><td style="text-align: center;">203</td><td>The Black Church in America</td><td></td></tr> <tr><td style="text-align: center;">232</td><td>Caribbean Literature</td><td></td></tr> <tr><td style="text-align: center;">232W</td><td>Caribbean Literature</td><td></td></tr> <tr><td style="text-align: center;">234</td><td>Black Women Writers</td><td></td></tr> <tr><td style="text-align: center;">234W</td><td>Black Women Writers</td><td></td></tr> <tr><td style="text-align: center;">290</td><td>BLK ED IN AMERICA</td><td></td></tr> <tr><td style="text-align: center;">300</td><td>Seminar in Africana Studies</td><td></td></tr> </tbody> </table> </div>	Course Nbr	Course Title	Typically Offered	4	INTRO BLK CULT		5	BLK POLSOC THGT		31	HIST SUR BLK CIV		101	Survey of African Civilization I		102	Survey of African Civilization II		201	Introduction to Black Cultures		201W	Introduction to Black Cultures		202	The Black Urban Experience		203	The Black Church in America		232	Caribbean Literature		232W	Caribbean Literature		234	Black Women Writers		234W	Black Women Writers		290	BLK ED IN AMERICA		300	Seminar in Africana Studies	
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8. Click the **view class sections** button.

The screenshot shows the CUNYfirst interface for course AFST 101. At the top, there is a search bar with a 'Name' label and a 'go to ...' dropdown. Below this are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Search' tab, there are two buttons: 'search for classes' and 'browse course catalog'. The main content area is titled 'Browse Course Catalog' and 'Course Detail'. A link 'Return to Course List' is visible. The course title is 'AFST 101 - Survey of African Civilization I'. Below this, a 'Course Detail' section contains a table of course information and two buttons: 'view class sections' (highlighted with a red box) and 'add to planner'.

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	Queens College
Academic Group	Provost Office
Academic Organization	Africana Studies

view class sections

add to planner

Description

An interdisciplinary survey of African civilization from the earliest times to the sixteenth century. The course will focus on the origins and development of civilization in Africa (Egyptian, Sudanic, Ethiopic, Malian, Ghanaian, Songhai, Zimbabwean, etc.).

<p>9.</p>	<p>In the Course Schedule area, click the Terms Offered  dropdown box icon; and then click the correct term.</p> <div data-bbox="383 365 1341 1171" style="border: 1px solid black; padding: 5px;"> <p>Course Schedule</p> <p>Terms Offered 2011 Fall Term show sections</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>My Class Schedule</p> <p>You are not registered for classes in this term.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Shopping Cart show all</p> <p>AMST 110W Fr 4:30PM - 7:30PM Room: TBA</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> ● Open ■ Closed ▲ Wait List </div> <div style="background-color: #4a7ebb; color: white; padding: 2px; font-weight: bold;">AFST 101 sections for 2011 Fall Term</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 25%;">Section</th> <th style="width: 15%;">Session</th> <th style="width: 15%;">Status</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid red; color: blue; text-decoration: underline;">01-LEC (5731)</td> <td>1</td> <td style="color: green; font-weight: bold;">●</td> <td colspan="4" style="text-align: right;">select</td> </tr> <tr style="background-color: #f2f2f2;"> <th>Days</th> <th>Start</th> <th>End</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> <tr> <td>TuTh</td> <td>10:50AM</td> <td>12:05PM</td> <td>Powdermker 116</td> <td>Evelyn Julmisse</td> <td>08/26/2011 - 12/22/2011</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 25%;">Section</th> <th style="width: 15%;">Session</th> <th style="width: 15%;">Status</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td style="color: blue; text-decoration: underline;">02-LEC (5752)</td> <td>1</td> <td style="color: green; font-weight: bold;">●</td> <td colspan="4" style="text-align: right;">select</td> </tr> <tr style="background-color: #f2f2f2;"> <th>Days</th> <th>Start</th> <th>End</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> <tr> <td>Fr</td> <td>5:30PM</td> <td>8:30PM</td> <td>Powdermker 116</td> <td>Evelyn Julmisse</td> <td>08/26/2011 - 12/22/2011</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> View All ◀ 1-2 of 2 ▶ Last </div> </div>	Section	Session	Status					01-LEC (5731)	1	●	select				Days	Start	End	Room	Instructor	Dates	TuTh	10:50AM	12:05PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011	Section	Session	Status					02-LEC (5752)	1	●	select				Days	Start	End	Room	Instructor	Dates	Fr	5:30PM	8:30PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011
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<p>10.</p>	<p>Click the show sections button.</p>																																																				
<p>11.</p>	<p>Click the section number link to display the class detail including Class Details, Meeting Information, Class Availability, and Textbook/Other Materials.</p>																																																				

12. The **Class Details** page displays.

[Browse Course Catalog](#)

Class Details

AFST 101 - 01 Survey of African Civilization I
 Queens College | 2011 Fall Term | Lecture

[Return to Browse Course Catalog](#)

Class Details			
Status	● Open	Career	Undergraduate
Class Number	5731	Dates	8/26/2011 - 12/22/2011
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	3 units	Location	Main - Queens College
Instruction Mode	In Person	Campus	Queens College
Class Components	Lecture	Required	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:50AM - 12:05PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011

Class Availability			
Class Capacity	35	Wait List Capacity	0
Enrollment Total	21	Wait List Total	0
Available Seats	14		

Description

An interdisciplinary survey of African civilization from the earliest times to the sixteenth century. The course will focus on the origins and development of civilization in Africa (Egyptian, Sudanic, Ethiopic, Malian, Ghanaian, Songhai, Zimbabwean, etc.).

Textbook/Other Materials

Textbooks to be determined

Note: In the **Class Details** section note that the **Instructor Mode** is shown.

Mode	Description	Explanation
FO	Fully online	All class work is online.
H	Hybrid (Blended)	20-80% of class meeting time is either online activity or virtual meetings.
O	Online	Greater than 80% of class meeting time is either online activity or virtual meetings.
P	In-Person	No course content or assignments are delivered online.
PO	Partially online	Some class work is online.
W	Web-enhanced	Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.

End of Procedure.