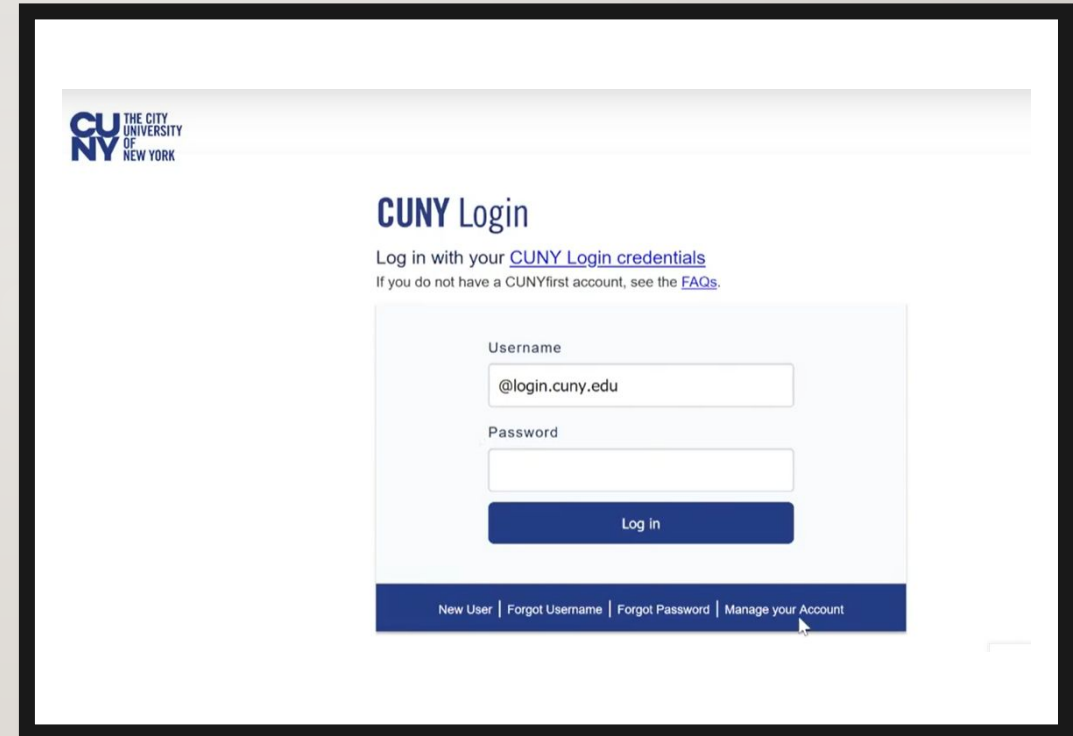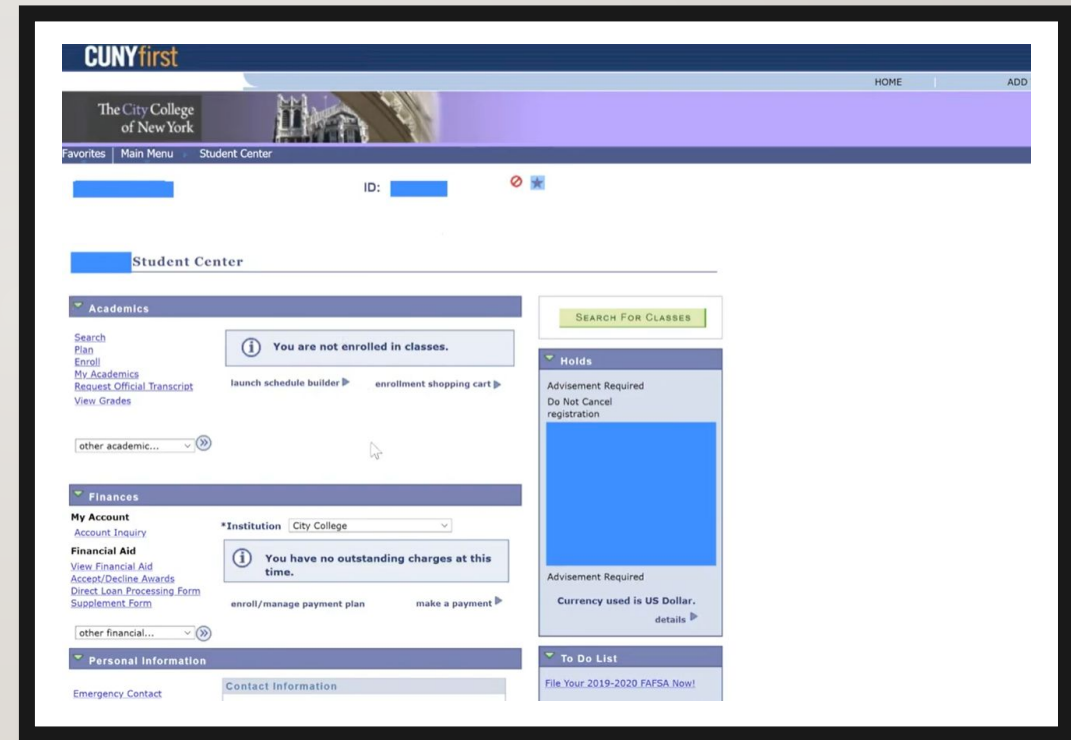# CUNYFIRST SCHEDULE BUILDER

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

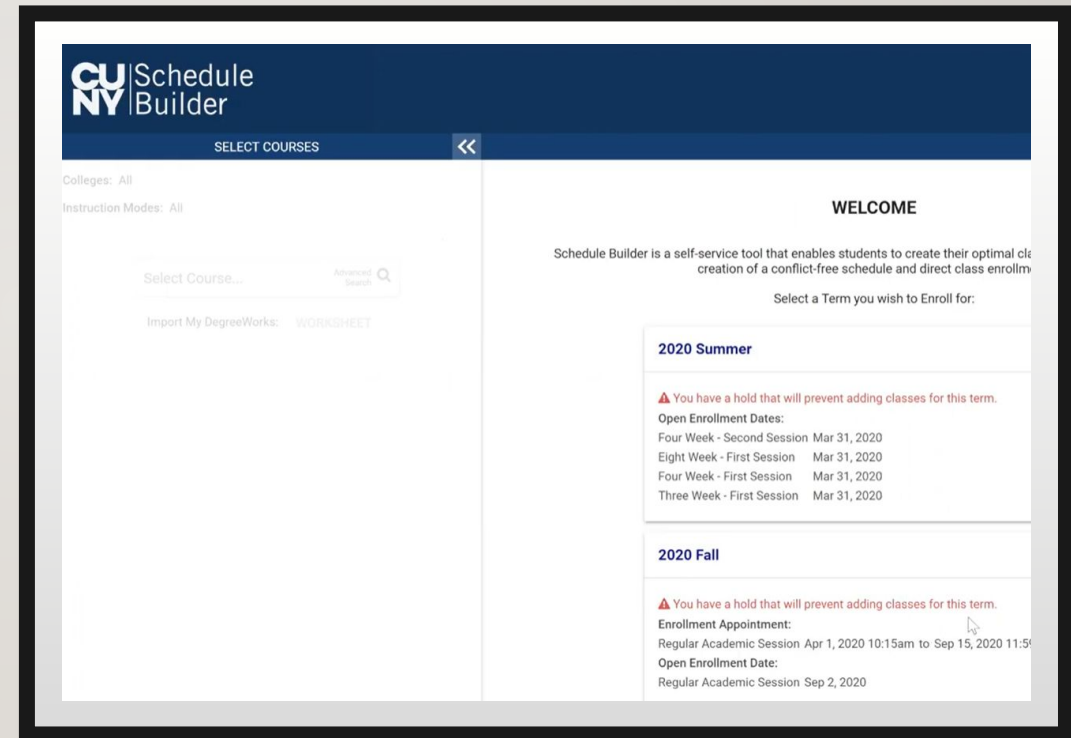- On the Student Center page under "Academics," click on "launch schedule builder"

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.

SCHEDULE BUILDER

- 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.

SCHEDULE BUILDER

- 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!