CUNYfirst Enrollment

In CUNYfirst there are two ways to enroll student:

I. Through Campus Community
II. Through Quick Enroll

I. To Enroll Students through Campus Community

Step 1:

From HR/Campus Solution, select Campus Community from the menu followed by Student Service Ctr (Students). Enter any one of the fields to find a student.

ID: This is the student’s CUNYfirst ID Number or EMPL ID

National ID: This is the student’s Social Security Number

Last Name: Student’s last name

First Name: Student’s First name
Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNYFirst ID Number / EMPL ID should be at the top of the page.

*Note: Before you enroll a student for any class, and also make sure you check their course history to see if they have all the requisites.*

Select the Academic Tab from the top of the page. You’ll then see the Institution /Career / Program section along with a Term Summary section.
In the Term Summary section you will find three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

In the “Class” portion click on the “Quick Enrollment” link.
Step 3 - Class Enrollment Tab:

- Action and a drop down menu:
  - **Enroll** – If you are enrolling a student
  - **Drop** – If you are dropping a student from a class
  - **Swap** – If you are replacing a student from one class and placing them into another

- **Class Nbr** – The class code

- **Magnify Glass** – Use to search for the class if you don’t know the code.

We will ignore the “Unit and Grade” and “Other Class Info” Tab.
Step 4 – General Overrides Tab:

<table>
<thead>
<tr>
<th>General Overrides</th>
<th>Class Overrides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Requisites</td>
</tr>
<tr>
<td>Unit Load</td>
<td></td>
</tr>
<tr>
<td>Time Conflict</td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td></td>
</tr>
<tr>
<td>Requisites</td>
<td></td>
</tr>
</tbody>
</table>

- **Appointment** – Used to override student enrollment appointment date, time and maximum enrollment units.

- **Unit Load** – Used to skip all unit limit check.

- **Time Conflict** – Used to disable time conflict checking for class sections.

- **Career** – Used to override academic career pointers and career pointers exception rules for the student’s academic career.

- **Requisites** – Bypasses requisite checking.
Step 5 – Class Overrides Tab:

- **Closed Class** – Used to indicate the class is closed due to capacity size
- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.
- **Class Units** – Used to override the *Units Taken* field value for both fixed and variable unit classes.
- **Grading Basis** – Used to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.
- **Dynamic Dates** – Not being used at this time.
- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student’s position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

Step 6 – Submitting the Changes:

Once you’ve finished selecting all the overrides on each of the tabs select the submit button.
B. Enrolling Students using Quick Enroll

- From HR/Campus Solution, select Records and Enrollment from the menu followed by Enroll Student. After select Quick Enroll a Student. For this part you must know the student CUNY first ID Number/ Empl-ID.

- See Steps 3 – 6.