Step 1: Log into CUNYfirst (home.cunyfirst.cuny.edu) using your CUNYfirst username and password. Once you’ve logged in select Self Service located underneath the Enterprise Menu and on the next page click Student Center to view your specific page.

Step 2: To search for classes, click on the Search for Classes button located in the upper right hand corner of your Student Center page. You will be redirected to another screen to search for classes.


https://www.baruch.cuny.edu/registrar/registration/documents/ScheduleBuilderStudentGuide.pdf

Step 3: Change the institution to Baruch College and select the appropriate Term (i.e Fall 2020)
When the page loads, you will see a list of courses and sections still available for the department you entered. Once you find a section you want to apply for, click on the Select Class button. The next screen will provide you with more information on the course. To continue saving that course to your shopping cart, press Next.

Search Results

Baruch College | 2020 Fall Term

The following classes match your search criteria Course Subject: ACC - Accountancy, Course Number is exactly 2101, Show Open Classes Only: Yes

Step 4: When the page loads, you will see a list of courses and sections still available for the department you entered. Once you find a section you want to apply for, click on the Select Class button. The next screen will provide you with more information on the course. To continue saving that course to your shopping cart, press Next.

*The class has now been added to your Shopping Cart. However, you are not registered yet. Continue this process until you have selected all your classes.*

Step 5: After the class is added to your shopping cart, you can continue to search for classes you want to enroll in and keep adding them to your cart. Once you have selected all the courses you need and placed them in your shopping cart, click on the Shopping Cart link.

Step 6: After you click on the Shopping Cart link, you will be redirected to your cart where you will be able to select the classes you want to enroll in. After you have selected all the classes you need, click on Enroll and you will be registered for the class.

Step 7: Verify your classes. Click on ‘Proceed to Step 2 of 3’. Then click on ‘Finish Enrolling’.

Congratulations! You are now registered for your classes! However, the process is not complete until tuition payments are satisfied!

Step 8. You will then receive a message stating if you have been enrolled in the class. A Green Check (✓) indicates you have been registered. A Red (X) Mark indicates you have not been enrolled, along with an error message explaining why you have not been registered
Waitlist option for Business related courses

https://zicklin.baruch.cuny.edu/academic-programs/undergraduate/current-undergraduate-students/waitlists/

Students may use the Wait List feature when a class is currently closed. However, not all classes offer a Wait List feature.

Students on the Wait List will be assigned a number and will be auto-enrolled based on their assigned number when a seat becomes available.

The system will check if the student has completed all the necessary requirements such as: Once a student is auto-enrolled, a communication is sent to the student’s Lehman Email account.

To place yourself on the wait list for a course, use the following navigation:
- Pre and Co-Requisites
- Department Consent
- No time conflicts
- No negative indicators
- Student is not enrolled in the maximum number of units
- Wait List is not full and seats are still available

1. Look for the desired section that has the Yellow Triangle (Δ) on the right hand side of the section and click on ‘Select’

2. To add yourself to the Wait List, ensure the “Wait List if class is full” option is selected at the time of swapping and select ‘Next’. The course has been added to your Shopping Cart.

3. To officially place yourself on the wait list, click on the ‘Enroll’ Tab listed on the top of the page. Select the appropriate term and click on ‘Continue’

4. Verify the course information and click on ‘Proceed to Step 2 of 3’ and then click on ‘Finish Enrolling’

5. You will receive a message stating the course is full and will be given a ‘Wait List Position Number’

6. Verify the course information and click on ‘Proceed to Step 2 of 3’ and then click on ‘Finish Enrolling’. You have now been added to the Wait List! When a seat becomes available in the section, you will be auto-enrolled and you will receive an email notification via your Student email account.