

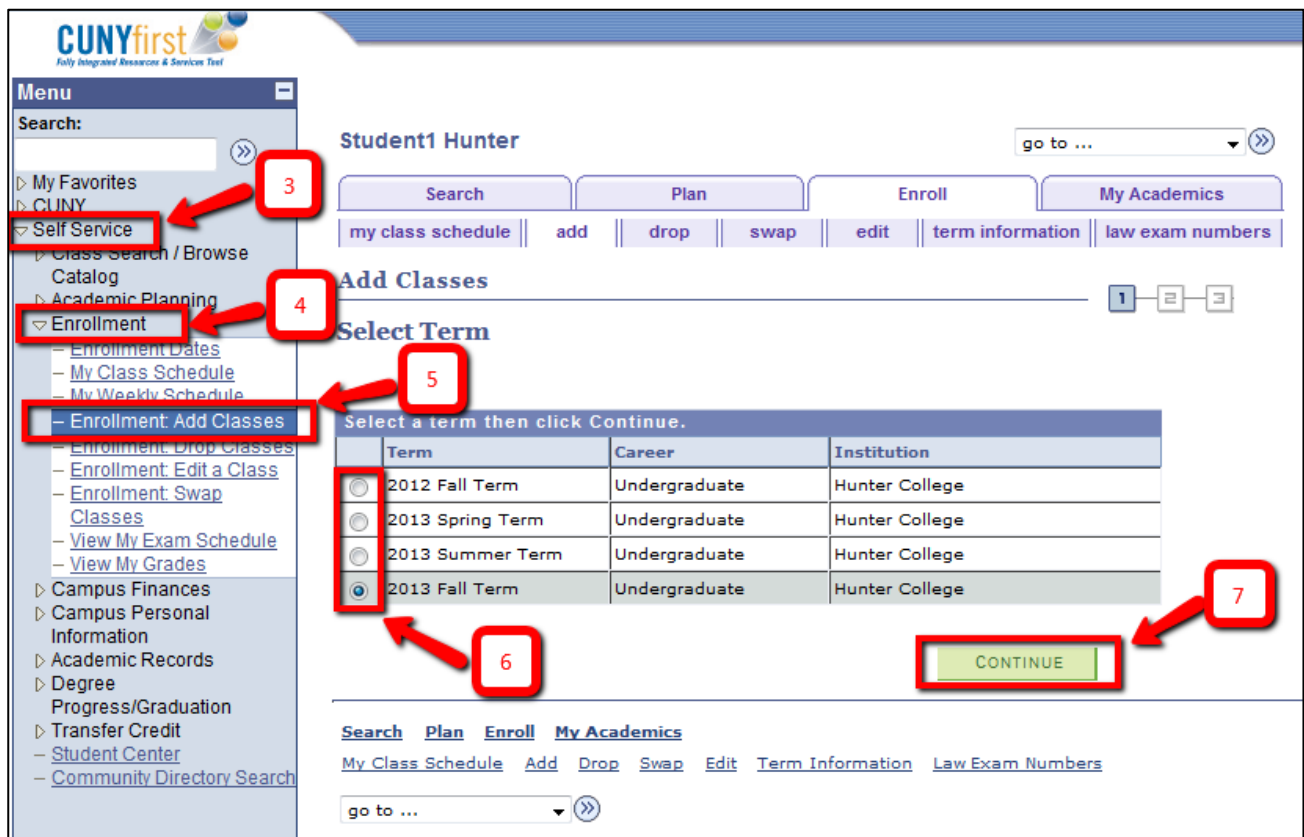
Quick Guide: Registering for Classes

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**

A screenshot of the CUNYfirst 'Add Classes' page for 'Student1 Hunter'. The page includes a search bar, navigation tabs (Search, Plan, Enroll, My Academics), and a table for selecting a term. Red callouts with numbers 3 through 7 point to specific elements: 3 points to 'Self Service' in the left menu; 4 points to 'Enrollment' in the left menu; 5 points to 'Enrollment: Add Classes' in the left menu; 6 points to the '2013 Fall Term' radio button in the table; and 7 points to the 'CONTINUE' button. The table has columns for Term, Career, and Institution. The '2013 Fall Term' row is selected.

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**

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	

PROCEED TO STEP 2 OF 3

9. To search for a class:

- a. If you know the course subject, enter it in the **Course Subject** field
 - i. 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**

Enter Search Criteria

Hunter College | 2013 Fall Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: select subject SOC 9a

Course Number: is exactly

Course Career: Undergraduate 9c

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Requirement Designation:

Use Additional Search Criteria to narrow your search results.

10 [Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) SEARCH

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)

SOC 20100 - The Family

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

12. (optional: only when you check on seats left first) 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 “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.

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

Session Regular Academic Session **Permission Nbr**

Career Undergraduate **Grading** Undergraduate Letter Grades

Units 3.00

Requirement Designation
 Regular Non-Liberal Arts

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. 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 - prerequisites 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](#)