- 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

| 1 | Select a Term you wish to Enroll for: |
|---|---|
| 2019 Fall | |
| Bernstein Spectrum | intential statistic process advecting anno transmiser my term and bank and the second statistic for |

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

| | Begin typing a course code or name that you would like to take. | |
|---------------|---|----------------------|
| | Example: ACCT 230, or BIO 201 | |
| Select Course | | Advanced Q Search |



b. Selecting Advanced Search for more search options

| Advanced Course Search | | | | | | |
|--------------------------|-------------------------------------|---|--|--|---------------|--|
| Selected colleges only (| 1) | | | ARCH 2321 History of ARCH: 1900- Present | | |
| Academic Career: | | ~ | | ARTH 1100 History and Appreciation of Photography | | |
| Course Subject: | | • | | ENG 1141 Creative Writing | | |
| Course Attribute: | Writing Intensive | • | | ENG 1142 Introduction to Poetry Writing | | |
| Course Attribute Value: | Writing Intensive | ~ | | ENG 2001 | | |
| Requirement | Flexible Core - Creative Expression | ~ | | Introduction to Literature I Fiction | | |
| Session: | | ~ | | ENG 2002 | | |
| Keywords: | Class Number, Title, Instructor | | | View | selected only | |
| | SEARCH | | | | | |
| ADD 2 SELECTED CO | DURSES | | | | | |

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

| Select Course | | Advanced Q Search |
|---|----------------------------------|-----------------------------|
| | Import My DegreeWorks: WORKSHEET | |
| | | |
| SUMMARY | AUDIT | STILL NEEDED |
| Scientific World Research Methods for Soc Still Needed: 1 Class in SBS 2000 SEL | ial & Behavioral Sciences A | |

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

| | | | K | 1 OF 422 | N | | |
|----|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| | Sun Sep 15 | Mon Sep 16 | Tue Sep 17 | Wed Sep 18 | Thu Sep 19 | Fri Sep 20 | Sat Sep 21 |
| am | | | | | | | |
| am | | ENG 102 LEC | | ENG 102 LEC | | ENG 102 LEC | |
| am | | | | | | | |
| am | | | | | | | |
| am | | | | | | | |
| pm | SOC 101 | | | | | | |
| pm | | MAT 100 LEC | | MAT 100 LEC | | | |

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 Life in the Universe Fri : 11:45 AM to 3:15 PM | 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session |
| 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 Principles of Accounting II Mon, Wed : 11:45 AM to 2:00 PM | 2019 Fall Term: Sep 10 - Dec 19 Regular Academic Session |
| LEC 0028 45260 Seats: 2/34 Wait List: None | LaGuardia Community College In Person LGCC-B Rm B-302 Rajendra Bhika 3.0 Units |
| LEC 0025 42977 Seats: 7/34 Wait List: None | 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

| | | | K 🔨 [| RESULT 1 OF 422 | K | | |
|---------------|---------------|----------------|---------------|--------------------|---------------|----------------|---------------|
| 7 | Sun Sep 15 | Mon Sep 16 | Tue Sep 17 | Wed Sep 18 | Thu Sep 19 | Fri Sep 20 | Sat Sep 21 |
| 8 am | | ENG 102 LEC | | ENG 102 LEC | | ENG 102 LEC | |
| 9 am 10 am | | | | | | | |
| 11 am | SOC 101 | | | | | | |
| 1 pm | LEC | MAT 100 LEC | | MAT 100 LEC | | | |

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

| Total Prog | ress Units: 6.0/6.0 |
|----------------------|---------------------|
| RECOMMEND | SAVE AS FAVORITE |
| VALIDATE SHOPPING CA | GET THIS SCHED |
| PRINT | SHARE |

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

| SPE Fund | 100 2020 Fall Term: A Regular Acade damentals of Public Spea : 1:00 PM to 3:45 PM | | You are no for the 'UG Career. | |
|-------------|--|---|--------------------------------------|-----|
| • | LEC 1300 Hitden 13884 Seats: 1/24 Wait List: None Recommendations: 3 : 0 Prerequisite: ENG 88/ESL AND ACR 94 or higher | Borough of Manhattan CC In Person Fiterman Hall Rm 211 3.0/3.0 Progress Units 94 or higher | Enroll | |
| < 0 | AND ACR 94 or higher | P4 or myner | DO | ACT |