

Highlighted topics

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View Enrollment Appointment

Add and swap classes to your maximum academic load of units during your Enrollment Dates.

Self Service > Enrollment > Enrollment Dates

1. On the **Enrollment Dates** page, select a **term** radio button.
2. Click **CONTINUE**.
3. View your **Enrollment Appointment** day and time (i.e. 11:00am).
4. View your **Term Enrollment Limits**.

View Holds

View and identify who to contact about any holds.

Self Service > Student Center

1. In the **Holds** section, current holds display. Prior to your enrollment appointment date, resolve holds preventing you from enrolling.
2. Click the **details** link to view the hold/s and which department to contact.
3. In the **Hold Item** column, click a link to display the **Your Holds** page for more information.

View Course Catalog

Browse any CUNY course catalog and select courses to complete your academic requirements.

Self Service > Class Search/Browse Catalog > Browse Course Catalog

1. Click the **Academic Institution** dropdown and select the name of the college.
2. Click the **change** button.
3. On the **Browse Course Catalog** page, click the first letter in a subject.
4. Click the subject code button or link to display that subject's courses.
5. Click either **Course Nbr** or **Course Title** to view Course Detail.
6. When scheduled, click the **view class sections** button.
7. In the **Course Schedule** area, click the **Terms Offered** dropdown, and then select the preferred term or session.
8. Click **show sections**.
9. Click **section number** to display the **Class Details** page including Class Details such as Instruction Mode, Meeting Information, Enrollment Information such as Pathways Requirement Designation, Class Availability, Description from Catalog, and Textbooks.

Instruction Modes

Fully online - All class work is online.
 Hybrid/Blended - 20-80% of class meeting time is either online activity or virtual meetings.
 Online - Greater than 80% of class meeting time is either online activity or virtual meetings.
 In-Person - No course content or assignments are delivered online.
 Partially online - Some class work is online.
 Web-enhanced - Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.

View Schedule of Classes

View the class schedule, and add classes to your shopping cart.

Self Service > Class Search/Browse Catalog > Class Search

1. On the **Search for Classes** page in the **Enter Search Criteria** section, click the **Institution** dropdown and select the name of the college.
2. Click the **Term** dropdown and select the preferred term.
3. Select at least two criteria in the **Class Search Criteria** section.
4. Click the **Course Subject** dropdown and from the alphabetical list select the subject.
5. Enter the **Course Number** shown in the Course Catalog or leave the field blank to list all of that subject's courses.
6. Click the **Course Career** dropdown and select the career.
7. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.
8. As needed, click the **Additional Search Criteria** disclosure triangle and add additional criteria.
9. Click the **Search** button.
10. On the **Search for Classes** page in the **Search Results** area, scheduled classes that meet your criteria are listed in alphabetical order. View the Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates details.
11. The **Section** link displays the Class Nbr in parentheses. It is a unique four or five digit number for that term or session schedule that is very useful during enrollment.
12. Click **select class** to display class preferences including: Session, Career, Wait List, Permission Nbr, Grading, Units, and Requirement Designation. Also displayed are Section, Component, Days & Times, Room, Instructor, and Start/End Date.

13. Click **Next** to add this class section to your **Shopping Cart**.
14. On the **Search for Classes – Search Results** page, a message confirms the class is now in your cart.

Class Shopping Cart and Validation

Use the Enrollment Shopping Cart to save classes until it is time to enroll. Validate (eligibility and availability) class selections prior to your enrollment appointment.

Note: Placing a section in the shopping cart does not hold a seat in the class and it does not add the class to your schedule.

Self Service > Academic Planning > Enrollment Shopping Cart

1. As needed, on the **Shopping Cart** page select a **term** radio button.
 2. Click the **CONTINUE** button.
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- 3a. When the **class number** is known, then on the **Add Classes to Shopping Cart** page, enter the unique four or five digit class number in the **Enter Class Nbr** field and then click the **enter** button.
 - 3b. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click **Next** to add the class to your **Shopping Cart**.
 - 3c. On the **Add Classes to Shopping Cart** page, a message confirms the class is in your shopping cart.
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- 4a. To find a class using **Class Schedule** from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.
 - 4b. On the **Enter Search Criteria** page: click the **Course Subject** dropdown and from the alphabetical list select the subject; enter the **Course Number** in the Course Catalog or leave the field blank to list all of that

subject's courses; and/or click the **Course Career** dropdown and select the career. To show all sections uncheck the **Show Open Classes Only** checkbox. Click the **Additional Search Criteria** triangle to add additional criteria, and click **Search**.

- 4c. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click the **Next** button to add the class to your **Shopping Cart**.
 - 4d. On the **Add Classes to Shopping Cart** page, a message confirms the class is in your shopping cart.
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5. Prior to enrollment, select the checkbox of each class in your **Shopping Cart** to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts, seats) and then select the **validate** button. Note: Review the validation status report and adjust your planned schedule as needed. Note: Classes in your shopping cart remain there throughout the term or session until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart.

Class Enrollment

Use the self-service wizard to guide you through the enrollment process.

Self Service > Enrollment > Enrollment: Add Classes

1. On the **Add Classes** page, select a **term** radio button.
2. Click the **CONTINUE** button.
3. The **Add Classes** page with the **1. Select classes to add** section displays. Confirm all your selected sessions are shown in your Shopping Cart. If not, use the

Class Shopping Cart and Validation steps to add preferred sections in your **Shopping Cart** entering the class number or using **Class Search**.

4. Click the **Proceed to Step 2 Of 3** button.
5. The **Add Classes** page, with the **2. Confirm classes** section displays. View **Status** icons to ensure these classes are available and then select **Finish Enrolling**.
6. The **Add Classes** page, with the **3. View results** section displays. The Status column shows a green check mark to indicate successful enrollment in a class. The Status column shows an errors icon to indicate the enrollment request is not successful together with a message stating the reason the enrollment is not successful. You may be able to take actions to correct these errors and enroll later.

Swap Classes

Use self-service to swap an existing enrollment for another section within a term.

Self Service > Enrollment > Enrollment: Swap Classes

1. As needed, select the radio button of the term in which you would like to swap a class.
2. Click **Continue**.
3. The **Swap a Class** page **1. Select a class to swap** section displays. On the **Select from your schedule** dropdown, select the class to be dropped.
4. In the **With This Class** section find a new class using **Class Search** or **Enter Class Nbr** and click **enter**.
5. The **1. Select a class to swap – Enrollment Preference** page displays. Click **NEXT**.
6. The **2. Confirm your selection** page displays. Click **Finish Swapping**.
7. The **3. View Results** page displays. The Status column shows a green check mark to indicate a successful swap.