HOW TO REGISTER FOR CLASSES

Review your audit and degree map for guidance on the classes you need to complete in order to graduate.

STEP 1: View your Worksheet and/or Plan

1. Log into My LaGuardia and click on Degree Works.
   • If you’re a new student and don’t have My LaGuardia yet, log into VIP to schedule an appointment.
2. You will be on the Worksheet page (snapshot of what you’ve taken and what is needed).
3. For Plans, go to the next tab (next to the Worksheets tab).
   a. Click on your plan once. (Don’t worry if it says “Locked.”)
   b. Select the drop-down list on the right side of the screen, next to View.
   c. Choose Audit or Notes View to see classes advised for you.

See the Degree Works How-to Guide video.

STEP 2: Register for Classes

Happy with your course plan?
The next step is to register for classes in one of two ways:

1. Do it yourself using Schedule Builder in CUNYfirst. (Watch how.)
   -OR-
2. Visit the Virtual Registration Lab for live assistance.

STEP 3: Have Questions about your Advisement Plan?

Let’s Meet
• Schedule an appointment in My LaGuardia to meet with your advisor.
• If you’re a new student, log into VIP to schedule an appointment.
• Visit us during Virtual Drop-in Hours.

DID YOU KNOW? Registering early ensures that you have a seat in the classes needed to stay on track and graduate.