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

3. Cart

2. 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).

1. 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.

Student Quick Card Updated as of - 2/2/2012
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.