

# CUNY FIRST SCHEDULE BUILDER

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# LOGIN INTO CUNY FIRST

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- First go to [www.cuny.edu](http://www.cuny.edu)
  - Click Login on the upper right corner
  - Click "CUNY First" from the drop-down menu



To learn more about CUNY'S COVID-19 response, [visit our Coronavirus Updates page.](#)

Support Students Impacted by **Coronavirus Crisis** [DONATE NOW](#)

**CUNY** THE CITY UNIVERSITY OF NEW YORK

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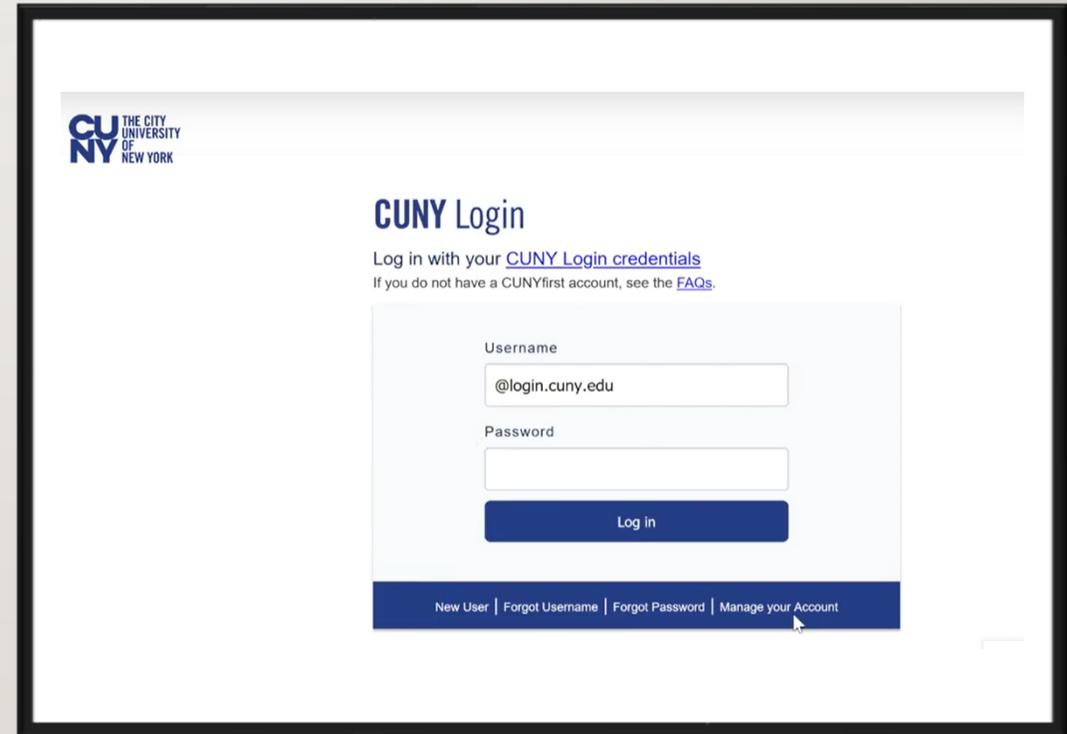
**CLASS OF 2020**

**We're Taking Our Hats Off to All CUNY Grads!**

You made it to the finish line, congrats! We

# LOGIN TO CUNY FIRST

- Once in [www.cuny.edu](http://www.cuny.edu), login using your CUNY credentials.
- Username:
  - FirstName.LastName##@login.cuny.edu
    - ## = Last 2 digits of your EMPID
- Password: CUNY first 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 is a link for 'CUNY Login credentials' and a link for 'FAQs'. The login form consists of two input fields: 'Username' with the text '@login.cuny.edu' and 'Password'. Below the fields is a blue 'Log in' button. At the bottom of the form, there are links for 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

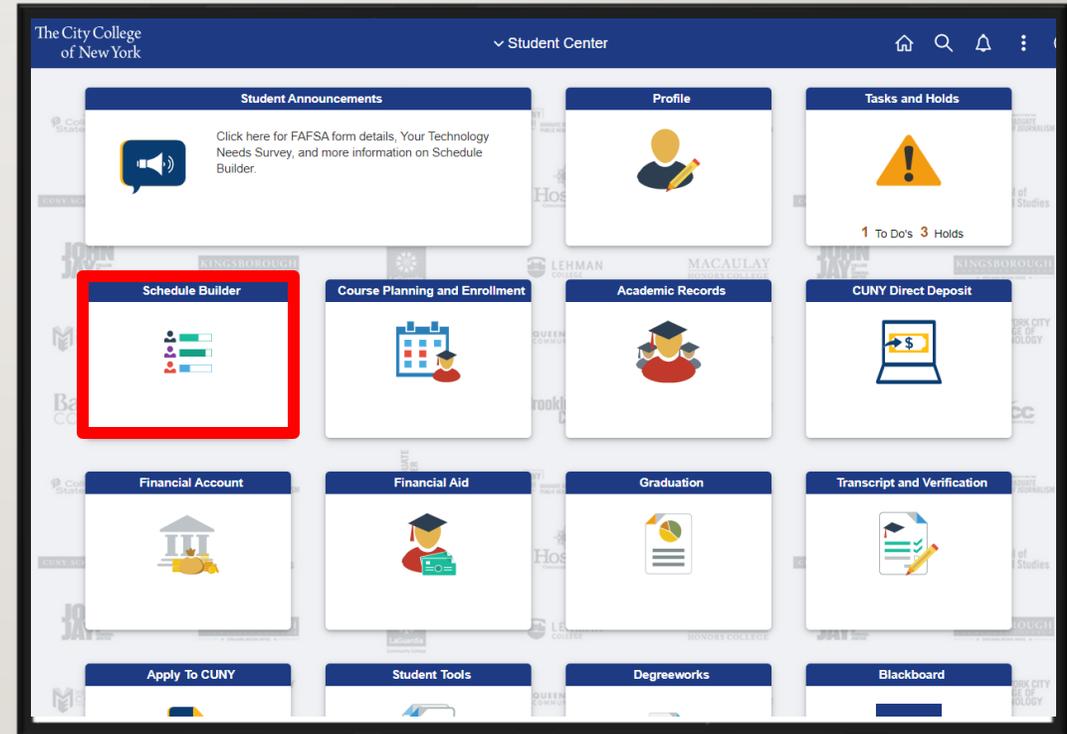
# LAUNCH STUDENT CENTER

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



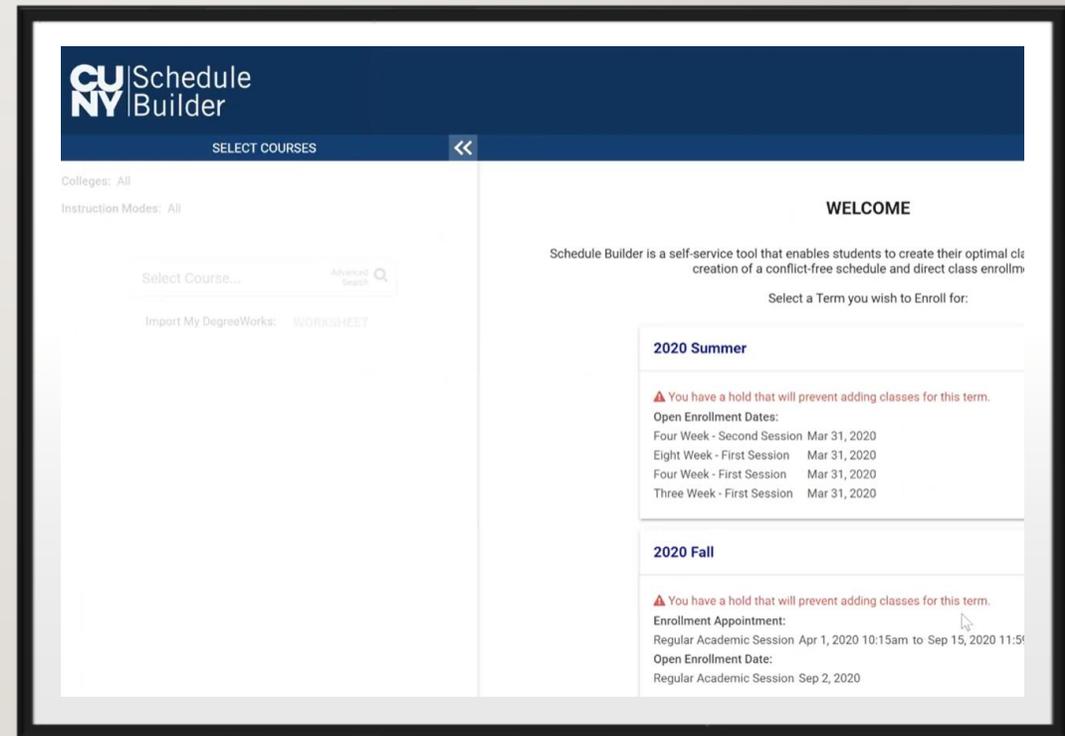
# LAUNCH SCHEDULE BUILDER

- While on the Student Center page click on "Schedule Builder."



# NAVIGATING SCHEDULE BUILDER

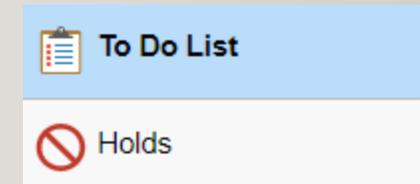
- On the right side you are given the semesters available for enrollment.
- Select the semester you wish to enroll in by clicking on the term name.
  - Note: If you have an existing hold, the schedule builder page will notify you of the hold.



# HOLDS

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- 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.



# 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. The top navigation bar includes the CUNY logo, the text "Schedule Builder", and a user profile for "Altair Sal" with a "all" dropdown and a menu icon. Below the navigation bar, there are two main sections: "SELECT COURSES" and "SCHEDULE RESULTS".

**SELECT COURSES:** This section includes filters for "Colleges: City College (1/25)" and "Instruction Modes: All". A search bar labeled "Select Course..." is present. Below the search bar, there is a section titled "Import My DegreeWorks: WORKSHEET" which lists several recommended courses with checkboxes and icons for locking, deleting, and viewing details:

- FIQWS 10008** Individual & Society (Required) City College (57909-LEC)
- FIQWS 10108** Composition of Individual & Society (Required) City College (30518-LEC or 30523-LEC... 6-LEC or 5)
- NSS 10108** New Freshman Seminar (Required) City College (58631-LEC)
- USSD 10100** Development of the U.S. and its People (Recommended) City College (Try all classes (22))
- SPCH 11100** Foundations of Speech Communication (Recommended) City College (Try all classes (25))

**SCHEDULE RESULTS:** This section shows a class schedule grid. The grid has columns for days of the week (Mon Aug 31, Tue Sep 1, Wed Sep 2, Thu Sep 3, Fri Sep 4) and rows for time slots from 8 am to 9 pm. The schedule shows the following classes:

- 8 am - 9 am:** FIQWS 10008 LEC (Aug 26 - Dec 20) on Mon, Tue, and Wed.
- 9 am - 10 am:** FIQWS 10008 LEC (Aug 26 - Dec 20) on Wed.
- 10 am - 11 am:** USSD 10100 LEC (Aug 26 - Dec 20) on Tue and Thu.
- 11 am - 12 pm:** NSS 10108 LEC (Aug 26 - Dec 20) on Wed.
- 12 pm - 1 pm:** FIQWS 10108 LEC (Aug 26 - Dec 20) on Mon and Wed.
- 1 pm - 2 pm:** SPCH 11100 LEC (Aug 26 - Dec 20) on Tue and Thu.

The interface also includes a "Class Details" toggle, a "TIPS" icon, a "Sort by: Select..." dropdown, and "FILTERS" options. A "FAVORITES (0)" sidebar is visible 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

The screenshot displays the CU NY Schedule Builder interface. The top navigation bar includes the CU NY logo, the text "Schedule Builder", and a user profile "Altair Sal" with a menu icon. 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 (37309-LEC)
  - FIQWS 10108** Composition of Individual & Society City College Required (30518-LEC or 30523-LEC... 6-LEC or 5-LEC)
  - NSS 10108** New Freshman Seminar City College Required (58831-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: TIPS (5)
- Sort by: Select...
- FILTERS
- Navigation: K < RESULT 14 OF 74 > K
- Calendar Grid (Mon Aug 21 to Fri Sep 4):
  - 10am - 11am: FIQWS 10008 LEC (Aug 28 - Dec 20) on Mon and Wed.
  - 11am - 12pm: USSO 10100 LEC (Aug 28 - Dec 20) on Tue; NSS 10108 LEC (Aug 28 - Dec 20) on Wed; USSO 10100 LEC (Aug 28 - Dec 20) on Thu.
  - 1pm - 2pm: FIQWS 10108 LEC (Aug 28 - Dec 20) on Mon and Wed.
  - 2pm - 3pm: SPCH 11100 LEC (Aug 28 - Dec 20) on Tue and Thu.

**THANK YOU!**

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