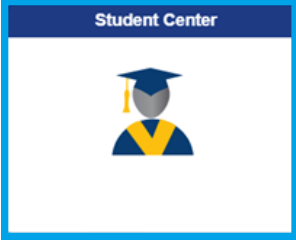

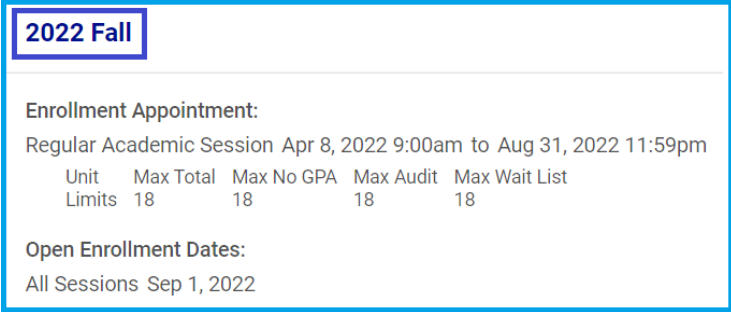
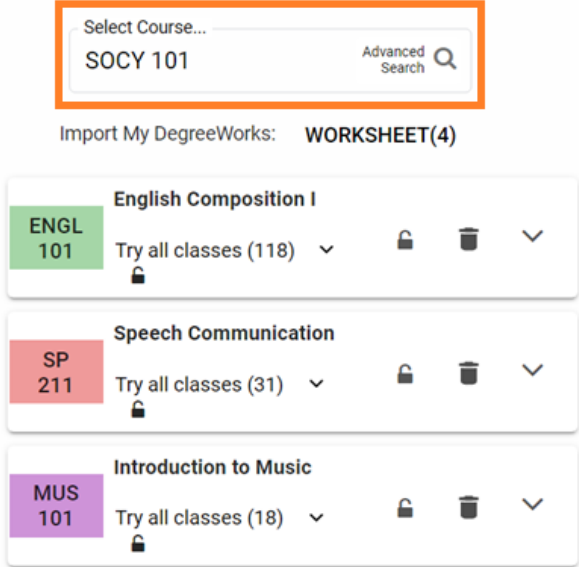
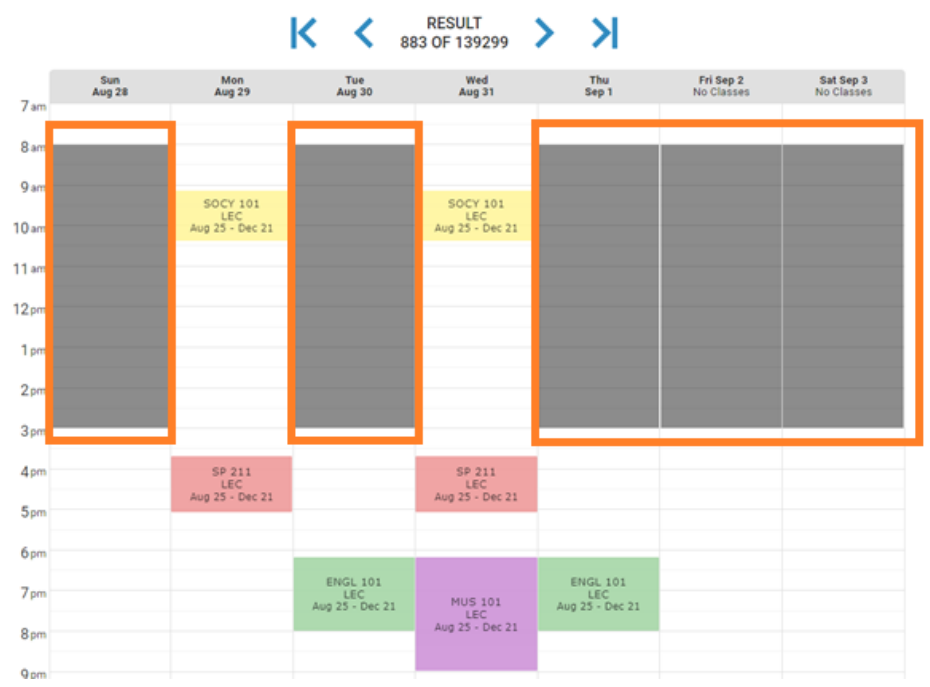


How to Register in Schedule Builder

Step	Action
1	Log into CUNYfirst: https://home.cunyfirst.cuny.edu to access Student Center via the CUNYfirst Menu.
2	Access Schedule Builder via Student Center: A - Select Student Center  B - Select Schedule Builder 
3	Click on the Semester (e.g. Summer 2022, Fall 2022, etc.) 
4	Enter in Course in Search to add to your schedule: 

Step

5 Block out times on Calendar **you cannot take courses** so you can determine the ideal schedule:



6 You can view **Class Details** to see specifics about a course:

Class Details 6 TIPS Sort by: Se

K < RESU 883 OF 1:

ENGL 101
English Composition I
Tue, Thu : 6:10 PM- to 8:00 PM

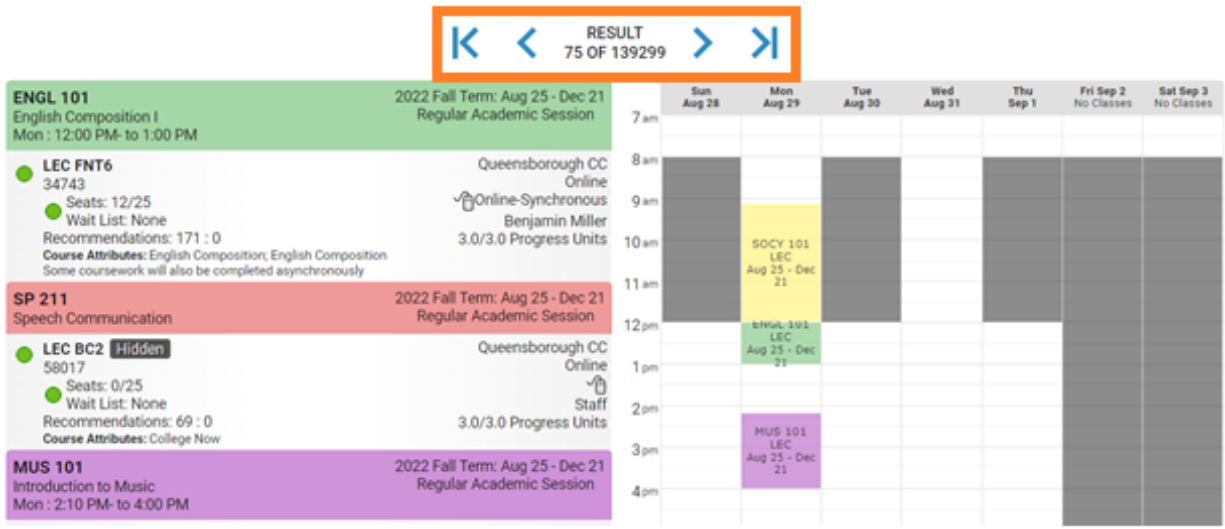
2022 Fall Term: Aug 25 - Dec 21
Regular Academic Session

LEC M24C
34392
● Seats: 3/20
● Wait List: None
Recommendations: 171 : 0
Course Attributes: English Composition; English Composition

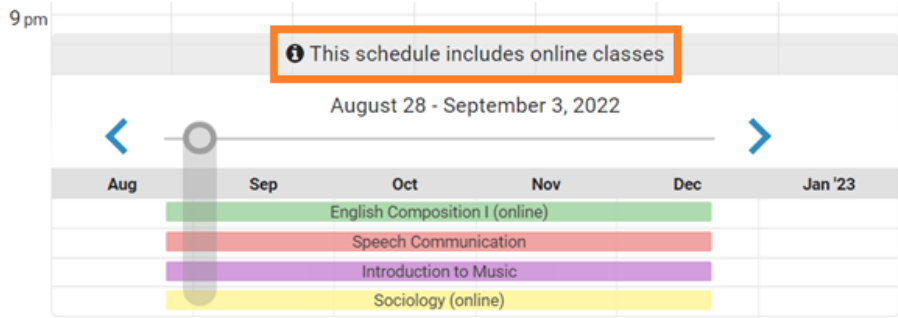
Queensborough CC
In Person
Humanities 315
Staff
3.0/3.0 Progress Units

Step

7 The available class schedules will show. If there is more than 1 schedule available you can use arrows to see available options.



You can also view the calendar to see the overall dates* for these courses on the bottom of the page and there will also be an indicator if some classes are online.



*Please note some class sections may only run for part of the semester (e.g. October thru November or October through December).

8 Click **Get this Schedule** to proceed to Enrollment:



9 Click **Do Actions** to Enroll:

Class	Action
ENGL 101 English Composition I Mon, Wed : 2:10 PM- to 4:00 PM LECS H13D 35021 Seats: 2/20 Wait List: None Course Attributes: English Composition; English Composition PREREQ: STUDENTS MUST COMPLETE ANY DEVELOPMENTAL REQUIREMENTS IN ENGLISH (SEE PROFICIENCY IN MATH AND ENGLISH) PRIOR TO TAKING THIS COURSE	Enroll



You should get a result of **“Success”** indicating you are officially enrolled or waitlisted if class is full.

Other Information

Filter to Exclude Closed or Waitlisted Classes

Class Details

TIPS

Sort by: Mid-day classes

FILTERS

Filters

Show me schedules containing:

- Closed classes
- Wait Listed classes
- Online classes

DONE

When you click on Filters, this is an example of the options

Sort by Different Schedule Options (e.g. Most Days Off, Mornings)

Class Details

TIPS

Sort by: Select...

FILTERS

Pin Classes You Want to Keep

If you want to keep a specific class/section, but look for alternate options for your other courses you can **pin it** by clicking on it on the schedule. You can then use the arrows to adjust your other classes without losing this one.

Class Details

5 TIPS

Sort by: Select...

FILTERS



RESULT
1571 OF 1696



	Sun Aug 28	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 1	Fri Sep 2 No Classes	Sat Sep 3 No Classes
7 am							
8 am							
9 am							
10 am							
11 am		ENGL 101 LEC Aug 25 - Dec 21		ENGL 101 LEC Aug 25 - Dec 21			
12 pm					SOCY 101 LEC Aug 25 - Dec 21		
1 pm			MUS 101 LEC Aug 25 - Dec 21				
2 pm							