

Enrolling in Classes



Go to the CCNY website at <https://www.cuny.edu/>
Click LOGIN

Restricted Sections

The following are restricted sections that you cannot enroll in: **HNR, *EC, SEK, *CN, CWE**

See examples below:



Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
29001	*CN-LEC Regular	Sa 9:00AM - 12:15PM	NAC 4/209	Stephanie Apolo	08/26/2020 - 12/20/2020	●		In Person	select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
28945	SEK2-LEC Regular	MoWe 10:25AM - 11:15AM Fr 10:00AM - 11:30AM	NAC 1/214 NAC 5/126	Robert Melara Robert Melara	08/26/2020 - 12/20/2020 08/26/2020 - 12/20/2020	●		In Person	select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
29115	HNRS-LEC Regular	MoWe 10:25AM - 11:15AM Fr 10:00AM - 10:50AM	NAC 1/214 NAC 7/320	Robert Melara Robert Melara	08/26/2020 - 12/20/2020 08/26/2020 - 12/20/2020	●		In Person	select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
56827	*EC-LEC Regular	MoWe 10:00AM - 11:40AM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select

Class Status Symbols

Legend:

Status of classes:



Open



Closed



Wait List

Enrolling in classes:



Success: enrolled



Error: unable to add class

Click on CUNYFirst

The screenshot shows a web browser window displaying the CUNY website. The browser's address bar shows the URL ccny.cuny.edu. The website's navigation menu is open, showing three columns of links: 'CUNY Related Links', 'Faculty & Staff', and 'Students'. A yellow arrow points to the 'CUNYfirst' link in the 'CUNY Related Links' column. The 'Faculty & Staff' column includes links for Faculty / Staff E-Mail, Password Reset, Blackboard, Content Editor, Grants Management System, Visual Course Roster, Work Orders, and Employee Timesheets. The 'Students' column includes links for Student E-Mail, Password Reset, MyCity, Degreeworks / FACTS, E-Permit, City Central, and Blackboard. The website's header features the CUNY logo and navigation links for ABOUT, ACADEMICS, ADMISSIONS, STUDENT AFFAIRS, and RESEARCH. The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time as 6:22 PM on 5/11/2020.

The City College of New York

ccny.cuny.edu

CUNY Related Links

- CUNYfirst
- CUNY Portal

Faculty & Staff

- Faculty / Staff E-Mail
- Password Reset
- Blackboard
- Content Editor
- Grants Management System
- Visual Course Roster
- Work Orders
- Employee Timesheets

Students

- Student E-Mail
- Password Reset
- MyCity
- Degreeworks / FACTS
- E-Permit
- City Central
- Blackboard

The City College of New York.

SEARCH LOGIN

ABOUT ACADEMICS ADMISSIONS STUDENT AFFAIRS RESEARCH

Type here to search

6:22 PM 5/11/2020

Your username is as follows: (FirstName. ##)
##: = Last 2 numbers of your EMPLD

CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

https://www.cuny.edu

Type here to search

6:25 PM
5/7/2020

Click on Student Center

The screenshot shows a web browser window displaying the CUNYfirst website. The browser's address bar shows the URL: `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/EMPL/tv?tab=DEFAULT`. The website header includes the CUNYfirst logo, a search bar, and navigation links for HOME, ADD TO MY LINKS, and SIGN IN. Below the header is a banner for The City College of New York. The main content area is divided into several sections:

- CUNYFIRST MENU:** A list of links including Campus Solutions, Human Capital Management, **Student Center** (highlighted with a yellow arrow), CUNY Alert Preferences, CUNY Alert Subscription, NYS Voter Registration, NYS Voter Registration Form, My Personalizations, and CUNY IT Help.
- CORONAVIRUS UPDATES:** A section with a heading and text: "CORONAVIRUS UPDATES: Read our latest updates on [CUNY's Coronavirus Response](#). FAQs for faculty and staff on accessing and using CUNY technology to support remote teaching, learning and work."
- IDNYC CARD:** A section with text: "Does your IDNYC expire in less than 60 days? If so, you can now easily renew your IDNYC online. If you don't have an IDNYC yet, join the largest municipal ID program in the country and discounts to museums, Citi Bike, movie tickets, and more! Make an appointment to enroll at [NYC.gov/IDNYC](#)."
- CUNYFIRST NOTICES:** A section with a heading and text: "Student document uploads available through CUNYfirst starting April 10. Starting April 10, students can submit required financial aid, health services and registrar/student record documentation through CUNYfirst. See [Student Document Upload](#) instructions on the [CUNYfirst Training](#) page."
- CENTRAL OFFICE ANNOUNCEMENTS:** A section with a blue box containing the text "Enough is Enough Combating Sexual Misconduct" and a paragraph: "If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click [here](#) for CUNY's policies, support programs, and resources."
- CUNYFIRST ALERTS:** A section with a heading and text: "Monthly Maintenance (6) The CUNYfirst hosting provider has scheduled maintenance for the week of May 16-17. CUNYfirst will be unavailable for up to 24 hours as follows:
Unavailable starting 7:00 PM ET on 5/16/2020
Unavailable ending 7:00 PM ET on 5/17/2020
* Only CUNYfirst applications, such as Blackboard, remain available throughout maintenance."

The Windows taskbar at the bottom shows the search bar with the text "Type here to search" and the system tray with the date and time: 6:40 PM 5/7/2020.

Click on Search for Classes

The screenshot shows the CUNYfirst Student Center interface. At the top, there is a navigation bar with the CUNYfirst logo, a search bar, and links for HOME, ADD TO MY LINKS, and SIGN OUT. Below this is a banner for The City College of New York. The main content area is titled 'Student Center' and features an 'Academic' sidebar with links like Search, Plan, and Enroll. The central part of the page displays 'This Week's Schedule' with a table of classes. To the right of the schedule, there is a green button labeled 'SEARCH FOR CLASSES' which is pointed to by a yellow arrow. Below this button are sections for 'Holds' and 'To Do List'.

Class	Schedule
PSY 35500 R LEC (60000)	TuTh 3:30PM - 4:45PM Shepard 75
SOC 23200-HYB LEC (41697)	TuTh 11:00AM - 12:15PM Shepard 75
SOC 31162 6T LEC (59293)	MoWe 6:30PM - 7:45PM NAC 7/313A
WMJM 10100-P LEC (45094)	TuTh 2:00PM - 3:15PM NAC 7/300

Enter Search Criteria

The screenshot shows the CUNYfirst Class Search interface. At the top, there is a navigation bar with the CUNYfirst logo and a search bar. Below this is a purple banner with the text "The City College of New York". The main content area is titled "Search for Classes" and "Enter Search Criteria". There are four tabs: "Search", "Plan", "Enroll", and "My Academics". The "Search" tab is active, showing a "Search for Classes" section with the following fields:

- Institution:** A dropdown menu with a yellow arrow pointing to it.
- Term:** A dropdown menu with a yellow arrow pointing to it.
- Class Search:** A section with several fields:
 - Subject:** A dropdown menu with a yellow arrow pointing to it.
 - Course Number:** A dropdown menu with the value "is exactly" and a text input field with a yellow arrow pointing to it.
 - Course Career:** A dropdown menu.
 - Course Attribute:** A dropdown menu.
 - Course Attribute Value:** A text input field.
 - Requirement Designation:** A dropdown menu.
- Show Open Classes Only

At the bottom of the screenshot, there is a Windows taskbar with the search bar and system tray showing the time as 6:58 PM on 5/7/2020.

Institution: City College

Term: Spring, 2021

Subject: For example, Math

Course Number: 5-digit code following the subject, i.e., Math 19500

Press Enter after completing highlighted fields

Select Session

The screenshot shows the CUNYfirst website's Class Search interface. The browser address bar shows the URL: home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORT.... The page header includes the CUNYfirst logo and navigation links for HOMP, ADD TO MY LINKS, and SIGN OUT. Below the header, there are navigation tabs for Favorites, Main Menu, Student Center, and Class Search. The main content area displays a search result for "MATH 19000 - College Algebra and Trigonometry".

12 class section(s) found

MATH 19000 - College Algebra and Trigonometry

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
56822	EC-LEC <small>Regular</small>	MoWe 10:00AM - 11:40AM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select
Requirement Designation: Required Core - Mathematical&QuantitativeReasoning Class Attributes: Early College Initiative									
56828	AD-LEC <small>Regular</small>	MoWe 8:00AM - 9:40AM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select
Requirement Designation: Required Core - Mathematical&QuantitativeReasoning									
56837	CD-LEC <small>Regular</small>	MuWe 12:00PM - 1:40PM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select
Requirement Designation: Required Core - Mathematical&QuantitativeReasoning									
36683	EF-LEC <small>Regular</small>	MoWe 2:00PM - 3:40PM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select
Requirement Designation: Required Core - Mathematical&QuantitativeReasoning									
36745	FG-LEC <small>Regular</small>	MoWe 4:00PM - 5:40PM	TBA	Staff	08/26/2020 - 12/20/2020	●		In Person	select
Requirement Designation: Required Core - Mathematical&QuantitativeReasoning									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	

The screenshot also shows the Windows taskbar at the bottom with the search bar and system tray icons. The system clock indicates 7:16 PM on 5/7/2020.

**Remember: You cannot enroll in HNR, *EC, SEK, *CN or CWE*

Click NEXT to Add Class to Shopping Cart

The screenshot shows a web browser window with the URL `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORT...`. The page header includes the CUNYfirst logo and navigation links for HOME, ADD TO MY LINKS, and SIGN OUT. The main content area is titled "Search for Classes" and "Add to Shopping Cart - Enrollment Preferences" for the 2020 Fall term. The class selected is "MATH 19000 - College Algebra & Trig".

Class Preferences

MATH 19000 AB Lecture Open Wait List Wait list if class is full

Session Regular Academic Session **Grading** Undergraduate Letter Grades

Career Undergraduate **Units** 3.00

Enrollment Information

- PLACEMENT SCORE OR P IN MATH 8000
- Required Core - MathematicalQuantitativeReasoning

Requirement Designation

Required Core - MathematicalQuantitativeReasoning

At the bottom of the form, there are two buttons: "CANCEL" and "NEXT". A yellow arrow points to the "NEXT" button.

Section	Component	Days & Times	Room	Instructor	Start/End Date
AB	Lecture	MoWe 8:00AM - 9:40AM	TBA	Staff	08/26/2020 - 12/20/2020

**Putting classes in your Shopping Cart does not mean you are enrolled!*

Click on Shopping Cart to View your Cart

The screenshot displays the CUNYfirst student center manual interface. At the top, the browser address bar shows the URL: `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORT...`. The CUNYfirst logo is visible on the left, and navigation links for HOME, ADD TO MY LINKS, and SIGN OUT are on the right. Below the header, the user's name "Eliezer Perez" is shown, along with a "go to ..." dropdown menu. The main navigation area includes tabs for Search, Plan, Enroll, and My Academics. The Search tab is active, showing a search for classes. The search results section displays two class listings: "My Class Schedule" and "Shopping Cart". The "Shopping Cart" listing is highlighted with a yellow arrow, indicating it is the target for the instruction. Below the class listings, a green notification box states: "MATH 19000 has been added to your Shopping Cart." The interface also includes a "New Search" button and a "Modify Search" button. The Windows taskbar at the bottom shows the time as 7:25 PM on 5/7/2020.

ENROLL

The screenshot displays the CUNYfirst Enrollment Shopping Cart interface. At the top, there is a navigation bar with the CUNYfirst logo and a search bar. Below this, a purple banner features the City College of New York logo and a photograph of a building. The main navigation menu includes links for Home, Add to My Links, and Sign Out. A secondary menu shows Favorites, Main Menu, Student Center, Class Search, and Enrollment Shopping Cart. The current page is titled "Shopping Cart" and includes sub-sections for Search, Plan, Enroll, and My Academics. The "Add Classes to Shopping Cart" section provides instructions on using the shopping cart and includes a "change term" button. Below this, there are status indicators for Open, Closed, and Wait List. The "Add to Cart" section contains an input field for "Enter Class Nbr" and a "Find Classes" section with "Class Search" and "My Planner" options. The "2020 Fall Term Shopping Cart" table is shown with the following data:

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MATH 19000: AD (56838)	MoWe 8:00AM - 9:40AM	TBA	Staff	3.00	●

Below the table, there are buttons for "delete", "validate", and "enroll". A yellow arrow points to the "enroll" button. The Windows taskbar at the bottom shows the time as 7:41 PM on 5/17/2020.

Finish Enrolling

The screenshot shows a web browser window with the URL `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORT...`. The page header includes the CUNYfirst logo, a search bar, and navigation links for HOME, ADD TO MY LINKS, and SIGN OUT. Below the header is a banner for The City College of New York and a breadcrumb trail: Favorites | Main Menu | Student Center | Enrollment Shopping Cart.

The main content area is titled "Shopping Cart" and includes a sub-section "2. Confirm classes" with a page indicator "1-2-3". A paragraph explains that clicking "Finish Enrolling" requests course enrollment and agrees to terms. Below this is a table of course details for "MATH 19000-AB (56838)".

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 19000-AB (56838)	College Algebra & Trig (Lecture)	MoWe 8:00AM - 9:40AM	TBA	Staff	3.00	Open

Below the table are buttons for CANCEL, PREVIOUS, and FINISH ENROLLING. A yellow arrow points to the FINISH ENROLLING button. At the bottom, a Windows taskbar shows the time as 7:46 PM on 5/11/2020.

Searching for Courses by Pathways Categories

The screenshot displays the CUNYfirst Class Search interface. The browser address bar shows the URL: `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL7FolderPath=...`. The page header includes the CUNYfirst logo, a search bar, and navigation links for HOME, ADD TO MY LINKS, and SIGN OUT. Below the header, there are navigation tabs for Favorites, Main Menu, Student Center, and Class Search.

The main content area is titled "Enter Search Criteria" and contains a "Search for Classes" section. This section includes several search criteria filters on the left and a list of course categories on the right. The filters are:

- Institution
- Term
- Class Search (expanded):
 - Subject
 - Course Number
 - Course Career
 - Course Attribute
 - Course Attribute Value
 - Requirement Designation
- Additional Search Criteria:
 - Session
 - Mode of Instruction

The course categories listed on the right are:

- Flexible Core - Creative Expression
- Flexible Core - Individual and Society
- Flexible Core - Scientific World
- Flexible Core - US Experience in its Diversity
- Flexible Core - World Cultures & Global Issues
- Required Core - English Composition
- Required Core - Life and Physical Sciences
- Required Core - Mathematical&QuantitativeReasoning

There are three yellow arrows pointing to specific elements: one to the "Institution" filter, one to the "Term" filter, and one to the "Requirement Designation" dropdown menu. The "Requirement Designation" dropdown is currently set to "Required Core - Mathematical&QuantitativeReasoning".

At the bottom of the page, there is a "Show Open Classes Only" checkbox which is checked. The Windows taskbar at the bottom shows the search bar with "Type here to search" and the system tray with the time 7:31 PM and date 5/13/2020.

Swapping a Class

The screenshot shows a student portal interface. On the left, a dropdown menu is open, listing various enrollment and academic options. The 'Enrollment: Swap' option is highlighted in blue. Below it, the 'other academic...' option is visible, with a yellow arrow pointing to it. The main content area displays a student's profile with a search bar, a 'SEARCH FOR CLASSES' button, and a table titled 'This Week's Schedule'. The table lists four classes with their respective schedules. To the right of the table, there are sections for 'Holds' and 'To Do List'.

Class	Schedule
PSY 35500 R LEC (60000)	TuTh 3:30PM - 4:45PM Shepard 75
SOC 23200 HYB LEC (41697)	TuTh 11:00AM - 12:15PM Shepard 75
SOC 31162 ST LEC (59292)	Mon 6:30PM - 7:45PM NAC 7/315A
WILM 10100 P LEC (45094)	TuTh 2:00PM - 3:15PM NAC 7/305

8:52 PM
5/10/2020

Select the Correct Term

Enrollment: Swap Classes

home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/C/5A_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=...

CUNYfirst

SEARCH: []

HOME | ADD TO MY LINKS | SIGN OUT

The City College of New York

Favorites | Main Menu | Student Center | Enrollment: Swap Classes

go to ...

Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information | law exam numbers

Swap a Class

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2020 Spring Term	Undergraduate	City College
<input type="radio"/> 2020 Summer Term	Undergraduate	City College
<input type="radio"/> 2020 Fall Term	Undergraduate	City College

CONTINUE

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information | Law Exam Numbers

go to ...

Type here to search

8:58 PM 3/10/2020

Select a Class to Swap

The screenshot shows a web browser window with the URL `home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=...`. The page header includes the CUNYfirst logo and navigation links for HOME, ADD TO MY LINKS, and SIGN OUT. Below the header, there are navigation tabs for Favorites, Main Menu, Student Center, and Enrollment: Swap Classes.

The main content area is titled "1. Select a class to swap" and includes the instruction: "Select the class you wish to swap then select the class you wish to replace it with." Below this, there is a section for "2020 Fall Term | Undergraduate | City College" with a "change term" button.

The "Swap This Class" section has a dropdown menu labeled "Select from your schedule" with the value "SOC 23700: Sociological Theory". A yellow arrow points to this dropdown.

The "With This Class" section has a "Search for Class" dropdown with "Class Search" and a "search" button. Below it, a "Select from Shopping Cart" dropdown has the value "MATH 10000-AD LEC (56638)" and a "select" button. A yellow arrow points to this dropdown.

At the bottom of the page, there is a "My 2020 Fall Term Class Schedule" link and a footer with navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Edit, Term Information, and Last Exam Numbers. The Windows taskbar at the bottom shows the time as 9:03 PM on 5/10/2020.

Click: Finish Swapping

Enrollment: Swap Classes

home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=...

CUNYfirst

SEARCH: []

HOME | ADD TO MY LINKS | SIGN OUT

The City College of New York

Favorites | Main Menu | Student Center | Enrollment: Swap Classes

Swap a Class

1 2 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

2020 Fall Term | Undergraduate | City College

You are replacing this class

✔ Enrolled ❌ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 23700-T (25222)	Sociological Theory (Lecture)	TuTh 6:30PM - 7:45PM	NAC 4/121B	I. Levinson	4.00	✔

With this class

● Open ❌ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 19000-AS (26838)	College Algebra & Trig (Lecture)	MuWe 8:00AM - 9:40AM	TBA	Staff	3.00	●

CANCEL | **FINISH SWAPPING**

9:10 PM 5/10/2020