## Enrollment Shopping Cart

Students may use the Enrollment Shopping Cart to save classes until it is time to enroll for the term. Students may validate (eligibility and availability) class selections prior to the enrollment appointment.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the **Go** icon.  
   - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | In the **Academics** section select the **enrollment shopping cart** link. |

![Academics section of CUNYfirst](image)
4. As needed, on the **Shopping Cart** page, select a **term** radio button.

5. Click the **CONTINUE** button.
6. a. When the **class number** is known, then on the **Add Classes to Shopping Cart** page, enter the unique four or five digit class number in the **Enter Class Nbbr** field and then click the **enter** button.

   ![Add Class to Shopping Cart](image)

   - **Select Class**
   - **Days/Times**
   - **Room**
   - **Instructor**
   - **Units**
   - **Status**

b. On the **Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click the **Next** button to add the class to your **Shopping Cart**.

   **Note:** Available **Class Preferences** will vary depending on the course.

![Select Classes](image)
c. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**.

**Shopping Cart**

**Add Classes to Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

- **AMST 110W** has been added to your Shopping Cart.

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2011 Fall Term | Undergraduate | Queens College

<table>
<thead>
<tr>
<th>Add to Cart: Enter Class Nbr</th>
<th>2011 Fall Term Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Class Nbr <strong>enter</strong></td>
<td>Select Class</td>
</tr>
<tr>
<td>Find Classes</td>
<td>Days/Times</td>
</tr>
<tr>
<td>Class Search</td>
<td>AMST 110W:01 (2032)</td>
</tr>
<tr>
<td>My Planner</td>
<td>Fr 4:30PM - 7:30PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMST 110W:01 (2032)</th>
<th>TBA</th>
<th>Staff</th>
<th>3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTA 100:01</td>
<td>TBA</td>
<td>D. Leventhal</td>
<td>2.00</td>
</tr>
</tbody>
</table>
a. To find a class using the Class Schedule search from the Add Classes to Shopping Cart page, click the Class Search radio button and then click the search button.

b. On the Enter Search Criteria page select the Course Subject from the dropdown list, enter the course number from in the Course Catalog in the Course Number field or leave the field blank to list all of the subject’s courses, and/or select the Course Career from the dropdown list. To show all sections uncheck the Show Open Classes Only checkbox. To narrow your search results, select the Additional Search Criteria link and enter additional criteria. After selecting you search criteria, then click the Search button.

c. On the Select classes to add – Enrollment Preference page review the section information, update Class Preferences as needed, then click the Next button to add the class to your Shopping Cart.

*Note: Available Class Preferences will vary depending on the course.*
d. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

**Shopping Cart**

**Add Classes to Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

- **AMST 110W** has been added to your Shopping Cart.

### 2011 Fall Term | Undergraduate | Queens College

<table>
<thead>
<tr>
<th>Add to Cart:</th>
<th>2011 Fall Term Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Class Nbr</td>
<td>Select: Class</td>
</tr>
<tr>
<td></td>
<td>AMST 110W-01 (7037)</td>
</tr>
<tr>
<td></td>
<td>BILA 100-01 (2286)</td>
</tr>
</tbody>
</table>

For selected: delete, validate, enroll
8. a. To move courses from your Academic Planner to your Shopping Cart, then on the Add Classes to Shopping Cart page, click the My Planner radio button and then click the search button.

b. On the Search from My Planner page, click the Select button next to a course to add to the Shopping Cart.

Note: Only courses offered for the current semester may be added to the Shopping Cart.
c. On the Select classes to add – Enrollment Preference page, review the section information, update Class Preferences as needed, and then click the Next button to add the class to your Shopping Cart.

Note: Available Class Preferences will vary depending on the course.

d. On the Add Classes to Shopping Cart page, a message displays to indicate that the class has been added to your Shopping Cart.
9. Prior to enrollment, select the checkbox of each class in your **Shopping Cart** to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts).

![Shopping Cart Image]

10. Select the **validate** button.

   **Note:** Review the validation status report and adjust your planned schedule as needed.

   **Note:** Classes in your shopping cart remain there throughout the semester, until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart displaying whether the class is open or closed.

![Shopping Cart Status Report]

**End of Procedure.**