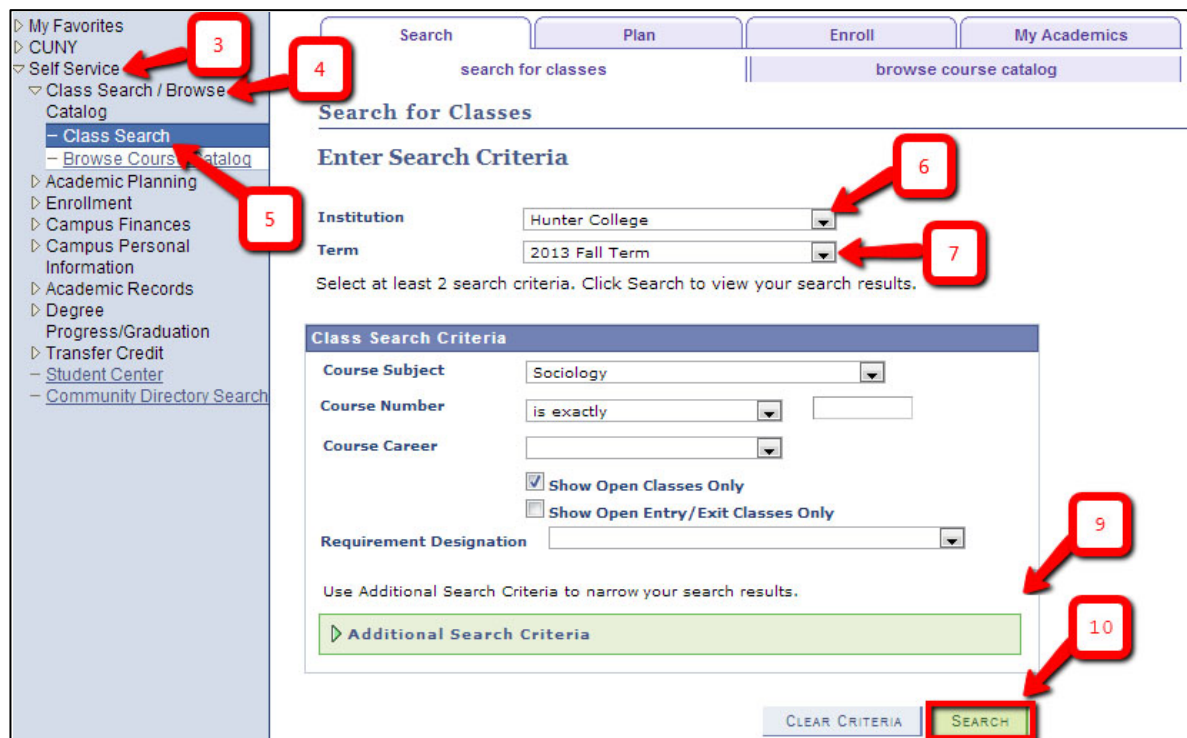


Quick Guide: Registering for Class via Class Search

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**
 - d. At least two criteria must be selected.
9. **PLEASE NOTE:** The **Additional Search Criteria** menu **MUST** be opened up when searching for courses by session (ie, summer sessions or winter specifically).
10. 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. The main content area is titled 'Enter Search Criteria' and includes fields for 'Institution' (Hunter College), 'Term' (2013 Fall Term), 'Course Subject' (Sociology), 'Course Number' (is exactly), and 'Course Career'. There are checkboxes for 'Show Open Classes Only' and 'Show Open Entry/Exit Classes Only', and a 'Requirement Designation' dropdown. Below these is an 'Additional Search Criteria' section with a dropdown arrow. At the bottom right are 'CLEAR CRITERIA' and 'SEARCH' buttons. Red callout boxes with numbers 3 through 10 point to various elements: 3 points to 'Self Service', 4 to 'Class Search / Browse Catalog', 5 to 'Class Search', 6 to the 'Institution' dropdown, 7 to the 'Term' dropdown, 9 to the 'Additional Search Criteria' dropdown, and 10 to the 'SEARCH' button.

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)

PHILO 21200 - Classical Greek Philosophy: Plato And Aristotle						
Class	Section	Days & Times	Room	Instructor	Status	
10502	01-LEC Regular	TuFr 9:45AM - 11:00AM	West Bldg W505	Gerald Press	●	

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.

- 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](#)

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

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

14. 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

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

16. (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.

17. 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 checked="" type="radio"/>
<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="radio"/>
<input checked="" type="checkbox"/>	SOC 20100-01 (12987)	Mo 11:10AM - 12:25PM Th 11:10AM - 12:25PM	TBA TBA	M. Chin	3.00	<input checked="" type="radio"/>

for selected: delete validate **enroll**

18. 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.