Quick Guide: Registering for Classes

Last update: 28 March 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
8. Click on Search

![Image of search interface]

To search for a class:

9. If you know the course subject, enter it in the **Course Subject** field
   a. You can also click on **Select Subject** to get a list of all available subjects
   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**

![Image of search results]

11. To add a class to your shopping cart, click on **Select Class**. To first check for how many seats are left click on the link next to “Section” (upper left in the screenshot below)
12. (optional: only when you check on seats left first) 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 “available” seats. But go on, you will find out for sure at the end of the “add classes” process.

13. To confirm adding the class to your shopping cart, click Next
14. Click **Proceed to Step 2 of 3**

![Diagram showing the shopping cart with classes and the proceed button highlighted.]

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

![Diagram showing the results page with classes listed and the finish enrolling button highlighted.]

**View results**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 10100-02 (12997)</td>
<td>INTRO TO SOCIOLOGY (Lecture)</td>
<td>Fr 2:10PM - 3:25PM</td>
<td>TBA</td>
<td>A. Kollor</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOC 10100-04 (12999)</td>
<td>INTRO TO SOCIOLOGY (Lecture)</td>
<td>Mo 2:45PM - 4:00PM</td>
<td>TBA</td>
<td>C. Green</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SOC 20100-01 (12987)</td>
<td>SOC OF THE FAMILY (Lecture)</td>
<td>Mo 11:10AM - 12:25PM</td>
<td>TBA</td>
<td>M. Chin</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>