
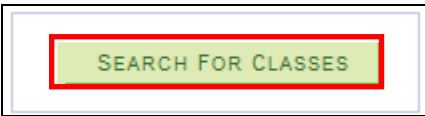

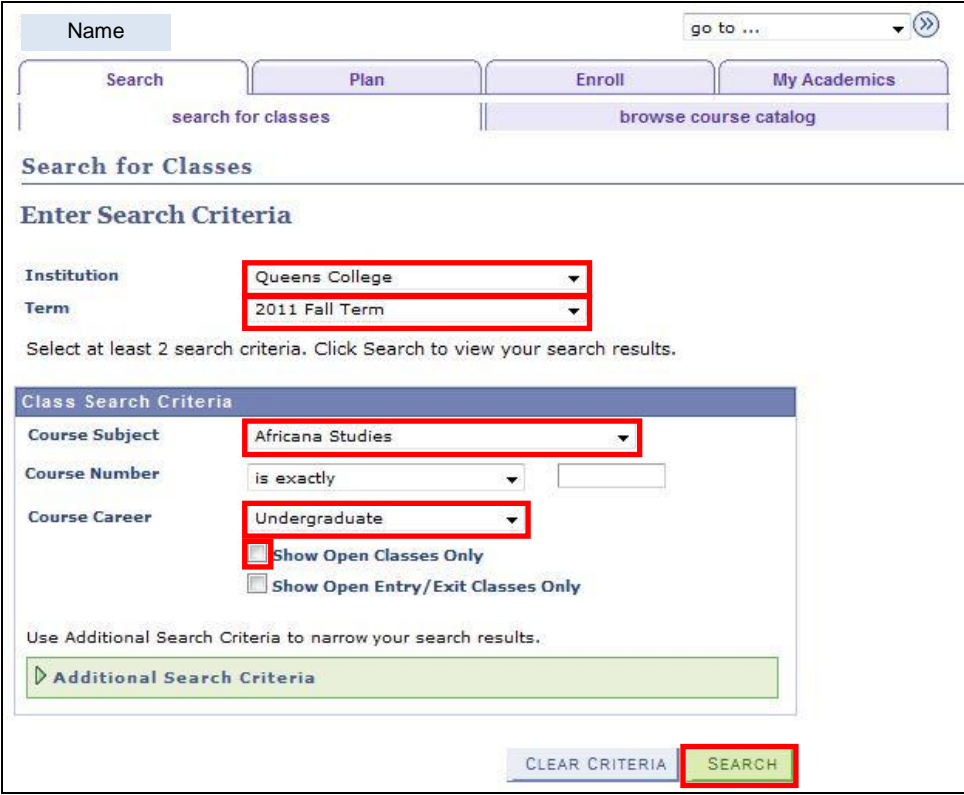






## Search for Classes

Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.




Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center</b> .
3.	In the upper right corner, select the <b>Search for Classes</b> button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
4.	On the <b>Search for Classes</b> page in the <b>Enter Search Criteria</b> section, to select the <b>Institution</b> click the  dropdown box icon; and then click the name of the correct college or school. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
5.	To select the <b>Term</b> click the  dropdown box icon; and then click the correct term.

6.	<p>In the <b>Class Search Criteria</b> section to select the <b>Course Subject</b> click the  dropdown box icon; and then click on the correct subject.</p> <p><b>Note: At least two search criteria must be selected in this section.</b></p>
7.	<p>To select the <b>Course Number</b>, enter the Course Number shown in the Course Catalog or leave it blank to list all of that subject's courses.</p>
8.	<p>To select the <b>Course Career</b>, click the  dropdown box icon; and then click on the correct career.</p>
9.	<p>Uncheck the <input checked="" type="checkbox"/> <b>Show Open Classes Only</b> checked checkbox icon to view both open and closed sections.</p>
10.	<p>To narrow the search results click the  <b>Additional Search Criteria</b> disclosure triangle and add additional criteria.</p> <p><b>Note: Class Nbr is the section code shown in parentheses after a Course Number.</b></p>
11.	<p>Click the <b>Search</b> button.</p>

12.


On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates details.

**Note:** Status displays as either an  **Open icon** or a  **Closed icon**.

 Open
 Closed
 Wait List

▼ AFST 101 - Survey of African Civilization I


View All Sections
First
◀ 1-2 of 2 ▶
Last

Section [01-LEC\(5731\)](#) Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:50AM - 12:05PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011

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Section [02-LEC\(5752\)](#) Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Fr 5:30PM - 8:30PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011

▼ AFST 232W - Caribbean Literature

View All Sections
First
◀ 1 of 1 ▶
Last

Section [01-LEC\(5756\)](#) Status  select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Fr 6:30PM - 9:30PM	Powdermker 106	Marjorie Blenman-Roane	08/26/2011 - 12/22/2011

<p>13.</p>	<p>Click the <b>select class</b> button to display the class preferences including: Session, Career, Wait List, Permission Nbr, Grading, Units, and Requirement Destination. Also displayed are the Section, Component, Days &amp; Times, Room, Instructor, and Start/End Date.</p> <div data-bbox="393 401 1352 1184" style="border: 1px solid black; padding: 5px;"> <p><b>Search for Classes</b></p> <hr/> <p><b>Add to Shopping Cart - Enrollment Preferences</b></p> <p>2011 Fall Term   Undergraduate   Queens College</p> <p><b>AFST 101 - AFRICAN CIV 1</b></p> <p><b>Class Preferences</b></p> <p>AFST 101-01    Lecture    <span style="color: green;">●</span> Open    Wait List    <input type="checkbox"/> Wait list if class is full</p> <p>Session    Regular Academic Session    Permission Nbr    <input type="text"/></p> <p>Career    Undergraduate    Grading    Undergraduate Letter Grades</p> <p>Units    3.00</p> <p>Requirement Designation</p> <p>Regular Liberal Arts</p> <p><input type="checkbox"/> Take Requirement Designation</p> <p style="text-align: right;">CANCEL    <span style="border: 2px solid red; padding: 2px;">NEXT</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Lecture</td> <td>TuTh 10:50AM - 12:05PM</td> <td>Powdermker 116</td> <td>Evelyn Julmisse</td> <td>08/26/2011 - 12/22/2011</td> </tr> </tbody> </table> </div>	Section	Component	Days & Times	Room	Instructor	Start/End Date	01	Lecture	TuTh 10:50AM - 12:05PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011
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<p>14.</p>	<p>Click the <b>Next</b> button to return to add this class section to your <b>Shopping Cart</b>.</p>												

<p>15.</p>	<p>On the <b>Search for Classes – Search Results</b> page, a message displays to indicate that the class has been added to your Shopping Cart.</p> <div data-bbox="396 340 1354 961" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Name</span> <span>go to ... </span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">Search <small>search for classes</small></div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">Plan</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">Enroll</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">My Academics</div> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center; margin-top: 5px;">browse course catalog</div> <hr/> <p><b>Search for Classes</b></p> <p><b>Search Results</b></p> <p>When available, click View All Sections to see all sections of the course.</p> <p>Queens College   2011 Fall Term</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p><u>My Class Schedule</u></p> <p>You are not registered for classes in this term.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p><u>Shopping Cart</u> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">show all</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">AFST 101</td> <td style="width: 70%;">TuTh 10:50AM - 12:05PM Powdermker 116</td> </tr> </table> </div> </div> <p style="font-size: small; margin-top: 10px;">The following classes match your search criteria Course Subject: <b>Africana Studies</b>, Course Career: <b>Undergraduate</b>, Show Open Classes Only: <b>No</b></p> <div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> <p><b>AFST 101 has been added to your Shopping Cart.</b></p> </div> </div>	AFST 101	TuTh 10:50AM - 12:05PM Powdermker 116
AFST 101	TuTh 10:50AM - 12:05PM Powdermker 116		
<p><b>End of Procedure.</b></p>			