View My Class Schedule
Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - 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.   | In the Academics section from the other Academic dropdown box, select Class Schedule and then click the Go icon. |
The Class Schedule displays in a list format.
5. To view only enrolled, dropped, or waitlisted classes, in the **Class Schedule Filter Options** select the checkboxes of those types of classes you wish to view and then click the **filter** button.

6. From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.

7. Select the **previous week** or **next week** buttons to go to those schedules.

8. Alternatively, select the calendar icon and select the week to view.

9. As needed enter the **Start Time** and **End Time** (format is 8:00AM or 6:00PM) for that week.

10. Click the **refresh calendar** button.
11. From the **Display Options** section:
   - Uncheck the ✔️ **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Check the ☐ **Show class Title** checkbox to display the course name.
   - Check the ☐ **Show Instructors** checkbox to display the assigned faculty.
   - Check the ☐ checkboxes of those days of the weeks you wish to display.

12. Click the **refresh calendar** button.

13. In either format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule.

**End of Procedure.**