How to Enroll in Schedule Builder

01 | Enter https://home.cunyfirst.cuny.edu in your browser’s address bar: (Preferred browsers are Firefox or Chrome) Be sure to allow pop-ups in browser

- Enter your Username and Password and click on Log in.
- From the CUNYfirst Home Menu, select Student Center.

02 | From your Student Center, click on the “Schedule Builder” tile to access the application
03 | Once the application opens, Schedule Builder’s Welcome page should appear.

04 | Click on the term in which you would like to search for classes directly on the Welcome page.
Next, select your CUNY Campus and choose your preferred instruction mode for your classes. You may begin to search for classes using the “Select Course” field.
Searching for Classes

In the Select Course field, type subject name or class number (i.e. BIO 166) and press enter to find all classes that are currently being offered. You can also use this field to search for specific courses by instructor's name or instruction mode to build your schedule.
Select Advanced Search magnifying glass for more search options. Options are available for you to specify and combine additional requirements to refine your search results.
Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name.
04 | Review the generated results by clicking the right and left arrows on the screen or by using the arrows on your keyboard. If there is a class section you prefer, pin it by clicking on the section. This action will make certain that the pinned class will be included in all generated results.
How to Register for Classes

01 | Once you have selected your preferred schedule result, click on Get This Schedule

02 | You may add the classes to your Shopping Cart by selecting Add to Cart or you may Enroll for classes directly through Schedule Builder by clicking on Do Actions.
Upon enrolling, in the results column, if successful, you should see the word **Added**. If unsuccessful, the word **Failed** with a message will appear. You will need to resolve the displayed message to enroll in the class or contact your **departmental advisor**.

<table>
<thead>
<tr>
<th>Class</th>
<th>Action Options</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 234</td>
<td>Enroll</td>
<td>Added</td>
</tr>
<tr>
<td>CMP 420</td>
<td>Enroll</td>
<td>Failed</td>
</tr>
<tr>
<td>HSA 312</td>
<td>Enroll</td>
<td>Failed</td>
</tr>
</tbody>
</table>

**Return to 'Select Courses'**
Adding courses to your shopping cart

01 | If you choose the option to put classes into your shopping cart, you can select Validate Shopping Cart to get information about the class you selected. This action informs you if you meet the prerequisites needed for the class or other information that could allow or prevent you from registering for the class.
How to Drop a Course

01 | If you would like to make changes to your schedule, then you can drop your class by unchecking the box to the left of each course or Clicking on the trash can icon 🗑️. This Action will drop the class from your schedule.

02 | Then click on “Get This Schedule.”
03 | Then click on “Do Actions.”

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<table>
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<th>Result</th>
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</thead>
<tbody>
<tr>
<td>PSY 234</td>
<td>Do</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>PSY 260</td>
<td>Do</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>PSY 234</td>
<td>Drop</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

04 | If the class was successfully dropped, you would see the word “Dropped” in the result column next to the class.

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<tr>
<td>PSY 260</td>
<td>Do</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>PSY 234</td>
<td>Drop</td>
<td>N/A</td>
<td>Dropped</td>
</tr>
</tbody>
</table>

This class has been removed from your schedule.

RETURN TO "SELECT COURSES"
How to **Swap a Course for Another Course**

**01** | To swap a course for another course, first click on the trash can icon for the course you would like to change.

**02** | Then, search and select the course you would like to enroll in. Note that the trash can will “appear opened” while you search for the replacement course.
03 | Then, click on “Get This Schedule”

04 | Click on “Do Actions”
If the classes were successfully swapped, you will see the word “Swapped” on the results of your newly enrolled class, and the word “Drop” on the old class.

![Swapping Classes Diagram]