Student Registration Checklist

1

Claim Your CUNYfirst Account (if you have not done so)

A. Go to: https://home.cunyfirst.cuny.edu and follow the simple steps

B. Refer to the Step-by-Step How to Claim My CUNYfirst Account for instructions

C. Visit the How to Claim My Account page for a list of locations where you can claim your account

Tip: Don't delay. Make sure you have access to our new Registration System.

Issues?

If you experience technical difficulties claiming (activating) your CUNYfirst account, contact the CUNYfirst Student Hotline at (718) 289-5807.

2

Login to View Your Account (verify your account)

A. Go to: https://home.cunyfirst.cuny.edu

B. Learn how to view your Grades

C. Learn how to view your Course History

D. Learn how to view your Unofficial Transcript

Tip: Refer to the Log into My CUNYfirst Account instructions if you need assistance.

Login Issues?

If you experience technical difficulties logging into CUNYfirst, contact the CUNYfirst Student Hotline at (718) 289-5807.

Also view:

1. Change My CUNYfirst Password »
2. I Forgot My CUNYfirst Password »
3. Managing My Account »

Are you opting into Pathways?

A. Log into OSSES to:

1. Print your DegreeWorks audit.
2. Use the "What If" feature in DegreeWorks to change the academic year for your program:
    A. Click the "What If" button.
    B. Pick a Major (select your current major) and Pick an Academic Year (select 2013-2014).
    C. Pick a Concentration and Pick an Academic Year (select 2013-2014), if needed.
    D. Click the "Process What-If" button.
    E. Print your audit
3. Compare the two audits and determine if opting into Pathways allows you to complete your requirements quicker.

To opt into Pathways

3

If you have 15 or less credits, you are already eligible to opt in.

1. Go to https://home.cunyfirst.cuny.edu and complete the To Do List on the right side of your Student Center:

    A. Click on details, complete the first item "About Pathways, Find out more."
    B. Click on "Choose Pathways, Yes or No."
    C. Complete the "Pathways, My Choice e-form."

If you will have 16 or more credits at the end of the semester or if you are in the ASAP program:

1. See an Advisor to allow you to opt into Pathways by updating your e-advisement form.
2. Go to https://home.cunyfirst.cuny.edu and complete the To Do List on the right side of your Student Center:
    a. Click on details, complete the first item "About Pathways, Find out more."
    b. Click on "Choose Pathways, Yes or No."
    c. Complete the "Pathways, My Choice e-form."

See Your Academic Advisor (if you have not done so)

4

A. Log into OSSES to:

1. Schedule or view your advisement appointment date and time
2. Print your DegreeWorks audit

Required:

3. You must be advised before you can register
4. You must bring a copy of your DegreeWorks audit to your advisement session

5

File for Financial Aid (if applicable)

A. Go to: www.fafsa.edu.gov

B. Refer to the File for Financial Aid instructions if you need assistance

C. Visi the Financial Aid Office site for more information

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Register

A. Go to: https://home.cunyfirst.cuny.edu

Note: you will not be able to register prior to your enrollment appointment date and time.

B. Refer to the Registration Quick Card if you need assistance

C. Learn how to:

- Enroll (Register) AND
- Where to Enroll (Register)
- View your Semester Bill

Required: You must complete step 1 through 5 before you can register.

Enrollment Issues?

If you experience enrollment (registration) issues in CUNYfirst or have questions, contact the CUNYfirst Student Hotline at (718) 289-5807.