HOW TO ENROLL FOR CLASSES

- DegreeWorks link in the CUNYfirst Student Center
- Sign In To DegreeWorks here
- College's web site DegreeWorks link

1 - PRINT DEGREE AUDIT
(found on cunyfirst)
http://www2.cuny.edu/about/administration/offices/registrar/

2 - USE REQUIRED COURSE HANDOUT & REFER TO DEGREE AUDIT TO CALCULATE COURSES NEEDED

3 - USE ARCH TECH PRE/CO REQUISITE HANDOUT TO DETERMINE IF THE REQUIREMENTS ARE MET FOR CHOSEN CLASSES

Username

Password

Log in

4 - LOG IN TO YOUR CUNYFIRST ACCOUNT
https://ssologin.cuny.edu/cuny.html

CUNYFIRST MENU
- Enterprise Learning Management
- HR / Campus Solutions
- Student Center
- CUNY Alert Preferences
- CUNY Alert Subscription
- NYS Voter Registration
- NYS Voter Registration Form
- My Personalizations
- firstSolutions Knowledge Base

5 - GO TO STUDENT CENTER

Academics
Search
Plan
Enroll
My Academics

6 - GO TO SEARCH TO LOOK UP THE AVAILABLE COURSES (You can also go to PLAN to list the courses you plan to take or are interested in taking)

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7 - SEARCH & BROWSE FOR AVAILIBLE COURSE SECTIONS

8 - ADD COURSES TO YOUR ENROLLMENT CART (Be sure to check all seleted class times so they don't overlap)

9 - CLICK THE VALIDATE BUTTON TO ENSURE YOUR ABILITY TO TAKE THE SELECTED CLASSES

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the 2013 Summer Term Five Week - Second session on April 19, 2013.

details ▶

10 - CHECK YOUR ENROLLMENT DATE IN THE STUDENT CENTER & BE SURE TO ENROLL ON OR AFTER THAT DATE.

11 - ON YOUR ENROLLMENT DATE GO TO YOUR SHOPPING CART AND ENROLL (Be aware of your time slot because classes sometimes fill up quickly)

Holds
FERPA Form On File
Pathways Student
Admission Stop
Advisement Required

details ▶

IF YOU ARE UNABLE TO ENROLL CHECK THE HOLDS SECTION IN THE STUDENT CENTER (You may have to go to Financial Aid or Admissions)

NEW YORK CITY COLLEGE OF TECHNOLOGY

The City University of New York