CUNYFIRST
SCHEDULE BUILDER
LOGIN TO CUNYFIRST

- Go to cuny.edu
- Select Login > CUNYfirst
- Username: FirstName.LastName##@login.cuny.edu
  - ## = Last 2 digits of your EMPID
- Password: CUNYfirst password
LAUNCH SCHEDULE BUILDER

- On the Student Center page under "Academics," click on "launch schedule builder"
LAUNCH SCHEDULE BUILDER

• On the right side you are given the semesters available for enrollment. Select the semester you wish to enroll in by clicking on the term name.

• Note: if you have an existing hold, the schedule builder page will notify you of the hold.
HOLDS

- On CUNYfirst home page under “CUNYFIRST MENU,” click on “Student Center”
- Under the “Holds” menu, click on “details.”
- Under the “Institution” drop down menu, select “City College.”
- The holds are there to prevent you from registering, due to not meeting certain requirements.
  - Advisement Required – reach out to your department of major to request advisement
  - SEEK Counselor STOP – reach out to your SEEK counselor to request an appointment.
For incoming freshmen, there will be a sample recommended schedule for you, click on the sample plan.

The recommended classes will show up on the left, and the schedule results will show up on the right.
In “Instruction Modes” on the left, you can select to filter classes by In Person, Online, or Hybrid.

For scheduling, it is recommended not to have all your classes take place over only one or two days per week.

If desired, you can have a sizable gap between two classes to make room for tutoring.
THANK YOU!