

HOW TO VIEW ENROLLMENT APPOINTMENT / SEARCH FOR CLASSES / ADD OPTIONS TO YOUR SHOPPING CART

1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:
 - Enter your Username and Password and click the **Go** icon.
 - On the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2. Navigate to: **Self Service > Student Center**.

Note: Your appointment can be viewed in the bottom right corner.

3. In the upper right corner, select the **Search for Classes** button.

The screenshot displays the Student Center dashboard with several sections:

- Academics:** Includes links for [My Class Schedule](#), [Shopping Cart](#), and [My Planner](#). A message states: "You are not enrolled in classes." Below the links is a dropdown menu labeled "other academic..." with a search icon.
- Finances:** Includes links for [Account Inquiry](#), [Financial Aid](#), [View Financial Aid](#), [Direct Loan Processing Form](#), and [Supplement Form](#). A message states: "You have no outstanding charges at this time." Below the links is a dropdown menu labeled "other financial..." with a search icon.
- Personal Information:** Includes links for [Demographic Data](#) and [Emergency Contact](#). A "Contact Information" section contains fields for Home Address, Mailing Address, Phone, and Email.
- Search for Classes:** A green button with the text "SEARCH FOR CLASSES" is highlighted with a red border in the upper right corner.
- Holds:** A section titled "Holds" with a sub-item "Bursar Do Not Refund" and a "details" link.
- To Do List:** A list of tasks including multiple "Meningitis Acknowledgment" links, "About Pathways. Find out more Choose Pathway, Yes or No" links, and "Complete the Supplement Form" links. A "more" link is at the bottom.
- Milestones:** A section titled "Milestones" with a sub-item "CAIR Training Completion" and a "details" link.
- Enrollment Dates:** A section titled "Enrollment Dates" with two sub-items: "Shopping Cart Appointment" (Your Shopping Cart for the 2015 Summer Term Eleven Week session is available for use beginning March 8, 2016.) and "Enrollment Appointment" (You may begin enrolling for the 2016 Summer Term Five Week - Second on March 22, 2016.) This section is highlighted with a red border.

4. From the Institution dropdown box icon, select **CUNY School of Public Health**.
5. From the **Term** dropdown box icon, select the **correct term**.
6. In the **Class Search Criteria** section select the following:
 - Subject: **make a selection**.
 - Course Career: **Graduate**.
 - Uncheck the **Show Open Classes Only** checkbox icon to view both open and closed sections.
7. Make sure that all other boxes are blank and unchecked, and then click the **Search** button.

Search for Classes

Enter Search Criteria

Search for Classes

Institution CUNY School of Public Health ▼

Term 2016 Fall Term ▼

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject ▼

Course Number ▼

Course Career Graduate ▼

Course Attribute ▼

Course Attribute Value ▼

Requirement Designation ▼

Show Open Classes Only

Additional Search Criteria

Session ▼

Mode of Instruction ▼

Meeting Start Time greater than or equal to ▼

Meeting End Time less than or equal to ▼

Days of Week include only these days ▼

Mon
 Tues
 Wed
 Thurs
 Fri
 Sat
 Sun

Class Nbr ?

Course Keyword ?

Minimum Units greater than or equal to ▼

Maximum Units less than or equal to ▼

Course Component ▼

Campus ▼

Location ▼

Instructor Last Name begins with ▼

8. On the Search for Classes page in the Search Results area, courses that meet your criteria are listed in alphabetical/numerical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Search for Classes

Search Results

CUNY School of Public Health | 2016 Fall Term




The following classes match your search criteria Course Subject: **CHSS - Community Health Soc Sc**, Course Career: **Graduate**, Show Open Classes Only: **No**

 Open
 Closed
 Wait List

[NEW SEARCH](#)

[MODIFY SEARCH](#)

9 class section(s) found

CHSS 610 - Fundamentals of Social and Behavioral Health						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
57874	01-LEC Regular	We 6:00PM - 7:50PM	CUNY SPH 708	Christian Grov	08/25/2016 - 12/21/2016	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
57876	80-LEC Regular	TBA	TBA	Terry Huang	08/25/2016 - 12/21/2016	
CHSS 620 - Community Health Assessment						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
57877	01-LEC Regular	Th 4:00PM - 5:50PM	TBA	Emma Tsui	08/25/2016 - 12/21/2016	

9. 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, Start/End Date.

10. Click the **NEXT** button to add this class section to your **Shopping Cart**.

11. 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 does not enroll you in a class.