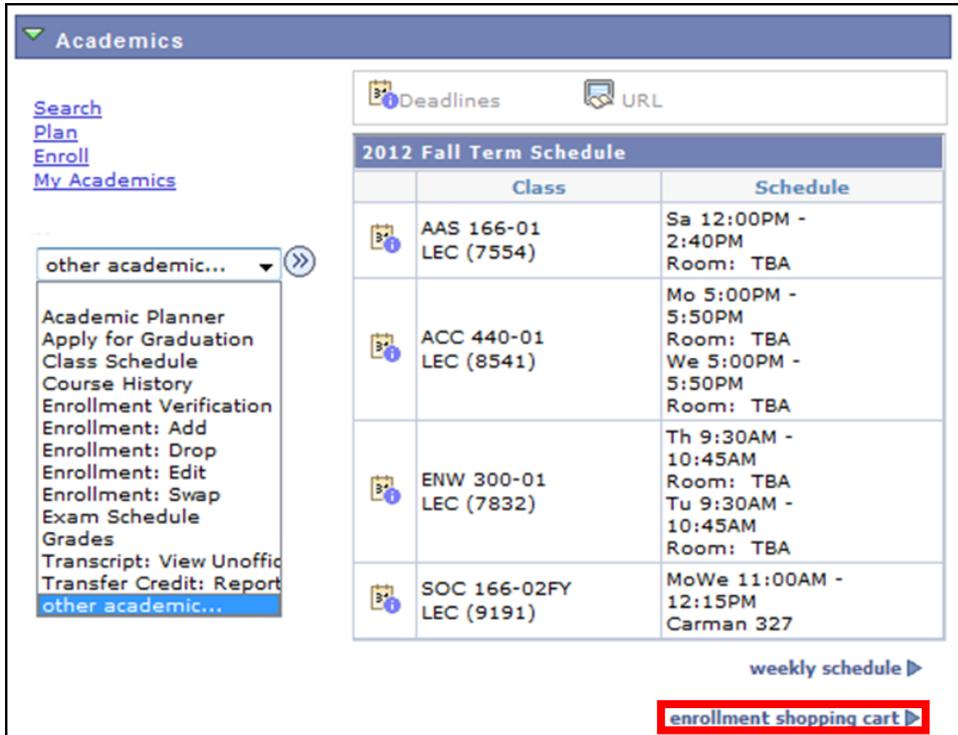


Enrollment Shopping Cart

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.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link. 																		
2.	Navigate to: <u>Self Service > Student Center.</u>																		
3.	In the Academics section select the enrollment shopping cart link. <div data-bbox="391 688 1349 1423" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the 'Academics' section of the CUNYfirst website. On the left, there is a search bar with 'other academic...' entered and a dropdown menu open. The dropdown menu contains several options, with 'enrollment shopping cart...' highlighted in blue. On the right, there is a '2012 Fall Term Schedule' table with columns for 'Class' and 'Schedule'. Below the table, there are links for 'weekly schedule' and 'enrollment shopping cart', with the latter link highlighted in a red box.</p> <table border="1" data-bbox="743 821 1333 1325"> <thead> <tr> <th colspan="3">2012 Fall Term Schedule</th> </tr> <tr> <th></th> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>AAS 166-01 LEC (7554)</td> <td>Sa 12:00PM - 2:40PM Room: TBA</td> </tr> <tr> <td></td> <td>ACC 440-01 LEC (8541)</td> <td>Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA</td> </tr> <tr> <td></td> <td>ENW 300-01 LEC (7832)</td> <td>Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA</td> </tr> <tr> <td></td> <td>SOC 166-02FY LEC (9191)</td> <td>MoWe 11:00AM - 12:15PM Carman 327</td> </tr> </tbody> </table> </div>	2012 Fall Term Schedule				Class	Schedule		AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA		ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA		ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA		SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327
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<p>4.</p>	<p>As needed, on the Shopping Cart page, select a term radio button.</p> <div data-bbox="396 310 1352 800" style="border: 1px solid black; padding: 5px;"> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2011 Summer Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>2011 Fall Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> </tbody> </table> <p style="text-align: right;">CONTINUE</p> </div>		Term	Career	Institution	<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College	<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College
	Term	Career	Institution										
<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College										
<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College										
<p>5.</p>	<p>Click the CONTINUE button.</p>												

6. a. When the **class number** is known, then on the **Add Classes to Shopping Cart** page, enter the unique four or five digit class number in the **Enter Class Nbr** field and then click the **enter** button.

2011 Fall Term | Undergraduate | Queens College [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ARTH 101-01 (2125)	Mo 9:15AM - 12:05PM	Klapper 401	E. Krest	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	<input checked="" type="radio"/>

for selected: [delete](#) [validate](#) [enroll](#)

- b. On the **1. Select classes to add – Enrollment Preference** page, review 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

AMST 110W-01 Lecture Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Grading Undergraduate Letter Grades

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Units 3.00

Requirement Designation

Regular Liberal Arts

Take Requirement Designation

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

- c. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College [change term](#)

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 <small>(7037)</small>	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 <small>(2266)</small>	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

7. a. To find a class using the Class Schedule search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.

- b. On the **Enter Search Criteria** page select the **Course Subject** from the dropdown list, enter the course number from in the Course Catalog in the **Course Number** field or leave the field blank to list all of the subject's courses, and/or select the **Course Career** from the dropdown list. To show all sections uncheck the **Show Open Classes Only** checkbox. To narrow your search results, select the **Additional Search Criteria** link and enter additional criteria. After selecting you search criteria, then click the **Search** button.

- c. On the **1. Select classes to add – Enrollment Preference** page review the section information, update **Class Preferences** as needed, then click the **Next** button to add the class to your **Shopping Cart**.
Note: Available Class Preferences will vary depending on the course.

- d. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College [change term](#)

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 <small>(7037)</small>	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 <small>(2266)</small>	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

8. a. To move courses from your Academic Planner to your **Shopping Cart**, then on the **Add Classes to Shopping Cart** page, click the **My Planner** radio button and then click the **search** button.

The screenshot shows the 'Add to Cart' interface. On the left, there is a section for 'Add to Cart' with an 'Enter Class Nbr' field and an 'enter' button. Below that are 'Find Classes' options: 'Class Search' (radio button) and 'My Planner' (radio button, highlighted with a red box). At the bottom of this section is a 'search' button (highlighted with a red box). On the right, a table titled '2011 Fall Term Shopping Cart' is displayed. The table has columns: 'Select', 'Class', 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. One row is visible for 'BALA 100-01 (2266)' with a green status indicator. Below the table are buttons for 'delete', 'validate', and 'enroll'.

- b. On the **Search from My Planner** page, click the **Select** button next to a course to add to the Shopping Cart.

Note: Only courses offered for the current semester may be added to the Shopping Cart.

The screenshot shows two tables. The first table is titled '2011 Fall Term' and has columns: 'Course', 'Description', 'Units', and 'Term Status'. It contains one row: 'AMST 222 US IN GLOBAL SETTING' with 3.00 units and a status of 'Not offered in 2011 Fall Term.'. The second table is titled 'Unassigned Courses' and has columns: 'Course', 'Description', 'Units', 'Term Status', and 'Select'. It contains one row: 'AMST 110W INTRO AMER SOC/CULT' with 3.00 units and a status of 'Classes available this term.'. The 'select' button in the 'Select' column of this row is highlighted with a red box.

c. On the **1. Select classes to add – Enrollment Preference** page, review the 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

AMST 110W-01 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Undergraduate Letter Grades

Career Undergraduate Units 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation
 Regular Liberal Arts
 Take Requirement Designation

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

d. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

✔ AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

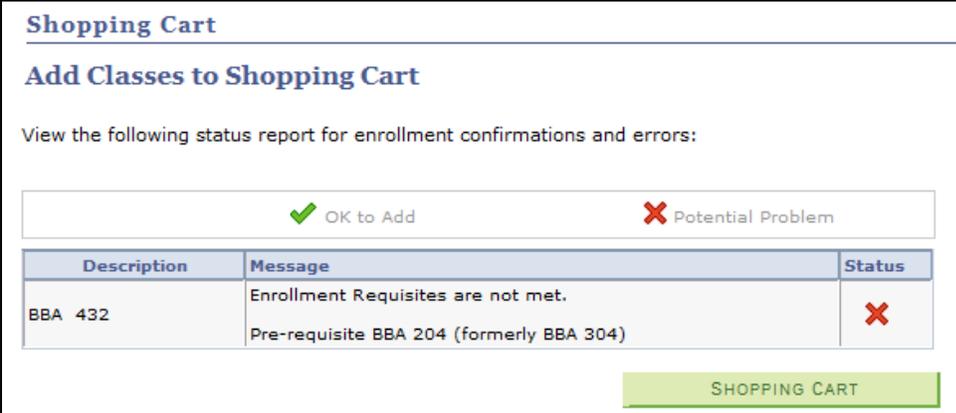
Class Search

My Planner

search

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 (7037)	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: delete validate **enroll**

<p>9.</p>	<p>Prior to enrollment, select the checkbox of each class in your Shopping Cart to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts).</p> 
<p>10.</p>	<p>Select the validate button.</p> <p>Note: Review the validation status report and adjust your planned schedule as needed.</p> <p>Note: Classes in your shopping cart remain there throughout the semester, until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart displaying whether the class is open or closed.</p> 
<p>End of Procedure.</p>	

Drop a Class

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.



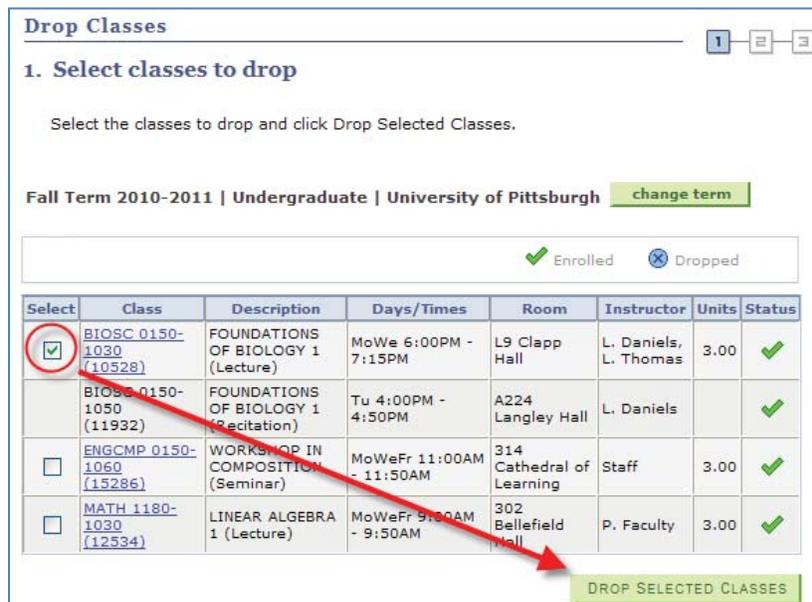
2. Under the **Enroll** tab, click the **Drop** subtab.



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



4. Click the boxes next to the class or classes you would like to drop, then click **Drop Selected Classes**.





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 full-time 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. Half-time 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
BIOSC 0150-1030 (10528)	FOUNDATIONS OF BIOLOGY 1 (Lecture)	MoWe 6:00PM - 7:15PM	L9 Clapp Hall	L. Daniels, L. Thomas	3.00	✓
BIOSC 0150-1050 (11932)	FOUNDATIONS OF BIOLOGY 1 (Recitation)	Tu 4:00PM - 4:50PM	A224 Langley Hall	L. Daniels		✓

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

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

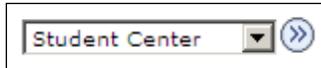
Fall Term 2010-2011 | Undergraduate | University of Pittsburgh

✓ Success: dropped ✗ Error: unable to drop class

Class	Message	Status
BIOSC 0150	Success: This class has been removed from your schedule.	✓

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 (>>).



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 .

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.