

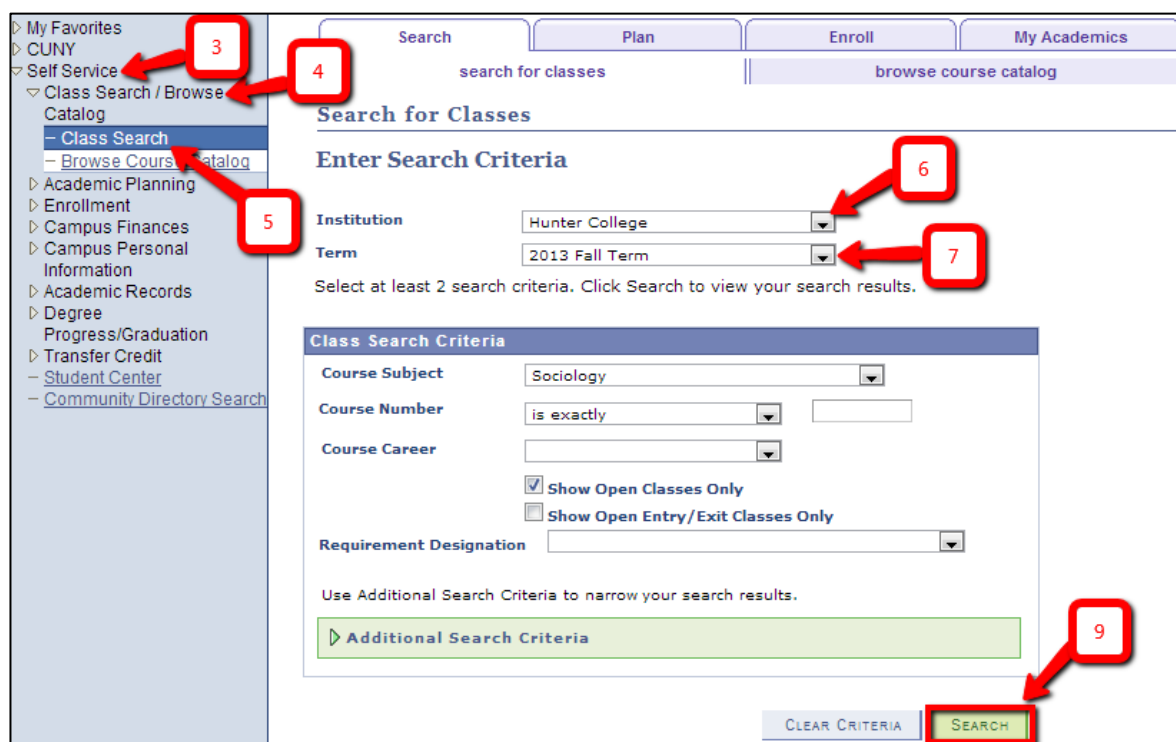
Quick Guide: Registering for Class via Class Search

Last update: 15 July 2013

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Class Search/Browse Catalog**
5. Click on **Class Search**
6. Select your institution (Hunter College)
7. Select the term you would like to register for
8. To search for a class:
 - a. If you know the course subject, select it in the **Course Subject** dropdown menu
 - b. If you know the course number, you can enter it in the **Course Number** field
 - c. Choose your Course Career as either an **Undergraduate, Graduate, or Doctoral**
9. Click **Search**

A screenshot of the 'Search for Classes' interface. The left sidebar shows a navigation tree with 'Self Service' expanded to 'Class Search / Browse Catalog', and 'Class Search' selected. Red callouts with numbers 3 through 9 point to specific elements: 3 points to 'Self Service', 4 to 'Class Search / Browse Catalog', 5 to 'Class Search', 6 to the 'Institution' dropdown (set to 'Hunter College'), 7 to the 'Term' dropdown (set to '2013 Fall Term'), 8 to the 'Course Subject' dropdown (set to 'Sociology'), 9 to the 'SEARCH' button. The main content area shows 'Enter Search Criteria' with fields for Institution, Term, Course Subject, Course Number, and Course Career. There are also checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only', and a 'Requirement Designation' dropdown. At the bottom, there is a 'CLEAR CRITERIA' button and a 'SEARCH' button.

10. To add a class to your shopping cart, click on **Select Class**. To see important details for the class like how many seats are left or whether this class needs to be taken together with other components click on the link next to "Section" (upper left in the screenshot below)

SOC 20100 - The Family

First 1-6 of 6 Last

Section **01-LEC(12987)** Status ● **select class**

Session Regular

Requirement Designation Regular Non-Liberal Arts

Days & Times	Room	Instructor	Meeting Dates
Mo 11:10AM - 12:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
Th 11:10AM - 12:25PM	TBA	Staff	08/28/2013 - 12/23/2013

11. (optional, but highly recommended: to find out more about this class) Click "Select Class"
- a. Note: The number of available seats can be misleading. For some courses, the number of seats may be reserved (e.g. for transfer students who register later and may otherwise not find a sufficient number of classes with open seats); such "reserved seats" are included in the number of "available seats". So, you may have to get an "overtally" permission even if it seems that there are "available" seats. But go on, you will find out for sure at the end of the "add classes" process.

SOC 20100 - 01 The Family

Hunter College | 2013 Fall Term | Lecture

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) **SELECT CLASS**

Class Details

Status ● Open Career Undergraduate
 Class Number 12987 Dates 8/28/2013 - 12/23/2013
 Session Regular Academic Session Grading Undergraduate Letter Grades
 Units 3 units Location Main - Hunter College
 Instruction Mode In Person Campus Hunter College
 Class Components Lecture Required

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 11:10AM - 12:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
Th 11:10AM - 12:25PM	TBA	Staff	08/28/2013 - 12/23/2013

Class Availability

Class Capacity	35	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	35		

Description

Family functions and interaction. Factors affecting stability and instability.

- b. Check whether this class needs to be taken together with other component, e.g, a lab section usually requires taking the basic lecture as well or in addition to a lecture you may have to register for a discussion section. If so, make sure to put all necessary components in your shopping cart before going to the last step of actually registering (step 3).

CHEM 104LC - 01 GENERAL CHEMISTRY II (LECTURE)
 Hunter College | 2013 Summer Term | Lecture

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Class Details

Status	Open	Career	Undergraduate
Class Number	7449	Dates	6/3/2013 - 7/15/2013
Session	Six Week - First	Grading	Undergraduate Letter Grades
Units	4 units	Location	Main - Hunter College
Instruction Mode	Web-Enhanced	Campus	Hunter College
Class Components	Lecture Required		
	Recitation Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeTh 8:00AM - 10:05AM	North Bldg 1403	Stephanie Geggier	06/03/2013 - 07/15/2013

- c. The registration process will ask you to select a Recitation section (lab), select the one that best fits your schedule

Add Classes

1. Select classes to add - Related Class Sections

2013 Summer Term | Undergraduate | Hunter College

CHEM 104LC - GEN CHEM 2 (LEC)

Lecture selected: Section 01
 MoTuWeTh 8:00AM - 10:05AM North Bldg 1403

Open Closed Wait List

Select Recitation section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	7450	01R1	MoWe 10:15AM - 11:25AM	North Bldg 1403	S. Geggier	Open
<input type="radio"/>	7451	01R2	TuTh 10:15AM - 11:25AM	North Bldg 1403	S. Geggier	Open

View All Sections | First 1-2 of 2 Last

CANCEL NEXT

12. To confirm adding the class to your shopping cart, click **Next**

SOC 20100 - SOC OF THE FAMILY

Class Preferences

SOC 20100-01 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Grading Undergraduate Letter Grades

Units 3.00

Requirement Designation
Regular Non-Liberal Arts

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Mo 11:10AM - 12:25PM	TBA	Margaret Chin	08/28/2013 - 12/23/2013
		Th 11:10AM - 12:25PM	TBA	Staff	08/28/2013 - 12/23/2013

13. Once you are forwarded back to your search results, click on **Shopping Cart**

Shopping Cart show all

SOC 10100 Fr 2:10PM - 3:25PM
Room: TBA
Tu 2:10PM - 3:25PM
Room: TBA

14. Select the classes you want to enroll into by clicking on the checkbox

15. (Optional). Click on Validate and the system will check whether you need special permissions to register for the class. Otherwise, you will find out in the next step when you try to enroll.

16. Click on **Enroll**

Add to Cart:

Enter Class Nbr **enter**

Find Classes

Class Search

My Planner


search

2013 Fall Term Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	SOC 10100-02 (12957)	Fr 2:10PM - 3:25PM Tu 2:10PM - 3:25PM	TBA TBA	A. Kolker	3.00	●
<input type="checkbox"/>	SOC 10100-04 (12959)	Mo 2:45PM - 4:00PM Th 2:45PM - 4:00PM	TBA TBA	C. Green	3.00	●
<input checked="" type="checkbox"/>	SOC 20100-01 (12987)	Mo 11:10AM - 12:25PM Th 11:10AM - 12:25PM	TBA TBA	M. Chin	3.00	●

for selected: delete validate **enroll**

17. Click **Finish Enrolling** to view the results page

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 20100-01 (12987)	SOC OF THE FAMILY (Lecture)	Mo 11:10AM - 12:25PM Th 11:10AM - 12:25PM	TBA TBA	M. Chin	3.00	

Note: You will see PERM classes in your “My Schedule/Student Center,” however, all enrolling and dropping of classes has to be done through the ePermit link on the CUNY Portal. For information on taking classes on permit at other CUNY institutions, please view the following page: <http://www.hunter.cuny.edu/onestop/registration/take-a-course-outside-hunter>

Complications with Class Permissions

Currently, you do not receive any written notifications of the permission(s) a departmental advisor has entered for you (upon your request). We are working on a system modification, but this will take a while. So, be aware of the following if your attempt to register fails though you have requested and supposedly received a permission to register:

- a. Inadvertently, the departmental advisor may have entered the permission(s) for a different section than the one you are trying to register for. When requesting permissions include the "class nbr" as well -- the 4 or 5 digit number usually shown in parentheses, e.g., Soc 20100-01 (12987). See also the screen shots in steps 10 and 11.
- b. When a registration request fails, the system only states the first reason, e.g., you may be told that you have not taken a required class or that the class is closed. Even, if you have received a permission ("override", "overtally") your registration attempt may fail again because of another condition which is not met. So, when talking to a departmental advisor make sure to discuss which additional permissions you may need, so that these can be granted right away -- saving you from another failed registration attempt.