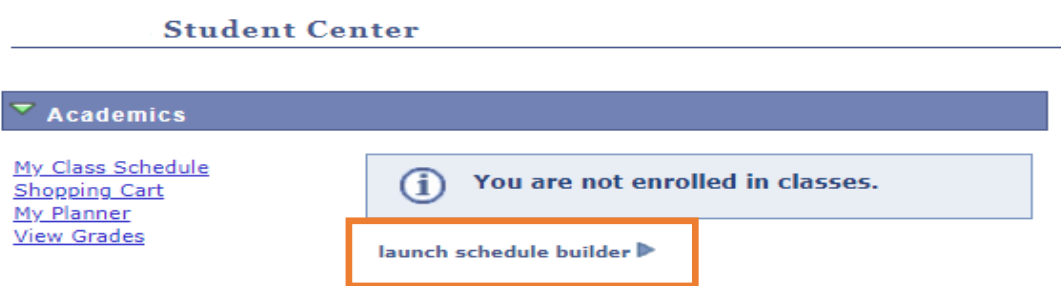
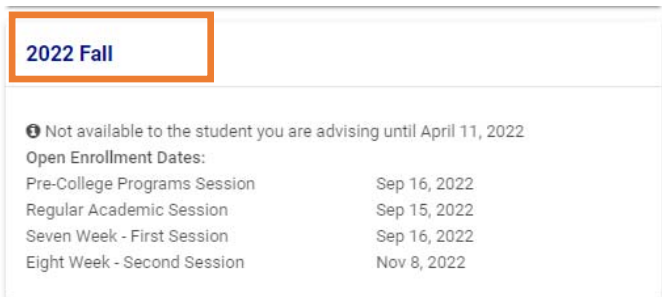
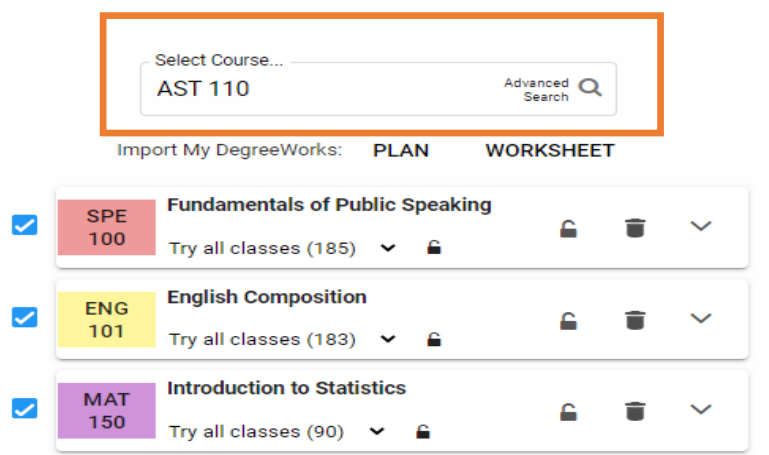


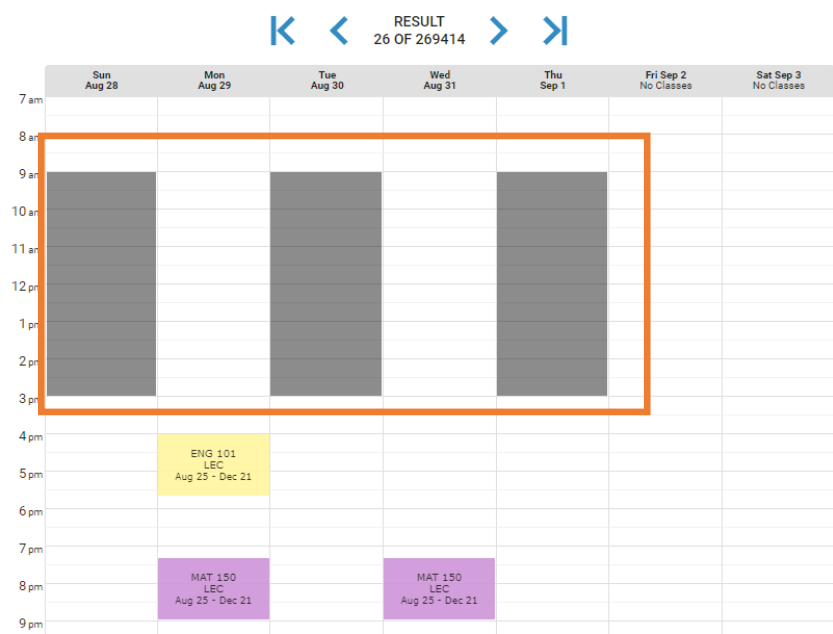
How to Register via Schedule Builder

The following steps are to register for classes via Schedule Builder.

Step	Action																					
1	Log into CUNYfirst: https://home.cunyfirst.cuny.edu to access Student Center via the CUNYfirst Menu.																					
2	Click Launch Schedule Builder :  <p>The screenshot shows the Student Center Academics menu. A blue box highlights the 'launch schedule builder' button. A message above it states 'You are not enrolled in classes.' Links for 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'View Grades' are also visible.</p>																					
3	Click on the Semester (e.g. Summer 2022, Fall 2022, etc.)  <p>The screenshot shows a dropdown menu for selecting a semester. '2022 Fall' is selected and highlighted with an orange box. Below the dropdown, a message states 'Not available to the student you are advising until April 11, 2022'. A table of Open Enrollment Dates is shown:</p> <table border="1"><thead><tr><th>Open Enrollment Dates:</th><th></th></tr></thead><tbody><tr><td>Pre-College Programs Session</td><td>Sep 16, 2022</td></tr><tr><td>Regular Academic Session</td><td>Sep 15, 2022</td></tr><tr><td>Seven Week - First Session</td><td>Sep 16, 2022</td></tr><tr><td>Eight Week - Second Session</td><td>Nov 8, 2022</td></tr></tbody></table>	Open Enrollment Dates:		Pre-College Programs Session	Sep 16, 2022	Regular Academic Session	Sep 15, 2022	Seven Week - First Session	Sep 16, 2022	Eight Week - Second Session	Nov 8, 2022											
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4	Enter in Course in Search to add to your schedule:  <p>The screenshot shows the course search interface. A search box contains 'AST 110' and is highlighted with an orange box. Below the search box, there are buttons for 'Import My DegreeWorks: PLAN WORKSHEET'. A list of course results is shown:</p> <table border="1"><tbody><tr><td><input checked="" type="checkbox"/></td><td>SPE 100 Fundamentals of Public Speaking</td><td>Try all classes (185)</td><td>▼</td><td>🔒</td><td>🗑️</td><td>▼</td></tr><tr><td><input checked="" type="checkbox"/></td><td>ENG 101 English Composition</td><td>Try all classes (183)</td><td>▼</td><td>🔒</td><td>🗑️</td><td>▼</td></tr><tr><td><input checked="" type="checkbox"/></td><td>MAT 150 Introduction to Statistics</td><td>Try all classes (90)</td><td>▼</td><td>🔒</td><td>🗑️</td><td>▼</td></tr></tbody></table>	<input checked="" type="checkbox"/>	SPE 100 Fundamentals of Public Speaking	Try all classes (185)	▼	🔒	🗑️	▼	<input checked="" type="checkbox"/>	ENG 101 English Composition	Try all classes (183)	▼	🔒	🗑️	▼	<input checked="" type="checkbox"/>	MAT 150 Introduction to Statistics	Try all classes (90)	▼	🔒	🗑️	▼
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<input checked="" type="checkbox"/>	MAT 150 Introduction to Statistics	Try all classes (90)	▼	🔒	🗑️	▼																

Step

5 Block out times on Calendar **you cannot take courses** so you can determine the ideal schedule:



6 You can view **Class Details** to see specifics about a course:

A screenshot of a course details page. At the top, there is a 'Class Details' toggle switch (checked) and a 'TIPS' icon. Below this, there are navigation arrows and 'RESULT 86 OF 8'. The main content area shows details for 'MAT 150 Introduction to Statistics', including the term '2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session' and the schedule 'Mon, Wed : 12:00 PM- to 1:40 PM'. Below the course title, there are two options: 'LEC 1203' and 'LEC 1200'. The 'LEC 1203' option is selected. It includes details such as '1699' seats, '0/25' wait list, and 'In Person' instruction. The instructor is listed as 'Fiterman 208 Staff'. Prerequisites and course attributes are also listed. A 'HIDE SIMILAR OPTIONS' button is at the bottom.

Step

7 The available class schedules will show. If there is more than 1 schedule available you can use arrows to see available options.

MAT 150
Introduction to Statistics
2022 Fall Term: Aug 25 - Dec 21
Regular Academic Session

LEC 0513
1111
Borough of Manhattan CC
Online
Seats: 0/25
Wait List: 0/4
Recommendations: 1 : 0
Prerequisite: ESL 62 and ACR 94 and MAT 12, 14, 41, 51, or 161.5 Non-Degree Students must seek approval from Math Department in Room N599.

SHOW 22 SIMILAR OPTIONS

AST 110
General Astronomy
2022 Fall Term: Aug 25 - Dec 21
Regular Academic Session
Mon : 8:00 AM- to 9:40 AM

LEC 081L
4073
Borough of Manhattan CC
Hybrid
Online-Asynchronous
Desmond McKernan
4.0/4.0 Progress Units
Prerequisite: ENG 88, ESL 62 or higher; ACR 94 or higher; and MAT 12, MAT 14, MAT 41, MAT 51 or higher.

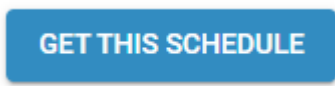
You can also view the calendar to see the overall dates for these courses in bottom right and there will also be an indicator if some classes are online.

This schedule includes online classes

September 11 - 17, 2022

Aug	Sep	Oct	Nov	Dec	Jan '23

8 Click **Get this Schedule** to proceed to Enrollment:



9 Click **Do Actions** to Enroll:

Class	Action
ENG 101 2021 Fall Term: Sep 1 - Oct 26 English Composition Seven Week - First Mon, Wed : 5:30 PM to 9:40 PM	
LEC A170 Hidden 64109 Borough of Manhattan CC Online Seats: 0/25 Wait List: 0/4 Recommendations: 66 : 0 Progress Units 3.0/3.0 Course Attributes: English Composition, English Composition Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above-Non-Degree Students must seek approval from English Department in Room N751.	Enroll



You should get a result of **“Success”** indicating you are officially enrolled or waitlisted if class is full.

Other Information

You can filter to exclude closed or waitlisted courses from your search:



You can also sort by different options of schedules such as 'Most Days Off', 'Mornings', etc. using this dropdown:



If you want to keep a specific class/section, but look for alternate options for your other courses you can **pin it** by clicking on it on the schedule. You can then use the arrows to adjust your other classes without losing this one.

