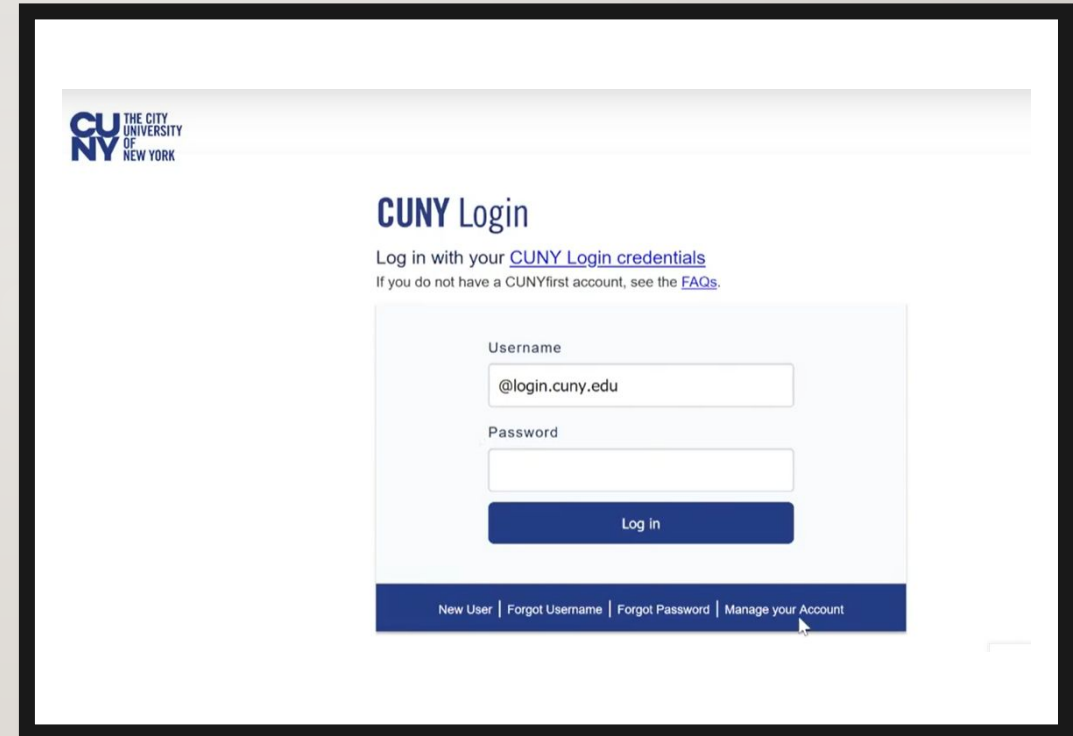


CUNYFIRST SCHEDULE BUILDER



LOGIN TO CUNYFIRST

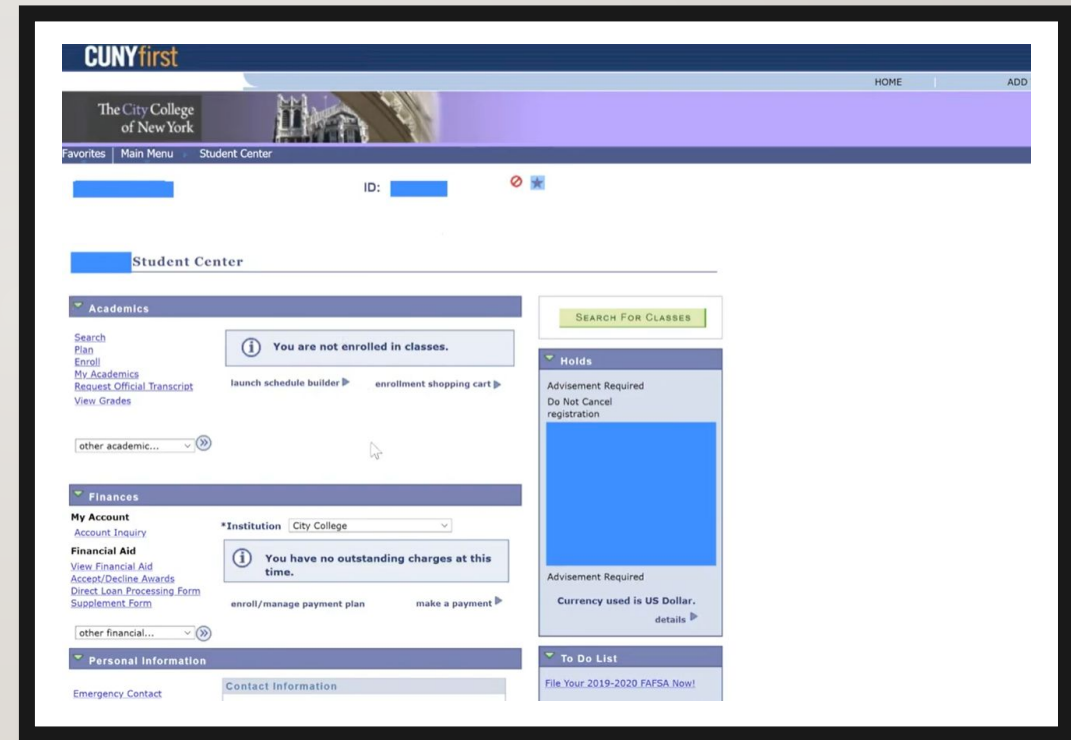
- Go to cuny.edu
- Select Login > CUNYfirst
- Username:
FirstName.LastName###@login.cuny.edu
 - ### = Last 2 digits of your EMPID
- Password: CUNYfirst password



The screenshot shows the CUNY Login page. At the top left is the CUNY logo with the text 'THE CITY UNIVERSITY OF NEW YORK'. The main heading is 'CUNY Login'. Below the heading, there are two lines of text: 'Log in with your [CUNY Login credentials](#)' and 'If you do not have a CUNYfirst account, see the [FAQs](#).' The login form consists of two input fields: 'Username' with the text '@login.cuny.edu' and 'Password' which is empty. Below the fields is a blue 'Log in' button. At the bottom of the form, there is a dark blue bar with white text links: 'New User | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)'.

LAUNCH SCHEDULE BUILDER

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

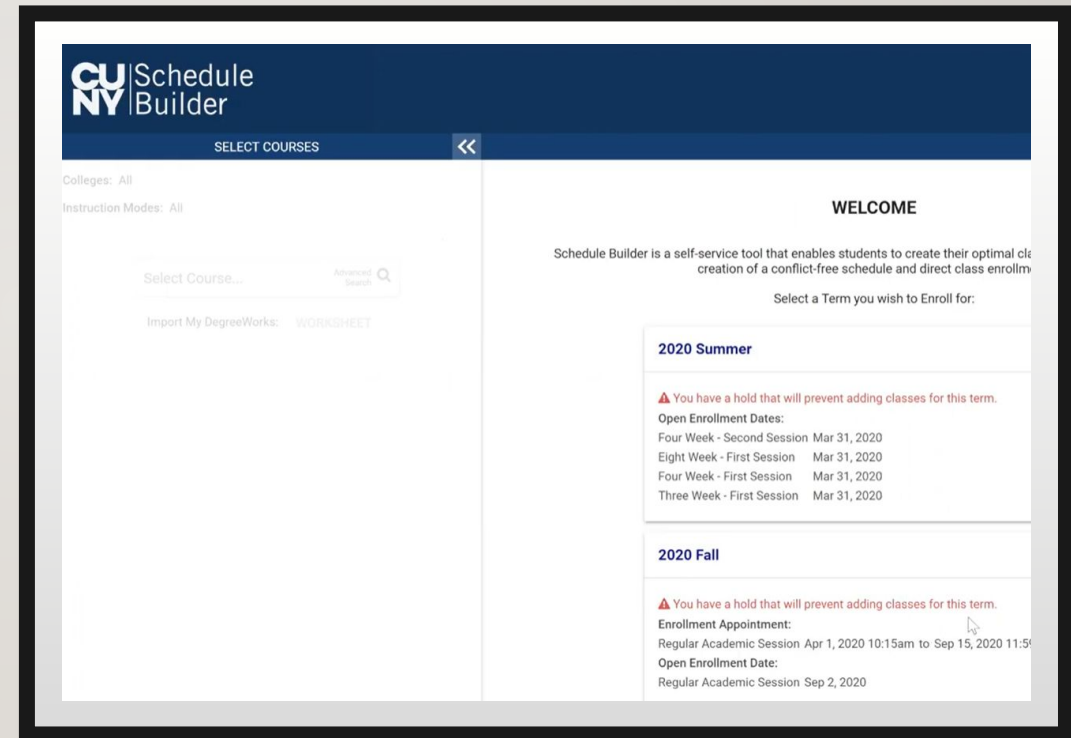


The screenshot displays the CUNYfirst Student Center interface. At the top, the CUNYfirst logo is on the left, and 'HOME' and 'ADD' links are on the right. Below the logo is 'The City College of New York' and a navigation bar with 'Favorites', 'Main Menu', and 'Student Center'. A student ID field is visible. The main content area is titled 'Student Center' and is divided into several sections:

- Academics:** Contains a search bar, a message box stating 'You are not enrolled in classes.', and a link for 'launch schedule builder' which is highlighted with a mouse cursor. Other links include 'enrollment shopping cart', 'other academic...', 'Search', 'Plan', 'Enroll', 'My Academics', 'Request Official Transcript', and 'View Grades'.
- Finances:** Includes a 'My Account' section with a dropdown for '*Institution' set to 'City College', a message box stating 'You have no outstanding charges at this time.', and links for 'enroll/manage payment plan' and 'make a payment'. There is also an 'other financial...' search bar.
- Personal Information:** Features a 'Contact Information' link and an 'Emergency Contact' section.
- Holds:** A section on the right with a 'SEARCH FOR CLASSES' button and a message: 'Advisement Required Do Not Cancel registration'. Below this is a blue box with 'Advisement Required' and 'Currency used is US Dollar. details'.
- To Do List:** A section on the right with a link: 'File Your 2019-2020 FAFSA Now!'.

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.

The screenshot displays the CUNY Schedule Builder interface. On the left, under 'SELECT COURSES', a list of recommended courses is shown with checkboxes and icons for required or recommended status. On the right, under 'SCHEDULE RESULTS', a weekly grid shows the placement of these courses. The grid has columns for days (Mon-Aug 31, Tue-Sep 1, Wed-Sep 2, Thu-Sep 3, Fri-Sep 4) and rows for times (8 am to 9 pm). Courses are placed in colored blocks: FIQWS 10008 (green) on Mon and Wed at 10 am; USISO 10100 (purple) on Tue at 11 am and Thu at 11 am; FIQWS 10108 (red) on Tue at 1 pm and Wed at 1 pm; SPCH 11100 (blue) on Tue at 2 pm and Thu at 2 pm.

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
8 am					
9 am					
10 am	FIQWS 10008 LEC Aug 26 - Dec 20		FIQWS 10008 LEC Aug 26 - Dec 20		
11 am		USISO 10100 LEC Aug 26 - Dec 20	NSS 10108 LEC Aug 26 - Dec 20	USISO 10100 LEC Aug 26 - Dec 20	
12 pm					
1 pm		FIQWS 10108 LEC Aug 26 - Dec 20	FIQWS 10108 LEC Aug 26 - Dec 20		
2 pm		SPCH 11100 LEC Aug 26 - Dec 20		SPCH 11100 LEC Aug 26 - Dec 20	
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					

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

The screenshot displays the CUNY Schedule Builder interface. The top navigation bar includes the CUNY logo, the text "Schedule Builder", and a user profile for "Altair Sal...". Below the navigation bar, there are two main sections: "SELECT COURSES" and "SCHEDULE RESULTS".

SELECT COURSES:

- Colleges: City College (1/25)
- Instruction Modes: All (checked), In Person (checked), Online (checked), Hybrid (checked)
- Buttons: SELECT ALL, SELECT NONE, CLOSE
- Search: Select Course... (Advanced Search)
- Import My DegreeWorks: WORKSHEET
- Course List:
 - FIQWS 10008** Individual & Society City College Required (37999-LEC)
 - FIQWS 10108** Composition of Individual & Society City College Required (30518-LEC or 30523-LEC... 6-LEC or 5...)
 - NSS 10108** New Freshman Seminar City College Required (58631-LEC)
 - USSO 10100** Development of the U.S. and its People City College Recommended (Try all classes (22))
 - Foundations of Speech

SCHEDULE RESULTS:

- Class Details: [Toggle]
- TIPS: [Icon]
- Sort by: Select...
- FILTERS: [Icon]
- Navigation: K < > | RESULT 14 OF 74 | > >
- Grid (Mon Aug 31 to Fri Sep 4):

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
8 am					
9 am					
10 am	FIQWS 10008 LEC Aug 26 - Dec 20		FIQWS 10008 LEC Aug 26 - Dec 20		
11 am		USSO 10100 LEC Aug 26 - Dec 20	NSS 10108 LEC Aug 26 - Dec 20	USSO 10100 LEC Aug 26 - Dec 20	
12 pm					
1 pm	FIQWS 10108 LEC Aug 26 - Dec 20		FIQWS 10108 LEC Aug 26 - Dec 20		
2 pm					
3 pm		SPCH 11100 LEC Aug 26 - Dec 20		SPCH 11100 LEC Aug 26 - Dec 20	
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					
9 pm					

THANK YOU!

