Search for 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |
<p>| 2.   | Navigate to: <a href="#">Self Service &gt; Student Center</a>. |
| 3.   | In the upper right corner, select the Search for Classes button. |
| 4.   | On the Search for Classes page in the Enter Search Criteria section, to select the Institution click the dropdown box icon; and then click the name of the correct college or school. |
| 5.   | To select the Term click the dropdown box icon; and then click the correct term. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **6.** | In the Class Search Criteria section to select the Course Subject click the dropdown box icon; and then click on the correct subject.  
*Note: At least two search criteria must be selected in this section.* |
| **7.** | To select the Course Number, enter the Course Number shown in the Course Catalog or leave it blank to list all of that subject’s courses. |
| **8.** | To select the Course Career, click the dropdown box icon; and then click on the correct career. |
| **9.** | Uncheck the Show Open Classes Only checked checkbox icon to view both open and closed sections. |
| **10.** | To narrow the search results click the Additional Search Criteria disclosure triangle and add additional criteria.  
*Note: Class Nbr is the section code shown in parentheses after a Course Number.* |
| **11.** | Click the Search button. |
12. 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, Days & Times, Room, Instructor and Meeting Dates details.

*Note: Status displays as either an [Open icon](#) or a [Closed icon](#).*

### AFST 101 - Survey of African Civilization I

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-LEC(5731)</td>
<td><img src="#" alt="Open" /></td>
<td>TuTh 10:00AM - 12:00PM</td>
<td>Pondermker 116</td>
<td>Evelyn Julmissa</td>
<td>09/26/2011 - 12/22/2011</td>
</tr>
</tbody>
</table>

### AFST 232W - Caribbean Literature

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-LEC(5756)</td>
<td><img src="#" alt="Open" /></td>
<td>Fr 6:30PM - 9:30PM</td>
<td>Pondermker 106</td>
<td>Margerie Bienman-Roane</td>
<td>08/26/2011 - 12/22/2011</td>
</tr>
</tbody>
</table>
13. Click the **select class** button to display the class preferences including: Session, Career, Wait List, Permission Nbr, Grading, Units, and Requirement Destination. Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.

```
<table>
<thead>
<tr>
<th>AFST 101-01</th>
<th>Lecture</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td><strong>Wait List</strong></td>
<td>Wait list if class is full</td>
<td></td>
</tr>
<tr>
<td><strong>Permission Nbr</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>Undergraduate Letter Grades</td>
<td></td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td><strong>Requirement Designation</strong></td>
<td>Regular Liberal Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take Requirement Designation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Lecture</td>
<td>TuTh 10:56AM - 12:05PM</td>
<td>116</td>
<td>Evelyn Jumesa</td>
<td>08/26/2011 - 12/22/2011</td>
</tr>
</tbody>
</table>
```

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

End of Procedure.