# How to Register via Schedule Builder

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Log into CUNYfirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> to access Student Center via the CUNYfirst Menu.</td>
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<tr>
<td><strong>2</strong></td>
<td>Click <strong>Launch Schedule Builder</strong>.</td>
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<td><strong>3</strong></td>
<td>Click on the <strong>Semester</strong> (e.g. Summer 2022, Fall 2022, etc.)</td>
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<tr>
<td><strong>4</strong></td>
<td>Enter in <strong>Course</strong> in Search to add to your schedule:</td>
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</table>
Step 5 Block out times on Calendar **you cannot take courses** so you can determine the ideal schedule:

![Calendar screenshot with highlighted times]

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

![Class Details screenshot]
Step 7  The available class schedules will show. If there is more than 1 schedule available you can use arrows to see available options.

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.

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

9  Click **Do Actions** to 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. Your can then use the arrows to adjust your other classes without losing this one.