# View Schedule of Classes

Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

Note: Parts of images may be obscured for security reasons.

<table>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![Search for Classes](image)  
In the upper right corner, select the **SEARCH FOR CLASSES** button. |
| 4.   | ![Search for Classes](image)  
On the **Search for Classes** page in the **Enter Search Criteria** section, from the **Institution** dropdown arrow, select the correct college or school. |
| 5.   | From the **Term** dropdown arrow, select the correct term. |
6. In the **Class Search Criteria** section from the **Course Subject** dropdown arrow, select on the correct subject.
   
   **Note:** At least two search criteria must be selected in this section.

7. Enter the **Course Number** shown in the Course Catalog or leave it blank to list all of that subject’s courses.

8. From the **Course Career** dropdown arrow, select the correct career.
   
   **Note:** Additional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.

9. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.

10. To narrow the search results click the **Additional Search Criteria** disclosure triangle and add additional criteria.

11. Click the **Search** button.

**Note:** Class Nbr is the section code shown in parentheses after a Course Number.
On the Search for Classes page in the Search Results area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Use the New Search button to begin a new class search. Use the Modify Search button to specify additional for the current class search.

Note: Status displays as either an Open icon or a Closed icon.
Click the **select class** button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.

Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.

Click the **NEXT** button to add this class section to your **Shopping Cart**.
On the **Search for Classes – Search Results** page, a message displays to indicate that the class has been added to your Shopping Cart.

**Note:** *Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.*

End of Procedure.