
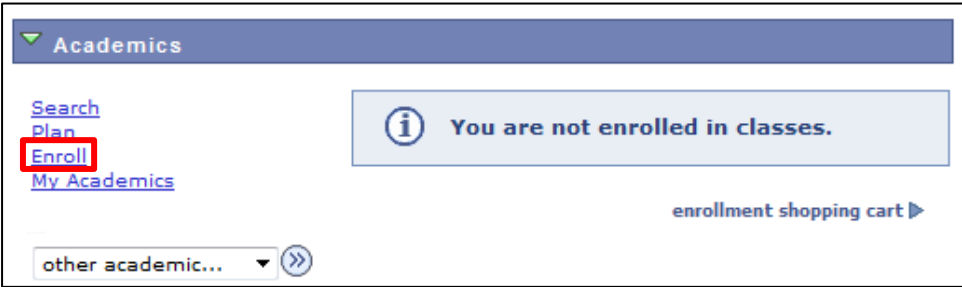
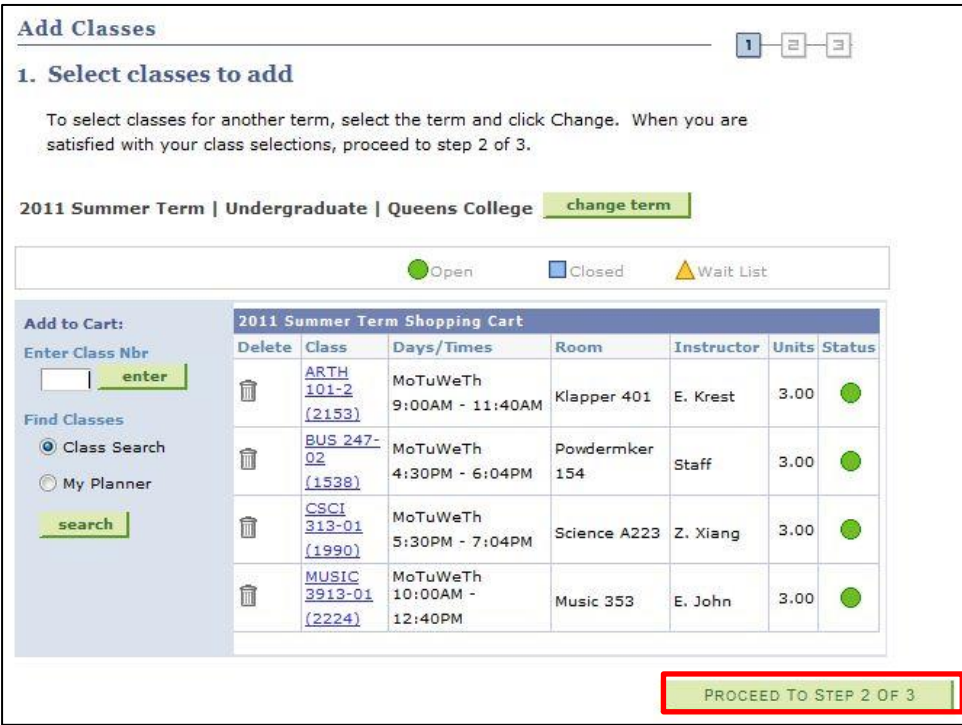


## Class Enrollment


Students may use self-service to enroll in classes. A step by step wizard guides students through the enrollment process of adding classes.


Note: Parts of images may be obscured for security reasons.

| Step | Actions   |
|------|---|
| 1.   | <p>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar:</p> <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the Enterprise Menu, select the HR/Campus Solutions link.</li> </ul>   |
| 2.   | <p>Navigate to: Self Service &gt; Student Center.</p>   |
| 3.   |  <p>On the <b>Student Center</b> page in the <b>Academics</b> section, click the <b>Enroll</b> link.</p>  |
| 4.   |  <p>The <b>Add Classes</b> page with the <b>1. Select classes to add</b> section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the <b>Classes Shopping Cart</b> step sheet to put additional preferred sections in your <b>Shopping Cart</b> from <b>My Planner</b>, using <b>Class Search</b> or entering class section</p> |

|                      | numbers.  |                            |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
|----------------------|---|----------------------------|----------------|------------|----------|---|-------|---------|---|--------------------------------|---------------------------|---|----------|------------|--|-------------------|-------------------------|--------------------------|----------------|-------|------|---|--------------------|---------------------------|--------------------------|--------------|----------|------|---|----------------------|-------------------------------|----------------------------|-----------|---------|------|---|
| 5.                   | Click the <b>PROCEED TO STEP 2 OF 3</b> button.   |                            |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| 6.                   | <div data-bbox="425 333 1383 1033" style="border: 1px solid black; padding: 10px;"> <p><b>Add Classes</b> <span style="float: right;">1 2 3</span></p> <p><b>2. Confirm classes</b></p> <p>Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.</p> <p>2011 Summer Term   Undergraduate   Queens College</p> <div style="text-align: center; margin-bottom: 10px;"> <span style="color: green;">●</span> Open    <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px;"> </span> Closed    <span style="color: orange;">▲</span> Wait List         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 101-2 (2153)</td> <td>HIS OF WESTERN ART I (Lecture)</td> <td>MoTuWeTh 9:00AM - 11:40AM</td> <td>Klapper 401</td> <td>E. Krest</td> <td>3.00</td> <td style="text-align: center; color: green;">●</td> </tr> <tr> <td>BUS 247-02 (1538)</td> <td>BUSINESS ECON (Lecture)</td> <td>MoTuWeTh 4:30PM - 6:04PM</td> <td>Powdermker 154</td> <td>Staff</td> <td>3.00</td> <td style="text-align: center; color: green;">●</td> </tr> <tr> <td>CSCI 313-01 (1990)</td> <td>DATA STRUCTURES (Lecture)</td> <td>MoTuWeTh 5:30PM - 7:04PM</td> <td>Science A223</td> <td>Z. Xiang</td> <td>3.00</td> <td style="text-align: center; color: green;">●</td> </tr> <tr> <td>MUSIC 3913-01 (2224)</td> <td>VT:SPECIAL PROBLEMS (Lecture)</td> <td>MoTuWeTh 10:00AM - 12:40PM</td> <td>Music 353</td> <td>E. John</td> <td>3.00</td> <td style="text-align: center; color: green;">●</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">CANCEL</span>    <span style="border: 1px solid #ccc; padding: 2px 10px;">PREVIOUS</span>    <span style="border: 2px solid red; padding: 2px 10px; color: green; font-weight: bold;">FINISH ENROLLING</span> </div> </div> <p>The <b>Add Classes</b> page, with the <b>2. Confirm classes</b> section displays. Examine the <b>Status</b> icons to ensure your chosen classes are available. Select the <b>FINISH ENROLLING</b> button.</p> | Class                      | Description    | Days/Times | Room     | Instructor  | Units | Status  | ARTH 101-2 (2153)   | HIS OF WESTERN ART I (Lecture) | MoTuWeTh 9:00AM - 11:40AM | Klapper 401   | E. Krest | 3.00       | ●  | BUS 247-02 (1538) | BUSINESS ECON (Lecture) | MoTuWeTh 4:30PM - 6:04PM | Powdermker 154 | Staff | 3.00 | ● | CSCI 313-01 (1990) | DATA STRUCTURES (Lecture) | MoTuWeTh 5:30PM - 7:04PM | Science A223 | Z. Xiang | 3.00 | ● | MUSIC 3913-01 (2224) | VT:SPECIAL PROBLEMS (Lecture) | MoTuWeTh 10:00AM - 12:40PM | Music 353 | E. John | 3.00 | ● |
| Class                | Description   | Days/Times                 | Room           | Instructor | Units    | Status  |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| ARTH 101-2 (2153)    | HIS OF WESTERN ART I (Lecture)  | MoTuWeTh 9:00AM - 11:40AM  | Klapper 401    | E. Krest   | 3.00     | ●   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| BUS 247-02 (1538)    | BUSINESS ECON (Lecture)   | MoTuWeTh 4:30PM - 6:04PM   | Powdermker 154 | Staff      | 3.00     | ●   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| CSCI 313-01 (1990)   | DATA STRUCTURES (Lecture)   | MoTuWeTh 5:30PM - 7:04PM   | Science A223   | Z. Xiang   | 3.00     | ●   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| MUSIC 3913-01 (2224) | VT:SPECIAL PROBLEMS (Lecture)   | MoTuWeTh 10:00AM - 12:40PM | Music 353      | E. John    | 3.00     | ●   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| 7.                   | <div data-bbox="425 1243 1383 1841" style="border: 1px solid black; padding: 10px;"> <p><b>Add Classes</b> <span style="float: right;">1 2 3</span></p> <p><b>3. View results</b></p> <p>View the following status report for enrollment confirmations and errors:</p> <p>2011 Summer Term   Undergraduate   Queens College</p> <div style="text-align: center; margin-bottom: 10px;"> <span style="color: green;">✔</span> Success: enrolled    <span style="color: red;">✘</span> Error: unable to add class         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ARTH 101</td> <td><b>Success:</b> This class has been added to your schedule.</td> <td style="text-align: center; color: green;">✔</td> </tr> <tr> <td>BUS 247</td> <td><b>Success:</b> This class has been added to your schedule.</td> <td style="text-align: center; color: green;">✔</td> </tr> <tr> <td>CSCI 313</td> <td><b>Error:</b> You cannot add this class due to a time conflict with class 1538. Select another class.</td> <td style="text-align: center; color: red;">✘</td> </tr> <tr> <td>MUSIC 3913</td> <td><b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.</td> <td style="text-align: center; color: red;">✘</td> </tr> </tbody> </table> </div>   | Class                      | Message        | Status     | ARTH 101 | <b>Success:</b> This class has been added to your schedule. | ✔     | BUS 247 | <b>Success:</b> This class has been added to your schedule. | ✔                              | CSCI 313                  | <b>Error:</b> You cannot add this class due to a time conflict with class 1538. Select another class. | ✘        | MUSIC 3913 | <b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit. | ✘                 |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| Class                | Message   | Status                     |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| ARTH 101             | <b>Success:</b> This class has been added to your schedule.   | ✔                          |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| BUS 247              | <b>Success:</b> This class has been added to your schedule.   | ✔                          |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| CSCI 313             | <b>Error:</b> You cannot add this class due to a time conflict with class 1538. Select another class.   | ✘                          |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |
| MUSIC 3913           | <b>Error:</b> Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.  | ✘                          |                |            |          |   |       |         |   |                                |                           |   |          |            |  |                   |                         |                          |                |       |      |   |                    |                           |                          |              |          |      |   |                      |                               |                            |           |         |      |   |

The **Add Classes** page, with the 3. **View results** section displays.

**Note:** *The Message column will indicate Success and the Status column will show  a green check mark in the Status column to indicate successful registration for a class.*

**Note:** *Courses with  errors remain in your shopping cart. You may take actions to correct these errors and enroll later.*

**Enrollment Encouragement**

Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of '**View Results**' page as shown in the screenshot below.

**Enrollment Encouragement**

Congratulations!

You have been selected as a student who is eligible to enroll for additional course(s) at no extra tuition charge. Undergraduate matriculated students are considered full-time if registered for 12 or more equated credit in a term. You can take advantage of this opportunity by enrolling for additional course(s) for the same tuition charge, up to 18 credits. Undergraduate full-time students who are also in-state residents and are enrolled between 12-18 credits are charged tuition on a semester basis.

**Yes I'm Interested**    
  **No Thanks**

| Select                   | Decline Reason                |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Course Not Offered this term  |
| <input type="checkbox"/> | Desired Class Section closed  |
| <input type="checkbox"/> | Will think about it later     |
| <input type="checkbox"/> | Not Interested                |
| <input type="checkbox"/> | Not at this time              |
| <input type="checkbox"/> | Current course load demanding |
| <input type="checkbox"/> | Time conflict                 |
| <input type="checkbox"/> | Missing needed pre-requisites |
| <input type="checkbox"/> | Family Reasons                |
| <input type="checkbox"/> | Personal Reasons              |
| <input type="checkbox"/> | Other                         |

Comment:

Do not show this message for this term again

submit

|                                 |   |
|---------------------------------|---|
|                                 | <p>Student interested in enrolling for additional courses will click on <b>'Yes I'm Interested'</b>. Students who do not wish to enroll for additional courses will click on <b>'No Thanks'</b>, which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.</p> <p>Clicking on the checkbox next to the <b>'Do not show this message for this term again'</b> will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.</p> <p><b>Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.</b></p> <p><b>Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</b></p> |
| <p><b>8.</b></p>                | <p>Click on 'submit' to post the feedback.</p>  |
| <p><b>End of Procedure.</b></p> |   |