CUNYfirst Registration Student Guide

CUNYfirst allows students to manage their academic careers and financial accounts in real time. This guide will show you how to add and drop courses and how to view your class list/schedule.

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1. **How to Access CUNYfirst**

To access CUNYfirst through My LaGuardia, go to the LaGuardia website at laguardia.edu. Then, go to MY LAGUARDIA → STUDENTS

Please note that, in addition to accessing CUNYfirst through MyLaGuardia, you can go directly to: cunyfirst.cuny.edu.

If your My LaGuardia account is ready and you’re able to log in, you can find CUNYfirst under E-tools.

To verify your My LaGuardia credentials, use the Email Lookup feature. Or, if you are still having trouble, use the eTools help form to request assistance.
Remember, it takes approximately two days for your account to be created after you register for courses, and My LaGuardia is not available for new students until close to the start of the semester. However, there’s no need to worry! You can still access CUNYfirst. After you try signing in, click the CUNYfirst icon to go directly to CUNYfirst. Or, use the CUNYfirst link above to go directly to the login page.
Log into CUNYfirst using your CUNY credentials (which are different from your My LaGuardia/live email credentials).

Username should be in the following format:
firstname.lastname[xx] + last two digits of EMPL ID@login.cuny.edu

Next click on the CUNYFirst icon under e-Tools.
Once you’ve logged in, click on Student Center.
2. **How to Add Classes**

To add a class, click on Enroll, then select the term you want to register for.

Next, click on search.
Then, input your class information (subject and course number, e.g. MAC101).
You will see a list of classes available, including the session, modality and, if online, whether the class is synchronous (online meetings required) or asynchronous (no required meetings).

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
<th>Bookstore Link</th>
<th>Instruction Mode</th>
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<tr>
<td>38388</td>
<td>5730-LEC Regular</td>
<td>Sa 8:00AM - 12:45PM</td>
<td>Online-Synchronous</td>
<td>Staff</td>
<td>03/06/2021 - 06/14/2021</td>
<td><img src="select" alt="Select" /></td>
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<td>Online</td>
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<td>Class Attributes: Low Textbook Cost</td>
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<td>MoTuWeTh 11:45AM - 2:00PM</td>
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**Online-Synchronous:** The class meets live with an instructor using Zoom, Blackboard or another platform. You are expected to attend the class online on the day and time specified for the course.

**Online-Asynchronous:** The class will not meet live on a specific day and time. Instead, you will complete lectures, readings and assignments on your own time, and you will have opportunities to meet with your instructor online during their office hours.

Then, click on select to choose the class you want.
Classes you choose go into your Shopping Cart. Please note that keeping courses in your Shopping Cart does not hold your seat in the class. To enroll in the course(s), click on PROCEED TO STEP 2 of 3, then click FINISH ENROLLING.

Congratulations! If you have met all pre- and co-requisites and do not have any holds, you will see a Success message and a green checkmark. If there is an issue, you will see a red X and a message explaining why registration could not go through. Here are some common reasons you may not be able to register:

1) You have an advising hold: To remove the hold, you need to talk to an advisor.
2) You do not meet the pre- or co-requisite requirements: Many courses require that you have already taken another course. For example, you need to take ENG101 before you can take ENG102. Other courses require that you take a different course at the same time (co-requisites). Make sure to follow your Degree Map!
3) The class is reserved for other students: Certain sections are reserved for students in special programs like ASAP, high school students and others.
4) Other holds: For instance, you may have a Bursar hold.
3. **How to Drop Classes**

Go to other academic... and click on Enrollment: Drop.

Select the term.
Select the class you want to drop and click on DROP SELECTED CLASSES.

4. **How to View Your Schedule**

Under Academics, click on Class Schedule, select the term and then view your class list and schedule.