

# REGISTERING FOR CLASSES



**GO TO THE CUNY WEBSITE**

www.cuny.edu

## USE CUNYFIRST

Put the mouse over the login button then click on CUNYfirst in the drop down menu



LOGIN

Apply to CUNY

CUNY Portal

CUNYfirst



Username

john.doe12@login.cuny.edu

Password

.....

## LOG ON

Use your CUNYfirst user name (with the @login.cuny.edu) and password

## CLICK ON STUDENT CENTER

The Student Center is located on the left hand side under the CUNYfirst menu.

CUNYFIRST MENU

- Enterprise Learning Management
- Financials Supply Chain
- HR / Campus Solutions
- Student Center
- CUNY Alert Preferences
- CUNY Alert Subscription
- NYS Voter Registration
- NYS Voter Registration Form
- My Personalizations
- firstSolutions Knowledge Base



## CHECK ENROLLMENT DATE

Enrollment Dates

### Enrollment Appointment

You may begin enrolling for the 2020 Spring Term Regular Academic Session on November 7, 2019.

details

To check the time click on details

The enrollment date and time will tell you when you can start registering for classes. This is located in your student center on the right hand side.

Enrollment Appointments	
Session	Appointment Begins
Regular Academic Session	November 7, 2019 12:30PM

This is the date and time you can start registering

## CLICK ON SEARCH FOR CLASSES

SEARCH FOR CLASSES

Go back to your student center and click the green button located on the right hand side

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number

Course Career

Course Attribute

Course Attribute Value

Requirement Designation

Show Open Classes Only

Additional Search Criteria

Session

Choose "John Jay College"

Choose the term you are registering for (Fall, Spring, or Summer)

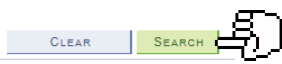
Choose the subject of the course (e.g. ANT)

Type in the course number (e.g. 101)

If registering for a winter course select the "Spring" term and in session select "Winter"

CONTINUED ON THE BACK

# REGISTERING FOR CLASSES CONTINUED...



## CLICK ON SEARCH

Leave everything else as is Scroll to the bottom of the page and click on search

ANT 101 - Introduction to Cultural Anthropology				
Class	Section	Days & Times	Room	Instru
8125	01-LEC Regular	TuTh 4:30PM - 5:45PM	TBA	Celeste

Instruction Mode	
In Person	<a href="#">select</a>

If registering for a course in the Spring make sure the section says regular

## SELECT COURSE

Click on select after finding a course that matches your schedule

Before adding a course to your shopping cart look at the prerequisites to ensure you have completed all of the courses listed

CJBS 300-05	Lecture	Open
Session	Regular Academic Session	
Career	Undergraduate	
Enrollment Information		
<ul style="list-style-type: none"> <li>Prerequisite: ENG 201 and CJBS 250 and either CJBS 101 or CRJ 101</li> <li>Regular Liberal Arts</li> </ul>		

## ADD COURSE TO SHOPPING CART

Click on next to add the course into your shopping cart.

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 4:30PM - 5:45PM	TBA	Celeste Alexander	01/27/2020 - 05/23/2020

<a href="#">My Class Schedule</a>	<a href="#">show all</a>	<a href="#">Shopping Cart</a>	<a href="#">show all</a>
HON 401	Fr 8:00AM - 10:40AM Room: TBA	ANT 101	TuTh 4:30PM - 5:45PM Room: TBA

The following classes match your search criteria Course Subject: ANT - exactly '101', Show Open Classes Only: Yes

## SHOPPING CART

ANT 101 has been added to your Shopping Cart.

Click on Shopping Cart to view all your classes in the shopping cart and complete registering for the class.

Adding the class to the shopping cart does not reserve your seat.

Select	Class	Days/Times	Room	Instructor	Units
<input checked="" type="checkbox"/>	ANT 101-01 (8125)	TuTh 4:30PM - 5:45PM	TBA	C. Alexander	3.00

for selected: [delete](#) [enroll](#)

## REGISTER FOR COURSE

To register for a course select all of the courses you would like to register for and click on enroll.

TBA	Alexander	3.00	Open
<a href="#">PREVIOUS</a>	<a href="#">FINISH ENROLLING</a>		

## COMPLETE REGISTRATION

Click on Finish Enrolling to complete registration.

Class	Message	Status
ANT 101	Message: Success - This class is added to your schedule.	<input checked="" type="checkbox"/>

✔ A green check means your registration was complete and you are now enrolled for this course.  
✘ A red "X" means there was an error, read the message to see the reason.