# How to Register in Schedule Builder

<table>
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<th>Step</th>
<th>Action</th>
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<td>1</td>
<td>Log into CUNYfirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> to access Student Center via the CUNYfirst Menu.</td>
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| 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: |
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:
Step

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

![Schedules and Calendar](image)

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:

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**

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

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

**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. Your can then use the arrows to adjust your other classes without losing this one.