

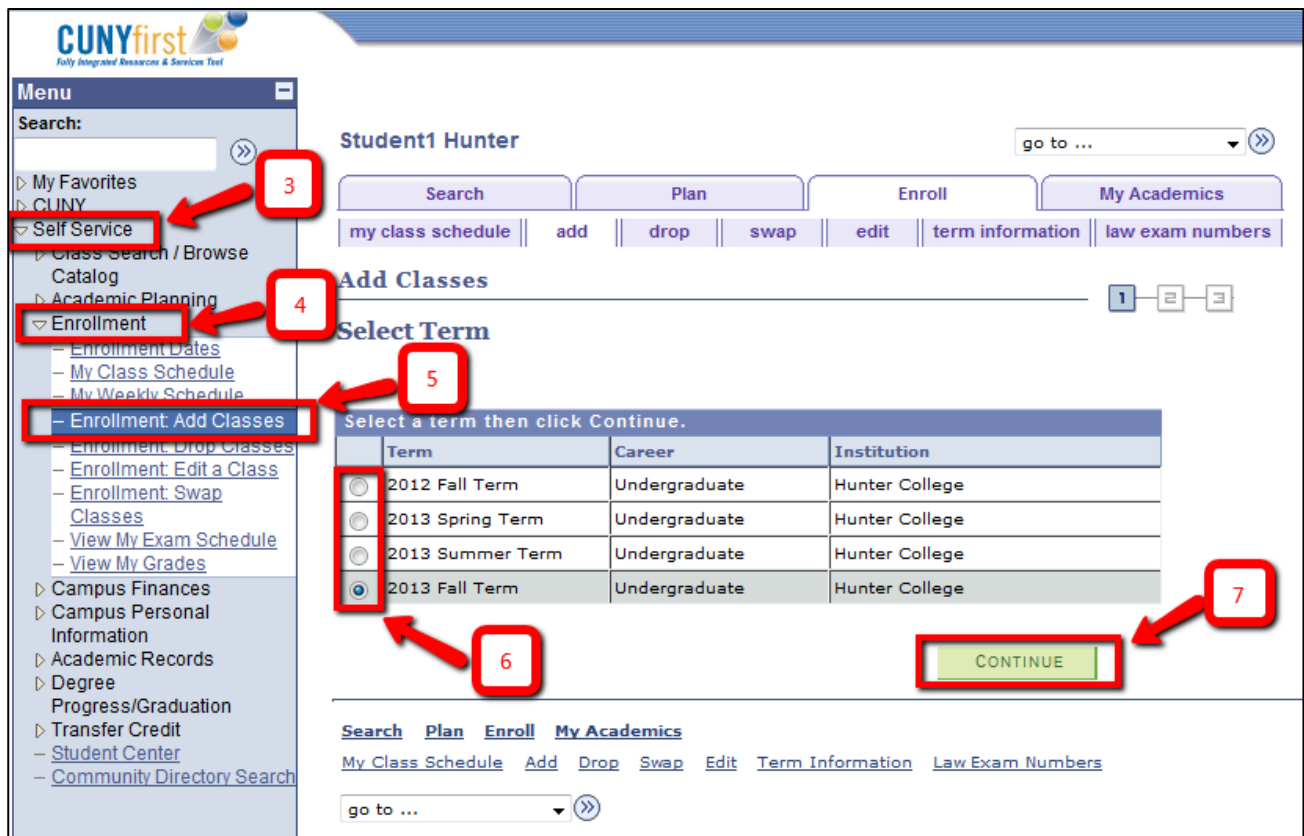
Quick Guide: Registering for Class via Enrollment/Add Class

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 **Enrollment**
5. Click on **Enrollment: Add Classes**
6. Select the semester you would like to register for
7. Click **Continue**



A screenshot of the CUNYfirst 'Add Classes' page for 'Student1 Hunter'. The page features a left-hand menu, a search bar, and a table of class terms. Red callouts with numbers 3 through 7 point to specific elements: 3 points to 'Self Service' in the menu; 4 points to 'Enrollment' in the menu; 5 points to 'Enrollment: Add Classes' in the menu; 6 points to the selected '2013 Fall Term' in the table; and 7 points to the 'CONTINUE' button.

Term	Career	Institution
<input type="radio"/> 2012 Fall Term	Undergraduate	Hunter College
<input type="radio"/> 2013 Spring Term	Undergraduate	Hunter College
<input type="radio"/> 2013 Summer Term	Undergraduate	Hunter College
<input checked="" type="radio"/> 2013 Fall Term	Undergraduate	Hunter College

8. Click on **Search**

The screenshot shows the '2013 Fall Term Shopping Cart' interface. On the left, there is a 'Find Classes' section with radio buttons for 'Class Search' (selected) and 'My Planner'. A 'search' button is highlighted with a red box. The main table lists classes with columns for 'Delete', 'Class', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. Two classes are listed: 'SOC 10100-02 (12957)' and 'SOC 10100-04 (12959)'. A 'PROCEED TO STEP 2 OF 3' button is at the bottom right.

9. To search for a class:

- a. If you know the course subject, select it from 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**

10. Click on **Search**

The screenshot shows the 'Enter Search Criteria' form for Hunter College | 2013 Fall Term. It includes fields for 'Course Subject' (set to 'Sociology'), 'Course Number' (with a dropdown 'is exactly'), and 'Course Career' (set to 'Undergraduate'). There are checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only'. A 'SEARCH' button is highlighted with a red box and labeled '10'. Other red boxes and arrows point to 'Sociology' (9a), the 'Course Number' field (9b), and 'Undergraduate' (9c).

11. 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)

The screenshot shows the details for 'SOC 20100 - The Family'. The 'Section' link '01-LEC(12987)' is highlighted with a red box. A 'select class' button is also highlighted with a red box. Below is a table with columns for 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'.

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

12. (optional, but highly recommended: to find out more about this class) Click “Select Class”
- 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.

- 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. 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).

Add Classes 1 2 3

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	<input checked="" type="radio"/>
<input type="radio"/>	7451	01R2	TuTh 10:15AM - 11:25AM	North Bldg 1403	S. Geggier	<input checked="" type="radio"/>

View All Sections | First 1-2 of 2 Last

13. 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 Grading Undergraduate Letter Grades

Career Undergraduate Units 3.00

Requirement Designation Regular Non-Liberal Arts

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

14. Click **Proceed to Step 2 of 3**

✓ SOC 20100 has been added to your Shopping Cart.

2013 Fall Term | Undergraduate | Hunter College [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:
 Enter Class Nbr: [enter](#)
 Find Classes:
 Class Search
 My Planner
[search](#)

2013 Fall Term Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	SOC 10100-02 (12957)	Fr 2:10PM - 3:25PM Tu 2:10PM - 3:25PM	TBA TBA	A. Kolker	3.00	●	
	SOC 10100-04 (12959)	Mo 2:45PM - 4:00PM Th 2:45PM - 4:00PM	TBA TBA	C. Green	3.00	●	
	SOC 20100-01 (12987)	Mo 11:10AM - 12:25PM Th 11:10AM - 12:25PM	TBA TBA	M. Chin	3.00	●	

[PROCEED TO STEP 2 OF 3](#)

15. Click on **Finish Enrolling** on the next page to view the results page

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 10100-02 (12957)	INTRO TO SOCIOLOGY (Lecture)	Fr 2:10PM - 3:25PM Tu 2:10PM - 3:25PM	TBA TBA	A. Kolker	3.00	●
SOC 10100-04 (12959)	INTRO TO SOCIOLOGY (Lecture)	Mo 2:45PM - 4:00PM Th 2:45PM - 4:00PM	TBA TBA	C. Green	3.00	●
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	●

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2013 Fall Term | Undergraduate | Hunter College

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
PSYCH 24800	Error: You cannot add this class due to a time conflict with class 12987. Select another class.	✗
SOC 20100	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
SOC 22300	Error: Unable to add this class - requisites have not been met. Prerequisite: SOC 10100. Open to SOC Majors only.	✗
SOC 42533	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

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 11 and 12.

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.