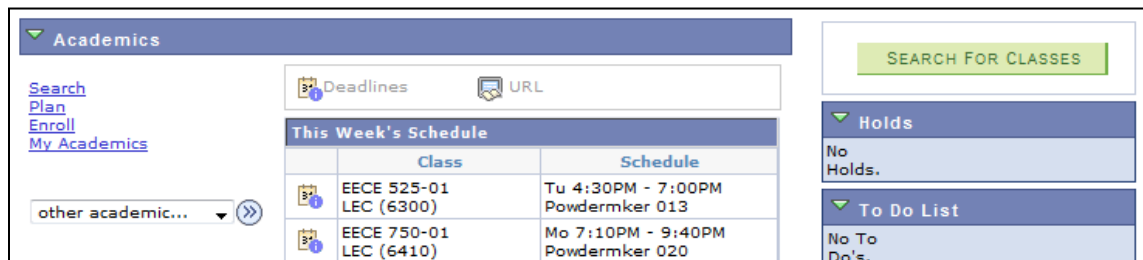


CUNYfirst Student Center: How to Register for Classes

Step 1: Log into CUNYfirst (home.cunyfirst.cuny.edu) using your CUNYfirst username and password. Once you've logged in select **Self Service** located underneath the Enterprise Menu and on the next page click **Student Center** to view your specific page.

Step 2: To search for classes, click on the **Search for Classes** button located in the upper right hand corner of your Student Center page. You will be redirected to another screen to search for classes.



The screenshot shows the 'Academics' section of the CUNYfirst Student Center. On the left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these is a search box containing 'other academic...' and a search icon. In the center, there are sections for 'Deadlines' and 'URL'. Below that is a table titled 'This Week's Schedule' with two columns: 'Class' and 'Schedule'. The table contains two rows of class information:

	Class	Schedule
	EECE 525-01 LEC (6300)	Tu 4:30PM - 7:00PM Powdermker 013
	EECE 750-01 LEC (6410)	Mo 7:10PM - 9:40PM Powdermker 020

On the right side of the interface, there is a green button labeled 'SEARCH FOR CLASSES'. Below the button are sections for 'Holds' (showing 'No Holds.') and 'To Do List' (showing 'No To Do's.').

Step 3: To begin searching for classes, you must first fill in the Search Criteria. You will need to enter the: Institution (Queens College), Term (**Spring 2021**), Course Subject, Course Number (if necessary), and Course Career (undergraduate). Once you have entered all the information, click **Search**.

Search for Classes

Enter Search Criteria

Institution

Term

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

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only


Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

Step 4: When the page loads, you will see a list of courses and sections still available for the department you entered. Once you find a section you want to apply for, click on the **Select Class** button. The next screen will provide you with more information on the course. To continue saving that course to your shopping cart, press **Next**.

▼ ACCT 100 - Financial and Managerial Accounting

View All Sections First 1-3 of 3 Last

Section [01-LEC\(1234\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 4:30PM - 5:45PM	Honors 17	Jane Doe	08/26/2011 - 12/22/2011

Step 5: After the class is added to your shopping cart, you can continue to search for classes you want to enroll in and keep adding them to your cart. Once you have selected all the courses you need and placed them in your shopping cart, click on the **Shopping Cart** link.


Search Results

When available, click View All Sections to see all sections of the course.

Queens College | 2011 Fall Term

My Class Schedule show all	Shopping Cart show all
EECE 525 Tu 4:30PM - 7:00PM Powdermker 013	ACCT 101 WeFr 8:15AM - 10:05AM Razran 174

The following classes match your search criteria Course Subject: **Accounting**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

 **ACCT 101 has been added to your Shopping Cart.**

Step 6: After you click on the Shopping Cart link, you will be redirected to your cart where you will be able to select the classes you want to enroll in. After you have selected all the classes you need, click on **Enroll**. Next click **Finish Enrolling** and you will be registered.

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes

Class Search

My Planner

[search](#)

2011 Fall Term Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ACCT 101-02 (1234)	WeFr 8:15AM - 10:05AM	Razran 174	J. Doe	3.00	

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

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)