
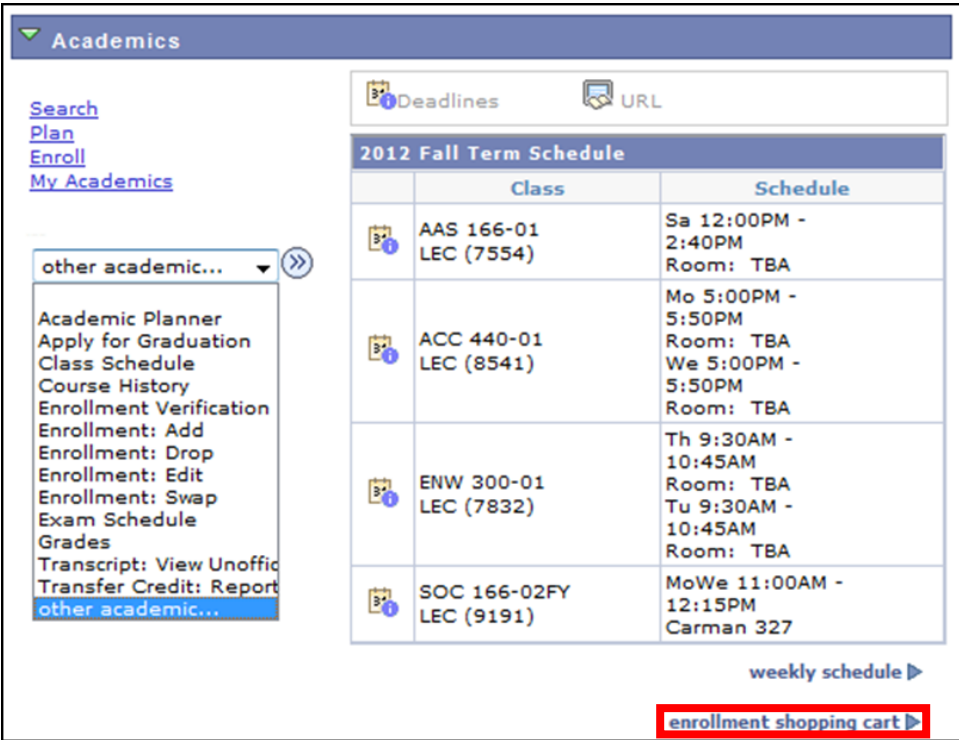














Enrollment Shopping Cart

Students may use the Enrollment Shopping Cart to save classes until it is time to enroll for the term. Students may validate (eligibility and availability) class selections prior to the enrollment appointment.

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: <u>Self Service > Student Center.</u>																		
3.	In the Academics section select the enrollment shopping cart link. <div data-bbox="396 688 1349 1423" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the 'Academics' section of the CUNYfirst system. On the left, there is a search bar with 'other academic...' entered and a dropdown menu open, listing various options like 'Academic Planner', 'Apply for Graduation', etc. The 'enrollment shopping cart' link is highlighted with a red box at the bottom right of the page. The main content area displays the '2012 Fall Term Schedule' with a table of classes and their schedules.</p> <table border="1" data-bbox="743 821 1333 1325"> <thead> <tr> <th colspan="3">2012 Fall Term Schedule</th> </tr> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>AAS 166-01 LEC (7554)</td> <td>Sa 12:00PM - 2:40PM Room: TBA</td> </tr> <tr> <td></td> <td>ACC 440-01 LEC (8541)</td> <td>Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA</td> </tr> <tr> <td></td> <td>ENW 300-01 LEC (7832)</td> <td>Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA</td> </tr> <tr> <td></td> <td>SOC 166-02FY LEC (9191)</td> <td>MoWe 11:00AM - 12:15PM Carman 327</td> </tr> </tbody> </table> </div>	2012 Fall Term Schedule				Class	Schedule		AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA		ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA		ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA		SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327
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<p>4.</p>	<p>As needed, on the Shopping Cart page, select a term radio button.</p> <div data-bbox="396 310 1354 800" style="border: 1px solid black; padding: 5px;"> <p>Shopping Cart</p> <p>Select Term</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;">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
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<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College										
<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College										
<p>5.</p>	<p>Click the CONTINUE button.</p>												

6. a. 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.

2011 Fall Term | Undergraduate | Queens College [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ARTH 101-01 (2125)	Mo 9:15AM - 12:05PM	Klapper 401	E. Krest	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	<input checked="" type="radio"/>

for selected: [delete](#) [validate](#) [enroll](#)

- b. 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**.

Note: Available Class Preferences will vary depending on the course.

2011 Fall Term | Undergraduate | Queens College

AMST 110W - INTRO AMER SOC/CULT

Class Preferences

AMST 110W-01 Lecture Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Grading Undergraduate Letter Grades

Units 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation

Regular Liberal Arts

Take Requirement Designation

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

- c. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College change term

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 <small>(7037)</small>	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 <small>(2266)</small>	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: delete validate enroll

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

- b. On the **Enter Search Criteria** page select the **Course Subject** from the dropdown list, enter the course number from in the Course Catalog in the **Course Number** field or leave the field blank to list all of the subject's courses, and/or select the **Course Career** from the dropdown list. To show all sections uncheck the **Show Open Classes Only** checkbox. To narrow your search results, select the **Additional Search Criteria** link and enter additional criteria. After selecting you search criteria, then click the **Search** button.

- c. On the **1. Select classes to add – Enrollment Preference** page review the section information, update **Class Preferences** as needed, then click the **Next** button to add the class to your **Shopping Cart**.
Note: Available Class Preferences will vary depending on the course.

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

- d. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College [change term](#)

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 (7037)	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

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

The screenshot shows the 'Add to Cart' interface. On the left, there is a section for 'Add to Cart' with an 'Enter Class Nbr' field and an 'enter' button. Below that are 'Find Classes' options: 'Class Search' (radio button) and 'My Planner' (radio button, highlighted with a red box). A 'search' button is also highlighted with a red box. On the right, a table titled '2011 Fall Term Shopping Cart' displays a single course entry: BALA 100-01 (2266) with TuTh 3:05PM - 4:20PM in Honors 17, taught by D. Leventhal, for 3.00 units. Below the table are buttons for 'delete', 'validate', and 'enroll'.

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

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

The screenshot shows two tables. The first table, '2011 Fall Term', has columns for Course, Description, Units, and Term Status. It lists AMST 222 'US IN GLOBAL SETTING' with 3.00 units and a status of 'Not offered in 2011 Fall Term.' The second table, 'Unassigned Courses', has columns for Course, Description, Units, Term Status, and Select. It lists AMST 110W 'INTRO AMER SOC/CULT' with 3.00 units and a status of 'Classes available this term.' The 'select' button in the 'Select' column is highlighted with a red box.

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

Note: Available Class Preferences will vary depending on the course.

2011 Fall Term | Undergraduate | Queens College

AMST 110W - INTRO AMER SOC/CULT

Class Preferences

AMST 110W-01 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Undergraduate Letter Grades

Career Undergraduate Units 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation
 Regular Liberal Arts
 Take Requirement Designation

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

d. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

✔ AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College change term

● Open ■ Closed ▲ Wait List


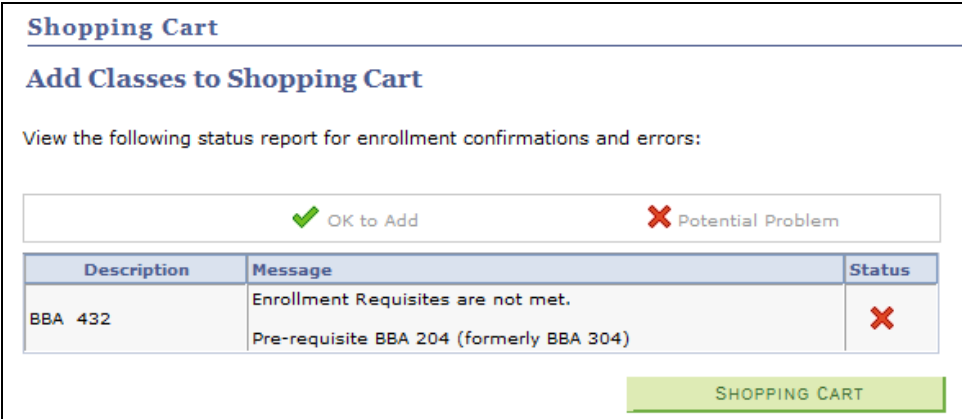
Add to Cart:

Enter Class Nbr enter

Find Classes
 Class Search
 My Planner
search

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 (7037)	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: delete validate **enroll**

<p>9.</p>	<p>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).</p> 
<p>10.</p>	<p>Select the validate button.</p> <p>Note: Review the validation status report and adjust your planned schedule as needed.</p> <p>Note: Classes in your shopping cart remain there throughout the semester, 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 displaying whether the class is open or closed.</p> 
<p>End of Procedure.</p>	