

Schedule Builder & CUNYfirst Student Guide -- June 2022

Email jogoldblatt@lagcc.cuny.edu for questions or feedback

Contents

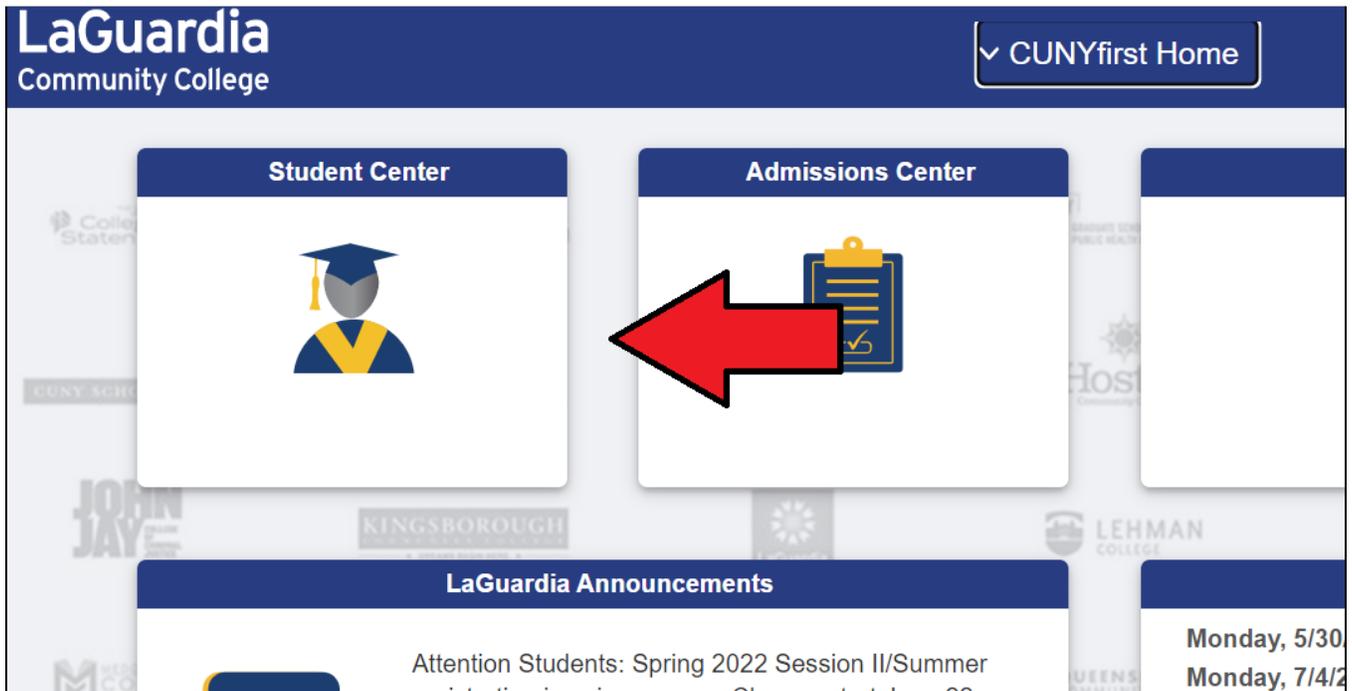
- Schedule Builder
 - [How to access Schedule Builder](#)
 - [How to search for courses](#)
 - Including how to determine Course Modality (In-person, Online, or Hybrid)
 - [How to enroll/add courses](#)
 - [How to drop courses](#)
 - [How to swap sections](#)
 - [How to swap courses](#)
- CUNYfirst
 - [How to verify your course schedule in CUNYfirst](#) (including Hybrid course details)
 - [How to search for courses in CUNYfirst](#)
 - Including how to determine Course Modality (In-person, Online, or Hybrid)
 - [How to view your financial aid and financial account](#)
 - Including how to view your account balance, set up a payment plan, and enroll in Direct Deposit
 - [How to upload COVID Vaccination information](#)
 - [How to view To Do items and Holds](#)

Resources & More Help

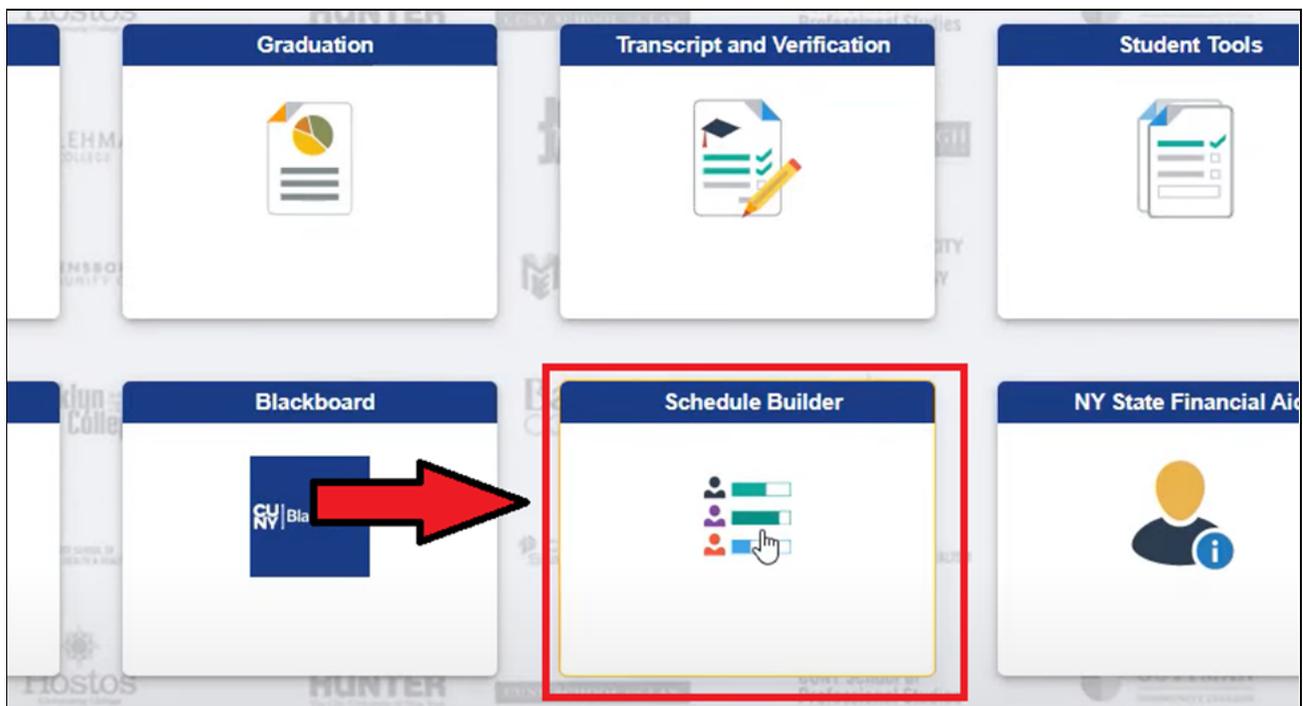
- Schedule Builder video: https://youtu.be/MyE0UIm73_Q
- CUNYfirst Student Center video: <https://www.youtube.com/watch?v=-ae9vHvdVAI>
- In-person Registration Lab: B-218
- Online Virtual Registration Assistance:
<https://us.bbcollab.com/guest/7f2fb918976e46489cabf48d07476698>

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

i 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.

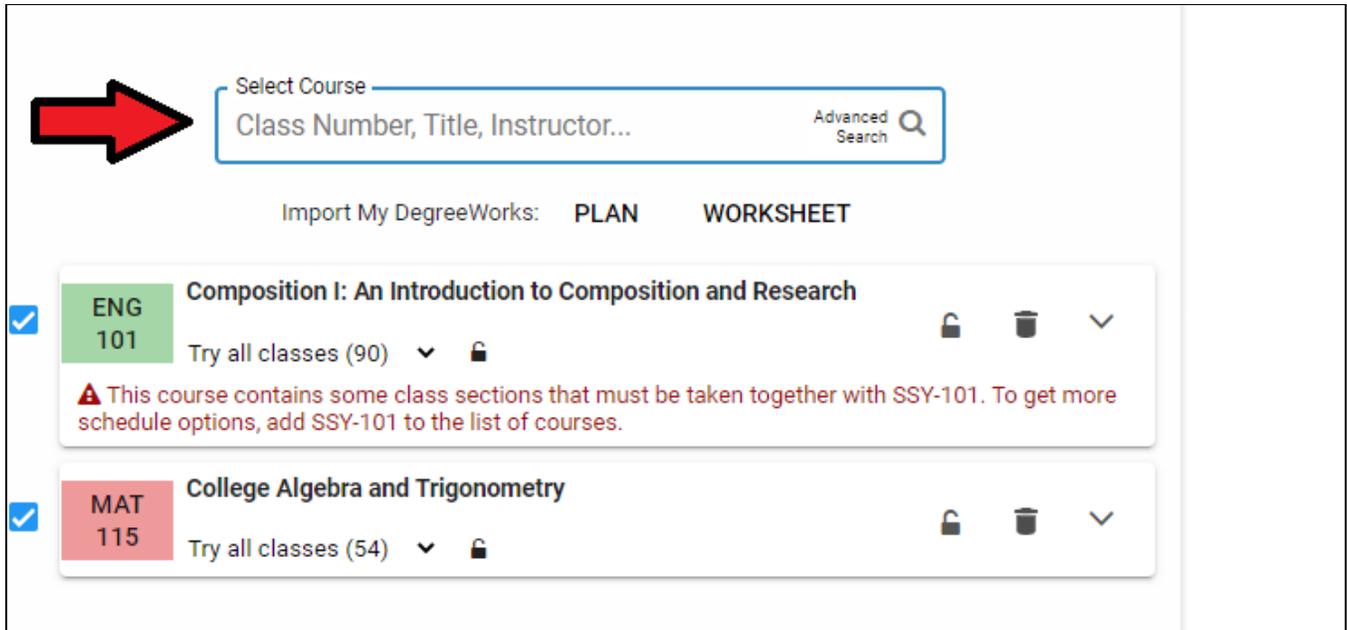
YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS

M T W T F 2022 Fall
RN - AAS - SPRING 2022
6 Courses 17 credits

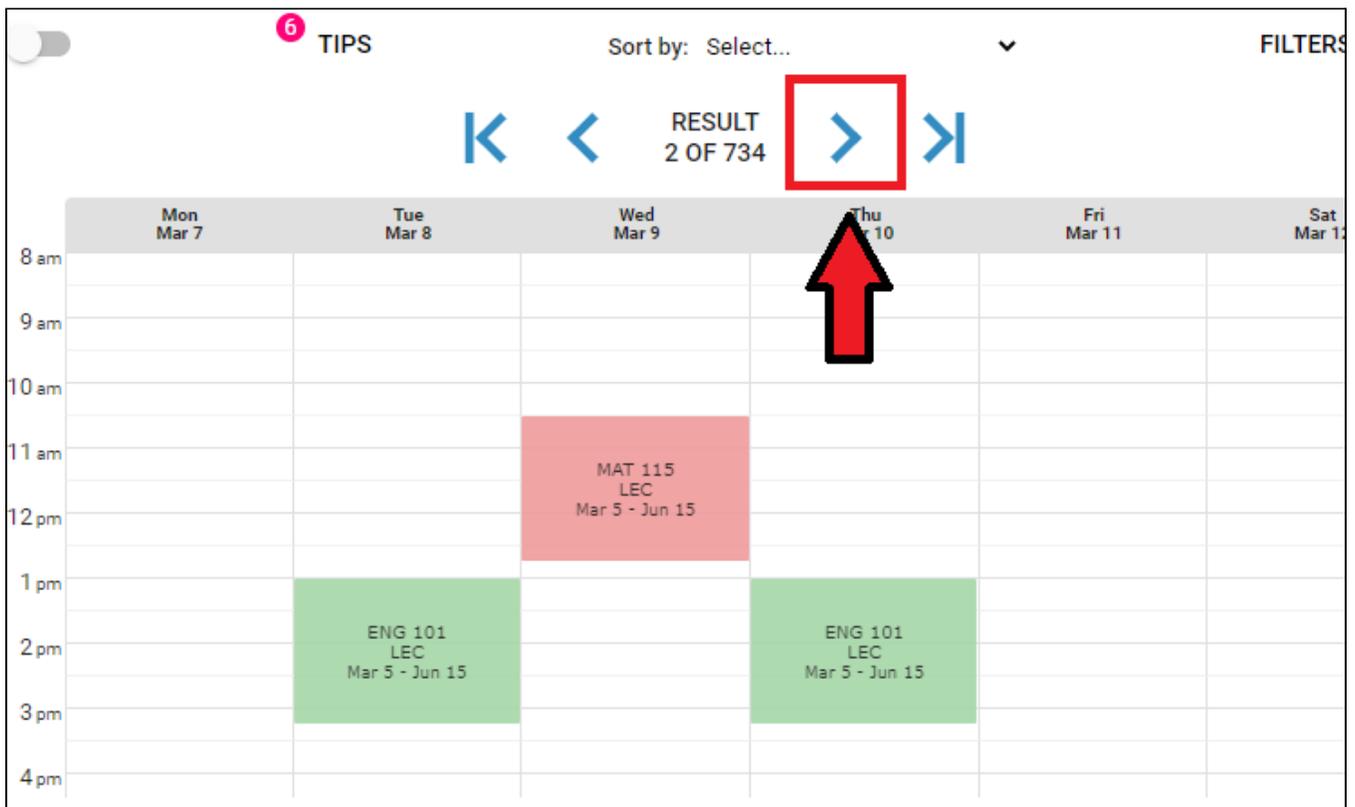
SKIP

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.



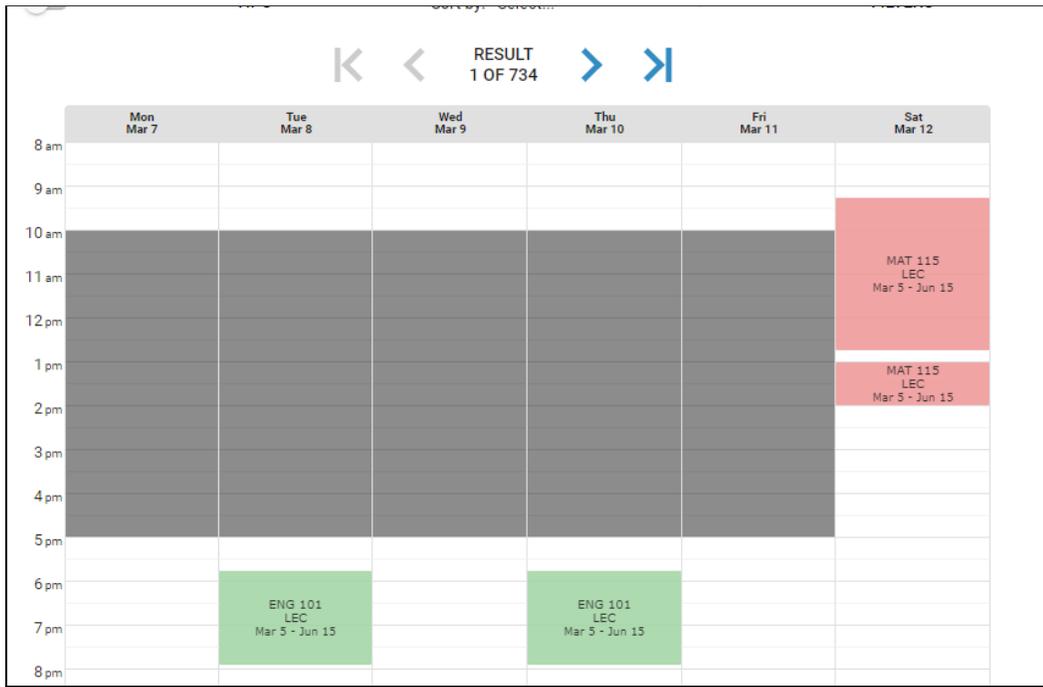
- You can click "Class Details" to see more information on the specific section, including Course Modality. You can also click "Sort" to see schedules based on a particular time preference.

The screenshot shows a "SCHEDULE RESULTS" page. At the top, there is a "Class Details" toggle (indicated by a red arrow), a "TIPS" icon (indicated by a red arrow), and a "Sort by:" dropdown menu (indicated by a red arrow). The dropdown menu is open, showing options: "Select...", "Most days off", "Mornings", "Mid-day classes", "Evenings", "Time off campus", "Most on-campus", "Most M, W, F", and "Most T, R". Below the navigation elements, two course cards are visible: "ENG 101" (Composition I) and "MAT 115" (College Algebra and Trigonometry). Red arrows point to the details of each course. A "SHOW 5 SIMILAR OPTIONS" link is also present. On the right, a calendar grid shows the course schedule for the 2022 Spring Term (Mar 5 - Jun 15).

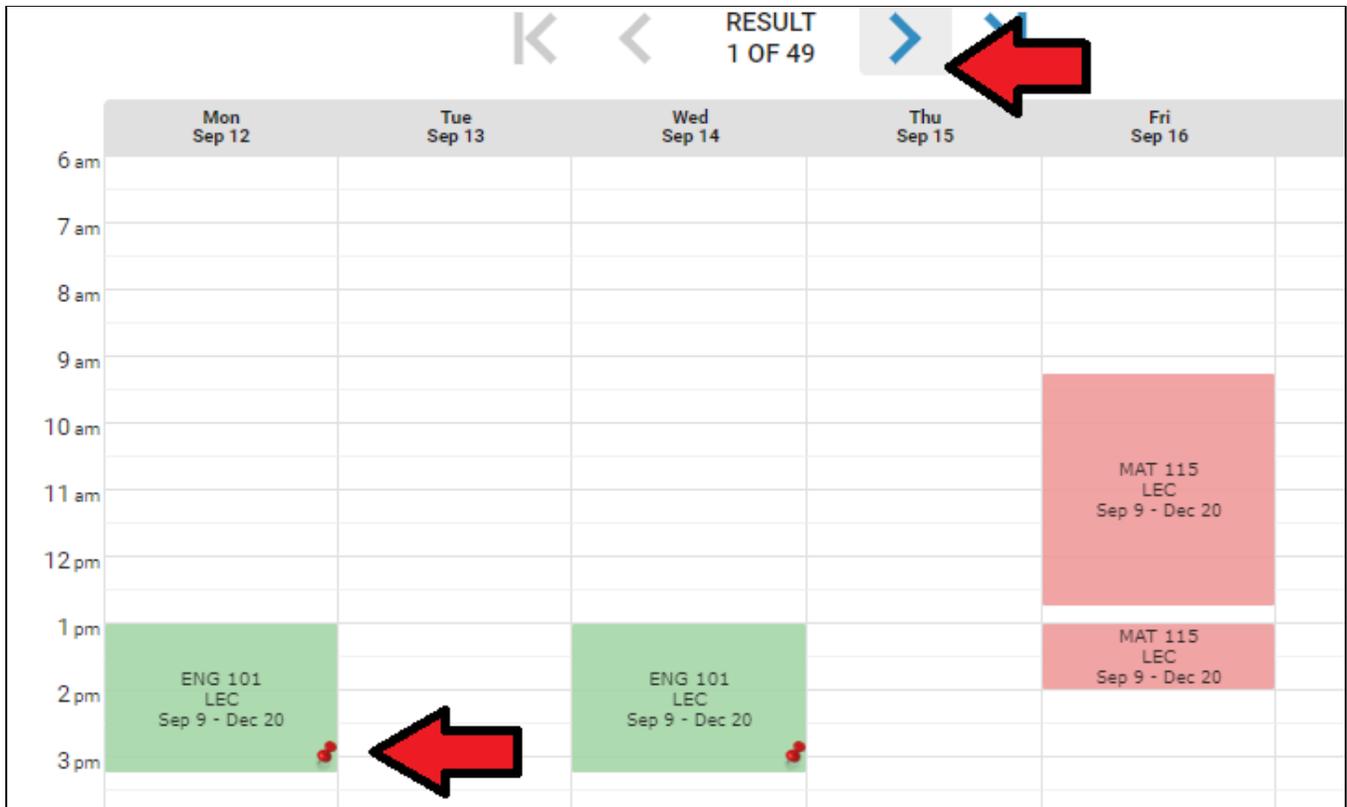
- You can also see if the course is Session I or Session II

The screenshot shows a "RESULT 1 OF 44" page. Two course cards are visible: "ENG 101" (Composition I) and "MAT 115" (College Algebra and Trigonometry). Red boxes highlight the session dates for each course: "2022 Fall Term: Sep 9 - Dec 20 Regular Academic Session" for ENG 101 and "2022 Fall Term: Jan 3 - Feb 24 Second Session" for MAT 115. The course details include course attributes, prerequisites, and progress units. The interface also shows a calendar grid on the right side.

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"

March 6 - 12, 2022

Feb Mar Apr May Jun Jul

Composition I: An Introduction to Composition and Research

College Algebra and Trigonometry

ADD PERSONAL TIMES ▾

Total Progress Units: 6.0/6.0

RECOMMEND SAVE AS FAVORITE VALIDATE SHOPPING CART **GET THIS SCHEDULE**

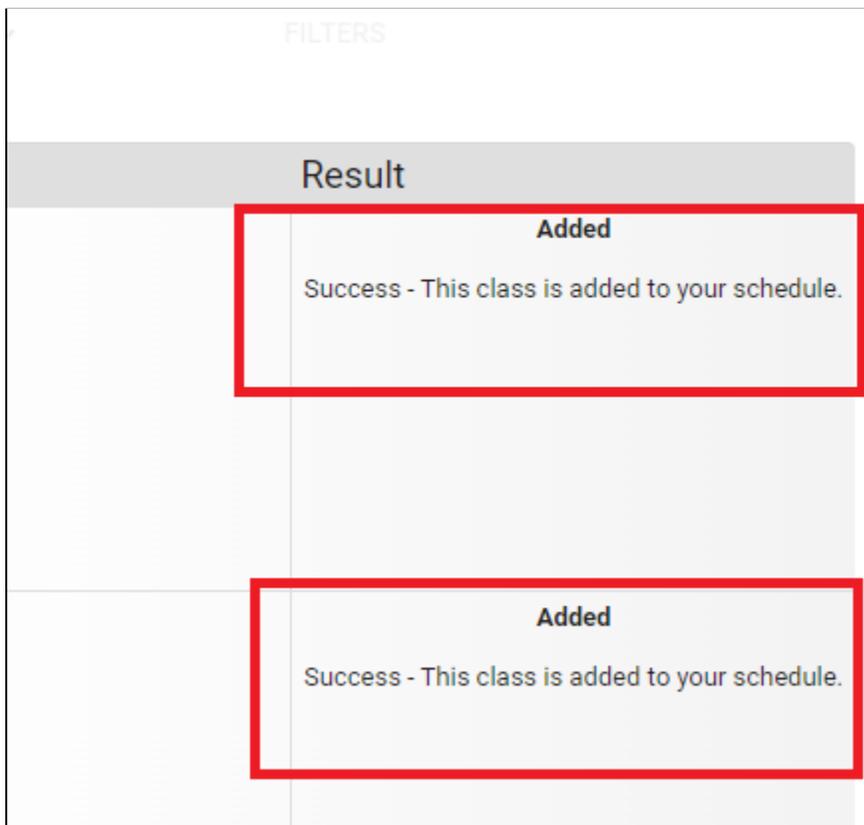
PRINT SHARE

2. Click "Do Actions" on the following screen to complete

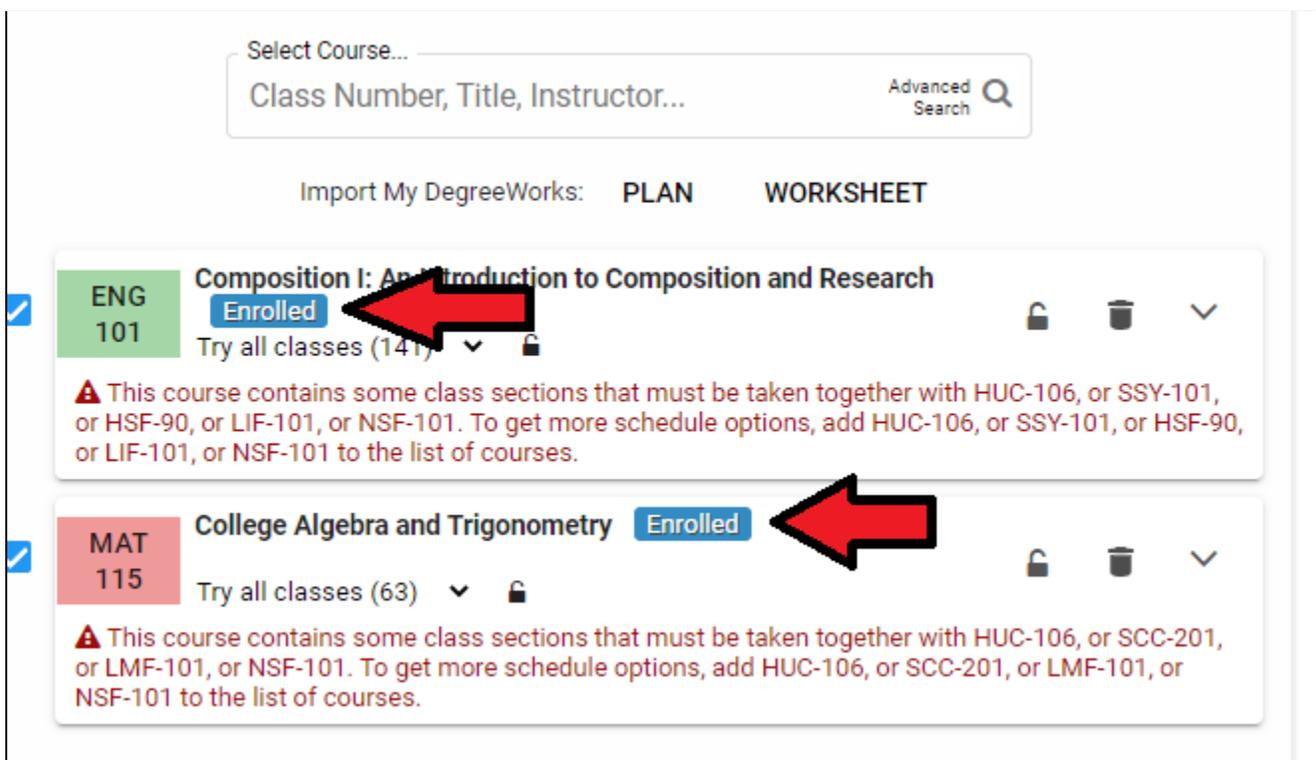
Class	Action
ENG 101 2022 Fall Term: Sep 9 - Dec 20 Regular Academic Session Composition I: An Introduction to Composition and Research Tue : 9:15 AM- to 11:30 AM	
LEC 0746 46478 Seats: 2/28 Wait List: None Recommendations: 7 : 0 Course Attributes: English Composition; English Composition HYBRID SECTION Pre-requisite of ENG 99 or ENGLISH proficiency is required.	LaGuardia CC Hybrid Online-Asynchronous; Center 3 C-715 Staff 3.0/3.0 Progress Units Enroll
MAT 115 2022 Fall Term: Jan 3 - Feb 24 College Algebra and Trigonometry Second Session Mon, Wed : 11:45 AM- to 2:00 PM	
LEC 7675 45950 Seats: 1/22 Wait List: None Recommendations: 1 : 0 Course Attributes: ZERO Textbook Cost HYBRID SECTION Pre-requisite of a Math Proficiency Index Score greater than or equal to 60 is required.	LaGuardia CC Hybrid Online-Asynchronous; M Building M-135; M Building M-B47 Staff 3.0/3.0 Progress Units Enroll

← CANCEL **DO ACTIONS**

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”

Class Number, Title, Instructor... Advanced Search

Import My DegreeWorks: **PLAN** WORKSHEET

ENG 101 **Composition I: An Introduction to Composition and Research** **Enrolled**  

Try all classes (141)  

 This course contains some class sections that must be taken together with HUC-106, or SSY-101, or HSF-90, or LIF-101, or NSF-101. To get more schedule options, add HUC-106, or SSY-101, or HSF-90, or LIF-101, or NSF-101 to the list of courses.

MAT 115 **College Algebra and Trigonometry** **Enrolled**  

Try all classes (63)  

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

ADD PERSONAL TIMES 

RECOMMEND **SAVE AS FAVORITE**

VALIDATE  **GET THIS SCHEDULE**

PRINT **SHARE**

2. Then click "Do Actions" to complete the drop

Class	Action	Options
MAT 115 2022 Fall Term: Jan 3 - Feb 24 College Algebra and Trigonometry Mon, Wed : 11:45 AM- to 2:00 PM Second Session	Drop	None
● LEC 7675 Enrolled 45950 Seats: 2/22 Wait List: None Recommendations: 1 : 0 Course Attributes: ZERO Textbook Cost HYBRID SECTION Pre-requisite of a Math Proficiency Index Score greater than or equal to 60 is required.		
ENG 101 2022 Fall Term: Sep 9 - Dec 20 Composition I: An Introduction to Composition and Research Tue : 9:15 AM- to 11:30 AM Regular Academic Session	Drop	None
● LEC 0746 Enrolled 46478 Seats: 3/28 Wait List: None Recommendations: 7 : 0 Course Attributes: English Composition; English Composition HYBRID SECTION Pre-requisite of ENG 99 or ENGLISH proficiency		

← CANCEL
➔
DO ACTIONS

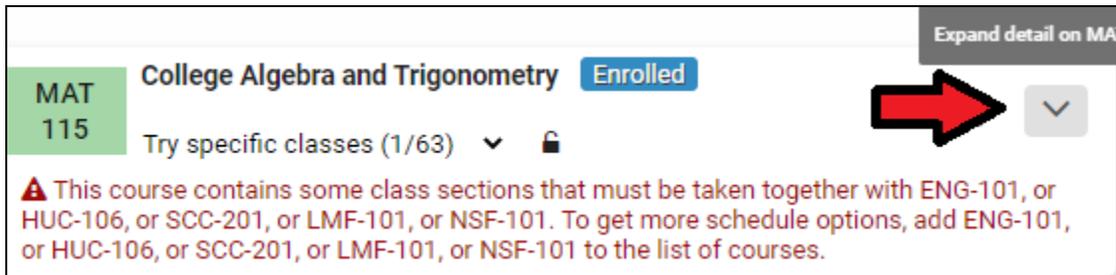
3. You will now see the courses were dropped

Options	Result
None	<p style="text-align: center;">Dropped</p> <p style="text-align: center;">This class has been removed from your schedule.</p>
None	<p style="text-align: center;">Dropped</p> <p style="text-align: center;">This class has been removed from your schedule.</p>

RETURN TO 'SELECT COURSES'

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



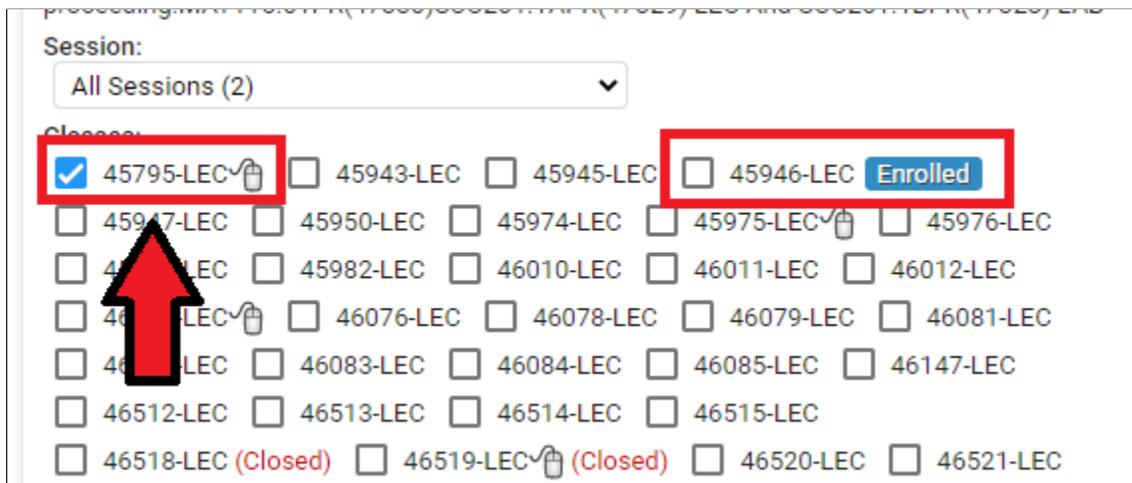
MAT 115 College Algebra and Trigonometry Enrolled

Try specific classes (1/63)

Expand detail on MAT

⚠ 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)

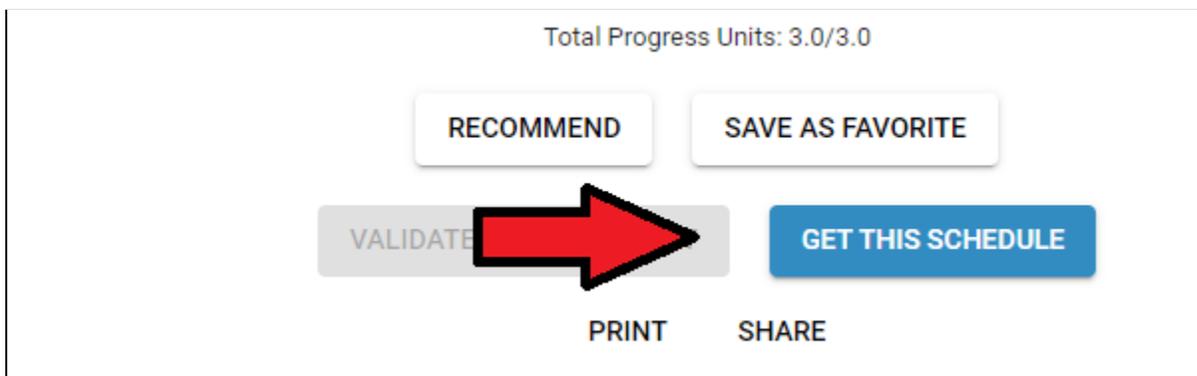


Session: All Sessions (2)

Classes:

<input checked="" type="checkbox"/> 45795-LEC	<input type="checkbox"/> 45943-LEC	<input type="checkbox"/> 45945-LEC	<input type="checkbox"/> 45946-LEC Enrolled	
<input type="checkbox"/> 45947-LEC	<input type="checkbox"/> 45950-LEC	<input type="checkbox"/> 45974-LEC	<input type="checkbox"/> 45975-LEC	<input type="checkbox"/> 45976-LEC
<input type="checkbox"/> 45977-LEC	<input type="checkbox"/> 45982-LEC	<input type="checkbox"/> 46010-LEC	<input type="checkbox"/> 46011-LEC	<input type="checkbox"/> 46012-LEC
<input type="checkbox"/> 46013-LEC	<input type="checkbox"/> 46076-LEC	<input type="checkbox"/> 46078-LEC	<input type="checkbox"/> 46079-LEC	<input type="checkbox"/> 46081-LEC
<input type="checkbox"/> 46082-LEC	<input type="checkbox"/> 46083-LEC	<input type="checkbox"/> 46084-LEC	<input type="checkbox"/> 46085-LEC	<input type="checkbox"/> 46147-LEC
<input type="checkbox"/> 46512-LEC	<input type="checkbox"/> 46513-LEC	<input type="checkbox"/> 46514-LEC	<input type="checkbox"/> 46515-LEC	
<input type="checkbox"/> 46518-LEC (Closed)	<input type="checkbox"/> 46519-LEC (Closed)	<input type="checkbox"/> 46520-LEC	<input type="checkbox"/> 46521-LEC	

3. Then click “Get This Schedule”



Total Progress Units: 3.0/3.0

RECOMMEND SAVE AS FAVORITE

VALIDATE GET THIS SCHEDULE

PRINT SHARE

4. On the next screen, click “Do Actions”

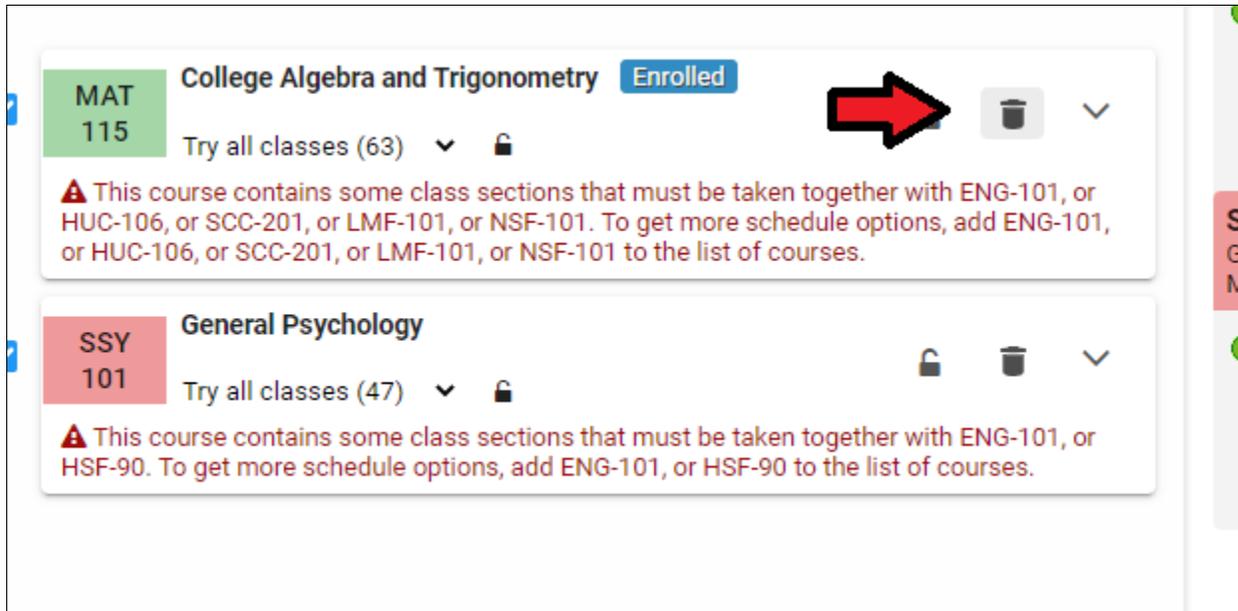
Class	Action	Optio
MAT 115 2022 Fall Term: Sep 9 - Dec 20 College Algebra and Trigonometry Regular Academic Session Mon, Wed : 10:30 AM- to 12:45 PM		None
LEC 50LC LaGuardia CC 45795 Online ● Seats: 0/18 ✓ B Building B-128 ● Wait List: None Staff Recommendations: 4 : 0 3.0/3.0 Progress Units Course Attributes: Learning Community; ZERO Textbook Cost PAIRED WITH ENG101-50LC(46939), HUC106-50LC(50051), NSF101-50AL(48734) - LEC, NSF101-50BL(47331) - LAB Pre-requisite of a Math Proficiency Index Score greater than or equal to 60 is required. The class you are trying to add/drop is part of a group of 4 classes. Add/drop the following courses in the shopping cart before proceedingENG101-50LC(46939)MAT115-50LC(45795)HUC106-50LC(50051)NSF101-50AL(48734)-LECNFS101-50BL(47331)-LAB The class you are trying to add/drop is part of a group of 4 classes. Add/drop the following courses in the shopping cart before proceedingENG101-50LC(46939)MAT115-50LC(45795)HUC106-50LC(50051)NSF101-50AL(48734)-LECNFS101-50BL(47331)-LAB Class Pairing RG#35402 Class Pairing RG#35402 Class Pairing RG#35402	Swap	
CANCEL		DO ACTIONS

5. You should now see the Result

Result
Swapped Success - This class is added to your schedule.

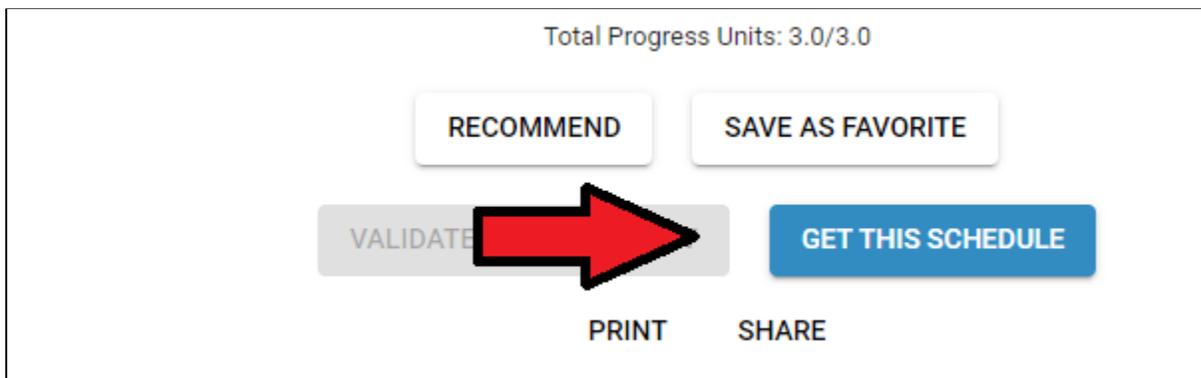
How to swap courses

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)



The screenshot shows two course cards in a list. The top card is for 'College Algebra and Trigonometry' (MAT 115), which is marked as 'Enrolled'. It has a trash icon to its right, with a red arrow pointing to it. Below the course name is a warning message: '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.' The bottom card is for 'General Psychology' (SSY 101), which has a trash icon to its right. Below its name is a warning message: 'This course contains some class sections that must be taken together with ENG-101, or HSF-90. To get more schedule options, add ENG-101, or HSF-90 to the list of courses.'

2. Then click “Get This Schedule”

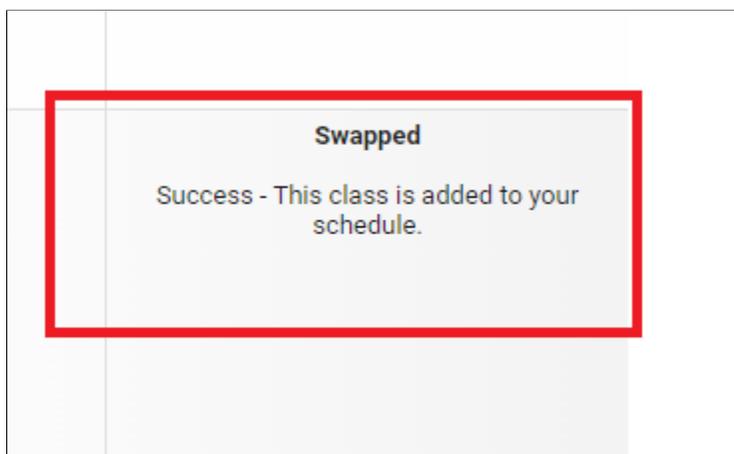


The screenshot shows a row of buttons at the bottom of a course selection interface. The buttons are: 'RECOMMEND', 'SAVE AS FAVORITE', 'VALIDATE', 'GET THIS SCHEDULE', 'PRINT', and 'SHARE'. A red arrow points to the 'VALIDATE' button. Above the buttons, the text 'Total Progress Units: 3.0/3.0' is displayed.

3. Then click "Do Actions"

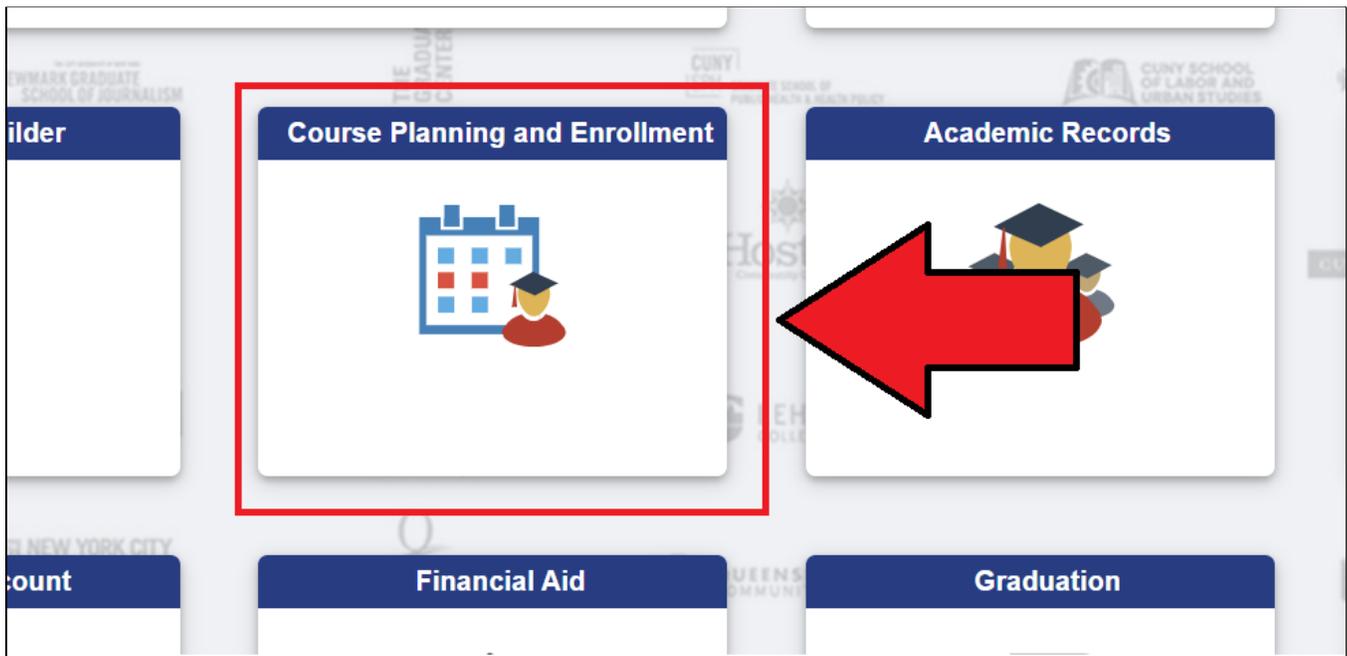
Class	Action	Options
MAT 115 2022 Fall Term: Jan 3 - Feb 24 College Algebra and Trigonometry Mon, Tue, Wed, Thu : 8:00 AM- to 10:15 AM		
LEC 7703 Enrolled 46012 Seats: 1/21 Wait List: None Recommendations: 4 : 0 Course Attributes: ZERO Textbook Cost Pre-requisite of a Math Proficiency Index Score greater than or equal to 60 is required.	LaGuardia CC In Person M Building M-137; M Building M-B45 Staff 3.0/3.0 Progress Units	Drop* *Swapping for SSY 101
SSY 101 2022 Fall Term: Sep 9 - Dec 20 General Psychology Mon, Wed : 8:05 PM- to 9:35 PM		None
LEC 6894 46977 Seats: 1/38 Wait List: None Recommendations: 0 : 0 Course Attributes: Introduction to Psychology; Introduction to Psychology Pre-requisites of ENG 99 AND MAT 95 OR exemptions/proficiency in English & Math are required.	LaGuardia CC In Person Center 3 C-431C Staff 3.0/3.0 Progress Units	Enroll
← CANCEL		DO ACTIONS

4. You will now see the course has been swapped

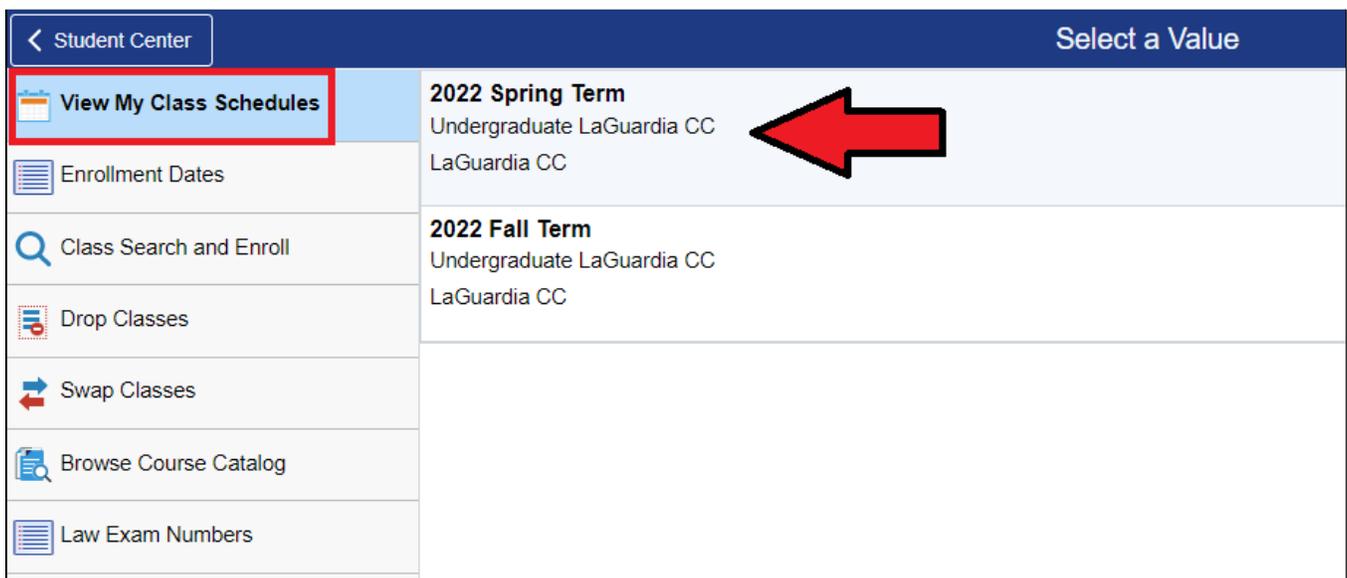


How to verify your schedule in CUNYfirst (including Hybrid details)

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.)



- 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

By Class
By Date

Show Enrolled Classes
 Show Waitlisted Classes
 Show Dropped Classes

Printable Page
←

▼ **ESA 99 Basic Writing Non Native Eng**

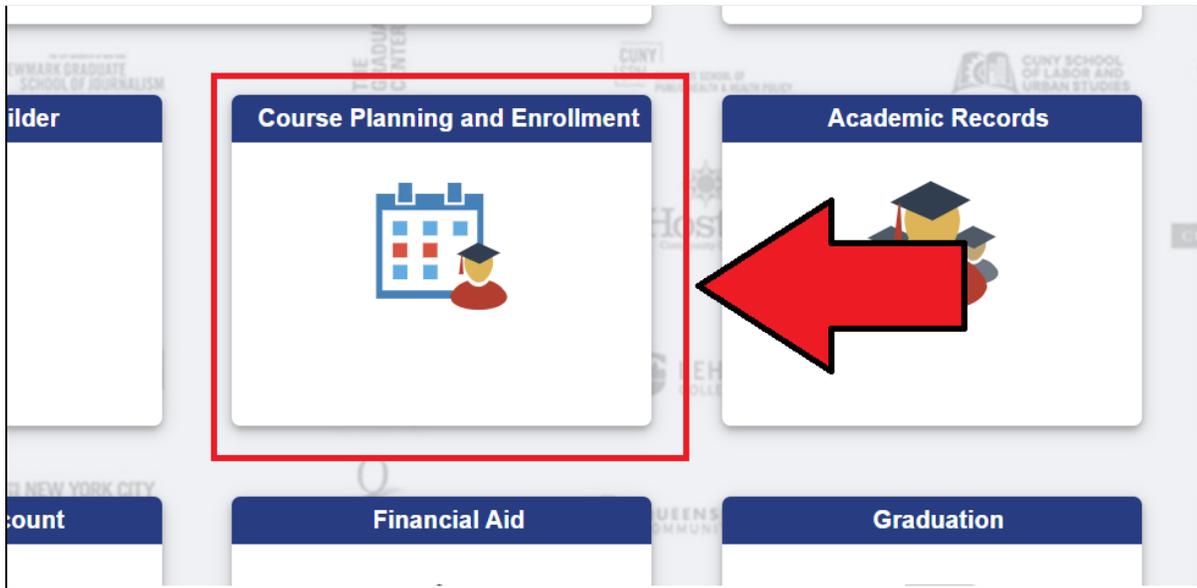
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled		Remedial Grades		Undergraduate	Remedial Non-Liberal Arts

Class	Start/End Dates	Days and Times	Room
Lecture - 43072	06/22/2022 - 08/11/2022	Days: Monday Tuesday Wednesday Times: 10:30AM to 2:00PM	B Building B-A11
	06/22/2022 - 08/11/2022	Days: Thursday Times: 10:30AM to 2:00PM	Online-Synchronous

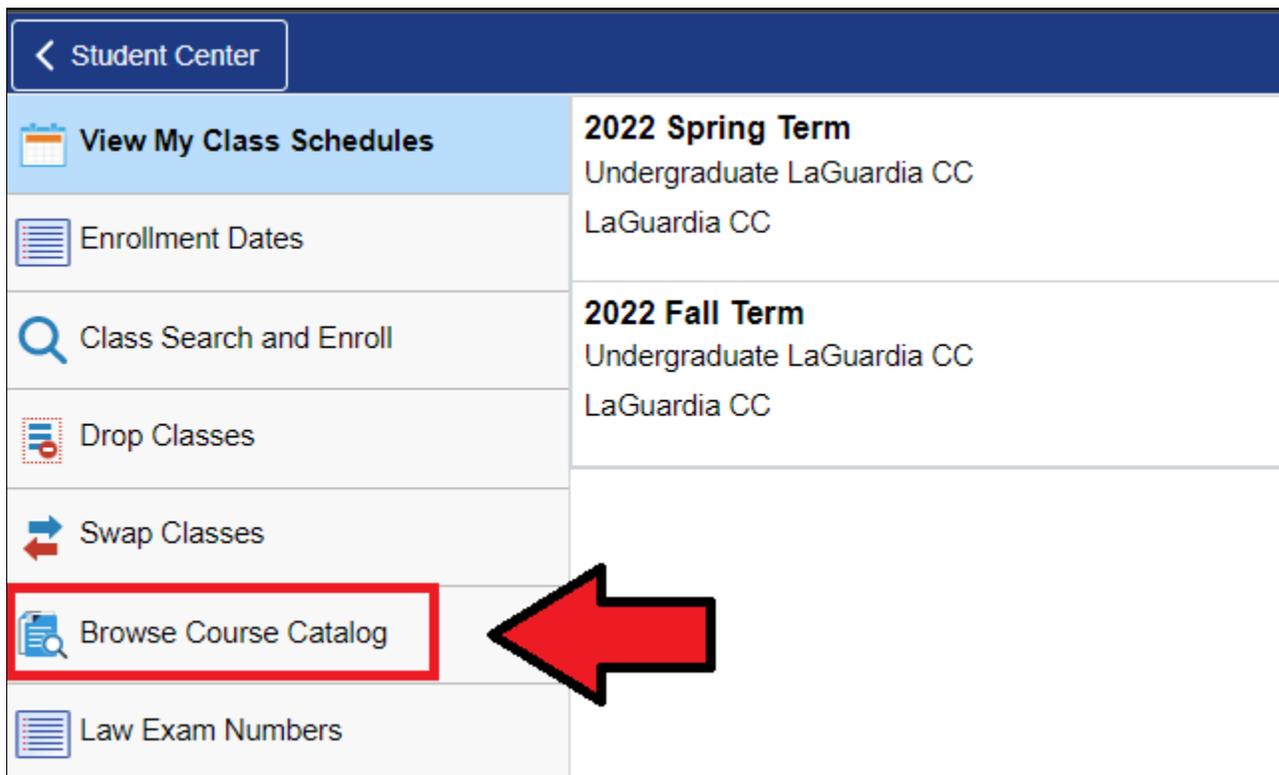
How to search for courses in CUNYfirst

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

 Class Search and Enroll	CUNY School of Professional Studies
 Drop Classes	College of Staten Island
 Swap Classes	Eugenio Maria de Hostos Community College
 Browse Course Catalog	Fiorello H. LaGuardia Community College 
 Law Exam Numbers	Graduate School of Public Health and Health Policy
	Herbert H. Lehman College

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.

ty College [Change](#)

Search for Courses 

Enter keyword e.g. course, subject, topic

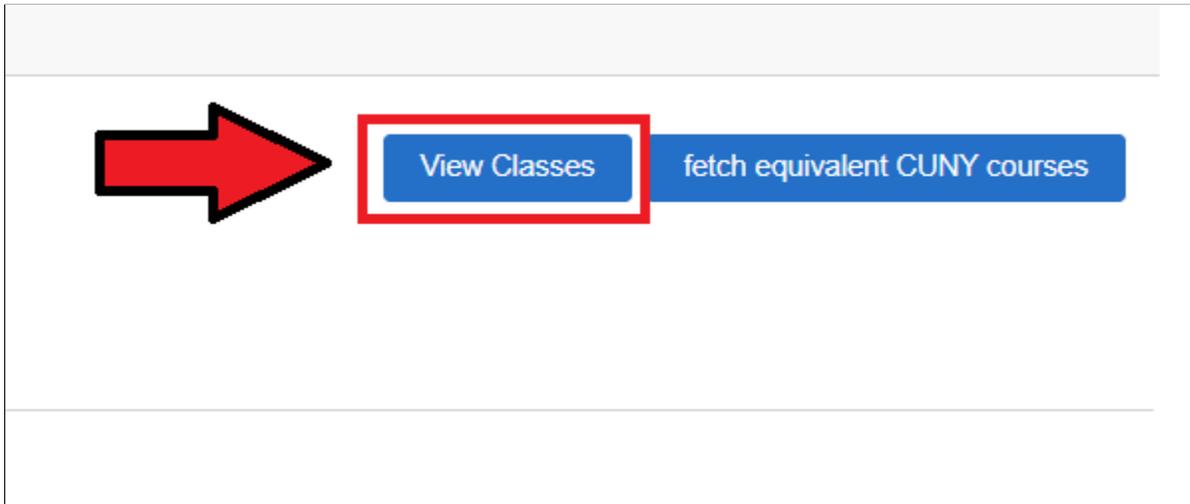
[Additional ways to search](#)

▼ **Recently Viewed**

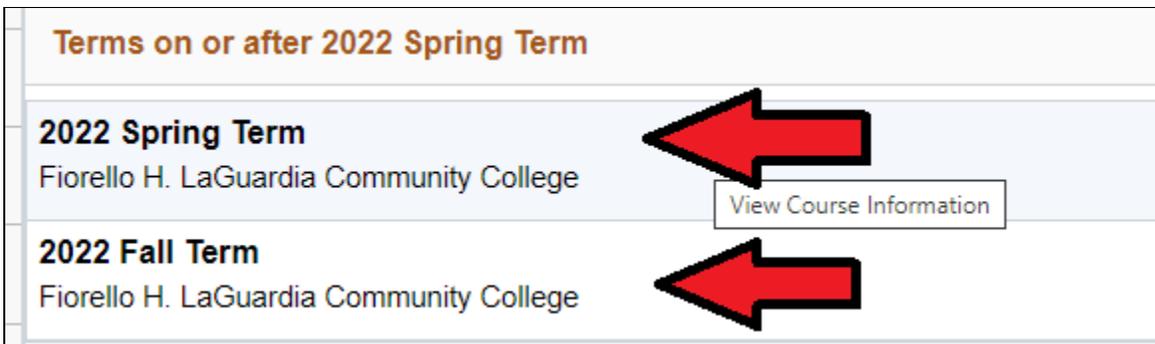
ENG 101
Composition I: An Introduction to Composition and Research
3.00 Units
Typically offered Fall, Spring
available 02/28/2019 onwards

[Delete All](#)

- 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



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



- You will now see the sections being offered and details.

Select a class option ⓘ 1 - 50 of 141 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 48026	09/09/2022 - 12/20/2022	Tuesday 1:00PM to 3:15PM Thursday 1:00PM to 3:15PM	E Building E-259 E Building E-216	Lauren Navarro Lauren Navarro	Open Seats 12 of 12
2	Open	Regular Academic Session	Lecture - 47994	09/09/2022 - 12/20/2022	Monday Wednesday 8:00AM to 10:15AM	E Building E-260	Misun Dokko	Open Seats 20 of 28

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

Regular Academic Session	Lecture - 46676	09/09/2022 - 12/20/2022	Monday Wednesday 9:15AM to 11:30AM	Online- Synchronous	Tuli Chatterji	Open Seats 27 of 28
--------------------------	-----------------	----------------------------	---	------------------------	----------------	------------------------

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

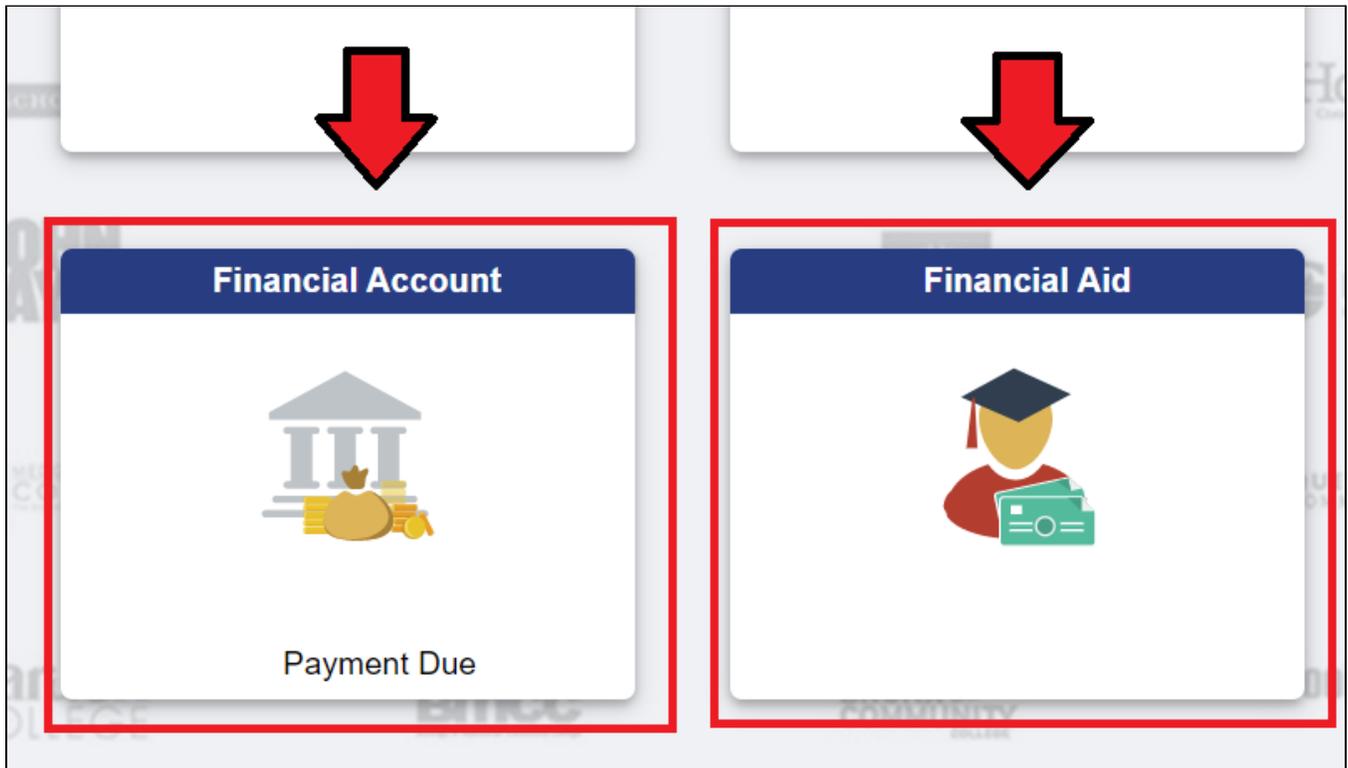
Lecture - 48276	09/09/2022 - 12/20/2022	To be announced	Online- Asynchronous	Janice Karlen- Pollack	Open Seats 12 of 22
-----------------	----------------------------	-----------------	-------------------------	---------------------------	------------------------

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 To be announced	M Building M-B69 <hr/> Online- Asynchronous <hr/>	Staff	Open Seats 17 of 22
-----------------	----------------------------	--	---	-------	------------------------

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

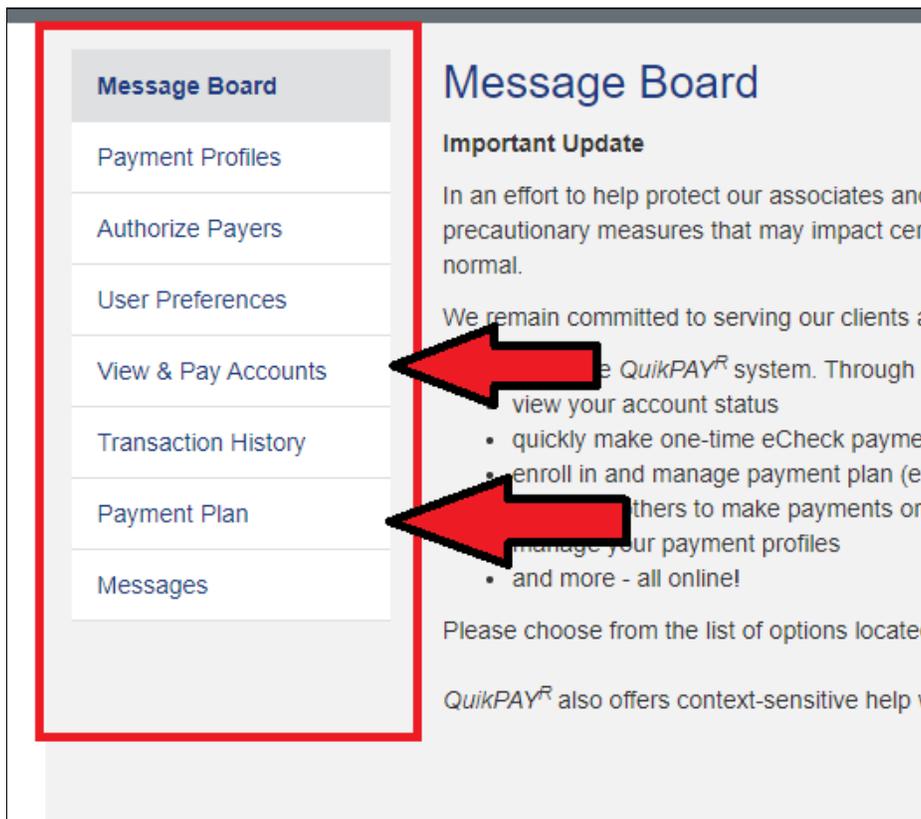
The screenshot shows the 'Account Balance' page for LaGuardia Community College. It features a table with columns for Term, Charges & Deposits, Pending Financial Aid, and Total Due. A 'Make a Payment' button is highlighted with a red box and a red arrow pointing to it from the right. The currency is noted as US Dollar.

Term	Charges & Deposits	Pending Financial Aid	Total Due
2022 Fall Term	1,779.45	0.00	1,779.45
Total	1,779.45	0.00	1,779.45

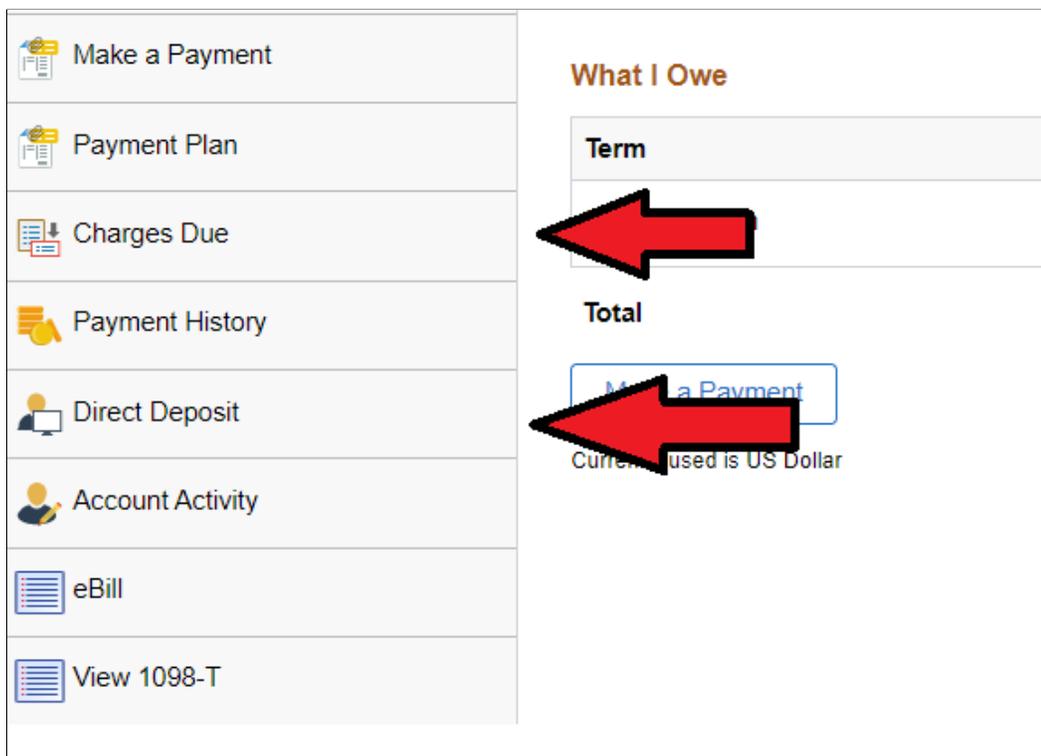
Make a Payment

Currency used is US Dollar

- Here is the external site where you will be able to make payments or set up a payment plan

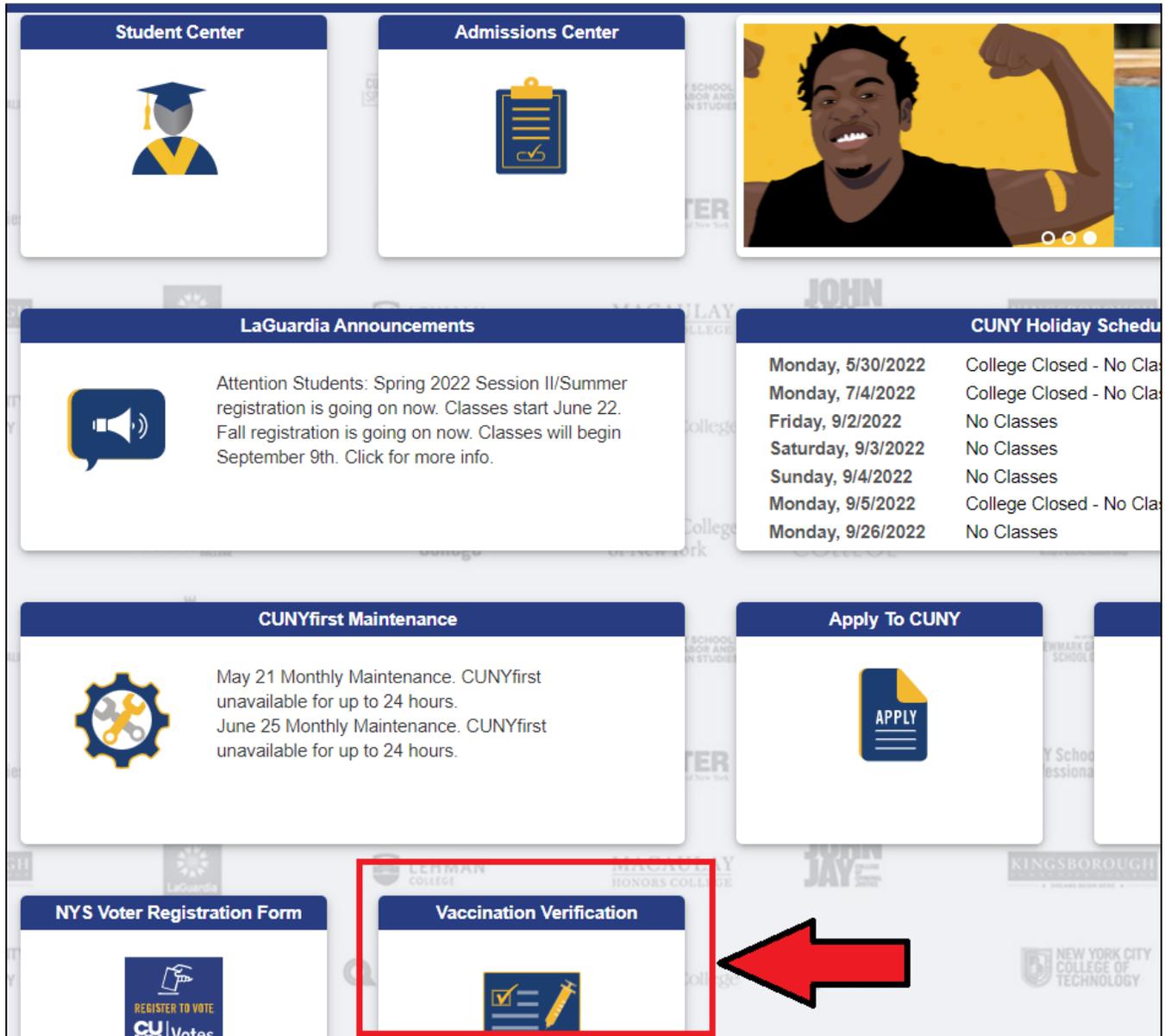


- Back in CUNYfirst, you can also view Charges Due and enroll in Direct Deposit



How to upload COVID Vaccination information

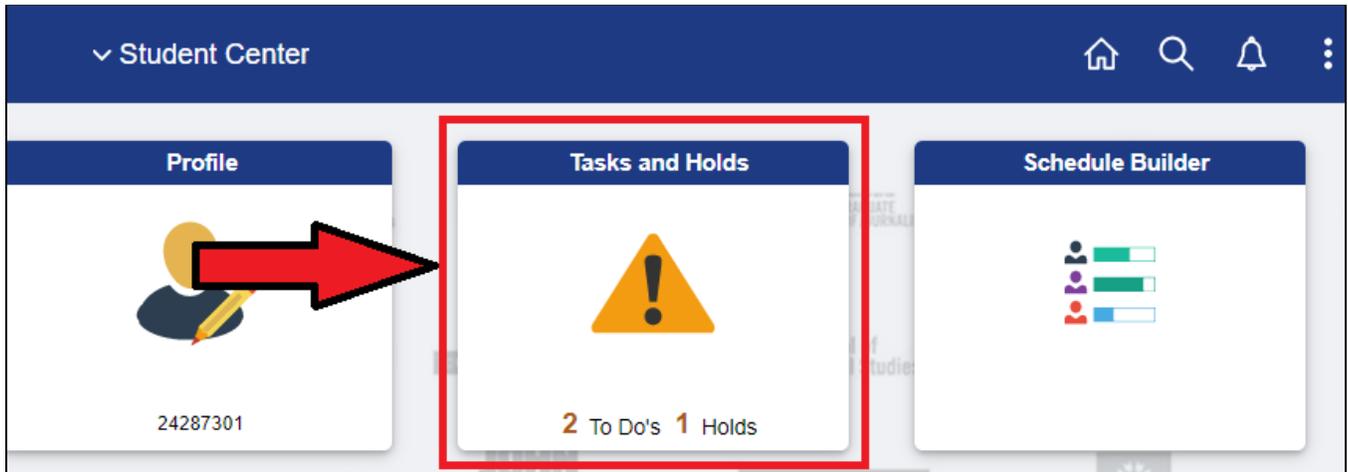
1. Once in CUNYfirst, select Vaccine Verification (under Student Center)
 - a. For detailed information on submitted Vaccination proof, Booster proof, or requesting a Medical or Religious Exemption, [see this guide](#) created by CUNY



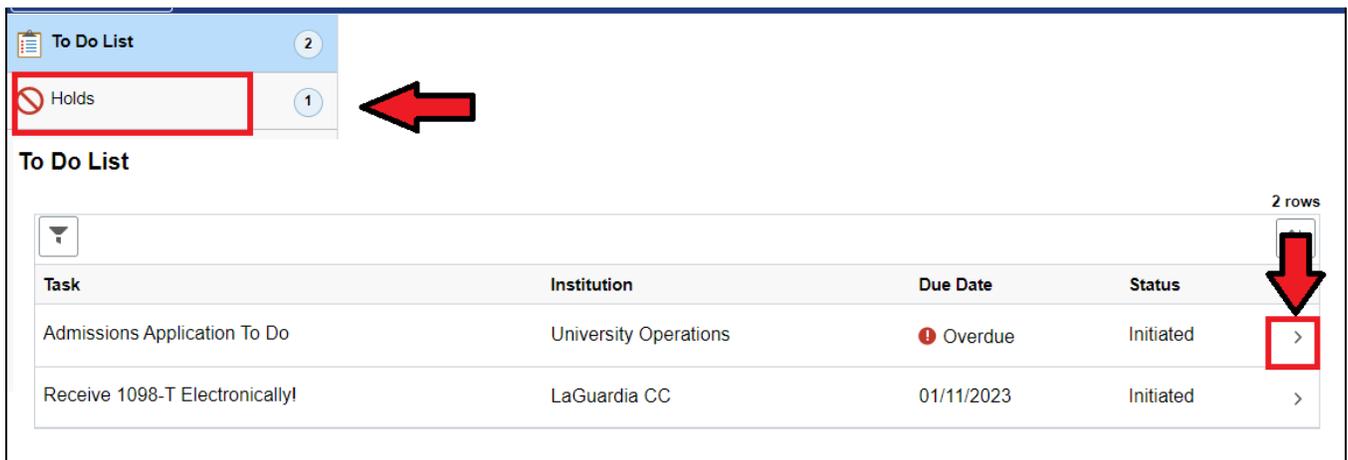
For detailed instructions on uploading Vaccine or Booster info, or applying for a medical or religious exemption, [see here](#)

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.

Task Details ×

Receive 1098-T Electronically!

Institution LaGuardia CC
Business Unit LaGuardia Community College
Account Number TUT001
Account Term 2022 Spring Term
Due Date 01/11/2023

[Frequently Asked Questions](#)

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:

- Fast: Access your form as soon as it is available
- Secure: Your form will not get lost or delayed during paper delivery
- Convenient: You can receive your form wherever you are

We will notify you at your preferred email address when your Form 1098-T is ready.

Click below to Grant Consent now!



[Click here to Grant Consent Now!](#)