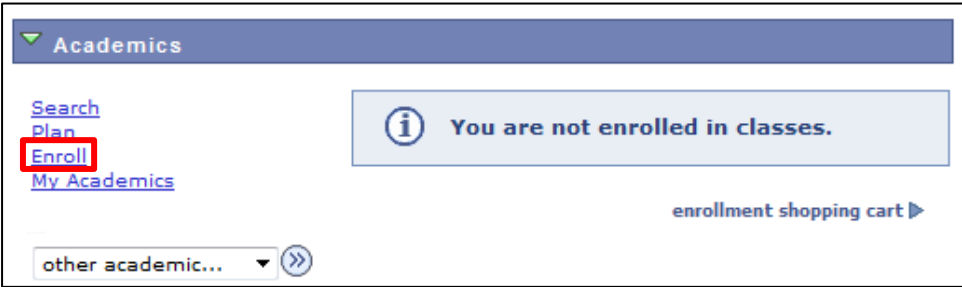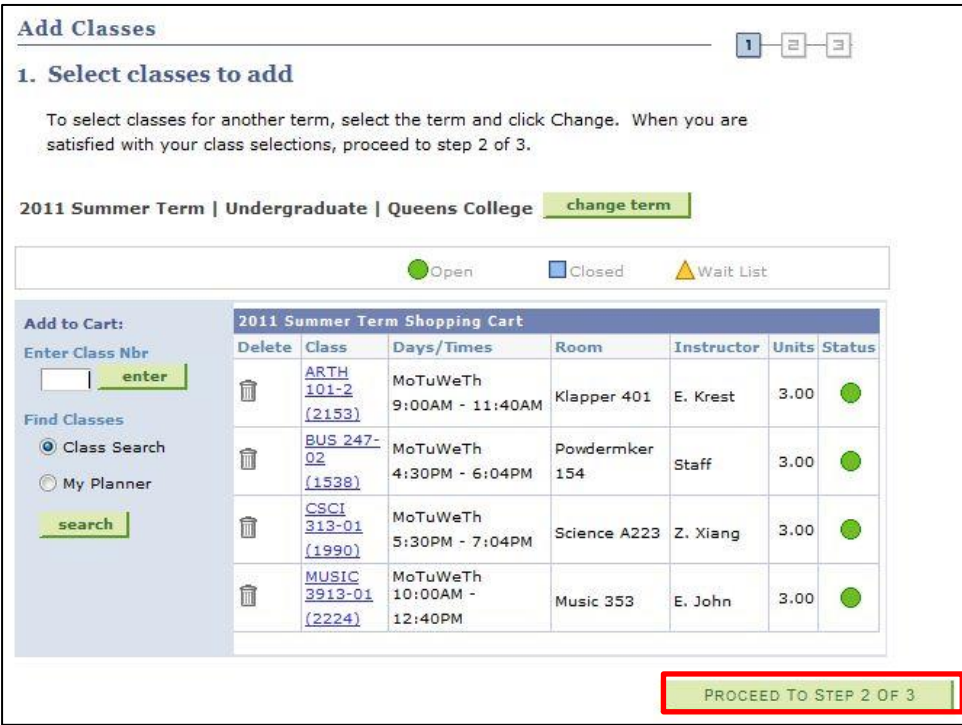![CUNYfirst - Fully Integrated Resources & Services Tool]

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.	Enter **https://home.cunyfirst.cuny.edu** in your browser's address bar: • **Enter your Username and Password and click the ⊙ Go icon.** • **From the Enterprise Menu, select the HR/Campus Solutions link.**
2.	**Navigate to: Self Service > Student Center.**
3.	 On the **Student Center** page in the **Academics** section, click the **Enroll** link.
4.	 The **Add Classes** page with the **1. Select classes to add** section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the **Classes Shopping Cart** step sheet to put additional preferred sections in your **Shopping Cart** from **My Planner**, using **Class Search** or entering class section

	numbers.
5.	**Click the PROCEED TO STEP 2 OF 3 button.**
6.	

The **Add Classes** page, with the **2. Confirm classes** section displays.
Examine the **Status** icons to ensure your chosen classes are available.
Select the **FINISH ENROLLING** button.

7.	

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
☐	Course Not Offered this term
☐	Desired Class Section closed
☐	Will think about it later
☐	Not Interested
☐	Not at this time
☐	Current course load demanding
☐	Time conflict
☐	Missing needed pre-requisites
☐	Family Reasons
☐	Personal Reasons
☐	Other

Comment: [   ]

☐ Do not show this message for this term again

submit

	Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks',** 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. Clicking on the checkbox next to the **'Do not show this message for this term again'** will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester. *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.* *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.*
8.	Click on 'submit' to post the feedback.
	End of Procedure.