
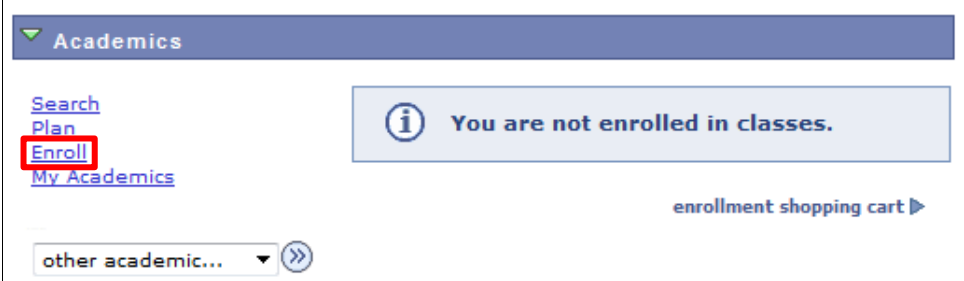


Class Enrollment

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

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 > Student Center.</u>
3.	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">  </div> <p>On the Student Center page in the Academics section, click the Enroll link.</p>

<p>4.</p>	<div data-bbox="397 254 1356 968"> <p>Add Classes 1 2 3</p> <p>1. Select classes to add</p> <p>To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.</p> <p>2011 Summer Term Undergraduate Queens College change term</p> <p style="text-align: center;"> <input checked="" type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List </p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Add to Cart:</p> <p>Enter Class Nbr <input type="text"/> enter</p> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search</p> <p><input type="radio"/> My Planner</p> <p style="text-align: right;">search</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">2011 Summer Term Shopping Cart</th> </tr> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">🗑</td> <td>ARTH 101-2 (2153)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> <tr> <td style="text-align: center;">🗑</td> <td>BUS 247-02 (1538)</td> <td>MoTuWeTh 4:30PM - 6:04PM</td> <td>Powdermker 154</td> <td>Staff</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> <tr> <td style="text-align: center;">🗑</td> <td>CSCI 313-01 (1990)</td> <td>MoTuWeTh 5:30PM - 7:04PM</td> <td>Science A223</td> <td>Z. Xiang</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> <tr> <td style="text-align: center;">🗑</td> <td>MUSIC 3913-01 (2224)</td> <td>MoTuWeTh 10:00AM - 12:40PM</td> <td>Music 353</td> <td>E. John</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">PROCEED TO STEP 2 OF 3</p> </div> <p>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 Classes Shopping Cart step sheet to put additional preferred sections in your Shopping Cart from My Planner, using Class Search or entering class section numbers.</p>	2011 Summer Term Shopping Cart							Delete	Class	Days/Times	Room	Instructor	Units	Status	🗑	ARTH 101-2 (2153)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	●	🗑	BUS 247-02 (1538)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	●	🗑	CSCI 313-01 (1990)	MoTuWeTh 5:30PM - 7:04PM	Science A223	Z. Xiang	3.00	●	🗑	MUSIC 3913-01 (2224)	MoTuWeTh 10:00AM - 12:40PM	Music 353	E. John	3.00	●
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<p>5.</p>	<p>Click the PROCEED TO STEP 2 OF 3 button.</p>																																										

6.

Add Classes

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	

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.

7.

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	Success: This class has been added to your schedule.	✔
BUS 247	Success: This class has been added to your schedule.	✔
CSCI 313	Error: You cannot add this class due to a time conflict with class 1538. Select another class.	✘
MUSIC 3913	Error: 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.	✘

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.