

Enrollment Shopping Cart

Students may use the Enrollment Shopping Cart to save classes until it is time to enroll for the term. Students may validate (eligibility and availability) class selections prior to the enrollment appointment.

Step			Action	
1.	Enter https://home.cunyfirs	t.cun	y.edu in your browse	er's address bar:
	Enter your UsernameFrom the Enterprise	and Men	Password and click t u, select the HR/Can	the 😡 Go icon. npus Solutions link.
2.	Navigate to: Self Service > S	Stude	ent Center.	
3.	In the Academics section sel	ect th	ne enrollment shop	ping cart link.
	Academics			
	<u>Search</u> Plan	8)eadlines 😡 UR	L
	Enroll	2012	Fall Term Schedule	
	My Academics		Class	Schedule
	other academic 🗸 📎	3	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA
	Academic Planner Apply for Graduation Class Schedule Course History Enrollment Verification	8	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA
	Enrollment: Add Enrollment: Drop Enrollment: Edit Enrollment: Swap Exam Schedule Grades	8	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA
	Transfer Credit: Report other academic	3	SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327
				weekly schedule enrollment shopping cart



Quick Reference Guide

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6. When the class number is known, then on the Add Classes to Shopping a. Cart page, enter the unique four or five digit class number in the Enter Class Nbr field and then click the enter button. change term 2011 Fall Term | Undergraduate | Queens College Closed Open A Wait List 2011 Fall Term Shopping Cart Add to Cart: Select Class Days/Times Room **Instructor Units Status** Enter Class Nbr ARTH 101-01 Mo 9:15AM 7037 enter 10 3.00 Klapper 401 E. Krest (2125) - 12:05PM Find Classes TuTh BALA 100-01 D. 3:05PM -3.00 0 Class Search Honors 17 Leventhal (2266) 4:20PM My Planner search delete validate enroll for selected: On the 1. Select classes to add - Enrollment Preference page, review b. section information, update Class Preferences as needed, and then click the Next button to add the class to your Shopping Cart. Note: Available Class Preferences will vary depending on the course. 2011 Fall Term | Undergraduate | Queens College AMST 110W - INTRO AMER SOC/CULT **Class Preferences** Wait list if class is full Wait List AMST 110W-01 Open Lecture Permission Nbr Session Regular Academic Session Grading Undergraduate Letter Grades Career Undergraduate Units 3.00 **Enrollment Information** PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY **Requirement Designation** Evening Class Regular Liberal Arts Take Requirement Designation NEXT CANCEL Start/End Date Section Component Days & Times Instructor Room Fr 4:30PM -7:30PM 08/26/2011 -01 Lecture TBA Staff 12/22/2011



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Quick Reference Guide



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Self Service: Student

Quick Reference Guide

9.	Prior to enrollment, s confirm your eligibility Add to Cart: Enter Class Nbr Find Classes © Class Search	elect the checkbo y (i.e. prerequisite 2012 Fall Term Shop Select Class BBA 432-01 (8626)	x of each cl. s) and their ping Cart Days/Times	ass in you availabilit Room TBA delete	y (i.e. time Instructor Staff validate	Units Status 3.00	
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					SHOPPING (CART	
	End of Procedure.						



Once you have enrolled in a class, you will need to use the following steps to drop that class.

1. Click the **Enroll** link in the upper left portion of the **Student Center** page.

Academics
Enroll My Academics
Mid-Term Grades

2. Under the Enroll tab, click the Drop subtab.

Search	Enroll	My Academics
my class schedule add	drop	edit term information

3. Select the term in which you would like to drop a class and click **Continue**.

4	Sel	ect Term			
	Sel	ect a term then click Con Term	tinue.	Institution	1
ł	0	Fall Term 2010-2011	Undergraduate	University of Pittsburgh	-
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4. Click the boxes next to the class or classes you would like to drop, then click Drop Selected Classes.

Classes					1	-[2][
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Class	Description	Days/Times	Room	Instructor	Units	Status
BIOSC 0150- 1030 (10528)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	L. Daniels, L. Thomas	3.00	1
BIOSC 0150- 1050 (11932)	FOUNDATIONS OF BIOLOGY 1 (Secitation)	Tu 4:00PM - 4:50PM	A224 Langley Hall	L. Daniels		~
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Note: When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar's Office on your campus.

5. Review the information on the **Confirm your selection** screen. Here is a copy of the text:

A change to less than full-time enrollment may cause scholarships, grants or loans to be canceled, as some programs of financial aid are only available to full-time students.

Full-time enrollment for undergraduate students is a minimum of 12 credits per term and half-time is a minimum of 6 credits per term. Most University undergraduate scholarship and grant programs require that you enroll as a fulltime student each semester to be eligible. Students eligible for a federal Pell Grant may receive limited Pell Grant assistance for less than half-time study.

For graduate students, full-time enrollment is 9 or more credits per term. Halftime enrollment is a minimum of 4.5 credits per term.

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

6. Click the Finish Dropping button to drop the classes you have selected.

Class	Description	Days/Times	Room	Instructor	Units	Status
<u>BIOSC 0150-1030</u> (10528)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	L. Daniels, L. Thomas	3.00	4
BIOSC 0150-1050 (11932)	FOUNDATIONS OF BIOLOGY 1 (Recitation)	Tu 4:00PM - 4:50PM	A224 Langley Hall	L. Daniels		4

7. On the View results page, a green checkmark displays next to the classes that have been dropped.





Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).

Student Center	- >>
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Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the **trashcan** icon $\widehat{\square}$.

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours For technical assistance, contact Student Help Desk at (718) 368-6888.