

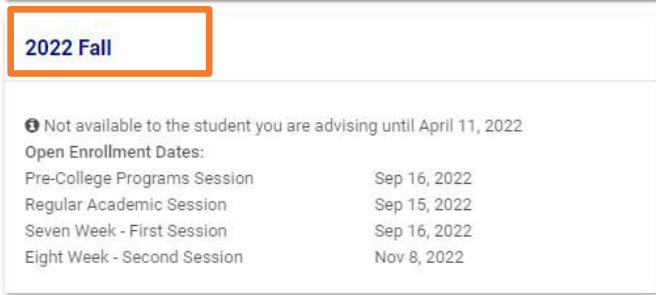
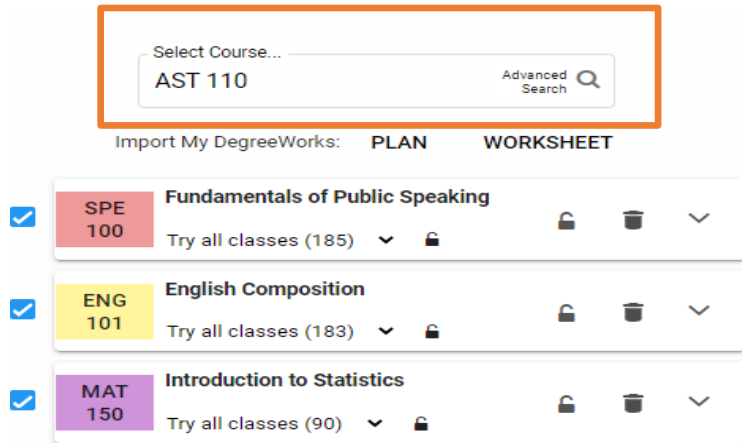


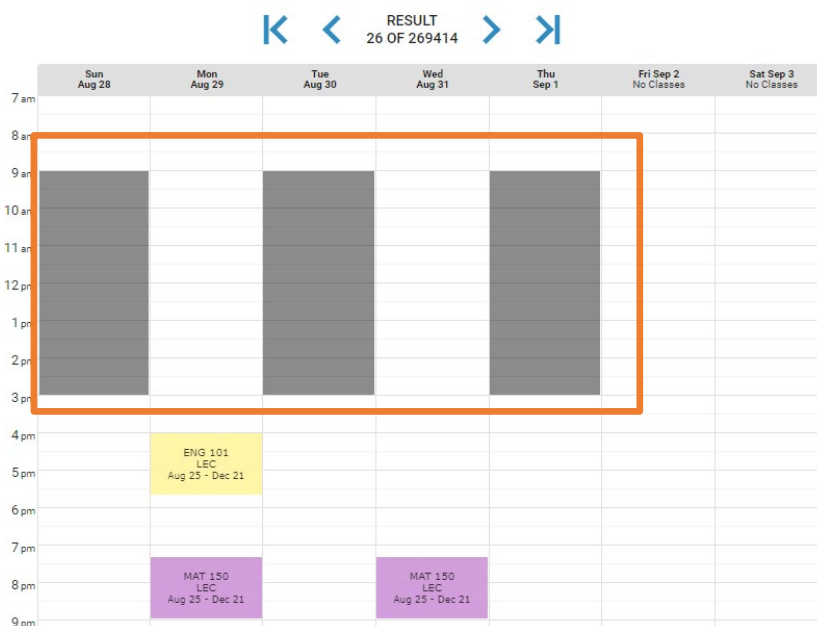
How to Register via Schedule Builder

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: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>A - Select Student Center</p>  </div> <div style="text-align: center;"> <p>B - Select Schedule Builder</p>  </div> </div> |
| 3 | Click on the Semester (e.g. Summer 2022, Fall 2022, etc.)  |
| 4 | Enter in Course in Search to add to your schedule:  |

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:

If a specific class works can click anywhere on colored header to pin so this section is saved while looking for all courses that work in schedule.

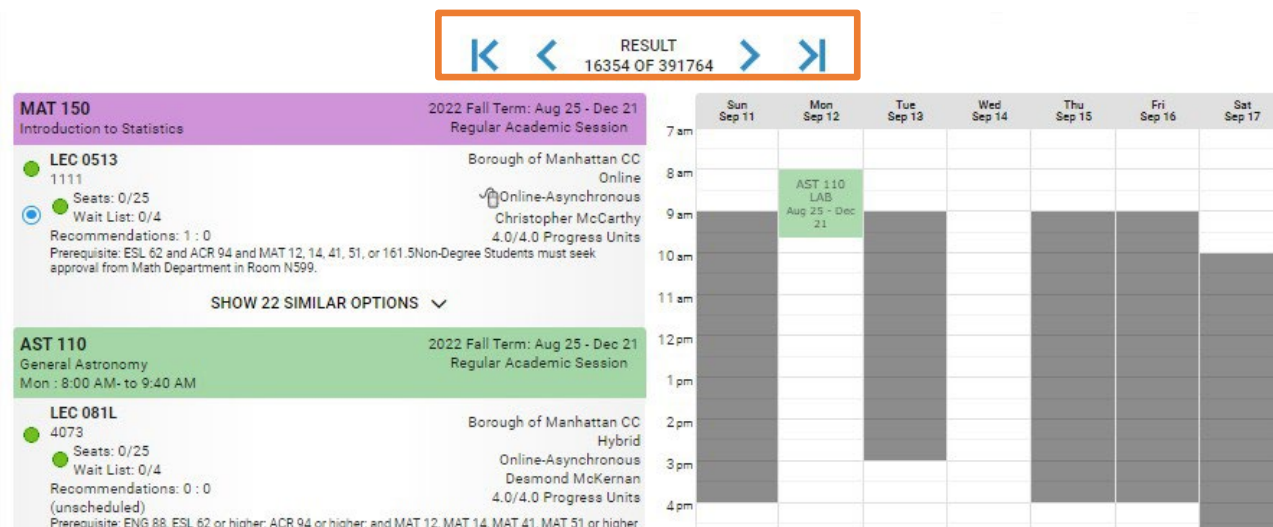
ENG 101
English Composition
Mon, Wed : 6:00 PM to 8:05 PM

2025 Summer Term: Jul 17 - Aug 19
Five Week - Second

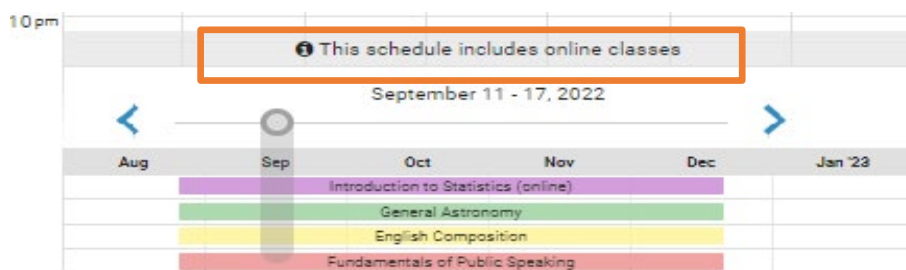


Step

- 7 The available class schedules will show at the top. If there is more than 1 schedule available you can use arrows to see available options. Pinning courses will help narrow down available schedule 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:

GET THIS SCHEDULE

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 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. | Borough of Manhattan CC Online <input checked="" type="checkbox"/> Online Rm 03 3.0/3.0 Progress Units Enroll |



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

10 Tuition and Fee Agreement

Before completing any enrollment actions (add, drop, or swap), the following user agreement will show. There will be the option to acknowledge ‘I, agree. to the terms via the provided link (<https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/#general-policies>) in order to proceed with enrollment or can select ‘Cancel’ to return to the schedule results page without enrolling.

University Tuition & Fee Agreement

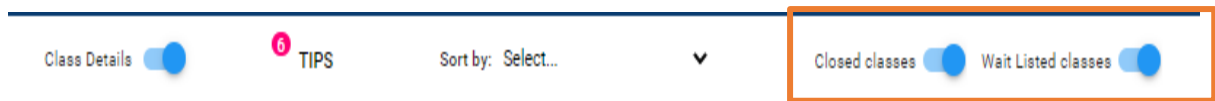
By clicking I AGREE, you request the course enrollment selected, agree to the tuition, fee and other terms of CUNY's Tuition and Fee Manual (TFM) and confirm receipt of the TFM from <https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/#general-policies>

To exit without adding these courses or agreeing to the terms of the TFM, click CANCEL.

I AGREE CANCEL

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

