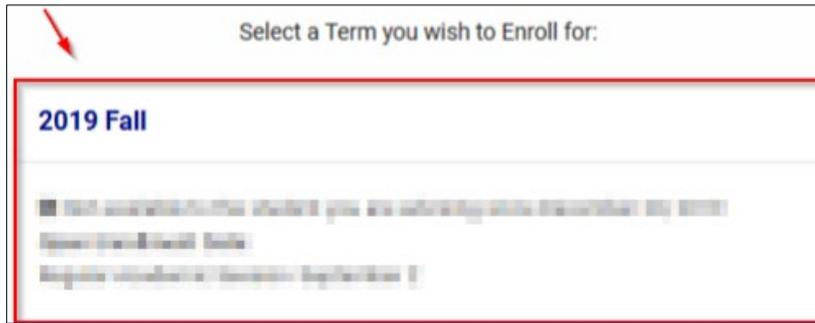


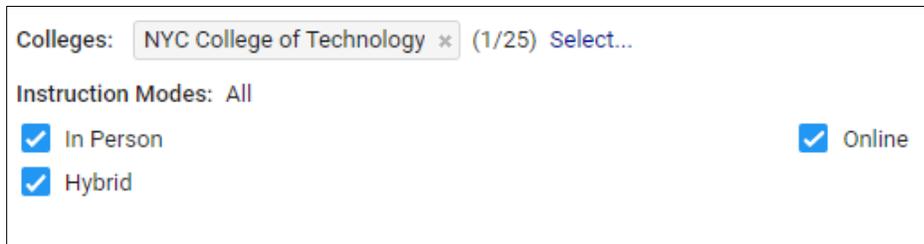
1. Log into CUNYfirst at <https://home.cunyfirst.cuny.edu> and select **Student Center**
2. From your Student Center, under *Academics* click **Launch Schedule Builder**



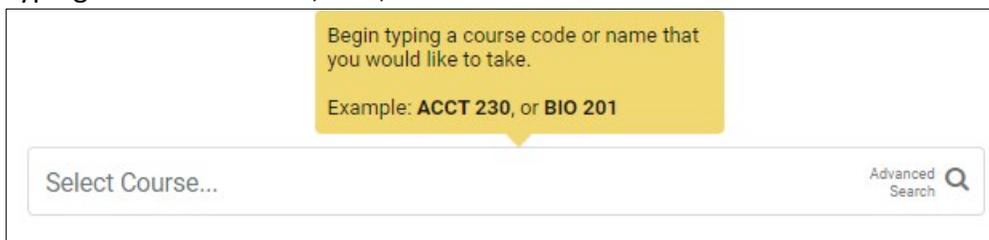
3. Select a term to create a schedule



4. Select **NYC College of Technology** as your college and choose your preferred instruction mode



5. Search the class that you want to enroll by:
  - a. Typing the course name, title, or instructor



b. Selecting **Advanced Search** for more search options

Advanced Course Search

Selected colleges only (1) ☑

Academic Career:

Course Subject:

Course Attribute: Writing Intensive

Course Attribute Value: Writing Intensive

Requirement Designation: Flexible Core - Creative Expression

Session:

Keywords: Class Number, Title, Instructor...

SEARCH

ADD 2 SELECTED COURSES

- ARCH 2321**  
History of ARCH: 1900- Present
- ARTH 1100**  
History and Appreciation of Photography
- ENG 1141**  
Creative Writing
- ENG 1142**  
Introduction to Poetry Writing
- ENG 2001**  
Introduction to Literature I Fiction
- ENG 2002**  
Introduction to Literature II Drama

View selected only ☑

c. Or, clicking on **WORKSHEET** to select courses from your degree audit

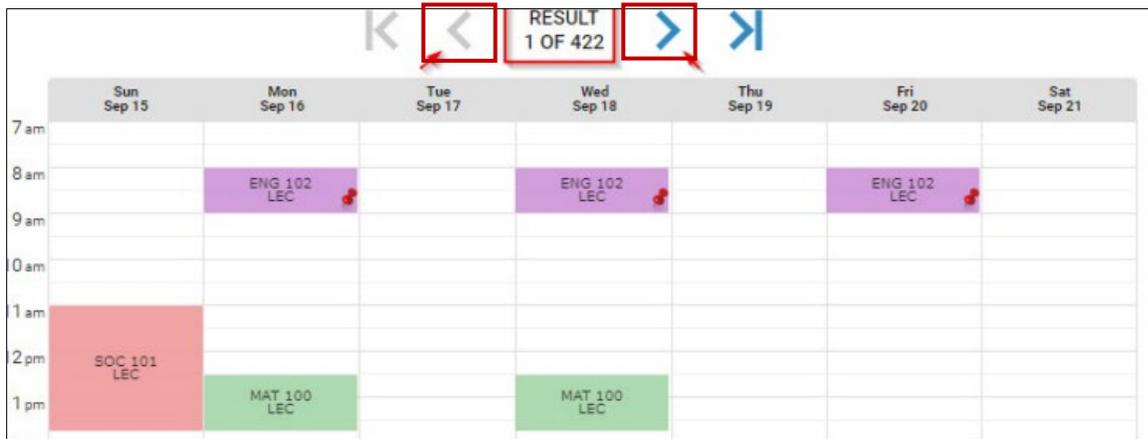
Select Course... Advanced Search 🔍

Import My DegreeWorks: **WORKSHEET**



SUMMARY	AUDIT	STILL NEEDED
<input type="checkbox"/> Scientific World ^	<input type="checkbox"/> Research Methods for Social & Behavioral Sciences ^	<p style="color: red; margin: 0;">Still Needed:</p> <p style="margin: 0;">1 Class in</p> <p style="margin: 0;"><b>SBS 2000</b></p> <div style="border: 2px solid red; display: inline-block; background-color: white; padding: 5px 20px; margin-top: 10px;">SELECT</div>

6. Select which class schedule is more convenient for you depending on the day and time of the class



7. After finding a schedule, click on **Class Details** to check your class information, such as its description, seats available, classroom, and instruction mode

Class Details

TIPS

**SCP 105** 2019 Fall Term: Sep 10 - Dec 19  
Regular Academic Session

Life in the Universe  
Fri : 11:45 AM to 3:15 PM

**LEC 0555**  
44480  
Seats: 1/22  
Wait List: None

LaGuardia Community College  
In Person  
E - E Building Rm E-129  
3.0 Units

**BTA 112** 2019 Fall Term: Sep 10 - Dec 19  
Regular Academic Session

Principles of Accounting II  
Mon, Wed : 11:45 AM to 2:00 PM

**LEC 0028**  
45260  
 Seats: 2/34  
Wait List: None

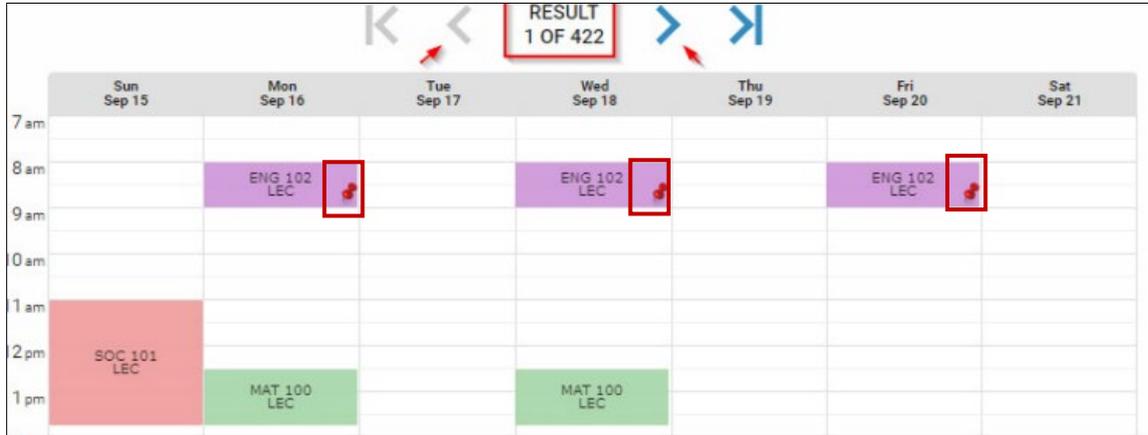
*or*

**LEC 0025**  
42977  
 Seats: 7/34  
Wait List: None

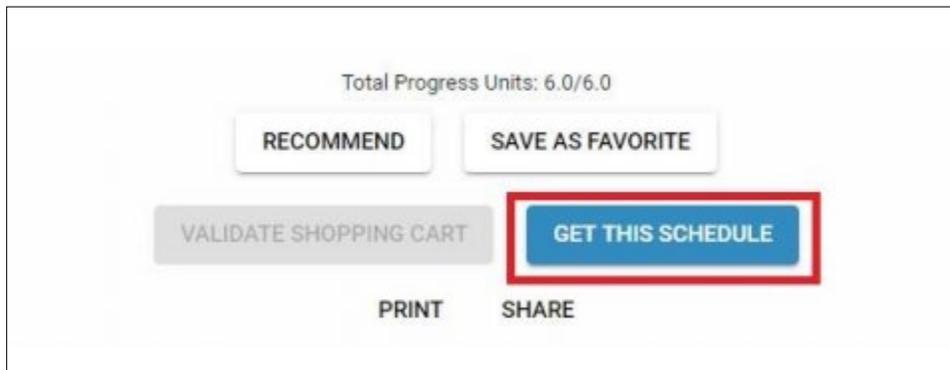
LaGuardia Community College  
In Person  
LGCC-B Rm B-302  
Rajendra Bhika  
3.0 Units

LaGuardia Community College  
In Person  
LGCC-B Rm B-220  
Javier Serna  
3.0 Units

- If you want to find a new class, first click on the previous classes that you found so they are pinned. Having it pinned will not allow the classes to be moved. If you want to remove the pin, just click on the class one more time



- After finding a schedule, scroll down and click **Get This Schedule**



- Verify that your schedule is correct and click **Do Action**