CUNY FIRST
SCHEDULE BUILDER
LOGIN INTO CUNY FIRST

• First go to www.cuny.edu
  • Click Login on the upper right corner
  • Click "CUNY First" from the drop-down menu
LOGIN TO CUNY FIRST

• Once in www.cuny.edu, login using your CUNY credentials.

• Username:
  FirstName.LastName###@login.cuny.edu
  • ### = Last 2 digits of your EMPID

• Password: CUNY first password
LAUNCH STUDENT CENTER

- Once on the CUNY First homepage click on “Student Center.”
LAUNCH SCHEDULE BUILDER

• While on the Student Center page click on "Schedule Builder. ”
NAVIGATING 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

- Click on "Task and Holds" on the Student Center homepage. Then click on "Holds" to see the current holds on your account.
- Holds prevent Students from registering, due to not meeting certain requirements. Here are some examples
  - 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.
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!