

# **CU NY** | Schedule Builder

**How to Guide for Students**

Last updated: April 28th, 2020



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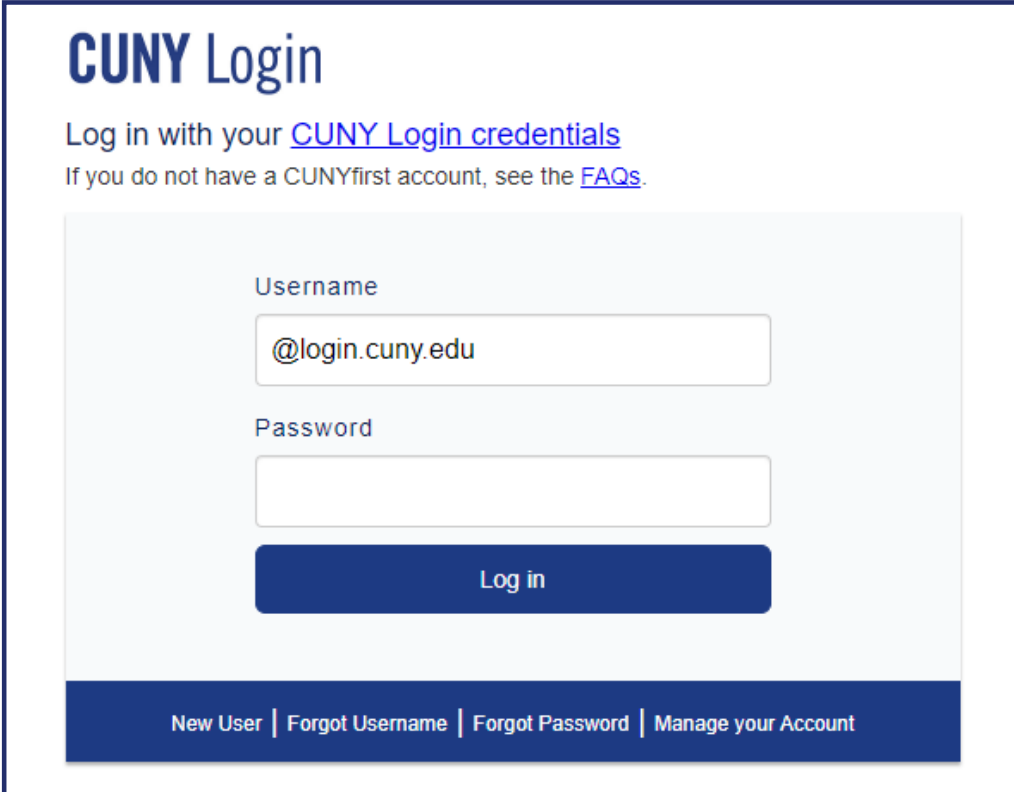
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# What is Schedule Builder?

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester. With this tool, students can arrange selected courses into a conflict-free timetable grid, making it easier to see what available options best fits into their personal and academic lives.

# How to Access **Schedule Builder**

- 01 | Go to the following link into your browser: [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu)
- 02 | Log into CUNYfirst using your credentials and proceed Student Center.



**CUNY Login**

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

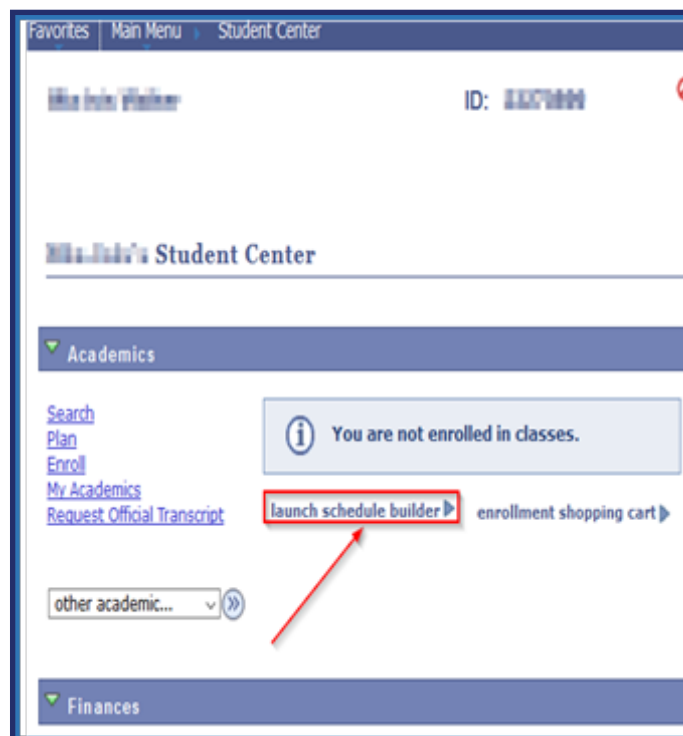
Password

**Log in**

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

03 | Click the “Launch Schedule Builder” link under the Academics Tab, to access the application.

\*Be sure to allow pop-ups in browser



# How to Use Schedule Builder

- 01 | Once the application opens, Schedule Builder's Welcome page should appear. Select the term in which you would like to search for classes directly on the Welcome page.

**WELCOME**

Schedule Builder is an online self-service tool that enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

As an advisor, you also have the option to [advise a student](#).

Select a Term you wish to Enroll for:

- 2019 Fall**
  - ⓘ Not available to the student you are advising since December 20, 2019
  - Open Enrollment Date:  
Regular Academic Session September 2
- 2020 Spring**
  - Enrollment Appointments:
    - Regular Academic Session Nov 5, 2019 6:00pm to Feb 3, 2020 11:59pm
    - Winter Session Nov 5, 2019 6:00pm to Jan 2, 2020 11:59pm
  - Open Enrollment Dates:  
Regular Academic Session January 27  
Winter Session January 2
- 2020 Summer**
  - Open Enrollment Dates:  
Four Week - Second Session November 1  
Four Week - First Session November 1  
Ten Week Session November 1  
Six Week - Second Session November 1
- 2020 Fall**
  - ⓘ You are not activated to enroll for this term.

03 | By default your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

**CUNY** | Schedule Builder

**SELECT COURSES** <<

**Colleges:** Queens College ✕ (1/26)

<input type="checkbox"/> Baruch College	<input type="checkbox"/> Lehman College
<input type="checkbox"/> Borough of Manhattan CC	<input type="checkbox"/> Macaulay Honors College
<input type="checkbox"/> Bronx CC	<input type="checkbox"/> Medgar Evers College
<input type="checkbox"/> Brooklyn College	<input type="checkbox"/> NYC College of Technology
<input type="checkbox"/> City College	<input checked="" type="checkbox"/> Queens College
<input type="checkbox"/> College of Staten Island	<input type="checkbox"/> Queensborough CC
<input type="checkbox"/> Graduate Center	<input type="checkbox"/> School of Journalism
<input type="checkbox"/> Guttman CC	<input type="checkbox"/> School of Labor&Urban Studies
<input type="checkbox"/> Hostos CC	<input type="checkbox"/> School of Law
<input type="checkbox"/> Hunter College	<input type="checkbox"/> School of Medicine
<input type="checkbox"/> John Jay College	<input type="checkbox"/> School of Professional Studies
<input type="checkbox"/> Kingsborough CC	<input type="checkbox"/> School of Public Health
<input type="checkbox"/> LaGuardia CC	<input type="checkbox"/> York College

SELECT ALL    SELECT NONE    CLOSE

**Instruction Modes:** All

<input checked="" type="checkbox"/> In Person	<input checked="" type="checkbox"/> Fully Online
<input checked="" type="checkbox"/> Web-Enhanced	<input checked="" type="checkbox"/> Online
<input checked="" type="checkbox"/> Hybrid	<input checked="" type="checkbox"/> Partially Online

SELECT ALL    SELECT NONE    CLOSE

# How to Search

01 | In the **Select Course** field, type the course number, subject name, title or instructor's name.

The screenshot shows the 'SELECT COURSES' interface. At the top, there is a header 'SELECT COURSES'. Below it, the 'Colleges' field is set to 'College of Staten Island' with a dropdown arrow and '(1/26)'. The 'Instruction Modes' are set to 'All'. A yellow callout box contains the text: 'Begin typing a course code or name that you would like to take. Example: **acco 230**, or **biol 201**'. Below this, the 'Select Course' search bar contains the text 'ENG 151'. To the right of the search bar is an 'Advanced Search' button with a magnifying glass icon. A dropdown menu is open, showing a list of search results:

- ENG 10**  
Developmental Reading for Non-Native Speakers of English
- ENG 111**  
Introduction to College Writing
- ENG 151**  
College Writing
- ENG 37**  
Writing for Non-Native Speakers of English
- ENG 39**  
Reading for Non-Native Speakers of English
- ENG 505**  
Integrated Reading and Writing (Co-Remediation for ENG 111)

\*Note: If an online class is added to your schedule, it will not appear on the grid. 'This schedule includes online classes' will be displayed along the calendar grid to alert you of this change.

The screenshot displays a 'SCHEDULE RESULTS' interface. At the top, there is a 'Class Details' toggle, a 'TIPS' notification, a 'Sort by: Most classes for my group' dropdown, and a 'FILTERS (1)' button. The main grid shows a weekly view from Monday, March 2 to Saturday, March 7. The time slots range from 8 am to 11 pm. Three classes are scheduled: 'DATA 205 LEC' (Jan 27 - May 22) from 2 pm to 3 pm on Monday and Wednesday; 'DATA 205 LAB' (Jan 27 - May 22) from 3 pm to 4 pm on Wednesday; and 'DATA 712 LEC' (Jan 27 - May 22) from 7 pm to 8 pm on Wednesday. A notification at the bottom of the grid states 'This schedule includes online classes'. Below the grid is a monthly overview for 'March 1 - 7, 2020' with a scrollable timeline from December to August. Three classes are shown in the monthly view: 'Advanced Analytics' (purple bar), 'Sociology' (pink bar), and 'Introductory Analytics' (teal bar), all spanning from February to May.

02 | Select “Advanced Course Search” for more search options. Options are available for you to specify and combine additional requirements to refine your search results.

### Advanced Course Search

Selected colleges only (1)

Course Subject: English ▼

Course Attribute: ▼

Course Attribute Value: ▼

Requirement Designation: Flexible Core - Creative Expre: ▼

Keywords: Class Number, Title, Instructi

Session: 2020 Spring - Winter ▼

**SEARCH**

**ENGL 165W**  
Introduction to Poetry

View selected only

**ADD SELECTED COURSE** **CLOSE**

## How to Search for Classes Based on My Student Group

- 01 | To search for classes reserved specifically for your student group, click on 'Advanced Search'. In the drop-down menu under 'Course Attribute', select your student group and click 'Search'. Combine additional requirements such as course subject or session to refine your search results. All classes reserved for your student group for the term will be listed below. Select classes you'd like to add to your schedule or classes for which you'd like more information.

**Advanced Course Search**

Selected colleges only (26)

Course Subject:

Course Attribute:

Course Attribute Value:

Requirement Designation:

Keywords:

Session:

**SEARCH**

**BIO 1100**  
Human Biology / Human Anatomy and Physiology I

**BIO 111**  
Principles in Biology (Laboratory) / Human Biology / Introduction to Biology

**BIO 120**  
Organismic Biology / Principles of Inheritance and Human Reproduction

**BIO 121**  
Organismic Biology (Laboratory)

**BIO 1300**  
General Biology I

View selected only

**ADD 2 SELECTED COURSES** **CLOSE**

**BIO 1100** 2020 Spring Term: Mar 3 - Jun 12  
Regular Academic Session

Human Biology / Human Anatomy and Physiology I

Tue : 9:10 AM to 11:20 AM  
Thu : 10:20 AM to 11:20 AM  
Mon : 8:00 AM to 12:30 PM

**LEC 01** Kingsborough CC

15866 In Person

Seats: 23/24 Temporary Building #4 Rm T4136

Wait List: None Steven Skinner

4.0/4.0 Progress Units

Class Attributes: Anatomy and Physiology I, ZERO Textbook Cost, ASAP  
PREREQUISITE: BIO 1300; OR PASSING SCORES ON THE CUNY/ACT IN READING, THE CATW (WRITING) AND THE CUNY MATHEMATICS SKILLS TEST.  
PREREQUISITE: OPEN ONLY TO ASAP STUDENTS

**LAB 01L** Kingsborough CC

15881 In Person

Seats: 23/24 Arts and Sciences Center Rm S101

Wait List: None Steven Skinner

Class Attributes: Anatomy and Physiology I

**BIO 1300** 2020 Spring Term: Mar 3 - Jun 12  
Regular Academic Session

General Biology I

Tue : 1:50 PM to 2:50 PM  
Thu : 1:50 PM to 4:00 PM  
Wed : 1:50 PM to 5:10 PM

**LEC 08** Kingsborough CC

16833 In Person

Seats: 12/24 Temporary Building #4 Rm T4232; Temporary Building #4 Rm T4206

Wait List: None Ivan Shun Ho

4.0/4.0 Progress Units

Class Attributes: Writing Intensive, Intro Bio Molecular & Cellular  
PREREQUISITE: PASSING SCORES ON THE CUNY/ACT IN READING, THE CATW (WRITING) AND THE CUNY MATHEMATICS SKILLS TEST

**LAB 08L** Kingsborough CC

15936 In Person

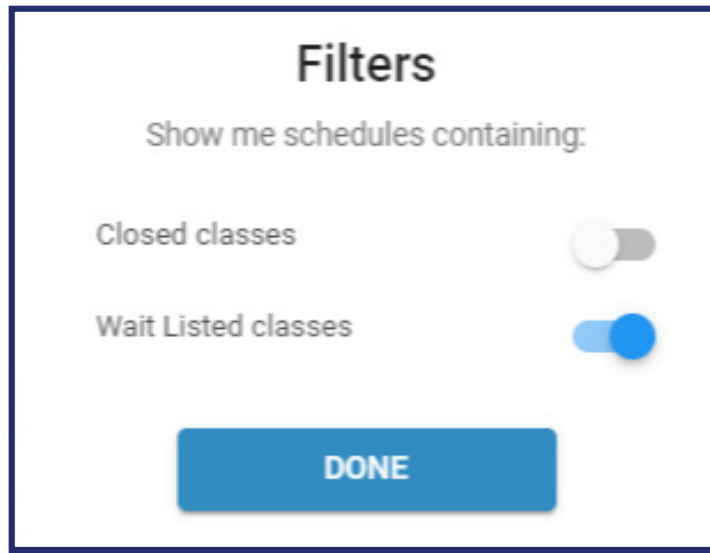
Seats: 12/24 Arts and Sciences Center Rm S135

Wait List: None Ivan Shun Ho

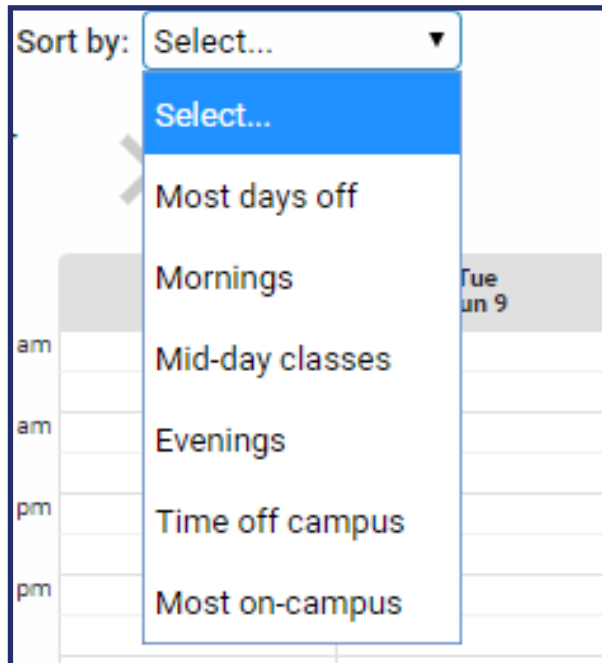
Class Attributes: Intro Bio Molecular & Cellular

# How to Use Filters

01 | By default, closed classes are not included in search results, but waitlisted courses are. However, you may choose to include/exclude closed and/or wait listed classes by selecting the **Filters** button as shown in the image below.



02 | **Sort by** gives you options for searching classes based on the time of day.



03 | Select and/or drag on the calendar grid to block out times that you cannot or prefer not to attend classes.

The screenshot shows a 'SCHEDULE RESULTS' interface. At the top, there are navigation options: 'Class Details' (with a toggle), 'TIPS', 'Sort by: Select...', and 'FILTERS (1)'. Below this is a calendar grid for the week of August 30 to September 5, 2020. The grid shows the following classes:

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
9 am	SOC 1101 LEC Aug 26 - Dec 20	COMD 1100 LEC Aug 26 - Dec 20	SOC 1101 LEC Aug 26 - Dec 20		COMD 1100 LEC Aug 26 - Dec 20	
10 am	COM 1330 LEC Aug 26 - Dec 20		COM 1330 LEC Aug 26 - Dec 20			
12 pm	ENG 1101 LEC Aug 26 - Dec 20					
1 pm	ENG 1101 CHS Aug 26 - Dec 20					
2 pm			MAT 1175 LEC Aug 26 - Dec 20			
3 pm	MAT 1175 LEC Aug 26 - Dec 20					

At the bottom of the calendar grid, there is a date range selector for 'August 30 - September 5, 2020' and a monthly navigation bar with a scrollable list of courses for the current month (Aug):

- Aug
- Sep
- Oct: Elements of Sociology, English Composition I, Fundamentals of Mathematics, Public Speaking, Graphic Design Principles I
- Nov
- Dec
- Jan

04 | Reduce your schedule results by choosing which session you prefer to take classes in the term.

The screenshot shows the course detail page for 'PSY 1100 General Psychology' at Kingsborough CC. The page includes a description, requirements, and a list of sessions. A dropdown menu is open, showing options for 'All Sessions (2)', '2020 Spring Term - Regular Academic Session', and '2020 Spring Term - Second Session'. Below the dropdown, a list of sessions is shown with checkboxes and status indicators like 'Enrolled' or 'Closed'.

**PSY 1100 General Psychology** Enrolled  
 Kingsborough CC  
 Stay enrolled in 15785-LEC

**Description:** Introduction to psychology as a science. Topics covered in this survey course include: historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory. Flexible Core: Scientific World (Group E)  
 Refer to the college catalog year you entered or last change your major.

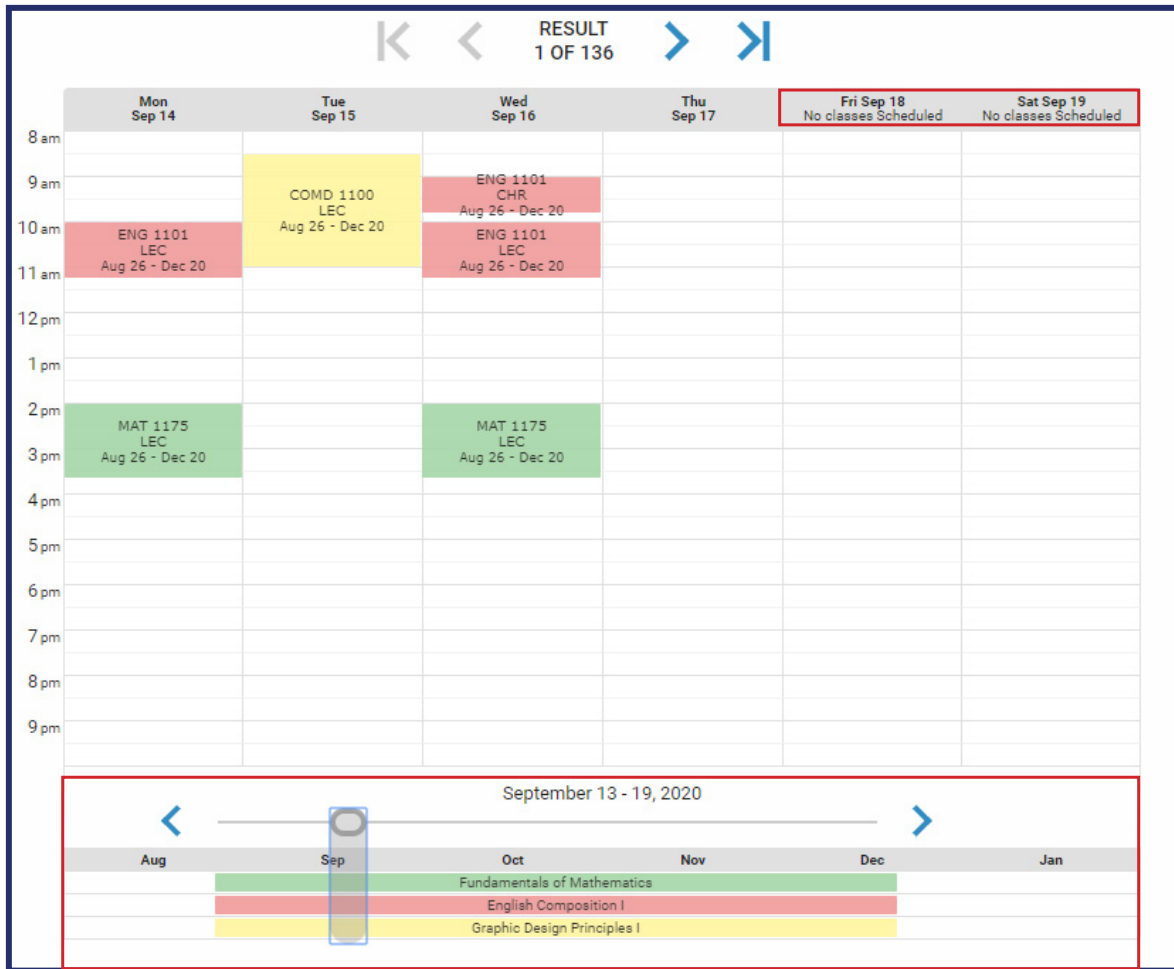
**Requirements:** (For 15772-LEC): None (For 15773-LEC): None (For 15774-LEC): None (For 15775-LEC): None (For 15777-LEC): None (For 15778-LEC): None (For 17454-LEC): None (For 15781-LEC): None (For 15782-LEC): None (For 15784-LEC): None (For 15785-LEC): None (For 15786-LEC): None (For 15800-LEC): None (For 15801-LEC): None (For 15803-LEC): None (For 15804-LEC): None (For 17405-LEC): None (For 15805-LEC): None (For 15806-LEC): None (For 15814-LEC): None (For 17406-LEC): None (For 15807-LEC): None (For 15808-LEC): None (For 15809-LEC): None (For 15816-LEC): None (For 16846-LEC): None (For 16891-LEC): None (For 16941-LEC): None (For 17023-LEC): None (For 17024-LEC): None (For 17455-LEC): None (For 17458-LEC): None (For 17525-LEC): None (For 26547-LEC): None (For 26548-LEC): None (For 26549-LEC): None (For 54589-LEC): None (For 54593-LEC and 68095-LEC): Open only to Fully-Online Program Students (FLEX)

**Session:**

- All Sessions (2)
- All Sessions (2)
- 2020 Spring Term - Regular Academic Session
- 2020 Spring Term - Second Session

15775-LEC (Closed)  15781-LEC (Closed)  15786-LEC (Enrolled)  15800-LEC (Closed)  15801-LEC  15803-LEC  15804-LEC  15805-LEC  15806-LEC  15807-LEC  15808-LEC  15809-LEC  15814-LEC  15816-LEC  16846-LEC

05 | At the bottom of the page there is a visual timeline which displays all the added classes in order, based on each session. Select and/or drag on the timeline to see your schedule from week to week.



# How to Add Courses from DegreeWorks Using Plan or Worksheet

02 | To import courses still needed to fulfill degree requirements, select “Plan” or “Worksheet”.

\*Note: Not all CUNY Colleges use “Plan”

The screenshot displays the DegreeWorks interface. On the left, under 'Import My DegreeWorks', there are two options: 'PLAN(1)' and 'WORKSHEET'. A white arrow points to 'PLAN(1)'. Below these options is a list of enrolled courses, including Biostatistics, Organic Chemistry II, Techniques of Organic Chemistry II, Biochemistry / Molecular Biology, and Independent Study. On the right, a calendar view shows a schedule for February 2-8, 2020, with a modal window titled 'Import Plan' overlaid. The modal window contains a blue button labeled 'GEOLOGY (BIOLOGY) BS/FALL 2020 (9 CREDITS)'. At the bottom of the calendar view, there is a button labeled 'ADD PERSONAL TIMES'.

\*Note, under the field labeled Select Course, students may have a pre-arranged Plan set up by their college through DegreeWorks. Any courses that have been included as part of a Student’s Education Plan will import into their course list to save time.

Students can view a summary of their degree audit or may select the “**Still Needed**” tab to view courses necessary to fulfill degree requirements. From here, students are able to select classes that will automatically add to their course list.

Worksheet

SUMMARY      AUDIT      **STILL NEEDED**

---

Organismic & Environmental Biology ^

**Still Needed:**  
7.5 to 9 Credits in

BIO 308	SELECT
BIO 309	SELECT
BIO 325	SELECT
BIO 331	SELECT
BIO 334	SELECT
BIO 403	SELECT
BIO 410	SELECT
BIO 411	SELECT
BIO 477	SELECT

Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.

**CLOSE**

Worksheet

SUMMARY      **AUDIT**      STILL NEEDED

---

Associate in Arts: Liberal Arts and Sciences

Academic Year: U 2019-2020 Undergraduate    Credits Required: 60  
CUM GPA:     Credits Applied: 17

60 Credits ^

45 credits ^

30 credits in residence ^

2.0 GPA requirement met

New Student Orientation

Skills Assessment

Pathways - General Education Requirements ^

Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.

**CLOSE**

- 02 | Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.

**CUNY** | Schedule Builder

SELECT COURSES

Colleges: Queens College × (1/26)

Instruction Modes: All

Select Course...  
Class Number, Title, Instructor... Advanced Search

Import My DegreeWorks: PLAN WORKSHEET

<input checked="" type="checkbox"/>	<b>SOC 331</b>	<b>Foundations of Sociological Theory</b> Queens College Try all classes (1)	🔒	🗑️	⌵
<input type="checkbox"/>	<b>HIST 160</b>	<b>VT: Topics in Global History</b> Queens College Try all classes (4)	🔒	🗑️	⌵

03 | Review the generated results. Browse the results by clicking the right and left arrows on the screen or by using the arrows on your keyboard.

The screenshot shows the 'SCHEDULE RESULTS' interface. At the top, there is a 'Class Details' toggle, 'TIPS', 'Sort by: Select...', and 'FILTERS (1)'. Below this is a navigation bar with left and right arrows, and a central box indicating 'RESULT 5 OF 24413'. The main grid shows class sections for the week of August 31 to September 5. The grid is organized by time slots (8 am to 9 pm) and days (Mon Aug 31 to Sat Sep 5). Class sections are represented by colored blocks with text indicating the course name, type, and dates.

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4	Sat Sep 5
8 am						
9 am	SOC 1101 LEC Aug 26 - Dec 20	COMD 1100 LEC Aug 26 - Dec 20	SOC 1101 LEC Aug 26 - Dec 20		COMD 1100 LEC Aug 26 - Dec 20	
10 am	COM 1330 LEC Aug 26 - Dec 20		COM 1330 LEC Aug 26 - Dec 20			
11 am						
12 pm	ENG 1101 LEC Aug 26 - Dec 20					
1 pm	ENG 1101 CHR Aug 26 - Dec 20					
2 pm						
3 pm	MAT 1175 LEC Aug 26 - Dec 20		MAT 1175 LEC Aug 26 - Dec 20			
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						

04 | If there is a class section you prefer, pin it to ensure class section and specific meeting time is always returned in the generated results. Pin a class to the schedule by selecting it directly on the grid.

The screenshot shows the 'SCHEDULE RESULTS' interface. At the top, there is a navigation bar with left and right arrows, and a central box indicating 'RESULT 1 OF 1'. The main grid shows class sections for the week of August 31 to September 4. The grid is organized by time slots (6 am to 4 pm) and days (Mon Aug 31 to Fri Sep 4). Class sections are represented by colored blocks with text indicating the course name, type, and dates. A hand cursor is shown pinning a 'BIO 101 LEC' class section on Tuesday, September 1st, at 10 am. A red pin icon is visible on the class section on Thursday, September 3rd, at 10 am.

Time	Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
6 am					
7 am					
8 am					
9 am					
10 am		BIO 101 LEC Aug 26 - Dec 20		BIO 101 LEC Aug 26 - Dec 20	
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					

04 | Open **Class Details** to see specific class information, such as class time, class location, and the number of available seats in a class.

The screenshot shows a mobile application interface for a course schedule. At the top right, the word "SCHEDULE" is displayed in white on a dark blue background. Below this, there is a "Class Details" toggle switch, which is currently turned on and highlighted with an orange border. To the right of the toggle is a "TIPS" button. Further right are navigation icons: a large "K", a left-pointing arrow, and the text "RESU 1 OF".

The main content area lists three classes, each with a colored header bar:

- SOC 331** (green header): Foundations of Sociological Theory. 2020 Summer Term: Jun 29 - Aug 6, Six Week - Second. Mon, Tue, Wed, Thu : 10:30 AM to 12:45 PM. Includes details for LEC 1 (5861) with 5/20 seats, no wait list, and 4.0/4.0 progress units. Location: Queens College, In Person, Kiely Hall Rm 319, Dongho Cho.
- HIST 160** (red header): VT: Topics in Global History. 2020 Summer Term: Jun 29 - Aug 6, Six Week - Second. Includes details for LEC 04 (5643) with 1/30 seats, no wait list, and 3.0/3.0 progress units. Location: Queens College, In Person, Powdermaker Hall Rm 157, Kevin Murphy.
- MATH 115** (purple header): College Algebra for Precalculus. 2020 Summer Term: Jun 29 - Aug 6, Six Week - Second. Mon, Tue, Wed, Thu : 6:30 PM to 8:04 PM. Includes details for LEC 03 (3108) with 2/20 seats, no wait list, and 3.0/3.0 progress units. Location: Queens College, In Person, Kiely Hall Rm 326. Notes: Class Attributes: Low Textbook Cost. Not open to students who are taking or have received credit, including transfer credit or advanced placement credit, for any pre calculus or calculus course.

# How to Save a Preferred Schedule

The screenshot shows a web interface for saving a preferred schedule. At the top, there is a 'SAVED' indicator and two tabs: 'FAVORITES' (selected) and 'RECOMMENDATIONS'. A small calendar icon labeled 'Summer schedule' is visible. Below the tabs, there is a 'LOAD' button, the name of the saved schedule 'Summer schedule' with an edit icon and a timestamp 'Feb 24, 2020, 02:13 PM', and a 'DELETE' button. The main area is a grid showing a weekly schedule from Monday, June 29 to Friday, July 3. The grid is organized by time slots from 10 am to 8 pm. Courses are color-coded: green for SOC 331 LEC, red for ARTH 258 LEC, and yellow for MATH 115 LEC. At the bottom, there is a date range selector for 'June 28 - July 4, 2020' and a list of course titles: 'Foundations of Sociological Theory', 'History of Photography', and 'College Algebra for Precalculus'.

	Mon Jun 29	Tue Jun 30	Wed Jul 1	Thu Jul 2	Fri Jul 3
10 am					
11 am	SOC 331 LEC Jun 29 - Aug 6	SOC 331 LEC Jun 29 - Aug 6	SOC 331 LEC Jun 29 - Aug 6	SOC 331 LEC Jun 29 - Aug 6	
12 pm					
1 pm					
2 pm	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	
3 pm					
4 pm					
5 pm					
6 pm					
7 pm	MATH 115 LEC Jun 29 - Aug 6	MATH 115 LEC Jun 29 - Aug 6	MATH 115 LEC Jun 29 - Aug 6	MATH 115 LEC Jun 29 - Aug 6	
8 pm					

01 | If you are unable to enroll immediately, save your preferred schedule as a favorite. You can have up to (5) favorites saved under different names. Options are available for you to share this link with others as well as yourself. You may also print the schedule and keep it for your records.

# How to Enroll for Classes

01 | Once you've created the perfect schedule, select **Get This Schedule**, then choose the action that best suits your needs.

## How to Validate your Shopping Cart before Enrolling

01 | Before enrolling in classes, you may choose the option **"Add to Cart"**, to add courses to your shopping cart. After completing the action, click on **'Do Action'**.

Class	Action	Options	Result
<b>SCC 252</b> 2020 Spring Term: Mar 3 - Jun 12 Regular Academic Session Organic Chemistry II Tue : 1:00 PM to 4:25 PM Tue : 5:45 PM to 10:15 PM		None	
<b>LEC 256A</b> 30698 Seats: 11/22 Wait List: None Pre-requisite of SCC 251 is required	LaGuardia CC In Person C - Center 3 Building Rm C-246 Janet Gonzalez 5.0/5.0 Progress Units	<b>Add to Cart</b>	
<b>LAB 256B</b> 30699 Seats: 11/22 Wait List: None	LaGuardia CC In Person E - E Building Rm E-314 Janet Gonzalez		

02 | To validate the shopping cart, click on Return to **"Select Courses"** and select **Validate Shopping Cart**.

SCHEDULE RESULTS

Class Details | Time | Sort by: Select... | FILTERS (1)

Validating Your Shopping Cart

Class	Result
<b>SCC 252</b> 2020 Spring Term: Mar 3 - Jun 12 Regular Academic Session Organic Chemistry II Tue : 1:00 PM to 4:25 PM Tue : 5:45 PM to 10:15 PM	
<b>LEC 256A</b> <b>In Shopping Cart</b> 30698 Seats: 11/22 Wait List: None Pre-requisite of SCC 251 is required	LaGuardia CC In Person C - Center 3 Building Rm C-246 Janet Gonzalez 5.0/5.0 Progress Units <b>Enrollment Requisites are not met. Pre-requisite of SCC 251 is required</b>
<b>LAB 256B</b> <b>In Shopping Cart</b> 30699 Seats: 11/22 Wait List: None	LaGuardia CC In Person E - E Building Rm E-314 Janet Gonzalez
<b>SCC 201</b> 2020 Spring Term: Jun 20 - Aug 8 Second Session General Chemistry I Tue, Thu : 5:45 PM to 9:05 PM Sat : 9:15 AM to 4:25 PM	
<b>LEC 810A</b> <b>In Shopping Cart</b> 30652 Seats: 10/22 Wait List: None Class Attributes: General Chemistry I Pre-requisites of ENG 99 or CUNY Writing exemption AND CSE 99 or CUNY Reading exemption AND MAT 115 are required.	LaGuardia CC In Person E - E Building Rm E-104 4.0/4.0 Progress Units <b>Enrollment Requisites are not met. Pre-requisites of ENG 99 or CUNY Writing exemption AND CSE 99 or CUNY Reading exemption AND MAT 115 are required.</b>
<b>LAB 810B</b> <b>In Shopping Cart</b> 30653 Seats: 10/22 Wait List: None Class Attributes: General Chemistry I	LaGuardia CC In Person E - E Building Rm E-314
<b>SSE 104</b> 2020 Spring Term: Jun 20 - Aug 8 Second Session Introduction to Macroeconomics Mon, Tue, Thu : 11:45 AM to 2:00 PM	
<b>LEC 7899</b> <b>In Shopping Cart</b> 28583 Seats: 10/28 Wait List: None Class Attributes: Introduction to Macroeconomics, Introduction to Macroeconomics Pre-requisites of ENG 99 AND CSE 99 AND MAT 96 OR passing scores/exemptions on the CUNY Reading, Writing & Math tests are required.	LaGuardia CC In Person C - Center 3 Building Rm C-234, C - Center 3 Building Rm C-207 3.0/3.0 Progress Units <b>The Requirement Designation Options was set to 'YES' by the enrollment process.</b>

[← BACK](#)

03 | Check your results to ensure you are able to enroll in the class in your Shopping Cart

## How to Enroll for Classes

01 | If you are ready to enroll, and you've found a schedule that you like, select **Get This Schedule**. Be sure that your actions are all set to **Enroll** and then **Do Action**.

The screenshot shows a 'SCHEDULE RESULTS' window with a 'Getting Schedule' title. It contains a table with four columns: Class, Action, Options, and Result. The table lists several classes with their respective details and enrollment actions.

Class	Action	Options	Result
<b>ACC 102</b> 2020 Spring Term: Jan 27 - May 22 Regular Academic Session Principles of Accounting II Mon, Wed : 6:00 PM to 7:50 PM		None	
● <b>LEC M26</b> 40766 Seats: 24/40 Wait List: None Prereq: ACC 101 York College In Person Academic Core Rm 2C04 Charles Parker 3.0/3.0 Progress Units	Enroll		
● <b>REC W26</b> 40767 Seats: 24/40 Wait List: None York College In Person Academic Core Rm 2C04 Charles Parker			
<b>MAT 105</b> 2020 Spring Term: Jan 27 - May 22 Regular Academic Session College Algebra Sat : 9:25 AM to 12:05 PM		You are unable to enroll in this class at this time. The last day to enroll has passed.	
● <b>LEC 302</b> 25820 Seats: 32/34 Wait List: None Prereq: MAT 103 or ACT MATH Placement Part 1 score greater than 34 and Part 2 score between 40 and 57 John Jay College In Person New Building Rm 1.101 Earik Middleton 3.0/3.0 Progress Units	Enroll		
<b>ENG 101</b> 2020 Spring Term: Jan 27 - May 22 Regular Academic Session College Composition I: Exploration & Authorship-An Inquiry-based Writing Course Tue, Thu : 4:30 PM to 5:45 PM		You are unable to enroll in this class at this time. The last day to enroll has passed.	
● <b>LEC 09</b> 9774 Seats: 21/27 Wait List: None Class Attributes: English Composition Reserved seats are being held for Non-Native English Speakers and ESL students. These seats will be released to the general student population on January 24, 2020. Placement into ENGLISH 101 John Jay College In Person Westport Building Rm 114W Stephanie Gray 3.0/3.0 Progress Units	Enroll		

At the bottom of the window, there are two buttons: '← CANCEL' and 'DO ACTIONS'.

02 | Upon enrolling, you should see the word **Added** in the **Results** column. If not, try to resolve the issue in the displayed message or contact an academic advisor.

02 | Once you enroll with 12 or more credits, an **Enrollment Encouragement** selection may be displayed under your classes.

**\*Note: Not all CUNY schools will have Enrollment Encouragement.**

SELECT COURSES

Colleges: LaGuardia CC (1/26)

Instruction Modes: All

Note: You are also registered for 'ADV-MFD 001' however this class is not enabled for display in this tool.

Select Course... Advanced Search

Import My DegreeWorks: PLAN WORKSHEET

<input checked="" type="checkbox"/>	<b>ELL 101</b> Introduction to Language <b>Enrolled</b>	LaGuardia CC	Stay enrolled in 29093-LEC	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	<b>ELS 101</b> Elementary Spanish I <b>Enrolled</b>	LaGuardia CC	Stay enrolled in 29129-LEC	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	<b>LIF 101</b> First Year Seminar for Liberal Arts <b>Enrolled</b>	LaGuardia CC	Stay enrolled in 29805-LEC - 29806-LAB	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	<b>MAT 115</b> College Algebra and Trigonometry <b>Enrolled</b>	LaGuardia CC	Stay enrolled in 47363-LEC	🔒 🗑️ ⌵

⚠️ This course contains some class sections that must be taken together with SCB-201. To get more schedule options, add SCB-201 to the list of courses.

**Speed up and Save!**

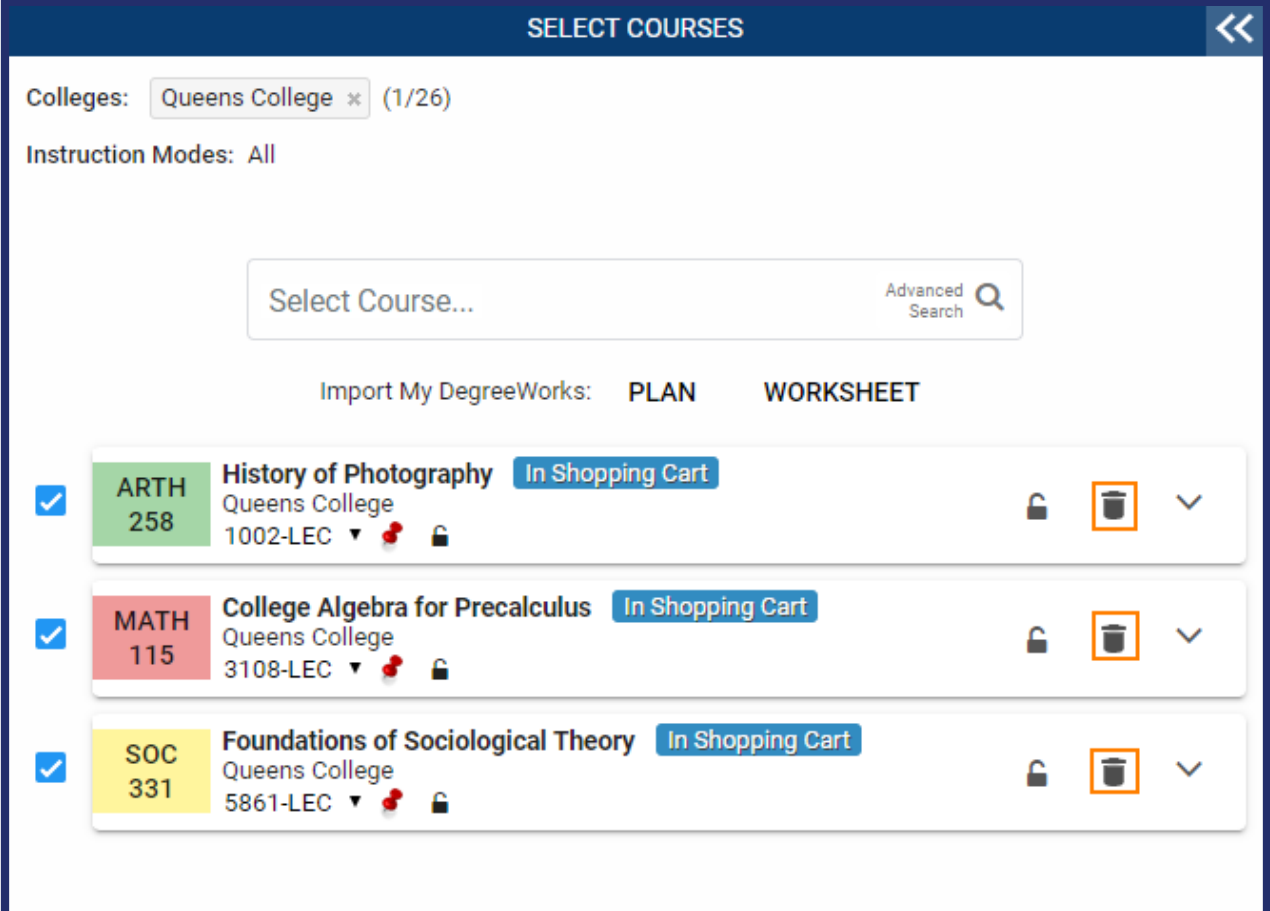
By registering for at least 12 credits across Spring I and II, you are full-time for flat-rate tuition, and potentially for financial aid. Registering for only 12 credits, however, costs you money at the end by extending your time and semesters to completion. Register now for more credits at NO EXTRA TUITION COST across the two sessions, and save money now, save money and time later, and build momentum towards your goals.

**IMPORTANT:** You may enroll in up to 18 credits in Session I, and two classes (or a total of 9 credits/equated credits for basic skills courses, whichever limit is reached first) in Session II. If you are enrolled in or need to enroll in a Remedial Reading, Writing, Math or ESL class, please speak with an advisor before you add additional classes.

If you need any assistance with registration, please email us at [Springregistration@lagcc.cuny.edu](mailto:Springregistration@lagcc.cuny.edu). Please include your name and EMPL ID.

# How to Adjust your Schedule after Enrolling

- 01 | To drop a class, select the trashcan to the right of each course you are planning to drop.



The screenshot shows a web interface titled "SELECT COURSES" with a back arrow in the top right. Below the title, it displays "Colleges: Queens College x (1/26)" and "Instruction Modes: All". A search bar contains "Select Course..." and "Advanced Search" with a magnifying glass icon. Below the search bar are two buttons: "Import My DegreeWorks: PLAN" and "WORKSHEET". The main content area lists three courses, each with a checkmark on the left and a trashcan icon on the right. The courses are:

Course ID	Course Name	Status	Action
ARTH 258	History of Photography	In Shopping Cart	Drop (trashcan icon)
MATH 115	College Algebra for Precalculus	In Shopping Cart	Drop (trashcan icon)
SOC 331	Foundations of Sociological Theory	In Shopping Cart	Drop (trashcan icon)

- 02 | Click on [Get This Schedule](#). Beside each course you plan to drop, the word **Drop** should be in the Action column.
- 03 | If the class is successfully dropped, you will see the word **Success** to the right of the course under the results column.

## How to Swap a Course

- 01 | Search and select the course you would like to enroll in.
- 02 | Next, select the open trash can icon on the course you wish to drop.  
Select **Get This Schedule** and then **Do Action**.
- 03 | If the class was successfully swapped, you should see the word success to the right of your newly enrolled class.

Class Details 
TIPS
Sort by: Select... ▼
FILTERS (1)

Getting Schedule

Class	Action	Options	Result
<p><b>MATH 115</b> 2020 Summer Term: Jun 29 - Aug 6 College Algebra for Precalculus Six Week - Second Mon, Tue, Wed, Thu : 6:30 PM to 8:04 PM</p> <p><b>LEC 03</b> <span style="background-color: #007bff; color: white; padding: 2px;">Enrolled</span> 3108 Queens College In Person Kiely Hall Rm 326 3.0/3.0 Progress Units</p> <p>Seats: 2/20 Wait List: None Recommendations: 0 : 0 Class Attributes: Low Textbook Cost Not open to students who are taking or have received credit, including transfer credit or advanced placement credit, for any pre calculus or calculus course.</p>	<div style="border: 1px solid orange; padding: 5px; display: inline-block;">Drop* <small>*Swapping for ARTH 258</small></div>	N/A	N/A
<p><b>SOC 331</b> 2020 Summer Term: Jun 29 - Aug 6 Foundations of Sociological Theory Six Week - Second Mon, Tue, Wed, Thu : 10:30 AM to 12:45 PM</p> <p><b>LEC 1</b> <span style="background-color: #007bff; color: white; padding: 2px;">Enrolled</span> 5861 Queens College In Person Kiely Hall Rm 319 Dongho Cho 4.0/4.0 Progress Units</p> <p>Seats: 5/20 Wait List: None Recommendations: 0 : 0 PRE: SOC 101</p>	None <small>(Already enrolled in this class)</small>	N/A	N/A
<p><b>ARTH 258</b> 2020 Summer Term: Jun 29 - Jul 22 History of Photography Four Week - Second Mon, Tue, Wed, Thu : 1:40 PM to 2:40 PM</p> <p><b>LEC 01</b> 1002 Queens College In Person Klapper Hall Rm 403 Herbert Hartel Jr 3.0/3.0 Progress Units</p> <p>Seats: 6/30 Wait List: None Recommendations: 0 : 0</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Enroll ▼</div>	None	<div style="border: 1px solid orange; padding: 5px; display: inline-block;"> <b>Swapped</b> Success - This class is added to your schedule.                 </div>

RETURN TO "SELECT COURSES"

Click this button to view the latest state of your courses.

## How to Swap a Section

01 | Click on the dropdown beside the class number.

02 | Choose the section you would like to swap for.

The screenshot shows the 'SELECT COURSES' interface. At the top, it says 'SELECT COURSES' with a back arrow. Below that, it shows 'Colleges: Queens College x (1/26)' and 'Instruction Modes: All'. There is a search bar labeled 'Select Course...' with an 'Advanced Search' button. Below the search bar, there are buttons for 'Import My DegreeWorks: PLAN WORKSHEET'. The main content area shows a course card for 'HIST 160 VT: Topics in Global History' with an 'Enrolled' status. A dropdown menu is open for the section '5631-LEC', showing options: 'Stay enrolled in 5633-LEC', 'Drop Course', 'Try all classes (4)', and 'Try specific classes (1/4)'. Below the dropdown, there is a 'Session:' dropdown set to '5631-LEC' and a 'Classes:' list with checkboxes for '5631-LEC', '5642-LEC', '5643-LEC', and '5644-LEC'. At the bottom right of the course card, there are buttons for 'SELECT ALL' and 'SELECT NONE'.

03 | Select Get This Schedule and then Do Action.