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Enrollment Dates

Add and swap classes up to your maximum total units during your Enrollment Dates.

Self Service > Enrollment > Enrollment Dates.

1. On the **Enrollment Dates** page, select a **term** radio button.
2. Click **CONTINUE**.
3. View your **Enrollment Appointment** day and time (i.e. 11:00am).

View Holds

View and learn who to contact about any holds.
Self Service > Student Center

1. In the **Holds** section, current holds display. Prior to your enrollment appointment date, resolve holds preventing you from enrolling.
2. Click **details** to see the hold and which department to contact.
3. In the **Hold Item** column, click a link to display the **Your Holds** page for more information.

My Planner

Store courses selected from CUNY Course Catalogs to take in the future.

Self Service > Academic Planning > My Planner

1. To add courses to **My Planner** click **Browse Course Catalog**.
2. On the **Browse Course Catalog** page, click the first letter in a subject.
3. Click the subject code link to display that subject's courses.
4. Click either **Course Nbr** or **Course Title** to view Course Detail.

5. Click **add to planner**.
6. Click **Return to Browse Course Catalog** to go back to the previous page.
7. The **My Planner** page displays a list of **Unassigned Courses**.
8. To assign a course to a specific term, click the checkbox for that course.
9. On the **Move selected course to Term** dropdown, select the term to take the selected course and then click the **move** button.

Browse Course Catalog

Browse any CUNY course catalog and select courses to place in your planner.

Self Service > Class Search/Browse Catalog > Browse Course Catalog

1. On the **Academic Institution** dropdown, click the college name.
2. Click **change**.
3. On the **Browse Course Catalog** page, click the first letter in a subject.
4. Click the subject code link to display that subject's courses.
5. Click either **Course Nbr** or **Course Title** to view Course Detail.
6. When scheduled, click **view class sections**.
7. In the **Course Schedule** area, click the **Terms Offered** dropdown, and then click the term.
8. Click **show sections**.
9. Click **section number** to display the **Class Details** page including Meeting Information, Instruction Mode and Class Availability.

Instruction Modes

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.

Search for Classes

View the class schedule, and add classes to your shopping cart.

Self Service > Class Search/Browse Catalog > Class Search

1. On the **Search for Classes** page in the **Enter Search Criteria** section, select the **Institution** from the dropdown.
2. Select the **Term** from the dropdown.
3. Select at least two criteria in the **Class Search Criteria** section, select the **Course Subject** from the dropdown.
4. Enter the **Course Number** shown in the Course Catalog or leave the field blank to list all of that subject's courses.
5. Select **Course Career** from the dropdown.
6. Uncheck the **Show Open Classes Only** checkbox to view open and closed sections.
7. As needed, click the **Additional Search Criteria** triangle and add additional criteria.
8. Click **Search**.
9. On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Click **View All Sections** to see all Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates details.
Note: Class Nbr is the section code shown in parentheses after a Course Number.
10. Click **select class** to display class preferences including: Session, Career, Wait List, Permission Nbr, Grading, Units, and Requirement Destination. Also displayed are Section, Component, Days & Times, Room, Instructor, and Start/End Date.
11. Click **Next** to return to add this class section to your **Shopping Cart**.
12. On the **Search for Classes – Search Results** page, a message confirms the class is in your cart.

Enrollment Shopping Cart

Use the Enrollment Shopping Cart to save classes until it is time to enroll. Validate (eligibility and availability) class selections prior to your enrollment appointment.

Placing a preferred section in the cart does not guarantee a seat in the class.

Self Service > Academic Planning > Enrollment Shopping Cart

1. On the **Shopping Cart** page, select a **term** radio button.

2. Click **CONTINUE**.

3a. When the **class number** is known, then on the **Add Classes to Shopping Cart** page, enter the unique four or five digit class number in **Enter Class Nbr** and then click **enter**.

3b. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click **Next** to add the class to your **Shopping Cart**.

3c. On the **Add Classes to Shopping Cart** page, a message confirms the class is in your cart.

4a. To find a class using **Class Schedule** from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click **search**.

4b. On the **Enter Search Criteria** page, select **Course Subject** from the dropdown, enter the **Course Number** in the Course Catalog or leave the field blank to list all of that subject's courses, and/or select **Course Career** from the dropdown.

To show all sections uncheck the **Show Open Classes Only** checkbox.

Click the **Additional Search Criteria** triangle to add additional criteria, and click **Search**.

4c. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click **Next** to add the class to your **Shopping Cart**.

4d. On the **Add Classes to Shopping Cart** page, a message confirms the class is in your cart.

5a. To move courses from **My Planner** to your **Shopping Cart**, then on the **Add Classes to Shopping Cart** page, click the **My Planner** radio button and then click **search**.

5b. On the **Search from My Planner** page, click **Select** next to a course to add it to your Shopping Cart.

Note: Only courses offered for the current semester may be added to the Shopping Cart.

5c. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click **Next** to add the class to your **Shopping Cart**.

5d. On the **Add Classes to Shopping Cart** page, a message confirms the class is in your cart.

6. Prior to enrollment, select the checkbox of each class in your **Shopping Cart** to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts) and then select **validate**.

Note: Review the validation status report and adjust your planned schedule as needed.

Note: Classes in your shopping cart remain there throughout the term or session until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart.

Add Classes

Use a self-service wizard to guide you through the enrollment process.

Self Service > Enrollment > Enrollment: Add Classes

1. On the **Enrollment Dates** page, select a **term** radio button.

2. Click **CONTINUE**.

3. The **Add Classes** page with the **1. Select classes to add** section displays.

Confirm all your selected sessions are shown in your Shopping Cart. If not, use the

Enrollment Shopping Cart steps to add preferred sections in your **Shopping Cart** from **My Planner**, using **Class Search** or entering the class number.

4. Click **Proceed to Step 2 Of 3**.

5. The **Add Classes** page, with the **2. Confirm classes** section displays. View **Status** icons to ensure your chosen classes are available and then select **Finish Enrolling**.

6. The **Add Classes** page, with the **3. View results** section displays. The Status column shows a green check mark to indicate successful enrollment in a class. The Status column shows an errors icon to indicate the enrollment request is not successful. You may be able to take actions to correct these errors and enroll later.

Swap Classes

Use self-service to swap an existing enrollment for another section within a term.

Self Service > Enrollment > Enrollment: Swap Classes

1. As needed, select the radio button of the term in which you would like to swap a class.

2. Click **Continue**.

3. The **Swap a Class** page **1. Select a class to swap** section displays. On the **Select from your schedule** dropdown, select the class to be dropped.

4. In the **With This Class** section find a new class using **one** of the three methods - Use **Search for Class** and select either **Class Search** or **My Planner** on the dropdown and click **search**.

Or use **Select from Shopping Cart** and then select a course on the dropdown and click **select**.

Or use **Enter Class Nbr**, key in the four or five class number and click **enter**.

The **1. Select a class to swap – Enrollment Preference** page displays. Click **Next**.

The **2. Confirm your selection** page displays. Click **Finish Swapping**.

The **3. View Results** page displays.