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.
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.
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

NEW SEARCH   MODIFY SEARCH

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.