View My Class Schedule

Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

<table>
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<th>Step</th>
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| 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 from the [other Academic](#) dropdown box, select [Class Schedule](#) and then click the Go icon. |
As needed, select the radio button of the term in which you would like to swap a class and click the **Continue** button.
5. The Class Schedule displays in a list format.

6. To view only enrolled, dropped, or waitlisted classes, in the Class Schedule Filter Options select the checkboxes of those types of classes you wish to view and then click the filter button.
7. From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.

![Weekly Calendar View](image)

8. Select the **previous week** or **next week** buttons to go to those schedules.

9. Alternatively, select the **calendar icon** and select the week to view.

10. As needed enter the **Start Time** and **End Time** (format is 8:00AM or 6:00PM) for that week.

11. Click the **refresh calendar** button.

12. From the **Display Options** section:
   - Uncheck the **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Check the **Show class Title** checkbox to display the course name.
   - Check the **Show Instructors** checkbox to display the assigned faculty.
   - Check the **checkboxes** of those days of the weeks you wish to display.

13. Click the **refresh calendar** button.

14. In either format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule.

**End of Procedure.**