
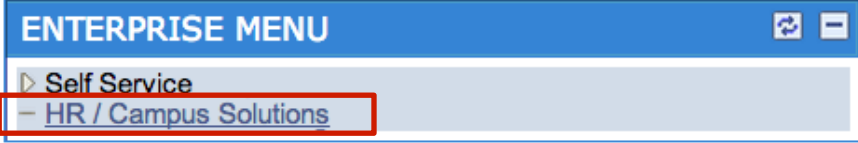
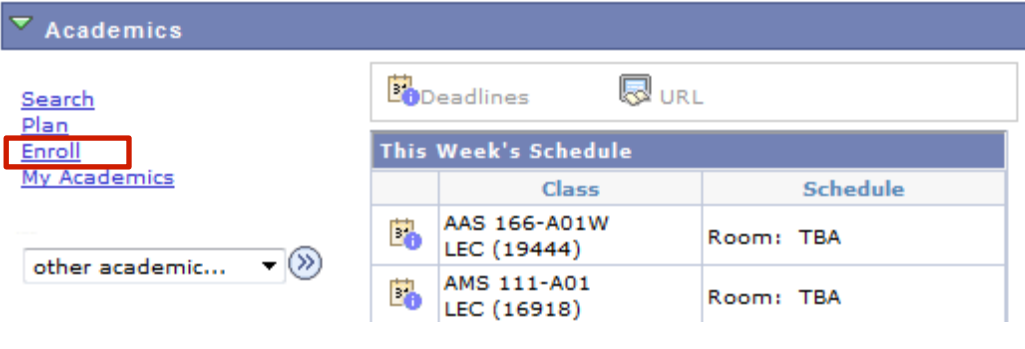



Wait List:

Students may use the self-service wait list feature when a class is full and a wait list option is available. *Note not all classes offer wait lists options.*

| Step | Action |
|------|---|
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst. |
| 2. | Enter your CUNYfirst Username and Password and click the Go button  to login. |
| 3. | Click on HR/Campus Solutions link under Enterprise Menu  |
| 4. | Navigate to: Self Service > Student Center. |
| 5. | On the Student Center page under Academics section, click the Enroll link.  |
| 6. | <p>Add Classes </p> <p>1. Select classes to add</p> <p>To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.</p> <p>2013 Summer Term Undergraduate Lehman College</p> <p style="text-align: center;"> <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List </p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Add to Cart:</p> <p>Enter Class Nbr</p> <p><input type="text" value="2406"/> <input type="button" value="enter"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search</p> <p><input type="radio"/> My Planner</p> <p><input type="button" value="search"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>2013 Summer Term Shopping Cart</p> <p>Your enrollment shopping cart is empty.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Note: If you do not know the class number, you may use Class Search feature by clicking on the search button under Find Classes section.</p> </div> <p>On the Add Classes page select classes to add to your cart by entering the class number.</p> |

7.



Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2013 Summer Term | Undergraduate | Lehman College

BIO 230 - MICROBIOLOGY

Class Preferences

BIO 230-01A   Wait List **Wait List** Wait list if class is full

Grading Undergraduate Letter Grades

Units 4.00

Requirement Designation Regular Liberal Arts


Enrollment Information

- Pre-requisite 2-100 Level Biology
- Day Class

Session Four Week - First
Career Undergraduate

CANCEL **NEXT**

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|-----------------------|--------------|------------|-------------------------|
| 01A | Lecture | MoWe 8:00AM - 12:25PM | Science 2101 | Staff | 06/03/2013 - 07/03/2013 |
| | | TuTh 8:00AM - 12:25PM | Science 2103 | Staff | 06/03/2013 - 07/03/2013 |

Verify that the wait list option is available for the selected class by locating the wait list icon  under the Class Preferences section. Once the wait list availability has been verified, click on the **Wait List** check box and then click on the **NEXT** button.


Note: *Not all classes offer wait list options.*

8.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 **BIO 230 has been added to your Shopping Cart.**

2013 Summer Term | Undergraduate | Lehman College

Open Closed Wait List

Add to Cart:



Enter Class Nbr **enter**

Find Classes

Class Search My Planner

search

2013 Summer Term Shopping Cart

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
|---|------------------------------------|--|------------------------------|------------|-------|---|
|  | BIO 230-01A (2406) | MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM | Science 2101 Science 2103 | Staff | 4.00 |  |

PROCEED TO STEP 2 OF 3

Click the **PROCEED TO STEP 2 OF 3** button.

9.

Add Classes 1 2 3


2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2013 Summer Term | Undergraduate | Lehman College

● Open
 ■ Closed
 ▲ Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--------------------|------------------------|--|------------------------------|------------|-------|--------|
| BIO 230-01A (2406) | MICROBIOLOGY (Lecture) | MoWe 8:00AM - 12:25PM TuTh 8:00AM - 12:25PM | Science 2101 Science 2103 | Staff | 4.00 | ▲ |



CANCEL
 PREVIOUS
 FINISH ENROLLING

Verify that the wait list icon ▲ appears under the status column, and then click on the **FINISH ENROLLING** button to proceed to the next step.

10.

Add Classes 1 2 3


3. View results

View the following status report for enrollment confirmations and errors:

2013 Summer Term | Undergraduate | Lehman College

✓ Success: enrolled
 ✗ Error: unable to add class

| Class | Message | Status |
|---------|---|--------|
| BIO 230 | Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes. | ✓ |
| | Message: Class 2406 is full. You have been placed on the wait list in position number 1. | ✓ |



MAKE A PAYMENT
 MY CLASS SCHEDULE
 ADD ANOTHER CLASS

Review all messages.

Note:

✓ **Success**

*After successfully being added to the wait list class section, please take note of your wait list position number. **Wait List does not guarantee students will be enrolled (registered) in their class sections.** Students may be automatically enrolled in class sections depending on their position on the wait list and if seating becomes available.*

✗ **Error**

Some factors that may prevent students from being adding to the wait list:

- *Already enrolled in another class section of the same course*
- *Student is already enrolled in the maximum number of units (credits)*
- *Wait list is full and seats are no longer available*