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

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

Instruction Modes

- Fully online - All class work is online.
- Hybrid/Blended - 20-80% of class meeting time is either online activity or virtual meetings.
- Online - Greater than 80% of class meeting time is either online activity or virtual meetings.
- In-Person - No course content or assignments are delivered online.
- Partially online - Some class work is online.
- Web-enhanced - Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.

View Schedule of 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, click the Institution dropdown and select the name of the college.
2. Click the Term dropdown and select the preferred term.
3. Select at least two criteria in the Class Search Criteria section.
4. Click the Course Subject dropdown and from the alphabetical list select the subject.
5. Enter the Course Number shown in the Course Catalog or leave the field blank to list all of that subject's courses.
6. Click the Course Career dropdown and select the career.
7. Uncheck the Show Open Classes Only checkbox to view both open and closed sections.
8. As needed, click the Additional Search Criteria disclosure triangle and add additional criteria.
9. Click the Search button.
10. On the Search Results area, scheduled classes that meet your criteria are listed in alphabetical order. View the Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates details.

11. The Section link displays the Class Nbr in parentheses. It is a unique four or five digit number for that term or session schedule that is very useful during enrollment.
12. Click select class to display class preferences including: Session, Career, Wait List, Permission Nbr, Grading, Units, and Requirement Designation. Also displayed are Section, Component, Days & Times, Room, Instructor, and Start/End Date.

View Enrollment Appointment

Add and swap classes to your maximum academic load of 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).
4. View your Term Enrollment Limits.

View Holds

View and identify 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 the details link to view the hold/s and which department to contact.
3. In the Hold Item column, click a link to display the Your Holds page for more information.

View Course Catalog

Browse any CUNY course catalog and select courses to complete your academic requirements.
13. Click Next to add this class section to your Shopping Cart.
14. On the Search for Classes – Search Results page, a message confirms the class is now in your cart.

**Class Shopping Cart and Validation**
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.

Note: Placing a section in the shopping cart does not hold a seat in the class and it does not allow the class to your schedule.

**Self Service > Academic Planning > Enrollment Shopping Cart**

1. As needed, on the Shopping Cart page select a term radio button.
2. Click the CONTINUE button.

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 the Enter Class Nbr field and then click the enter button.

3b. On the 1. Select classes to add – Enrollment Preference page, review section information, update Class Preferences as needed, and then click the Next button 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 shopping 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 the search button.

4b. On the Enter Search Criteria page: click the Course Subject dropdown and from the alphabetical list select the subject; enter the Course Number in the Course Catalog or leave the field blank to list all of that subject’s courses; and/or click the Course Career dropdown and select the career. 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 the Next button 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 shopping cart.

5. 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, seats) and then select the validate button.

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.

**Class Enrollment**
Use the self-service wizard to guide you through the enrollment process.

**Self Service > Enrollment > Enrollment: Add Classes**

1. On the Add Classes page, select a term radio button.
2. Click the CONTINUE button.
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

**Class Shopping Cart and Validation** steps to add preferred sections in your Shopping Cart entering the class number or using Class Search.

4. Click the Proceed to Step 2 Of 3 button.
5. The Add Classes page, with the 2. Confirm classes section displays. View Status icons to ensure these 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 together with a message stating the reason the enrollment 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 Class Search or Enter Class Nbr and click enter.
5. The 1. Select a class to swap – Enrollment Preference page displays. Click NEXT.
7. The 3. View Results page displays. The Status column shows a green check mark to indicate a successful swap.