


Enrollment Dates

Students are able to use self-service to view both their shopping cart and enrollment appointment dates. Shopping Cart Appointments enable a student to short-list those classes and sections for which they wish to enroll prior to seeing their Advisor if needed. Enrollment Dates enable a student to add, drop and swap classes up to their maximum total units.

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: Self Service > Student Center .												
3.	In the Enrollment Dates section, click the link to see details of your enrollment dates. <div data-bbox="396 722 1352 1188" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Student's Student Center</p> <ul style="list-style-type: none"> Academics Finances Personal Information <div style="float: right; border: 1px solid gray; padding: 5px;"> <p>SEARCH FOR CLASSES</p> <ul style="list-style-type: none"> Hold To Do List Enrollment Dates <ul style="list-style-type: none"> Open Enrollment Dates Advisor CUNY Websites Academic Advisement Other Links </div> </div>												
4.	On the Enrollment Dates page, select a term radio button. <div data-bbox="396 1264 1352 1730" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Name <input type="text"/> go to ... <input type="button" value="»"/></p> <p>Search Plan Enroll My Academics</p> <p>my class schedule add drop swap edit term information</p> <p>Enrollment Dates</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2011 Summer Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>2011 Fall Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="CONTINUE"/></p> </div>		Term	Career	Institution	<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College	<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College
	Term	Career	Institution										
<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College										
<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College										
5.	Click the CONTINUE button.												

6. View **Shopping Cart and Enrollment Appointments** for the selected term.

Note: Enrollment Dates are for both a date and a time on that day. Your enrollment limits also display.

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

2011 Fall Term | Undergraduate | Queens College change term

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	May 3, 2011 9:00AM	September 1, 2011 11:59PM	21.00	21.00	21.00	21.00
Regular Academic Session	May 3, 2011 10:00AM	September 1, 2011 11:59PM	21.00	18.00	18.00	7.00

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Regular Academic Session	September 1, 2011	September 1, 2011

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
28.00	28.00	28.00	19.00

SHOPPING CART
ADD CLASSES

End of Procedure.