



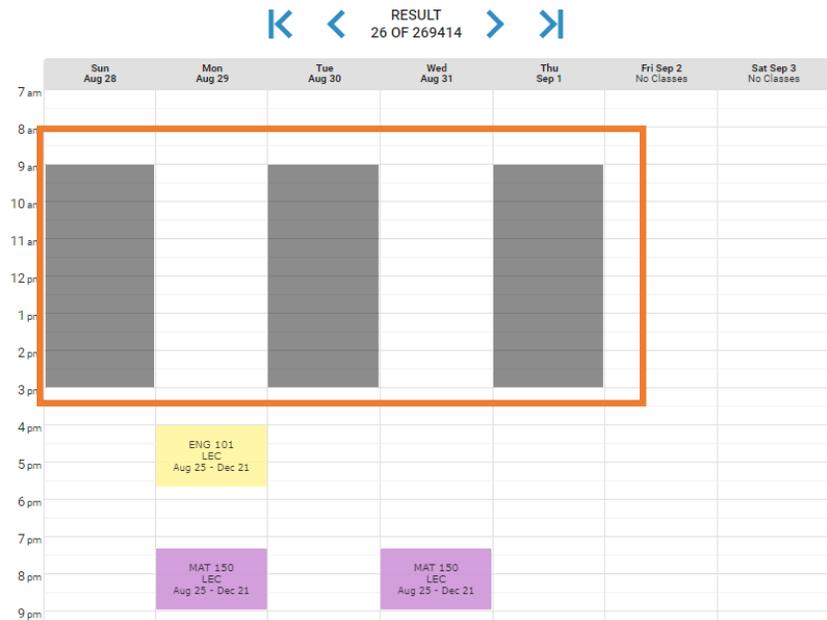
## How to Register via Schedule Builder

The following steps are to register for classes via Schedule Builder.

Step	Action																		
1	Log into CUNYFirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> to access Student Center via the CUNYfirst Menu.																		
2	Access <b>Schedule Builder</b> via Student Center: A - Select Student Center <span style="margin-left: 200px;">B - Select Schedule Builder</span> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="350 680 610 894" style="border: 1px solid #0070C0; padding: 5px; text-align: center;">  </div> <div data-bbox="1029 680 1289 894" style="border: 1px solid #0070C0; padding: 5px; text-align: center;">  </div> </div>																		
3	Click on the <b>Semester</b> (e.g. Summer 2022, Fall 2022, etc.) <div data-bbox="315 995 964 1285" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid orange; padding: 2px; display: inline-block; margin-bottom: 5px;">2022 Fall</div> <p><small>ⓘ Not available to the student you are advising until April 11, 2022</small></p> <p>Open Enrollment Dates:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Pre-College Programs Session</td> <td style="text-align: right;">Sep 16, 2022</td> </tr> <tr> <td>Regular Academic Session</td> <td style="text-align: right;">Sep 15, 2022</td> </tr> <tr> <td>Seven Week - First Session</td> <td style="text-align: right;">Sep 16, 2022</td> </tr> <tr> <td>Eight Week - Second Session</td> <td style="text-align: right;">Nov 8, 2022</td> </tr> </table> </div>	Pre-College Programs Session	Sep 16, 2022	Regular Academic Session	Sep 15, 2022	Seven Week - First Session	Sep 16, 2022	Eight Week - Second Session	Nov 8, 2022										
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4	Enter in <b>Course</b> in Search to add to your schedule: <div data-bbox="396 1478 1149 1919" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <input type="text" value="Select Course..."/> <input type="text" value="AST 110"/> <span style="float: right; font-size: small;">Advanced Search 🔍</span> </div> <p style="text-align: center; font-size: small;">Import My DegreeWorks: <b>PLAN</b>    WORKSHEET</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 30px; background-color: #f08080; color: white; text-align: center; font-weight: bold;">SPE 100</td> <td style="padding: 5px;"><b>Fundamentals of Public Speaking</b> <small>Try all classes (185) ▾ 🔒</small></td> <td style="width: 20px; text-align: center;">🔒</td> <td style="width: 20px; text-align: center;">🗑️</td> <td style="width: 20px; text-align: center;">▾</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="background-color: #ffff00; color: black; text-align: center; font-weight: bold;">ENG 101</td> <td style="padding: 5px;"><b>English Composition</b> <small>Try all classes (183) ▾ 🔒</small></td> <td style="text-align: center;">🔒</td> <td style="text-align: center;">🗑️</td> <td style="text-align: center;">▾</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="background-color: #d8bfd8; color: black; text-align: center; font-weight: bold;">MAT 150</td> <td style="padding: 5px;"><b>Introduction to Statistics</b> <small>Try all classes (90) ▾ 🔒</small></td> <td style="text-align: center;">🔒</td> <td style="text-align: center;">🗑️</td> <td style="text-align: center;">▾</td> </tr> </table> </div>	<input checked="" type="checkbox"/>	SPE 100	<b>Fundamentals of Public Speaking</b> <small>Try all classes (185) ▾ 🔒</small>	🔒	🗑️	▾	<input checked="" type="checkbox"/>	ENG 101	<b>English Composition</b> <small>Try all classes (183) ▾ 🔒</small>	🔒	🗑️	▾	<input checked="" type="checkbox"/>	MAT 150	<b>Introduction to Statistics</b> <small>Try all classes (90) ▾ 🔒</small>	🔒	🗑️	▾
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**Step**

**5** Block out times on Calendar **you cannot take courses** so you can determine the ideal schedule:



**6** You can view **Class Details** to see specifics about a course:

Class Details  TIPS Sort by: Select...

RESULT 86 OF 8

**MAT 150**  
Introduction to Statistics  
Mon, Wed : 12:00 PM- to 1:40 PM

2022 Fall Term: Aug 25 - Dec 21  
Regular Academic Session

Borough of Manhattan CC  
In Person  
Fiterman 208  
Staff

4.0/4.0 Progress Units 1

1

1

or

LEC 1200  
3080  
Borough of Manhattan CC  
In Person  
70 Murray M305  
Staff

4.0/4.0 Progress Units 1

1

HIDE SIMILAR OPTIONS ^

**Step**

**7** The available class schedules will show. If there is more than 1 schedule available you can use arrows to see available options.

You can also view the calendar to see the overall dates\* for these courses on the bottom of the page and there will also be an indicator if some classes are online.

*\*Please note in some terms we offer express sessions,. For those courses you will see they only run for part of the semester (e.g. September thru October or October through December)*

**8** Click **Get this Schedule** to proceed to Enrollment:



**9** Click **Do Actions** to Enroll:



You should get a result of **“Success”** indicating you are officially enrolled or waitlisted if class is full.

## Other Information

### Filter to Exclude Closed or Waitlisted Classes



### Sort by Different Schedule Options (e.g. Most Days Off, Mornings)



### Pin Classes You Want to Keep

If you want to keep a specific class/section, but look for alternate options for your other courses you can **pin it** by clicking on it on the schedule. You can then use the arrows to adjust your other classes without losing this one.

