

How to enroll in classes

1. Log into CUNYFirst account
2. Access self service tab under enterprise menu
3. Access student center under self service tab



4. Under Academics, access enroll option
5. Once you are in the enroll menu, access the search tab
6. Select the CUNY institution you are currently attending, what term you would like the enroll in, and what course subject you are looking for
7. Once you find a class, write down the class number

Section D101-LAB(13256)

Section D 1

8. Go back to Academic menu and on the far right, access enrollment shopping cart

The screenshot shows the 'Academics' menu with links for Search, Plan, Enroll, and My Academics. A search box contains 'other academic...'. Below the search box is a table titled 'This Week's Schedule' with columns for Class and Schedule. The table lists five classes: BALA 303-02 LEC (1422), ENGL 201W-05 LEC (1570), SPAN 280-01 LEC (5097), SPAN 290-02 LEC (5399), and SPAN 390-01 LEC (5174). To the right of the table are links for 'Deadlines', 'URL', 'weekly schedule', and 'enrollment shopping cart'. A large black arrow points from the 'enrollment shopping cart' link towards the next step.

This Week's Schedule	
Class	Schedule
BALA 303-02 LEC (1422)	MoWe 1:40PM - 2:55PM Honors 17
ENGL 201W-05 LEC (1570)	MoWe 9:25AM - 10:40AM Kiely Hall 419
SPAN 280-01 LEC (5097)	MoWe 10:50AM - 12:05PM Kiely Hall 246
SPAN 290-02 LEC (5399)	Fr 4:30PM - 7:30PM Kiely Hall 246
SPAN 390-01 LEC (5174)	Mo 4:30PM - 7:20PM Kiely Hall 246

9. Add course to shopping cart by entering course class number

10. Once class is entered into shopping cart, select enroll.

The screenshot shows the 'Add to Cart' section with an input field for 'Enter Class Nbr' and an 'enter' button. Below it are 'Find Classes' options: 'Class Search' (selected) and 'My Planner'. A 'search' button is at the bottom. To the right is the '2013 Fall Term Shopping Cart' table with columns: Select, Class, Days/Times, Room, Instructor, Units, and Status. One class is listed: SPE 1320-1 (29942) with TuFr 9:00AM - 10:00AM, Atrium A-634B, Staff instructor, 3.00 units, and a green status dot. Below the table are buttons for 'delete', 'validate', and 'enroll'.

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	SPE 1320-1 (29942)	TuFr 9:00AM - 10:00AM	Atrium A-634B	Staff	3.00	●

11. You are now enrolled in a class!