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Resources & More Help

● Schedule Builder video: https://youtu.be/MyE0ULm73_Q
● CUNYfirst Student Center video: https://www.youtube.com/watch?v=-ae9vHvdVAI
● In-person Registration Lab: B-218
● Online Virtual Registration Assistance:
  https://us.bbcollab.com/guest/7f2fb918976e46489cabf48d07476698
How to access Schedule Builder

1. Once you sign into CUNYfirst, this is the redesigned homepage: Select “Student Center.”

2. Once in the Student Center, there will be “Tiles” which link to various functions. Select Schedule Builder for course enrollment.
3. Then select the Term for which you wish to add/drop/swap

### 2022 Summer

The student is not activated to enroll for this term.

### 2022 Fall

Enrollment Appointments:
- Regular Academic Session: Apr 27, 2022 4:00pm to Sep 15, 2022 11:59pm
- Second Session: Apr 27, 2022 4:00pm to Jan 5, 2023 11:59pm

Open Enrollment Dates:
- All Sessions: May 2, 2022

4. You may see that you have recommendations (which are from your advisor). If so, you can click the block to see the recommendations once you get into Schedule Builder. Note: you can always ask questions about your recommendations. If you click “Skip,” you will go into Schedule Builder without seeing the recommendations.
How to search for courses

1. The Schedule Builder tool allows you to type in the name of the course, course abbreviation/number, or instructor, to search.

2. You will then see all possible schedule combinations with the selected courses. Click the Arrow button to scroll through the different schedules.
3. You can click “Class Details” to see more information on the specific section, including Course Modality. You can also click “Sort” to see schedules based on a particular time preference.

4. You can also see if the course is Session I or Session II
5. Click and drag mouse to block off times when not available (for instance, because of work schedule)

6. If you see a course section you’re interested in but wish to keep searching for other courses, you can click the course, which will place a “Pin” in it so it remains in your schedule -- if you scroll through the results, the Pinned course will remain locked.
How to enroll in courses

1. Once you have the courses you want, Click “Get This Schedule”

2. Click “Do Actions” on the following screen to complete
3. Once complete, you will now see the Result as “Added”

When you return to the main Search screen, you will also see the courses as “Enrolled”
**How to drop courses**

1. To Drop the course, click the Trash icon, and then click “Get This Schedule”
2. Then click “Do Actions” to complete the drop.

3. You will now see the courses were dropped.
How to swap sections

1. To Swap sections of the same course, Click the “Carrot,” Expand Detail button, and you will see a list of all available course sections

![Image of course section list]

This course contains some class sections that must be taken together with ENG-101, or HUC-106, or SCC-201, or LMF-101, or NSF-101. To get more schedule options, add ENG-101, or HUC-106, or SCC-201, or LMF-101, or NSF-101 to the list of courses.

2. You will see the section number you’re enrolled in, and you have the ability to select the different sections. De-select the section currently enrolled in and click the new section you want to swap into (in this example, swapping into 45795)

![Image of course selection]

3. Then click “Get This Schedule”

![Image of schedule options]
4. On the next screen, click “Do Actions”

5. You should now see the Result

Swapped

Success - This class is added to your schedule.
How to swap courses

1. To Swap two different courses, find the new course you wish to enroll in and add it, and then click the “Trash” button for the course you wish to remove (Example below: you wish to swap MAT115 for SSY101)

![Course swap example]

2. Then click “Get This Schedule”

![Schedule options]

Total Progress Units: 3.0/3.0

- RECOMMEND
- SAVE AS FAVORITE
- VALIDATE
- GET THIS SCHEDULE
- PRINT
- SHARE
3. Then click “Do Actions”

4. You will now see the course has been swapped
How to verify your schedule in CUNYfirst (including Hybrid details)

1. Once in the CUNYfirst Student Center, select Course Planning and Enrollment

2. If applicable, pick the term you wish to view by clicking the respective term (Spring 2022, Fall 2022, etc.)
3. You will see your list of courses, including if the course is In-Person, Online, or Hybrid (mixed). If a Hybrid course, you can see which days are in-person and which days are online.

Note: by clicking Printable Page, you can see a condensed list that is better for printing.
How to search for courses in CUNYfirst

Note: some students may prefer to search for courses and view course details in CUNYfirst. Using this method, you can also clearly see the meeting days and times for hybrid courses. However, although you can view courses, you must use Schedule Builder to enroll

1. Once in the CUNYfirst Student Center, select Course Planning and Enrollment

2. Select Browse Course Catalog
3. Select Fiorello H. LaGuardia

4. You can now search for courses, either by typing in the name of the course, or clicking “Additional ways to search” and browsing. Recently viewed courses will be listed automatically.
5. You will see the description for the course and other general details. To see information on specific sections being offered (times, meeting days, instructor), click View Classes on the top right.

6. Select the term for which you wish to view classes (Spring 2022, Fall 2022, etc).

7. You will now see the sections being offered and details.
8. If a course has an online component, you will be able to see this information.

**Online-Synchronous** means the course will meet online (on Zoom, Blackboard, etc.) at the specified times.

<table>
<thead>
<tr>
<th>Regular Academic Session</th>
<th>Lecture - 46676</th>
<th>09/09/2022 - 12/20/2022</th>
<th>Monday Wednesday 9:15AM to 11:30AM</th>
<th>Online-Synchronous</th>
<th>Tull Chatterji</th>
<th>Open Seats 27 of 28</th>
</tr>
</thead>
</table>

**Online-Asynchronous** means you will complete assignments and exams online, but there will be no class meetings required.

<table>
<thead>
<tr>
<th>Lecture - 48276</th>
<th>09/09/2022 - 12/20/2022</th>
<th>To be announced</th>
<th>Online-Asynchronous</th>
<th>Janice Karlen-Pollack</th>
<th>Open Seats 12 of 22</th>
</tr>
</thead>
</table>

**Hybrid** means the course is mixed and contains two modalities. In the example below, the course meets in-person on Wednesdays 10:30-11:30am, and part of the course includes Online-Asynchronous work.

| Lecture - 46525 | 09/09/2022 - 12/20/2022 | Wednesday 10:30AM to 11:30AM | M Building M-B69 | Staff | Open Seats 17 of 22 | To be announced | Online-Asynchronous |
How to view your financial aid and financial account

1. Log into CUNYfirst Student Center and select Financial Account or Financial Aid

2. In Financial Account, by clicking Make a Payment, you will be taken to a new site which allows you to make a one-time payment or set up a payment plan
3. Here is the external site where you will be able to make payments or set up a payment plan.

4. Back in CUNYfirst, you can also view Charges Due and enroll in Direct Deposit.
How to upload COVID Vaccination information

1. Once in CUNYfirst, select Vaccine Verification (under Student Center)
   a. For detailed information on submitted Vaccination proof, Booster proof, or requesting a Medical or Religious Exemption, see this guide created by CUNY

For detailed instructions on uploading Vaccine or Booster info, or applying for a medical or religious exemption, see here.
How to view To Do items and Holds

1. Once in Student Center, select Tasks and Holds

2. You now have the ability to view To Dos and Holds. For the To Dos or Holds, by clicking “>” you can see additional instructions.
3. The details will provide instructions, and in some cases you can complete the process in CUNYfirst by clicking the appropriate button.

<table>
<thead>
<tr>
<th>Task Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receive 1098-T Electronically!</strong></td>
</tr>
<tr>
<td><strong>Institution</strong></td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
</tr>
<tr>
<td><strong>Account Term</strong></td>
</tr>
<tr>
<td><strong>Due Date</strong></td>
</tr>
</tbody>
</table>

Sign up to receive the Form 1098-T electronically - you, or your parents, could be eligible for tax credits on your tuition payments. Benefits of electronic delivery include:

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[Click here to Grant Consent Now!]