Student Center

1. Logging into CUNYfirst

CUNYfirst is a new program implemented by CUNY that is meant to replace the old E-sims system.

Students can use CUNYfirst for:
- Registering for classes
- Viewing their class schedule
- Viewing and paying their tuition
- Checking their course history
- Pulling up their unofficial transcript
- Checking their grades
- Applying for graduation

In order to log into CUNYfirst, students, faculty, and staff need to go to the CUNYfirst Website at:
https://home.cunyfirst.cuny.edu/

You will be taken to a log in screen where you can enter your username and password to sign in.

Note: When typing in your username, make sure to include the period between first and last name.
2. Self Service- Student Center

Once you have logged into your account, you will be taken to the CUNYfirst homepage.

To access your information, you will need to click on the Self Service link located underneath the Enterprise Menu on the left hand side of the page.

From Self Service, you will need to click on the link for Student Center, where you will then be taken to your own Student Center page.

Once you’ve gained access to your Student Center page, you will see that it is broken up into 3 separate parts.
3. Academics

The first section seen is the Academics Box. In this box you will immediately see the courses that you are taking in current semester. As we see in this example, this student is taking three EECE classes and they are able to view the dates and times of the classes.

Another item located in the Academics section is the dropdown box labeled “other academic”. One you click on the dropdown, you will be able to view a multitude of other things that you can use CUNYfirst for.

This dropdown menu includes:
- Applying for graduation.
- Viewing your class schedule.
- Checking your course history.
- Enrolling, dropping, or swapping a class.
- Viewing grades.
- Pulling up your unofficial transcript.
- Viewing any transfer credits.

A. Applying for Graduation:
Students who do not wish to wait in line at the Registrar’s office can now apply for graduation online through CUNYfirst. This link will only work though for students that are academically ready for graduation.

B. Class Schedule:
The class schedule page will basically show you your schedule for the current semester, as shown on the main page, but in greater detail.
As shown in the above example, the Class Schedule page shows the courses in greater detail, including the full name of the course, the component, the days and times, the room, the instructor, and the start and end dates of the semester.

C. Course History:
In the course history section, students can view their all of their courses and can choose to filter them either through term, grades, units, description, status, or course.

The example below depicts what the course history page looks like when it’s filtered using description.
D. Grades:

When clicking on the Grades section, you will see your courses from the most current semester listed. If the semester has not ended yet, you will see the grade column blank.

If you wish to view the grades from a previous semester, all you need to do is click on the green button labeled “change term” and then check the semester you wish to look at.

E. Transcripts:

Transcripts can also be accessed through CUNYfirst in the dropdown menu. Once you click on the link you will be redirected to the page below:

Make sure that the Academic Institution is set up for Queens College and that the Report Type is set to Student Unofficial Transcript before clicking on the green button labeled “view report”.

Once you have clicked on view report, a new PDF window will pop open.
4. Finances
CUNYfirst has now made it possible for students to be able to pay their bill online rather than actually waiting on the long lines at the Bursar’s Office.

Payments can be made using:
- Mastercard
- Discover
- American Express
- Visa
- e-Check

The Finances section also provides a dropdown box labeled “other finances” and allows students access to other options.

Students can check their:
- Account Activity (any payments they’ve made)
- Charges Due (what they still owe the school)
- Payments (this holds the payment history)
- Pending Financial Aid

Note: There will be a 2.65% fee charged to your total amount when making a payment online with a credit card.
5. Paying Tuition by e-Check

In the Finance section, of the Student Center, select make a payment.

You will be brought to the Specify Payment Amount screen. Enter the amount you would like to pay in the Payment Amount box. Select Next to proceed.

On the Select Payment Method screen, you will find the Pay By drop down menu. Select electronic check to pay by e-check. Select the Next button to continue.
On the Specify Payment Detail screen enter the following information:

- First Name
- Last Name
- Bank Account Type (either checking or saving)
- Routing Number
- Account Number
- Phone Number
- Email Address

If your billing address is incorrect, select the Edit Address link to change your billing address.

Select the Next button to continue.

On the Confirm Payment screen, make sure that all the information is correct.

If need:

- Select the change payment amount to change the amount of money you would like to pay.
- Select the change payment details to change your personal and account information

If all the information is correct, select the “Yes, I have read the agreement” checkbox.

Press the Submit button to submit your payment.
After submitting your payment you should get this screen. The Payment Result screen will say “Your payment has been accepted. Save the information below for your reference.”

![Payment Result](image1)

In the Finance Section, on the Student Center Page, select the other financial drop down menu and choose Payments. Click on the double arrows to see all payments made to your account.

![Finance Section](image2)

You will now be able to see your electronic check or e-Check payment.

![Payment History](image3)
6. Personal Information

Your personal information is also located on the bottom of the page. The information listed includes your:
- Mailing Address
- Billing Address
- Mobile Phone
- Campus Email

7. Registering for Classes

You can begin searching for classes by clicking on the green “Search for Classes” button located in the upper right hand side of the Student Center page.

After you click on that button, you will be redirected to another screen:

Here you will need to enter the:
- Institution
- Term
- Course Subject (if necessary)
- Course Number (if necessary)
- Course Career

Note: The search criteria is automatically defaulted to show only the open classes.
Once you have entered all of the necessary information, you will need to click on the “Search” button to be redirected to all of the classes being offered. Depending on the amount of classes, processing times will vary.

When the page loads you will be taken to the list of courses available for the department you entered. You will be able to see the name of the class, the different sections that are available, the days and times, the room, the instructor, and the meeting dates.

Note: There may be more classes available than what is shown on the page, so make sure to click on the “View All Sections” link located in the blue bar immediately under the course name.

If the search remained defaulted to only show the open classes, there would be a green circle shown next to “Status” as shown in the key above.

If the “Show Open Classes Only” box had been unchecked on the page previously, then students would see a page similar to that above. When the status is represented by a blue box, that means that the class has been filled and no one else can register for it.
What students can now do that they couldn’t before with the old system is waitlist a class. When the status is represented with a yellow triangle, it means that the department has set up a waitlist for the course and students can register in order to be put on the waitlist. When a student that had already been enrolled in the course drops it, the first sudden on the waitlist will be enrolled into the course.

When you have decided which classes to take, you will need to click on the green “Select Class” button next to the section you wish to apply for.

Once you have decided that this is indeed the class you want to take, you will need to click on the “Next” button.

When the page loads you will see that the class you chose has been added to your shopping cart.
After the class is added to the shopping cart, you can continue to search for classes you wish to enroll in and keep adding them to your cart.

Note: Although you have selected classes and placed them in your shopping cart, this does not mean that you have actually enrolled for the courses.

Once you have selected all the courses you want and placed them in your shopping cart, you can now continue with the final steps of enrollment. Start by clicking on the “Shopping Cart” or “Show All” link as shown above.

Once you click on that you will be taken to the shopping cart where you can select the classes you wish to enroll in.

After you have selected all the classes you need, you can then, finally, click on “Enroll” and you will be registered for the class.