
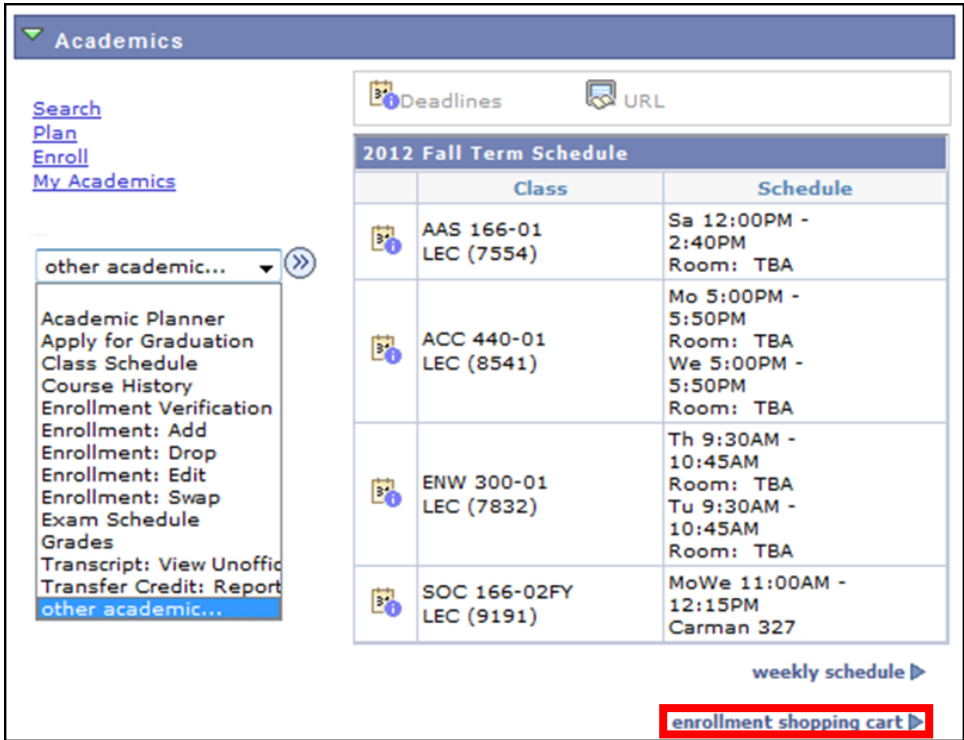


Enrollment Shopping Cart

Students may use the Enrollment Shopping Cart to save classes until it is time to enroll for the term. Students may validate (eligibility and availability) class selections prior to the enrollment appointment.

Step	Action												
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> 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.	In the Academics section select the enrollment shopping cart link. <div data-bbox="393 688 1351 1423" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p>The screenshot shows the 'Academics' section of the CUNYfirst system. On the left, there is a search bar with 'other academic...' entered and a dropdown menu open. The dropdown menu contains several options, with 'enrollment shopping cart' highlighted in blue. On the right, there is a '2012 Fall Term Schedule' table with columns for 'Class' and 'Schedule'. Below the table, there are links for 'weekly schedule' and 'enrollment shopping cart', with the latter link highlighted in red.</p> <table border="1" data-bbox="743 823 1334 1327"> <thead> <tr> <th colspan="2">2012 Fall Term Schedule</th> </tr> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>AAS 166-01 LEC (7554)</td> <td>Sa 12:00PM - 2:40PM Room: TBA</td> </tr> <tr> <td>ACC 440-01 LEC (8541)</td> <td>Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA</td> </tr> <tr> <td>ENW 300-01 LEC (7832)</td> <td>Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA</td> </tr> <tr> <td>SOC 166-02FY LEC (9191)</td> <td>MoWe 11:00AM - 12:15PM Carman 327</td> </tr> </tbody> </table> </div>	2012 Fall Term Schedule		Class	Schedule	AAS 166-01 LEC (7554)	Sa 12:00PM - 2:40PM Room: TBA	ACC 440-01 LEC (8541)	Mo 5:00PM - 5:50PM Room: TBA We 5:00PM - 5:50PM Room: TBA	ENW 300-01 LEC (7832)	Th 9:30AM - 10:45AM Room: TBA Tu 9:30AM - 10:45AM Room: TBA	SOC 166-02FY LEC (9191)	MoWe 11:00AM - 12:15PM Carman 327
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<p>4.</p>	<p>As needed, on the Shopping Cart page, select a term radio button.</p> <div data-bbox="396 310 1352 800" style="border: 1px solid black; padding: 5px;"> <p>Shopping Cart</p> <p>Select Term</p> <p>Select a term then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2011 Summer Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>2011 Fall Term</td> <td>Undergraduate</td> <td>Queens College</td> </tr> </tbody> </table> <p style="text-align: right;">CONTINUE</p> </div>		Term	Career	Institution	<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College	<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College
	Term	Career	Institution										
<input type="radio"/>	2011 Summer Term	Undergraduate	Queens College										
<input checked="" type="radio"/>	2011 Fall Term	Undergraduate	Queens College										
<p>5.</p>	<p>Click the CONTINUE button.</p>												

6. a. 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.

2011 Fall Term | Undergraduate | Queens College [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Planner

[search](#)

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ARTH 101-01 (2125)	Mo 9:15AM - 12:05PM	Klapper 401	E. Krest	3.00	<input checked="" type="radio"/>
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	<input checked="" type="radio"/>

for selected: [delete](#) [validate](#) [enroll](#)

- b. 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**.

Note: Available Class Preferences will vary depending on the course.

2011 Fall Term | Undergraduate | Queens College

AMST 110W - INTRO AMER SOC/CULT

Class Preferences

AMST 110W-01 Lecture Open

Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate

Grading Undergraduate Letter Grades

Units 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation

Regular Liberal Arts

Take Requirement Designation

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

- c. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College [change term](#)

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 <small>(7037)</small>	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 <small>(2266)</small>	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

7. a. To find a class using the Class Schedule search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected:

- b. On the **Enter Search Criteria** page select the **Course Subject** from the dropdown list, enter the course number from in the Course Catalog in the **Course Number** field or leave the field blank to list all of the subject's courses, and/or select the **Course Career** from the dropdown list. To show all sections uncheck the **Show Open Classes Only** checkbox. To narrow your search results, select the **Additional Search Criteria** link and enter additional criteria. After selecting you search criteria, then click the **Search** button.

Class Search Criteria

Course Subject: American Studies

Course Number: is exactly []

Course Career: Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

- c. On the **1. Select classes to add – Enrollment Preference** page review the section information, update **Class Preferences** as needed, then click the **Next** button to add the class to your **Shopping Cart**.
Note: Available Class Preferences will vary depending on the course.

2011 Fall Term | Undergraduate | Queens College

AMST 110W - INTRO AMER SOC/CULT

Class Preferences

AMST 110W-01 Lecture ● Open

Wait List Wait list if class is full

Permission Nbr []

Session: Regular Academic Session

Career: Undergraduate

Grading: Undergraduate Letter Grades

Units: 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation: Regular Liberal Arts

Take Requirement Designation

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

- d. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
 Click Validate to have the system check for possible conflicts prior to enrolling.

AMST 110W has been added to your Shopping Cart.

2011 Fall Term | Undergraduate | Queens College [change term](#)

● Open
 ■ Closed
 ▲ Wait List

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 (7037)	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: [delete](#) [validate](#) [enroll](#)

8. a. To move courses from your Academic Planner to your **Shopping Cart**, then on the **Add Classes to Shopping Cart** page, click the **My Planner** radio button and then click the **search** button.

Add to Cart:

Enter Class Nbr

Find Classes
 Class Search
 My Planner

2011 Fall Term Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	<input checked="" type="radio"/>

for selected:

- b. On the **Search from My Planner** page, click the **Select** button next to a course to add to the Shopping Cart.

Note: Only courses offered for the current semester may be added to the Shopping Cart.

2011 Fall Term			
Course	Description	Units	Term Status
AMST 222	US IN GLOBAL SETTING	3.00	Not offered in 2011 Fall Term.

Unassigned Courses				
Course	Description	Units	Term Status	Select
AMST 110W	INTRO AMER SOC/CULT	3.00	Classes available this term.	<input checked="" type="button" value="select"/>

c. On the **1. Select classes to add – Enrollment Preference** page, review the section information, update **Class Preferences** as needed, and then click the **Next** button to add the class to your **Shopping Cart**.

Note: Available Class Preferences will vary depending on the course.

2011 Fall Term | Undergraduate | Queens College

AMST 110W - INTRO AMER SOC/CULT

Class Preferences

AMST 110W-01 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Undergraduate Letter Grades

Career Undergraduate Units 3.00

Enrollment Information

- PRE: ENGL 110, SOPHOMORES AND ABOVE ONLY
- Evening Class

Requirement Designation
 Regular Liberal Arts
 Take Requirement Designation

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Fr 4:30PM - 7:30PM	TBA	Staff	08/26/2011 - 12/22/2011

d. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your Shopping Cart.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

✔ **AMST 110W has been added to your Shopping Cart.**

2011 Fall Term | Undergraduate | Queens College change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

My Planner

search

2011 Fall Term Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AMST 110W-01 (7037)	Fr 4:30PM - 7:30PM	TBA	Staff	3.00	●
<input type="checkbox"/>	BALA 100-01 (2266)	TuTh 3:05PM - 4:20PM	Honors 17	D. Leventhal	3.00	●

for selected: delete validate **enroll**

<p>9.</p>	<p>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).</p> <div data-bbox="396 344 1352 657" style="border: 1px solid black; padding: 5px;"> <p>Add to Cart:</p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p>Find Classes</p> <p><input checked="" type="radio"/> Class Search <input type="radio"/> My Planner</p> <p><input type="button" value="search"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">2012 Fall Term Shopping Cart</th> </tr> <tr> <th>Select</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>BBA 432-01 (8626)</td> <td></td> <td>TBA</td> <td>Staff</td> <td>3.00</td> <td style="text-align: center;">●</td> </tr> </tbody> </table> <p style="text-align: right;">for selected: <input type="button" value="delete"/> <input type="button" value="validate"/> <input type="button" value="enroll"/></p> </div>	2012 Fall Term Shopping Cart							Select	Class	Days/Times	Room	Instructor	Units	Status	<input checked="" type="checkbox"/>	BBA 432-01 (8626)		TBA	Staff	3.00	●
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<input checked="" type="checkbox"/>	BBA 432-01 (8626)		TBA	Staff	3.00	●																
<p>10.</p>	<p>Select the validate button.</p> <p>Note: Review the validation status report and adjust your planned schedule as needed.</p> <p>Note: Classes in your shopping cart remain there throughout the semester, 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 displaying whether the class is open or closed.</p> <div data-bbox="396 949 1352 1365" style="border: 1px solid black; padding: 5px;"> <p>Shopping Cart</p> <p>Add Classes to Shopping Cart</p> <p>View the following status report for enrollment confirmations and errors:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> ✔ OK to Add ✘ Potential Problem </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>BBA 432</td> <td>Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304)</td> <td style="text-align: center;">✘</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="SHOPPING CART"/></p> </div>	Description	Message	Status	BBA 432	Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304)	✘															
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<p>End of Procedure.</p>																						