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.

<table>
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<th>Step</th>
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| 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.   | ![SEARCH FOR CLASSES](image)  
In the upper right corner, select the **SEARCH FOR CLASSES** button. |
| 4.   | Name  
![Search for Classes](image)  
**Enter Search Criteria**  
**Search for Classes**  
**Institution** Queensborough CC  
**Term** 2013 Fall Term  
Select at least 2 search criteria. Click **Search** to view your search results.  
**Course Subject** English  
**Course Number** Is exactly  
**Course Career** Undergraduate  
**Course Attribute**  
**Course Attribute Value**  
**Requirement Designation**  
**Show Open Classes Only**  
On the **Search for Classes** page in the **Enter Search Criteria** section, from the **Institution** dropdown arrow, select the correct college or school. |
| 5.   | From the **Term** dropdown arrow, select the correct term. |
6. In the **Class Search Criteria** section from the **Course Subject** dropdown arrow, select on the correct subject.

   **Note:** At least two search criteria must be selected in this section.

7. Enter the **Course Number** shown in the Course Catalog or leave it blank to list all of that subject’s courses.

8. From the **Course Career** dropdown arrow, select the correct career.

   **Note:** Additional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.

9. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.

10. To narrow the search results click the **Additional Search Criteria** disclosure triangle and add additional criteria.

   ![Additional Search Criteria](image)

   **Note:** Class Nbr is the section code shown in parentheses after a Course Number.

11. Click the **Search** button.
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.

Use the New Search button to begin a new class search. Use the Modify Search button to specific additional for the current class search.

Note: Status displays as either an Open icon or a Closed icon.
13. Click the select class button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.

Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.

**Note:** Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the ‘Permission Nbr’ field on this page before clicking the ‘NEXT’ button.

14. Click the **NEXT** button to add this class section to your **Shopping Cart**.
15. On the Search for Classes – Search Results page, a message displays to indicate that the class has been added to your Shopping Cart.

Note: Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.

End of Procedure.