

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.

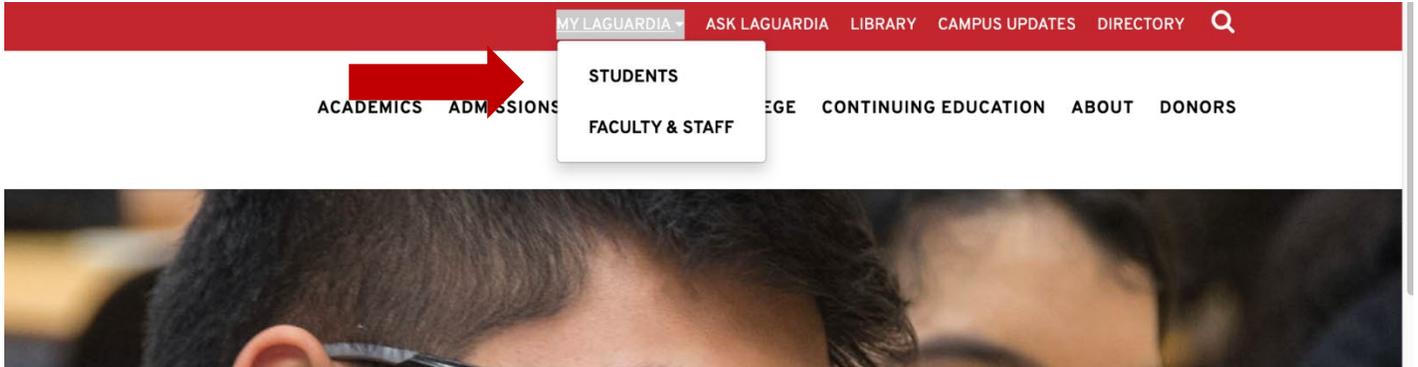
Table of Contents

1. How to Access CUNYfirst – Page 2
2. How to Add Courses – Page 5
3. How to Drop Courses – Page 9
4. How to View Your Schedule – 10

1. How to Access CUNYfirst

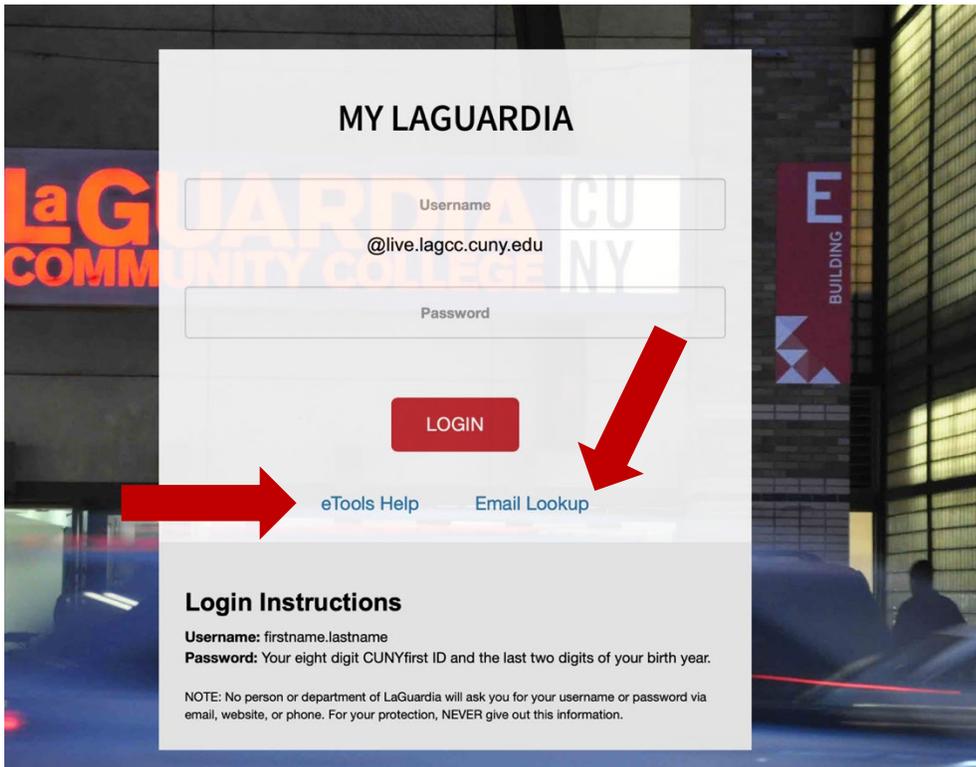
To access CUNYfirst through My LaGuardia, go to the LaGuardia website at laguardia.edu. Then, go to MY LAGUARDIA → STUDENTS

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

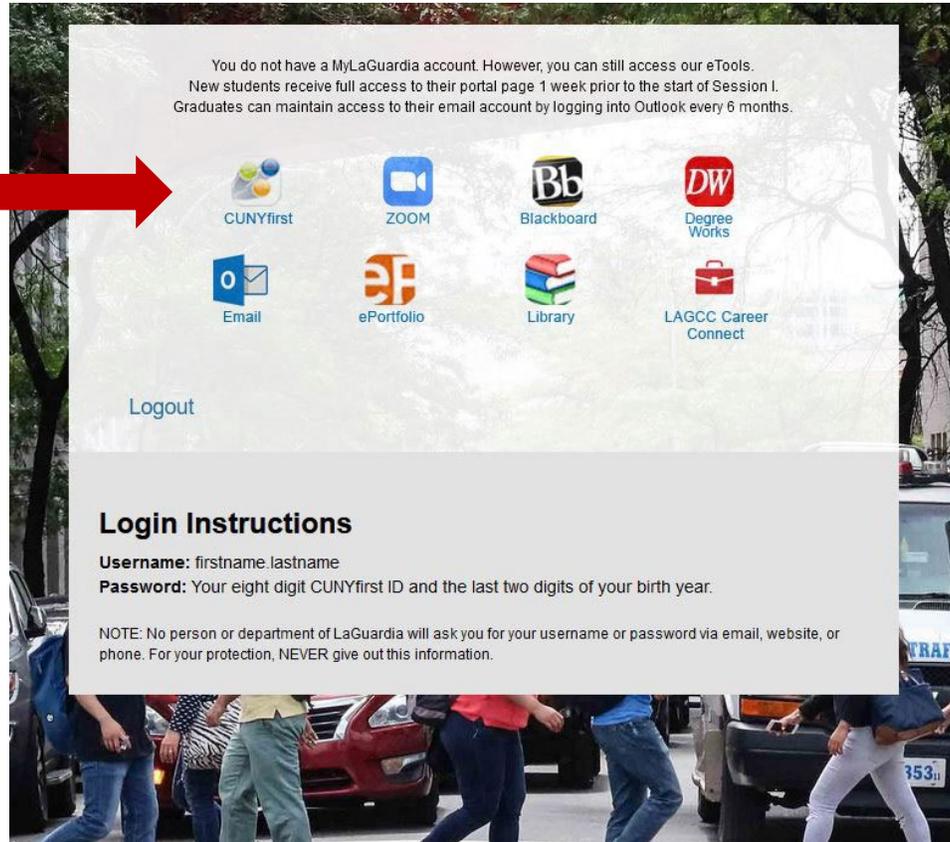


If your My LaGuardia account is ready and you're able to log in, you can find CUNYfirst under E-tools.

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.



You do not have a MyLaGuardia account. However, you can still access our eTools.
New students receive full access to their portal page 1 week prior to the start of Session I.
Graduates can maintain access to their email account by logging into Outlook every 6 months.

[CUNYfirst](#) [ZOOM](#) [Blackboard](#) [Degree Works](#)

[Email](#) [ePortfolio](#) [Library](#) [LAGCC Career Connect](#)

[Logout](#)

Login Instructions

Username: firstname.lastname
Password: Your eight digit CUNYfirst ID and the last two digits of your birth year.

NOTE: No person or department of LaGuardia will ask you for your username or password via email, website, or phone. For your protection, NEVER give out this information.

My LaGuardia

Welcome Sherzod, - Log out

Action Required

IMPORTANT: Log in to [CUNYfirst](#) to review your **Spring 2021 schedule**, then ACCEPT your schedule below. Contact your advisor if you have questions.

I accept my schedule

Submit

Alert Messages

Status Message

- Calling high-achieving LaGuardians! Check your email for a special invitation to join the Honors Program this spring. Be part of a strong, friendly community, and bolster your transfer profile!
- View LaGuardia's [Annual Security Report](#) or call [Public Safety](#).at 718-482-5558 to request a copy.
- President Adams response to the Capitol Attack. [Click here](#) to learn more.

Academic Profile

Credit and GPA Information

Total credits earned: **70**
Cumulative GPA: **3.671**
Major: **Computer Science**
[View my info and classes](#)

- Degree Maps by Major
- Student Success Plan

e-Tools

- [CUNYfirst](#)
- [ZOOM](#)
- [Blackboard](#)
- [Degree Works](#)
- [Email](#)
- [ePortfolio](#)
- [Library](#)
- [LAGCC Career Connect](#)

Next click on the CUNYFirst icon under e-Tools.

Log into CUNYfirst using your CUNY credentials (which are different from your My LaGuardia/live email credentials).

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

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

Username

@login.cuny.edu

Password

Log in

New User | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

Once you've logged in, click on Student Center.

PERSONALIZE CONTENT LAYOUT Thu, Feb 4, 21 10:38 AM

CUNYFIRST MENU

- [Campus Solutions](#)
- [Human Capital Management](#)
- [Student Center](#)
- [CUNY Alert Preferences](#)
- [CUNY Alert Subscription](#)
- [NYS Voter Registration](#)
- [NYS Voter Registration Form](#)
- [My Personalizations](#)
- [CUNY IT Help](#)

CORONAVIRUS UPDATES

CORONAVIRUS UPDATES: Read our latest updates on [CUNY's Coronavirus Response](#).
[FAQs](#) for faculty and staff on accessing and using CUNY technology to support remote teaching work

COVID19 VACCINE VOLUNTEER FORM

**Enough is Enough
Combating Sexual Misconduct**

If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click [here](#) for CUNY's policies, support programs, and resources.

CUNY APPLICATION

The CUNY Application

**NY State FORWARD
COVID-19 Vaccination
Volunteer Form**

CUNY is helping New York State with its vaccine distribution and we need your help! If you are health field and are interested in volunteering to administer the vaccine, or if you are a student other support services such as greeting people coming in to be vaccinated or data entry, [please see our short form](#)

2. How to Add Classes

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

The screenshot shows a student center interface. At the top, there is a navigation bar with 'Academics' selected. Below this, there are several links: Search, Plan, Enroll, My Academics, Request Official Transcript, and View Grades. A search box labeled 'other academic...' is also present. To the right, there is a 'This Week's Schedule' table with two rows of class information. Below the table are links for 'weekly schedule', 'launch schedule builder', and 'enrollment shopping cart'. At the bottom, there is a 'Select Term' section with a table of options.

Term	Career	Institution
<input type="radio"/> 2020 Fall Term	Undergraduate LaGuardia CC	LaGuardia CC
<input type="radio"/> 2021 Spring Term	Undergraduate LaGuardia CC	LaGuardia CC

Next, click on search.

The screenshot shows a search interface. On the left, there is a section 'Add to Cart:' with a text input field labeled 'Enter Class Nbr' and an 'enter' button. Below this is a 'Find Classes' section with two radio buttons: 'Class Search' (selected) and 'My Planner'. At the bottom of this section is a 'search' button. On the right, there is a '2021 Spring Term Shopping Cart' section with a message: 'Your enrollment shopping cart is empty.'

Then, input your class information (subject and course number, e.g. MAC101).

 **Class Search**

Subject

Course Number

Course Career

Course Attribute

Course Attribute Value

Requirement Designation

Show Open Classes Only

You will see list of classes available, including the session, modality and, if online, whether the class is synchronous (online meetings required) or asynchronous (no required meetings).

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38388	5730-LEC Regular	Sa 8:00AM - 12:45PM	Online-Synchronous	Staff	03/06/2021 - 06/14/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									
38405	5731-LEC Regular	TuTh 8:05PM - 10:15PM	Online-Synchronous	Staff	03/06/2021 - 06/14/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									
39447	5732-LEC Regular	MoWe 5:45PM - 7:55PM	Online-Synchronous	Staff	03/06/2021 - 06/14/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									
38411	7800-LEC 2ndSession	MoTuWeTh 1:00PM - 3:15PM	Online-Synchronous	Staff	06/20/2021 - 08/09/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									
38389	7801-LEC 2ndSession	MoTuWeTh 11:45AM - 2:00PM	Online-Synchronous	Staff	06/20/2021 - 08/09/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									
38396	8501-LEC 2ndSession	MoWe 5:45PM - 10:15PM	Online-Synchronous	Staff	06/20/2021 - 08/09/2021	●	Bookstore Link	Online	select

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.

MAC 101 - Introduction to Computer Science									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38387	3000-LEC Regular	TuTh 8:00AM - 10:15AM	Online-Synchronous	Praveenkumar Khethavath	03/06/2021 - 06/14/2021	●	Bookstore Link	Online	select
Class Attributes: Campus Honors Low Textbook Cost									
38413	3002-LEC Regular	TuTh 10:30AM - 12:45PM	Online-Synchronous	Staff	03/06/2021 - 06/14/2021	●	Bookstore Link	Online	select
Class Attributes: Low Textbook Cost									

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.

2021 Spring Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MAC 101-3000 (38387)	TuTh 8:00AM - 10:15AM	Online-Synchronous	P. Khethavath	3.00	

PROCEED TO STEP 2 OF 3

Class	Description	Days/Times	Room	Instructor	Units	Status
MAC 101-3000 (38387)	Intro Comp Science (Lecture)	TuTh 8:00AM - 10:15AM	Online-Synchronous	P. Khethavath	3.00	

CANCEL PREVIOUS 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.

Class	Message	Status
MAT 501	<p>Error: Unable to add this class - requisites have not been met.</p> <p>Prerequisite: MAT 302 Non-Degree Students must seek approval from Math Department in Room N520.</p>	

3. How to Drop Classes

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

Academics

Search
Plan
Enroll
My Academics
Request Official Transcript
View Grades

other academic...

Deadlines URL

This Week's Schedule	
Class	Schedule
SCC 201-720A LEC (32877)	MoWe 9:15AM - 11:30AM Online TuTh 1:00PM - 2:00PM Online
SCC 201-720B LAB (32899)	TuTh 8:00AM - 11:30AM Online

weekly schedule ▶

launch schedule builder ▶

enrollment shopping cart ▶

- Academic Planner
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop**
- Enrollment: Edit
- Enrollment: Swap
- Evaluate My Transfer Credit
- Exam Schedule
- Grades
- SNAP Enrollment Verification
- Transcript: View Unofficial
- Transfer Credit: Report
- ePermit
- other academic...

Deadlines URL

This Week's Schedule	
Class	Schedule
SCC 201-720A LEC (32877)	MoWe 9:15AM - 11:30AM Online TuTh 1:00PM - 2:00PM Online
SCC 201-720B LAB (32899)	TuTh 8:00AM - 11:30AM Online

weekly schedule ▶

Select the term.

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2020 Fall Term	Undergraduate LaGuardia CC	LaGuardia CC
<input type="radio"/> 2021 Spring Term	Undergraduate LaGuardia CC	LaGuardia CC

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

✔ Enrolled
 ✘ Dropped
 ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MAC 286-3076 (38409)	Data Structures (Lecture)	TuTh 10:30AM - 12:45PM	Online-Synchronous	O. Alt Heial	3.00	✔
<input type="checkbox"/>	SCB 101-3W1A (55247)	Topics in Biological Sciences (Lecture)	SaSu 9:15AM - 3:15PM	Online-Synchronous	Staff	3.00	✔
<input type="checkbox"/>	SCB 101-3W1B (55248)	Topics in Biological Sciences (Laboratory)	SaSu 3:25PM - 4:25PM	Online-Synchronous	Staff		✔
<input checked="" type="checkbox"/>	SCC 202-3W5A (39709)	General Chemistry II (Lecture)	MoTuWeTh 8:00AM - 11:30AM	Online-Synchronous	Staff	4.00	✔
<input type="checkbox"/>	SCC 202-3W5B (39710)	General Chemistry II (Laboratory)	MoTuWeTh 11:45AM - 3:15PM	Online-Synchronous	Staff		✔
<input type="checkbox"/>	SSH 105-8772 (37500)	World History I (Lecture)	TuTh 5:45PM - 9:05PM	Online-Synchronous	Staff	3.00	✔

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.

Academic Planner
 Apply for Graduation
 Class Schedule
 Course History
 Enrollment Verification
 Enrollment: Add
 Enrollment: Drop
 Enrollment: Edit
 Enrollment: Swap
 Evaluate My Transfer Credit
 Exam Schedule
 Grades
 SNAP Enrollment Verification
 Transcript: View Unofficial
 Transfer Credit: Report
 ePermit
other academic...

📅 Deadlines 📄 URL

This Week's Schedule

	Class	Schedule
📅	SCC 201-720A LEC (32877)	MoWe 9:15AM - 11:30AM Online TuTh 1:00PM - 2:00PM Online
📅	SCC 201-720B LAB (32899)	TuTh 8:00AM - 11:30AM Online

weekly schedule ▶
launch schedule builder ▶
enrollment shopping cart ▶

2021 Spring Term | Undergraduate LaGuardia CC | LaGuardia CC

change term

View Textbook Summary

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 filter

MAC 286 - Data Structures

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)	📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
38409	3076	Lecture	TuTh 10:30AM - 12:45PM	Online-Synchronous	Omer Alt Heial	03/06/2021 - 06/14/2021

SCB 101 - Topics in Biological Sciences

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - Life and Physical Sciences (Taken)	📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
55248	3W1B	Laboratory	SaSu 3:25PM - 4:25PM	Online-Synchronous	Staff	06/21/2021 - 07/13/2021
55247	3W1A	Lecture	SaSu 9:15AM - 3:15PM	Online-Synchronous	Staff	06/21/2021 - 07/13/2021