

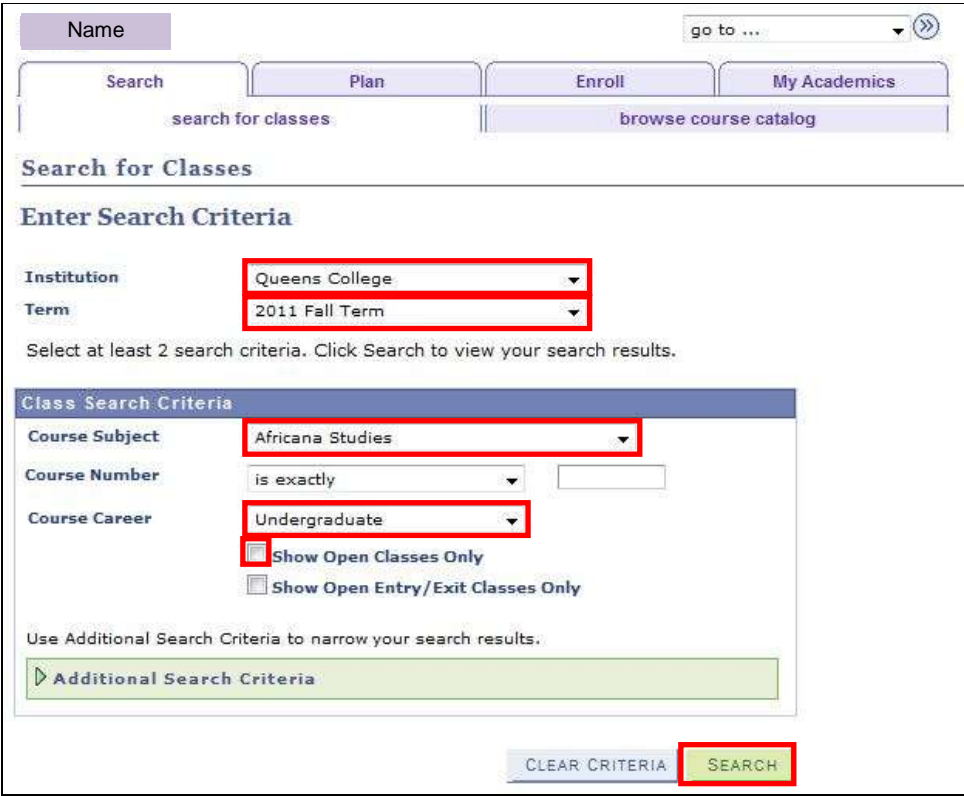







View Schedule of Classes




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.

Note: Parts of images may be obscured for security reasons.

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: Self Service > Student Center .
3.	 <p>In the upper right corner, select the SEARCH FOR CLASSES button.</p>
4.	 <p>On the Search for Classes page in the Enter Search Criteria section, from the Institution  dropdown box icon, select the correct college or school.</p>
5.	From the Term  dropdown box icon, select the correct term.

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

12.

 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

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

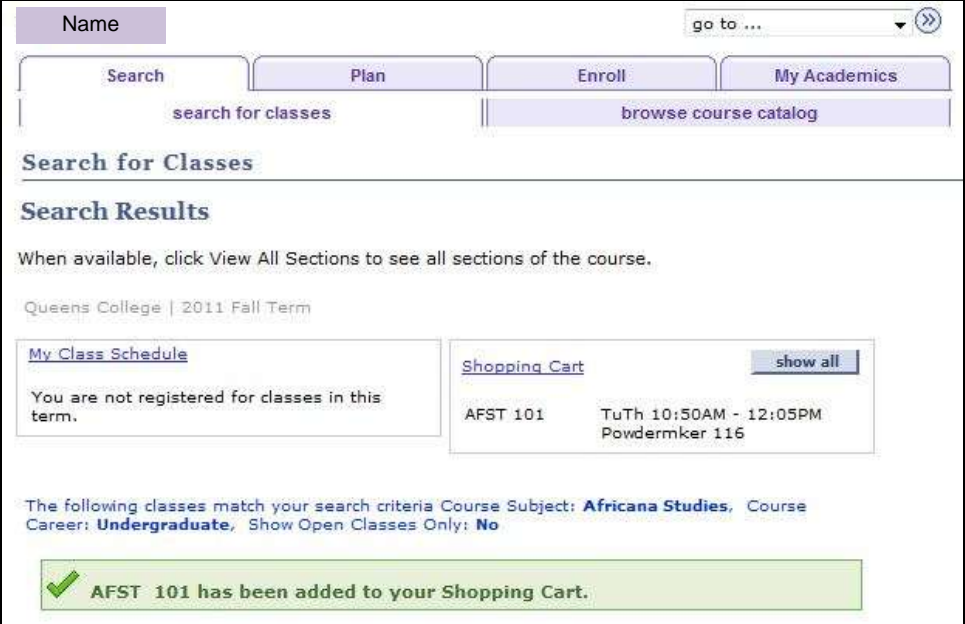
Session Regular

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

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, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

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

<p>13.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Search for Classes</p> <hr/> <p>Add to Shopping Cart - Enrollment Preferences</p> <p>2011 Fall Term Undergraduate Queens College</p> <p>AFST 101 - AFRICAN CIV 1</p> <p>Class Preferences</p> <p>AFST 101-01 Lecture ● Open Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Permission Nbr <input type="text"/></p> <p>Session Regular Academic Session Grading Undergraduate Letter Grades</p> <p>Career Undergraduate 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 NEXT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days & 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> <p>Click the select class button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.</p> <p>Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.</p>	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 NEXT button to add this class section to your Shopping Cart.</p>												

<p>15.</p>	 <p>The screenshot shows the 'Search for Classes' page. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'search for classes' and 'browse course catalog'. The main heading is 'Search for Classes' followed by 'Search Results'. A message states: 'When available, click View All Sections to see all sections of the course.' Below this, it says 'Queens College 2011 Fall Term'. There are two boxes: 'My Class Schedule' which says 'You are not registered for classes in this term.' and 'Shopping Cart' which shows 'AFST 101' with details 'TuTh 10:50AM - 12:05PM Powdermker 116' and a 'show all' button. At the bottom, a green message box says 'AFST 101 has been added to your Shopping Cart.' Above this message, it says 'The following classes match your search criteria Course Subject: Africana Studies, Course Career: Undergraduate, Show Open Classes Only: No'.</p> <p>On the Search for Classes – Search Results page, a message displays to indicate that the class has been added to your Shopping Cart.</p> <p>Note: <i>Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.</i></p>
	<p>End of Procedure.</p>