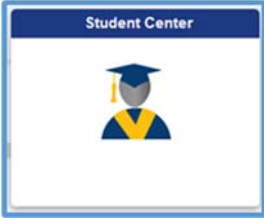



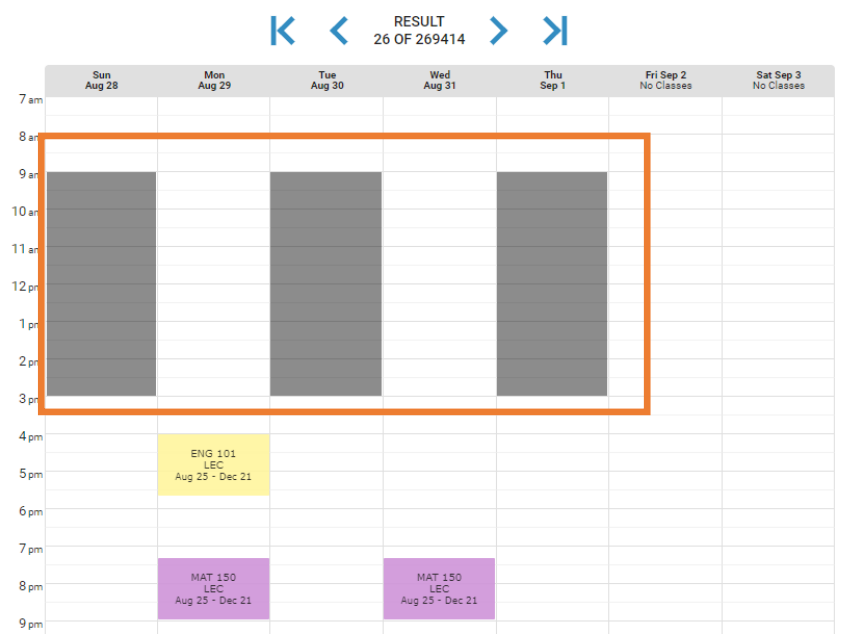
How to Register via Schedule Builder

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	Access Schedule Builder via Student Center: A - Select Student Center B - Select Schedule Builder <div style="display: flex; justify-content: space-around; align-items: center;">   </div>																		
3	Click on the Semester (e.g. Summer 2022, Fall 2022, etc.) <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid orange; padding: 2px; display: inline-block; margin-bottom: 5px;">2022 Fall</div> <p><small>ⓘ Not available to the student you are advising until April 11, 2022</small></p> <p>Open Enrollment Dates:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">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> </table> </div>	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: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <input type="text" value="Select Course..."/> <input type="text" value="AST 110"/> Advanced Search 🔍 </div> <p style="text-align: center; font-size: small;">Import My DegreeWorks: PLAN WORKSHEET</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 30px; background-color: #f08080; color: white; text-align: center; font-weight: bold;">SPE 100</td> <td style="padding: 5px;">Fundamentals of Public Speaking <small>Try all classes (185)</small></td> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="background-color: #ffff00; color: black; text-align: center; font-weight: bold;">ENG 101</td> <td style="padding: 5px;">English Composition <small>Try all classes (183)</small></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="background-color: #d8bfd8; color: black; text-align: center; font-weight: bold;">MAT 150</td> <td style="padding: 5px;">Introduction to Statistics <small>Try all classes (90)</small></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </div>	<input checked="" type="checkbox"/>	SPE 100	Fundamentals of Public Speaking <small>Try all classes (185)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ENG 101	English Composition <small>Try all classes (183)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MAT 150	Introduction to Statistics <small>Try all classes (90)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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:

Class Details TIPS Sort by: Select...

MAT 150
Introduction to Statistics
Mon, Wed : 12:00 PM- to 1:40 PM

2022 Fall Term: Aug 25 - Dec 21
Regular Academic Session

Borough of Manhattan CC
In Person
Fiterman 208
Staff

4.0/4.0 Progress Units 1

or

LEC 1200
3080
Borough of Manhattan CC
In Person
70 Murray M305
Staff

4.0/4.0 Progress Units 1

HIDE SIMILAR OPTIONS ^

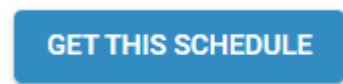
Step

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 on the bottom of the page and there will also be an indicator if some classes are online.

**Please note in some terms we offer express sessions,. For those courses you will see they only run for part of the semester (e.g. September thru October or October through December)*

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



9 Click **Do Actions** to Enroll:

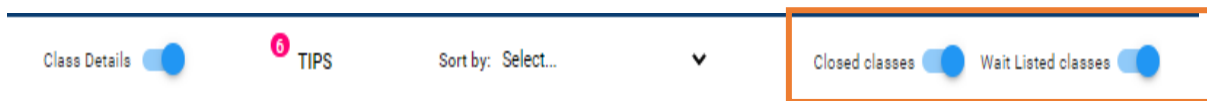
Class	Action
ENG 101 2021 Fall Term: Sep 1 - Oct 26 English Composition Seven Week - First Mon, Wed : 5:30 PM to 9:40 PM	
LEC A170 Hidden 64109 Seats: 0/25 Wait List: 0/4 Recommendations: 66 : 0 Progress Units 3.0/3.0 Course Attributes: English Composition, English Composition Prerequisite: Pass CUNY 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

Filter to Exclude Closed or Waitlisted Classes



Sort by Different Schedule Options (e.g. Most Days Off, Mornings)



Pin Classes You Want to Keep

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.

