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](image)

b1. Search for courses using the course subject, course number, or keywords.

b2. Select courses individually or add selected courses.

b3. Advanced options include selecting courses by academic career, course subject, course attribute, course attribute value, requirement designation, and session.

b4. Click **SEARCH** to view the selected courses.

b5. Click **ADD 2 SELECTED COURSES** to add the selected courses to your registration.

b6. Click **SEARCH** again to add more courses.

b7. Click **Clear** to reset the search.

b8. Click **Advanced Search** for more search options.

b9. Click **WORKSHEET** to select courses from your degree audit.

![Worksheets](image)

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

![Worksheet](image)

c1. Select course options and import your My DegreeWorks.

c2. Click **WORKSHEET** to select courses.

c3. Click **SUMMARY** to view your selected courses.

c4. Click **AUDIT** to view courses still needed.

c5. Click **SELECT** to add the selected course.
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.
8. 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.

![Class Schedule](image)

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

![Get This Schedule button](image)

10. Verify that your schedule is correct and click **Do Action**

![Do Actions button](image)