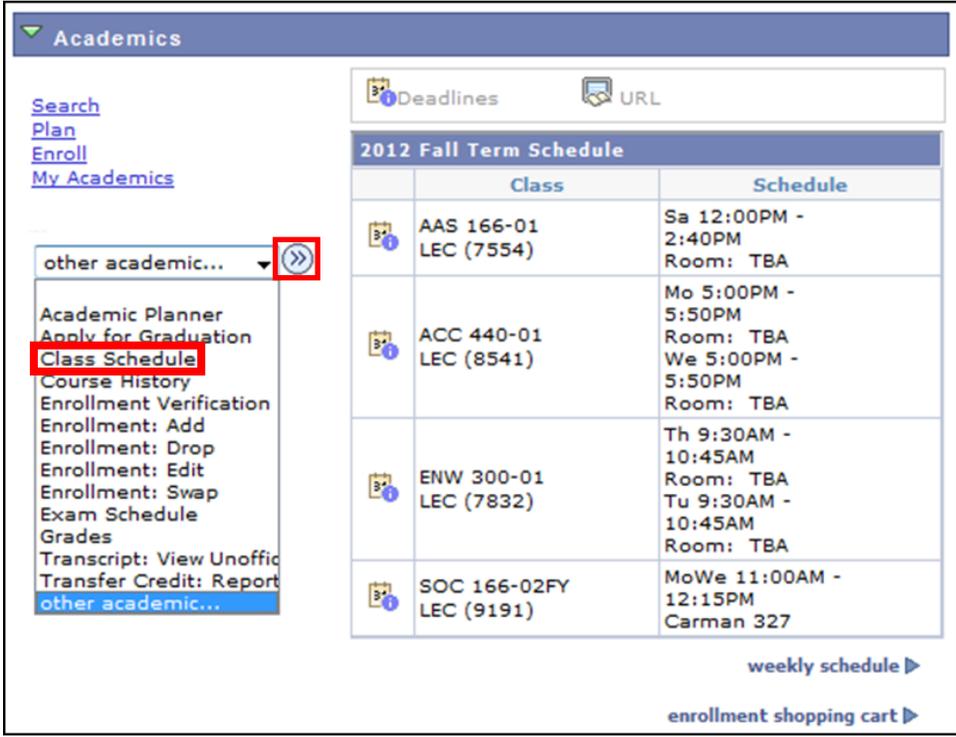


View My Class Schedule

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

| Step | Action |
|------|---|
| 1. | Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> 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. |



The screenshot shows the 'Academics' section of the CUNYfirst self-service portal. On the left, there is a navigation menu with links for Search, Plan, Enroll, and My Academics. Below this is a dropdown menu labeled 'other academic...' with a red box around the 'Go' icon. The dropdown menu is open, showing options like Academic Planner, Apply for Graduation, Class Schedule (highlighted with a red box), Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Transcript: View Unofficial, and Transfer Credit: Report. On the right, there is a '2012 Fall Term Schedule' table with columns for Class and Schedule. The table lists four classes: AAS 166-01 LEC (7554), ACC 440-01 LEC (8541), ENW 300-01 LEC (7832), and SOC 166-02FY LEC (9191). Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.

4.

As needed, select the radio button of the term in which you would like to swap a class and click the **Continue** button.

Name
go to ...

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

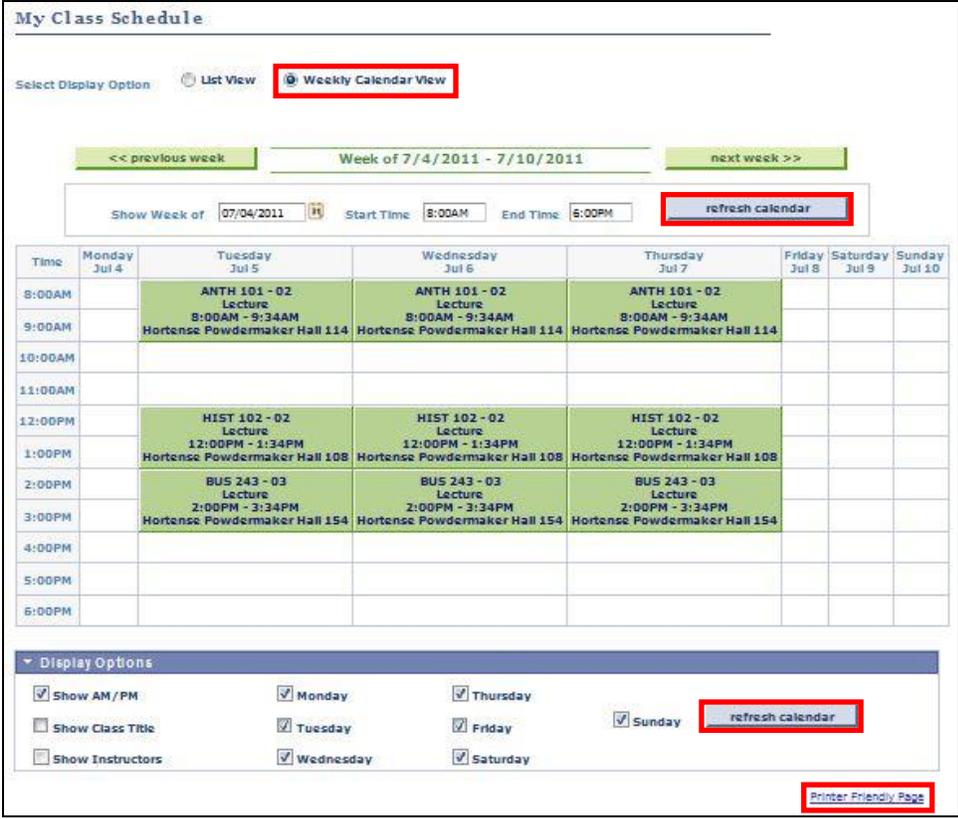
My Class Schedule

Select a term then click Continue.

| Term | Career | Institution |
|---|---------------|----------------|
| <input type="radio"/> 2011 Summer Term | Undergraduate | Queens College |
| <input checked="" type="radio"/> 2011 Fall Term | Undergraduate | Queens College |

CONTINUE

| <p>5.</p> | <p>The Class Schedule displays in a list format.</p> <div data-bbox="396 310 1232 1331" style="border: 1px solid black; padding: 5px;"> <p>My Class Schedule</p> <p>Select Display Option <input checked="" type="radio"/> List View <input type="radio"/> Weekly Calendar View</p> <p>2011 Summer Term Undergraduate Queens College change term</p> <p>Class Schedule Filter Options</p> <p><input checked="" type="checkbox"/> Show Enrolled Classes <input checked="" type="checkbox"/> Show Dropped Classes <input checked="" type="checkbox"/> Show Waitlisted Classes filter</p> <p>ANTH 101 - INTRO CULT ANTHRO</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Requirement Designation</th> <th>Deadlines</th> </tr> </thead> <tbody> <tr> <td>Enrolled</td> <td>3.00</td> <td>Undergraduate & Letter Grades</td> <td></td> <td>Regular Liberal Arts (Not Taken)</td> <td></td> </tr> <tr> <th>Class Nbr</th> <th>Section</th> <th>Component</th> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Start/ End Date</th> </tr> <tr> <td>1499</td> <td>02</td> <td>Lecture</td> <td>MoTuWeTh 8:00AM - 9:34AM</td> <td>Powdermker 114</td> <td>Staff</td> <td>07/05/2011 - 08/15/2011</td> </tr> </tbody> </table> <p>BUS 243 - DISTRIB & MARKETING</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Requirement Designation</th> <th>Deadlines</th> </tr> </thead> <tbody> <tr> <td>Enrolled</td> <td>3.00</td> <td>Undergraduate & Letter Grades</td> <td></td> <td>Regular Non-Liberal Arts (Not Taken)</td> <td></td> </tr> <tr> <th>Class Nbr</th> <th>Section</th> <th>Component</th> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Start/ End Date</th> </tr> <tr> <td>1536</td> <td>03</td> <td>Lecture</td> <td>MoTuWeTh 2:00PM - 3:34PM</td> <td>Powdermker 154</td> <td>Rhonda Tenenbaum</td> <td>07/05/2011 - 08/15/2011</td> </tr> </tbody> </table> <p>HIST 102 - MOD EUR 1815-PRES</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Requirement Designation</th> <th>Deadlines</th> </tr> </thead> <tbody> <tr> <td>Enrolled</td> <td>3.00</td> <td>Undergraduate & Letter Grades</td> <td></td> <td>Regular Liberal Arts (Not Taken)</td> <td></td> </tr> <tr> <th>Class Nbr</th> <th>Section</th> <th>Component</th> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Start/ End Date</th> </tr> <tr> <td>1619</td> <td>02</td> <td>Lecture</td> <td>MoTuWeTh 12:00PM - 1:34PM</td> <td>Powdermker 108</td> <td>Isaac Alteras</td> <td>07/05/2011 - 08/15/2011</td> </tr> </tbody> </table> </div> | Status | Units | Grading | Grade | Requirement Designation | Deadlines | Enrolled | 3.00 | Undergraduate & Letter Grades | | Regular Liberal Arts (Not Taken) | | Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/ End Date | 1499 | 02 | Lecture | MoTuWeTh 8:00AM - 9:34AM | Powdermker 114 | Staff | 07/05/2011 - 08/15/2011 | Status | Units | Grading | Grade | Requirement Designation | Deadlines | Enrolled | 3.00 | Undergraduate & Letter Grades | | Regular Non-Liberal Arts (Not Taken) | | Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/ End Date | 1536 | 03 | Lecture | MoTuWeTh 2:00PM - 3:34PM | Powdermker 154 | Rhonda Tenenbaum | 07/05/2011 - 08/15/2011 | Status | Units | Grading | Grade | Requirement Designation | Deadlines | Enrolled | 3.00 | Undergraduate & Letter Grades | | Regular Liberal Arts (Not Taken) | | Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/ End Date | 1619 | 02 | Lecture | MoTuWeTh 12:00PM - 1:34PM | Powdermker 108 | Isaac Alteras | 07/05/2011 - 08/15/2011 |
|-----------|---|-------------------------------|---------------------------|--------------------------------------|------------------|-------------------------|-----------|----------|------|-------------------------------|--|----------------------------------|--|-----------|---------|-----------|--------------|------|------------|-----------------|------|----|---------|--------------------------|----------------|-------|-------------------------|--------|-------|---------|-------|-------------------------|-----------|----------|------|-------------------------------|--|--------------------------------------|--|-----------|---------|-----------|--------------|------|------------|-----------------|------|----|---------|--------------------------|----------------|------------------|-------------------------|--------|-------|---------|-------|-------------------------|-----------|----------|------|-------------------------------|--|----------------------------------|--|-----------|---------|-----------|--------------|------|------------|-----------------|------|----|---------|---------------------------|----------------|---------------|-------------------------|
| Status | Units | Grading | Grade | Requirement Designation | Deadlines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enrolled | 3.00 | Undergraduate & Letter Grades | | Regular Liberal Arts (Not Taken) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/ End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1499 | 02 | Lecture | MoTuWeTh 8:00AM - 9:34AM | Powdermker 114 | Staff | 07/05/2011 - 08/15/2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status | Units | Grading | Grade | Requirement Designation | Deadlines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Class Nbr | Section | Component | Days & Times | Room | Instructor | Start/ End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1536 | 03 | Lecture | MoTuWeTh 2:00PM - 3:34PM | Powdermker 154 | Rhonda Tenenbaum | 07/05/2011 - 08/15/2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status | Units | Grading | Grade | Requirement Designation | Deadlines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1619 | 02 | Lecture | MoTuWeTh 12:00PM - 1:34PM | Powdermker 108 | Isaac Alteras | 07/05/2011 - 08/15/2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6.</p> | <p>To view only enrolled, dropped, or waitlisted classes, in the Class Schedule Filter Options select the <input type="checkbox"/> checkboxes of those types of classes you wish to view and then click the filter button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|-----|--|
| 7. | <p>From Select Display Option, click the Weekly Calendar View radio button to view your schedule in a diary format.</p>  |
| 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. | <p>From the Display Options section:</p> <ul style="list-style-type: none"> • Uncheck the <input checked="" type="checkbox"/> Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00). • Check the <input type="checkbox"/> Show class Title checkbox to display the course name. • Check the <input type="checkbox"/> Show Instructors checkbox to display the assigned faculty. • Check the <input type="checkbox"/> 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. |