

CU NY | **Schedule Builder**

How to Guide for Students



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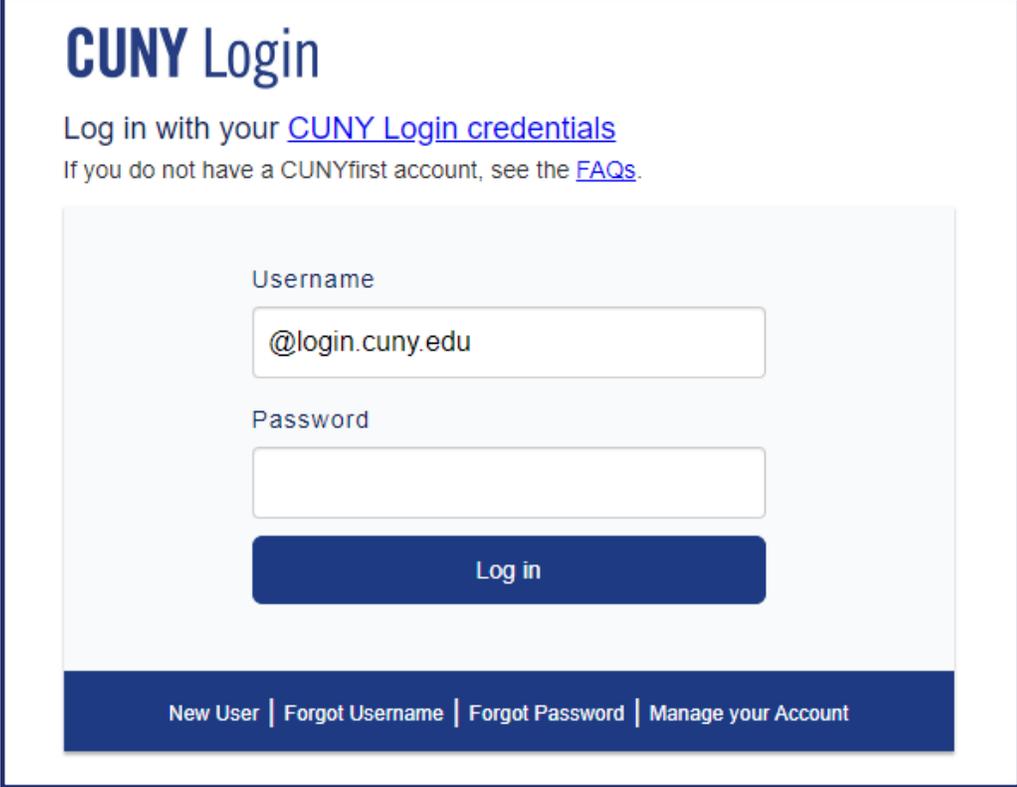
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What is **Schedule Builder**?

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester. With this tool, students can arrange selected courses into a conflict-free timetable grid, making it easier to see what available options best fits into their personal and academic lives.

How to Access **Schedule Builder**

- 01 | Go to the following link into your browser: home.cunyfirst.cuny.edu
- 02 | Log into CUNYfirst using your credentials and proceed Student Center.



CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

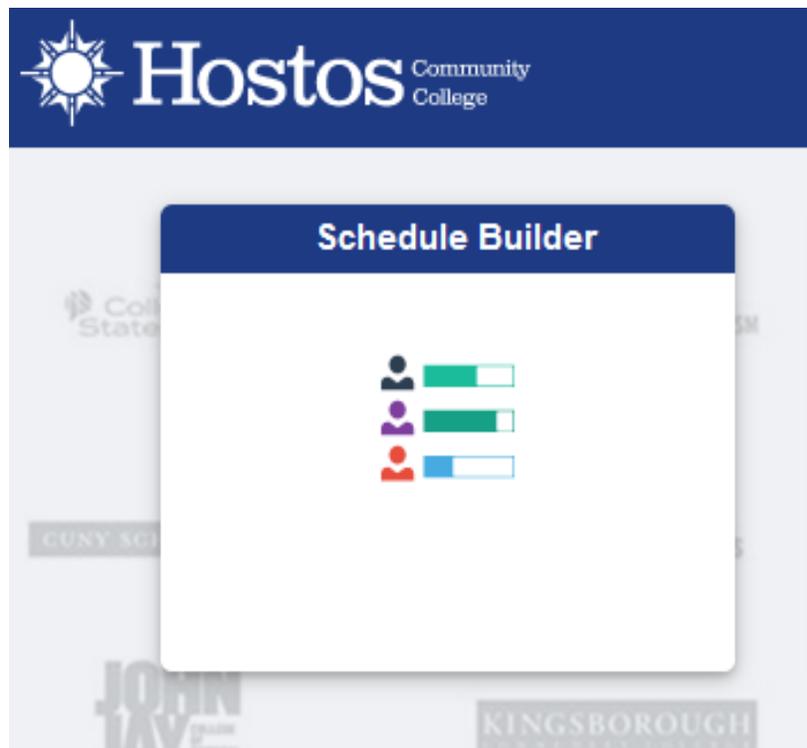
Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

03 | Click the “Schedule Builder” tile to access the application.

*Be sure to allow pop-ups in browser



How to Use Schedule Builder

01 | Once the application opens select the term in which you would like to search for classes directly on the welcome page.

WELCOME

Schedule Builder is an online self-service tool that enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

As an advisor, you also have the option to [advise a student](#).

Select a Term you wish to Enroll for:

- 2019 Fall**
 - ⓘ Not available to the student you are advising since December 20, 2019
 - Open Enrollment Date:
Regular Academic Session September 2
- 2020 Spring**
 - Enrollment Appointments:
 - Regular Academic Session Nov 5, 2019 6:00pm to Feb 3, 2020 11:59pm
 - Winter Session Nov 5, 2019 6:00pm to Jan 2, 2020 11:59pm
 - Open Enrollment Dates:
Regular Academic Session January 27
Winter Session January 2
- 2020 Summer**
 - Open Enrollment Dates:
Four Week - Second Session November 1
Four Week - First Session November 1
Ten Week Session November 1
Six Week - Second Session November 1
- 2020 Fall**
 - ⓘ You are not activated to enroll for this term.

03 | By default your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

SELECT COURSES

Colleges Queens College * (1/26)

<input type="checkbox"/> Baruch College	<input type="checkbox"/> Lehman College
<input type="checkbox"/> Borough of Manhattan CC	<input type="checkbox"/> Macaulay Honors College
<input type="checkbox"/> Bronx CC	<input type="checkbox"/> Medgar Evers College
<input type="checkbox"/> Brooklyn College	<input type="checkbox"/> NYC College of Technology
<input type="checkbox"/> City College	<input checked="" type="checkbox"/> Queens College
<input type="checkbox"/> College of Staten Island	<input type="checkbox"/> Queensborough CC
<input type="checkbox"/> Graduate Center	<input type="checkbox"/> School of Journalism
<input type="checkbox"/> Guttman CC	<input type="checkbox"/> School of Labor&Urban Studies
<input type="checkbox"/> HC LaGuardia CC	<input type="checkbox"/> School of Law
<input type="checkbox"/> Hostos CC	<input type="checkbox"/> School of Medicine
<input type="checkbox"/> Hunter College	<input type="checkbox"/> School of Professional Studies
<input type="checkbox"/> John Jay College	<input type="checkbox"/> School of Public Health
<input type="checkbox"/> Kingsborough CC	<input type="checkbox"/> York College

SELECT ALL SELECT NONE CLOSE

Instruction Modes All

<input checked="" type="checkbox"/> In Person	<input checked="" type="checkbox"/> Fully Online
<input checked="" type="checkbox"/> Web-Enhanced	<input checked="" type="checkbox"/> Online
<input checked="" type="checkbox"/> Hybrid	<input checked="" type="checkbox"/> Partially Online

SELECT ALL SELECT NONE CLOSE

How to Search

01 | In the **Select Course** field, type the course number, subject name, title or instructor's name.

The screenshot shows the 'SELECT COURSES' interface. At the top, it says 'SELECT COURSES'. Below that, there are filters for 'Colleges: College of Staten Island x (1/26)' and 'Instruction Modes: All'. A yellow callout box says: 'Begin typing a course code or name that you would like to take. Example: **acco 230**, or **biol 201**'. Below this is a search input field labeled 'Select Course' containing 'ENG 151'. To the right of the input is an 'Advanced Search' button with a magnifying glass icon. A dropdown menu is open, listing several course options:

- ENG 10**
Developmental Reading for Non-Native Speakers of **English**
- ENG 111**
Introduction to College Writing
- ENG 151**
College Writing
- ENG 37**
Writing for Non-Native Speakers of **English**
- ENG 39**
Reading for Non-Native Speakers of **English**
- ENG 505**
Integrated Reading and Writing (Co-Remediation for **ENG 111**)

02 | Select “Advanced Search” for more search options. Use the ‘Academic Career’ dropdown menu to search for Undergraduate OR Graduate classes. Options are available for you to specify additional requirements to refine your search results.

Advanced Course Search

Selected colleges only (1)

Academic Career: Undergraduate

Course Subject: Chemistry

Course Attribute: College Option

Course Attribute Value: QC Science

Requirement Designation:

Session: 2020 Fall - Regular Acade

Keywords:

- CHEM 1011**
Basic Chemistry Laboratory
- CHEM 1013**
Basic Chemistry
- CHEM 1021**
Basic Organic Chemistry Laboratory
- CHEM 1023**
Basic Organic Chemistry
- CHEM 1031**
Basic Biochemistry Laboratory
- CHEM 1033**
Basic Biochemistry

View selected only

*Note: Classes that are asynchronous will not appear on the grid. 'This schedule includes online classes' will be displayed along the calendar grid to alert you of this change.

SCHEDULE RESULTS

Class Details 5 TIPS Sort by: Most classes for my group FILTERS (1)

RESULT 1 OF 1

	Mon Mar 2	Tue Mar 3	Wed Mar 4	Thu Mar 5	Fri Mar 6	Sat Mar 7
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm	DATA 205 LEC Jan 27 - May 22		DATA 205 LAB Jan 27 - May 22			
4 pm						
5 pm						
6 pm						
7 pm			DATA 712 LEC Jan 27 - May 22			
8 pm						
9 pm						
10 pm						
11 pm						

🔔 This schedule includes online classes

March 1 - 7, 2020

Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
			Advanced Analytics					
			Sociology					
			Introductory Analytics					

How to Search for Classes Based on My Student Group

- 01 | To search for classes reserved specifically for your student group, click on 'Advanced Search'. In the drop-down menu under 'Course Attribute', select your student group and click 'Search'. Combine additional requirements such as course subject or session to refine your search results. All classes reserved for your student group for the term will be listed below. Select classes you'd like to add to your schedule or classes for which you'd like more information.

Advanced Course Search

Courses available online only

Selected colleges only (25)

Academic Career: Undergraduate

Course Subject:

Course Attribute: ASAP

Course Attribute Value:

Requirement Designation:

Session:

Keywords: Class Number, Title, Instructor...

SEARCH

- ART 100**
Introduction to World Art / Basic Drawing / Introduction to the Visual Arts
- BIO 101**
Paced Modern Biology I-A / Introduction to the Science of Biology
- BIO 110**
Principles of Biology / General Biology / Environmental Biology
- BIO 1100**
Human Biology / Human Anatomy and Physiology I
- BIO 111**
Principles in Biology (Laboratory) / Human Biology

View selected only

ADD 2 SELECTED COURSES **CLOSE**

ART 100 2020 Spring Term: Jan 27 - May 22
Regular Academic Session

Introduction to World Art / Basic Drawing / Introduction to the Visual Arts
Tue, Thu : 11:00 AM to 12:15 PM

LEC ASP3 48520
Seats: 17/28
Wait List: None
Recommendations: 0 : 0
Class Attributes: Arts in Education, ASAP
THIS SECTION IS RESERVED FOR STUDENTS IN THE ASAP PROGRAM.

or

LEC 010 48506
Seats: Full
Wait List: None
Recommendations: 0 : 0
Class Attributes: Arts in Education

Medgar Evers College
Hybrid
Carroll Building Rm 407
Myrah Brown-green
3.0/3.0 Progress Units

Medgar Evers College
Hybrid
Bedford Building Rm 1009
Claire Evelyn
3.0/3.0 Progress Units

BIO 101 2020 Spring Term: Jan 27 - May 22
Regular Academic Session

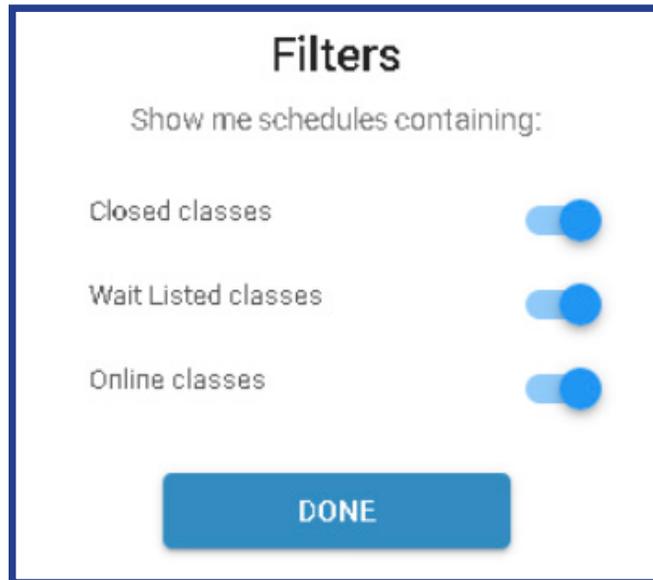
Paced Modern Biology I-A / Introduction to the Science of Biology
Sat : 11:20 AM to 2:00 PM

LEC 062 49811
Seats: 12/32
Wait List: None
Recommendations: 0 : 0
Class Attributes: Low Textbook Cost, Intro Bio Organismic
READ/WRITE/MATH: MUST COMPLETE EXIT COURSE IN READING, WRITING AND MATH SKILLS OR EXEMPTIONS, OR PASS CUNY SKILLS TEST IN READING, WRITING AND MATH.

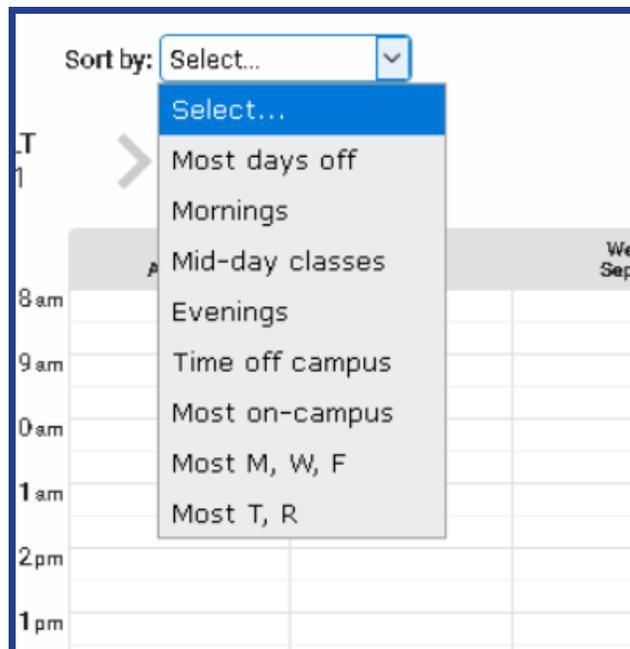
Medgar Evers College
Hybrid
Academic Complex One Rm L04
Anthony Udeogalanya
3.0/3.0 Progress Units

How to Use Filters

01 | By default, closed classes are not included in search results, but waitlisted courses are. However, you may choose to include/exclude closed and/or wait listed classes by selecting the **Filters** button as shown in the image below.



02 | **Sort by** gives you options for searching classes based on the time of day.



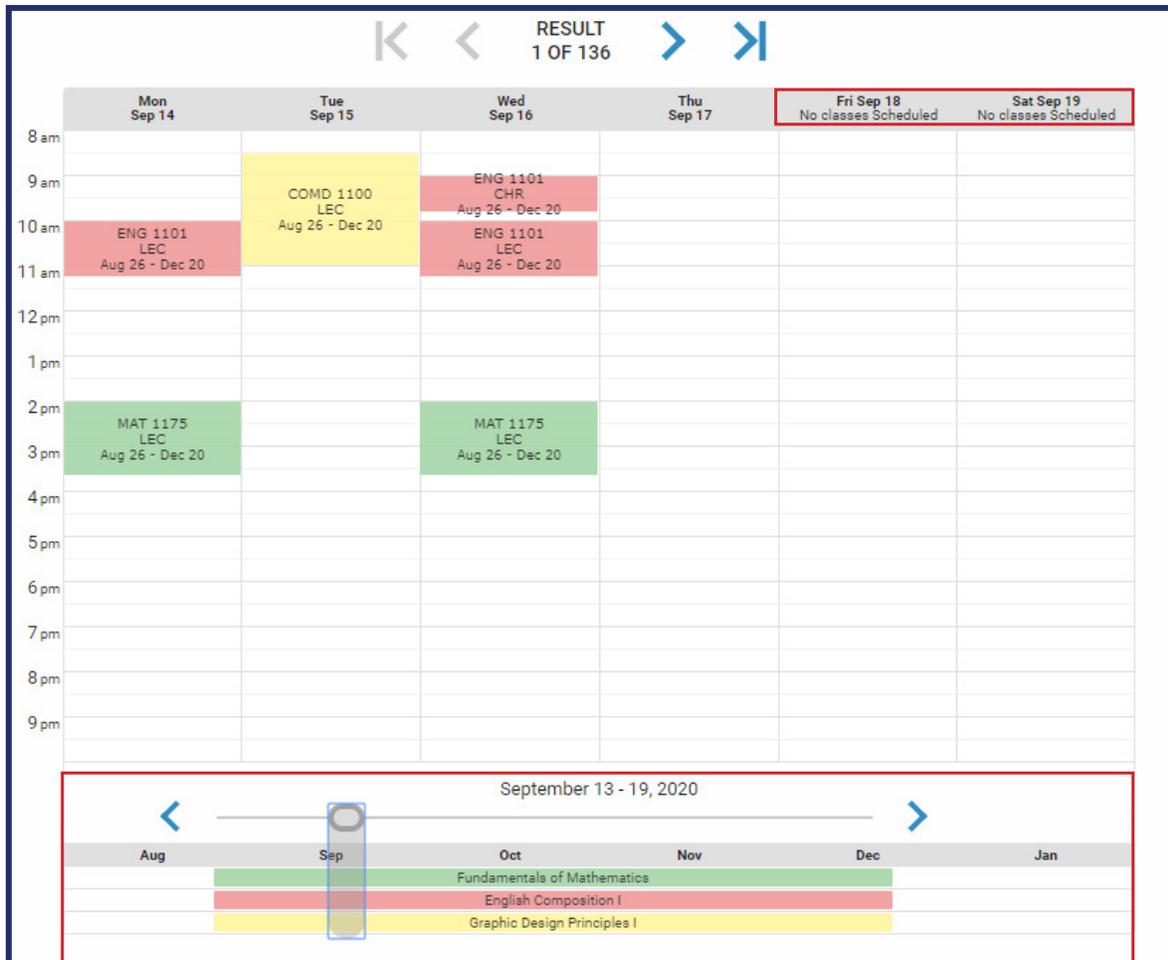
03 | Click and drag on the calendar grid to block out times that you cannot or prefer not to attend classes.

The screenshot shows a 'SCHEDULE RESULTS' interface. At the top, there are navigation options: 'Class Details' (with a toggle), 'TIPS', 'Sort by: Select...', and 'FILTERS (1)'. Below this is a calendar grid for the week of August 30 to September 5, 2020. The grid shows class sessions for various days and times. For example, on Monday, August 31, there are sessions for SOC 1101 (9am-10am), COM 1330 (10am-11am), ENG 1101 (12pm-1pm), and MAT 1175 (2pm-3pm). On Tuesday, September 1, there is a session for COMD 1100 (9am-10am). On Wednesday, September 2, there are sessions for SOC 1101 (9am-10am), COM 1330 (10am-11am), and MAT 1175 (2pm-3pm). On Friday, September 4, there is a session for COMD 1100 (9am-10am). Below the calendar grid is a date range selector showing 'August 30 - September 5, 2020' with navigation arrows. At the bottom, there is a list of courses for the month of August, including Elements of Sociology, English Composition I, Fundamentals of Mathematics, Public Speaking, and Graphic Design Principles I.

04 | Reduce your schedule results by choosing which session you prefer to take classes in the term.

The screenshot shows the course details for 'General Psychology' (PSY 1100) at Kingsborough CC. The course is currently 'Enrolled'. The description states: 'Introduction to psychology as a science. Topics covered in this survey course include: historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory. Flexible Core: Scientific World (Group E) Refer to the college catalog year you entered or last change your major.' The requirements list various course numbers and their status (e.g., 'None (For 15772-LEC): None (For 15773-LEC): None (For 15774-LEC): None (For 15775-LEC): None (For 15777-LEC): None (For 15778-LEC): None (For 17454-LEC): None (For 15781-LEC): None (For 15782-LEC): None (For 15784-LEC): None (For 15785-LEC): None (For 15786-LEC): None (For 15800-LEC): None (For 15801-LEC): None (For 15803-LEC): None (For 15804-LEC): None (For 17405-LEC): None (For 15805-LEC): None (For 15806-LEC): None (For 15814-LEC): None (For 17406-LEC): None (For 15807-LEC): None (For 15808-LEC): None (For 15809-LEC): None (For 15816-LEC): None (For 16846-LEC): None (For 16891-LEC): None (For 16941-LEC): None (For 17023-LEC): None (For 17024-LEC): None (For 17455-LEC): None (For 17458-LEC): None (For 17525-LEC): None (For 26547-LEC): None (For 26548-LEC): None (For 26549-LEC): None (For 54589-LEC): None (For 54593-LEC and 68095-LEC): Open only to Fully-Online Program Students (FLEX)'). A 'Session:' dropdown menu is open, showing options for 'All Sessions (2)', '2020 Spring Term - Regular Academic Session', and '2020 Spring Term - Second Session'. The 'All Sessions (2)' option is selected. Below the dropdown, there is a list of sessions with checkboxes and status indicators (e.g., '15775-LEC (Closed)', '15781-LEC (Closed)', '15786-LEC (Enrolled)', '15800-LEC (Closed)', '15801-LEC', '15803-LEC', '15804-LEC', '15805-LEC', '15806-LEC', '15807-LEC', '15808-LEC', '15809-LEC', '15814-LEC', '15816-LEC', '16846-LEC').

05 | At the bottom of the page there is a visual timeline which displays all the added classes in order, based on each session. Select and/or drag on the timeline to see your schedule from week to week.



How to Add Courses from DegreeWorks Using Plan or Worksheet

02 | To import courses still needed to fulfill degree requirements, select “Plan” or “Worksheet”.

*Note: Not all CUNY Colleges use “Plan”

The screenshot displays the DegreeWorks interface. On the left, under 'Import My DegreeWorks', there are two options: 'PLAN(1)' and 'WORKSHEET'. A white arrow points to 'PLAN(1)'. Below these options is a list of enrolled courses, including Biostatistics, Organic Chemistry II, Techniques of Organic Chemistry II, Biochemistry / Molecular Biology, and Independent Study. On the right, a calendar grid shows course schedules for February 3rd, 4th, and 5th. A white dialog box titled 'Import Plan' is overlaid on the calendar, featuring a blue button with the text 'GEOLOGY (BIOLOGY) BS/FALL 2020 (9 CREDITS)'. The calendar also shows a monthly view for February and March 2020, with various courses listed for each month.

*Note, under the field labeled Select Course, students may have a pre-arranged Plan set up by their college through DegreeWorks. Any courses that have been included as part of a Student’s Education Plan will import into their course list to save time.

Students can view a summary of their degree audit or may select the “**Still Needed**” tab to view courses necessary to fulfill degree requirements. From here, students are able to select classes that will automatically add to their course list.

Worksheet

SUMMARY AUDIT **STILL NEEDED**

Organismic & Environmental Biology ^

Still Needed:
7.5 to 9 Credits in

BIO 308	SELECT
BIO 309	SELECT
BIO 325	SELECT
BIO 331	SELECT
BIO 334	SELECT
BIO 403	SELECT
BIO 410	SELECT
BIO 411	SELECT
BIO 477	SELECT

Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.

CLOSE

Worksheet

SUMMARY **AUDIT** STILL NEEDED

Associate in Arts: Liberal Arts and Sciences

Academic Year: U 2019-2020 Undergraduate Credits Required: 60
CUM GPA: Credits Applied: 17

60 Credits ^

45 credits ^

30 credits in residence ^

2.0 GPA requirement met

New Student Orientation

Skills Assessment

Pathways - General Education Requirements ^

Disclaimer: This DegreeWorks Audit is not real-time and may not be up to date.

CLOSE

- 02 | Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.

CUNY | Schedule Builder

SELECT COURSES

Colleges: Queens College × (1/26)

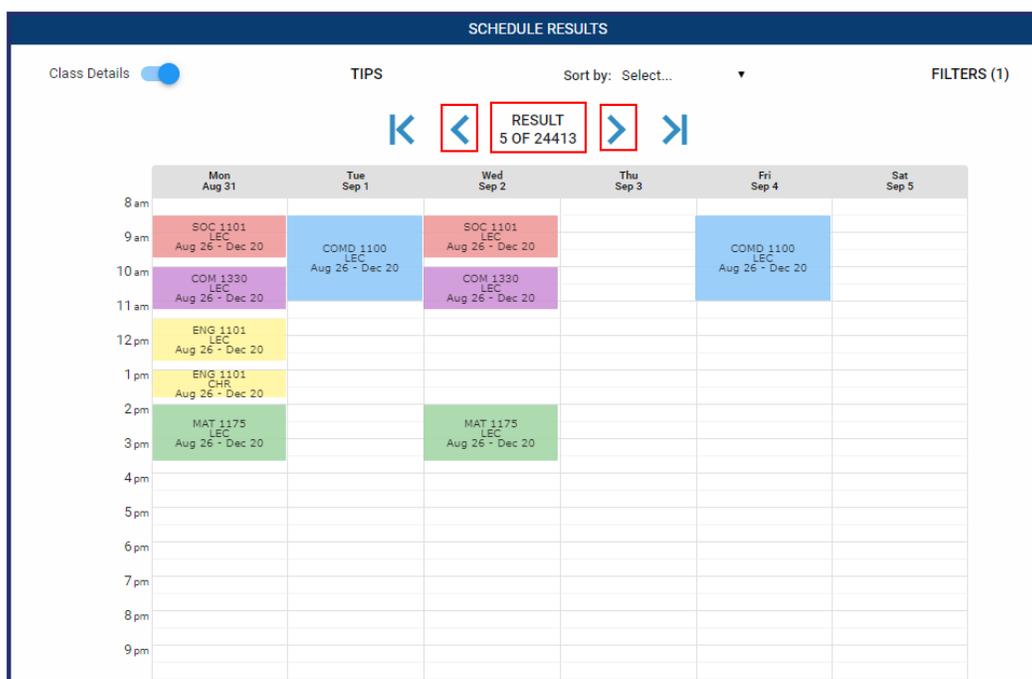
Instruction Modes: All

Select Course...
Class Number, Title, Instructor... Advanced Search

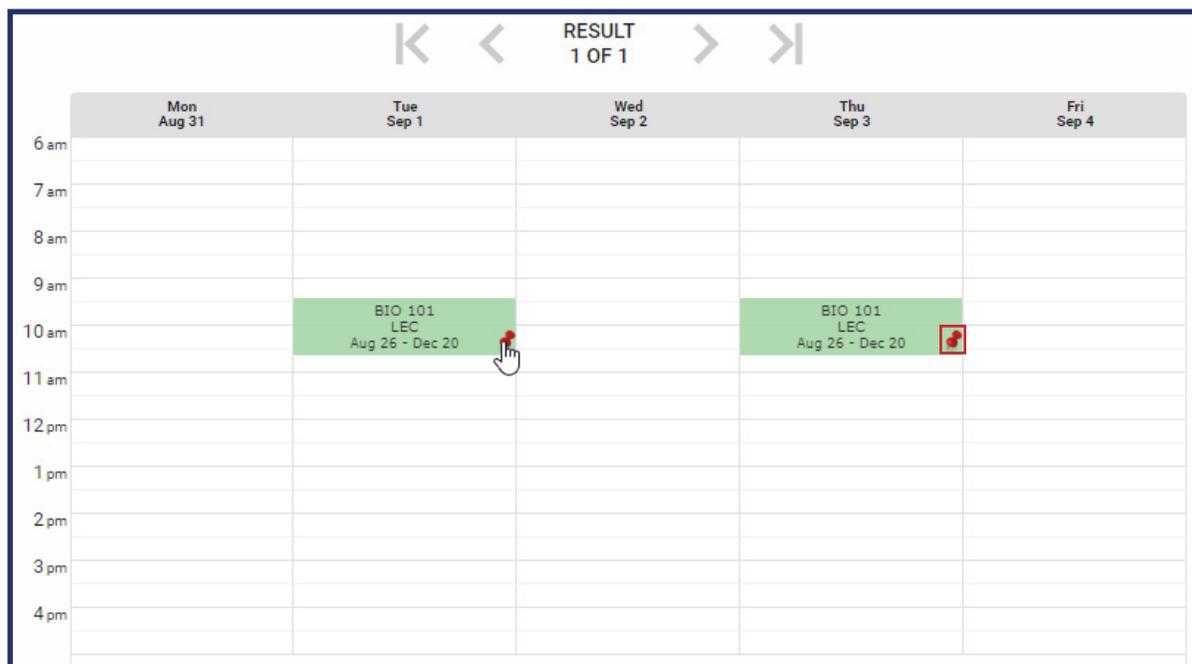
Import My DegreeWorks: PLAN WORKSHEET

<input checked="" type="checkbox"/>	SOC 331 Foundations of Sociological Theory Queens College Try all classes (1)	🔒 🗑️ ▼
<input type="checkbox"/>	HIST 160 VT: Topics in Global History Queens College Try all classes (4)	🔒 🗑️ ▼

03 | Review the generated results. Browse the results by clicking the right and left arrows on the screen or by using the arrows on your keyboard.



04 | If there is a class section you prefer, pin it to ensure class section and specific meeting time is always returned in the generated results. Pin a class to the schedule by selecting it directly on the grid.



04 | Open **Class Details** to see specific class information, such as class time, class location, and the number of available seats in a class.

The screenshot shows a mobile application interface for a course schedule. At the top right, the word "SCHEDULE" is displayed in white on a dark blue background. Below this, there is a "Class Details" toggle switch (currently turned on) and a "TIPS" button. Navigation arrows and "RESU 1 OF" are visible on the right side. The main content area lists three classes, each with a distinct background color: green for SOC 331, red for HIST 160, and purple for MATH 115. Each class entry includes the course code, title, term, and time. Below each class, there is a section for "LEC" (Lecture) with details such as course number, seats, wait list, recommendations, and prerequisites. The location, format, and instructor are also listed for each lecture.

Course Code	Course Title	Term	Time	Lecture	Seats	Wait List	Recommendations	Prerequisites	Location	Format	Instructor	Units
SOC 331	Foundations of Sociological Theory	2020 Summer Term	Mon, Tue, Wed, Thu : 10:30 AM to 12:45 PM	LEC 1 5861	5/20	None	0 : 0	PRE: SOC 101	Queens College Kiely Hall Rm 319	In Person	Dongho Cho	4.0/4.0 Progress Units
HIST 160	VT: Topics in Global History	2020 Summer Term		LEC 04 5643	1/30	None	0 : 0 (unscheduled)		Queens College Powdermaker Hall Rm 157	In Person	Kevin Murphy	3.0/3.0 Progress Units
MATH 115	College Algebra for Precalculus	2020 Summer Term	Mon, Tue, Wed, Thu : 6:30 PM to 8:04 PM	LEC 03 3108	2/20	None	0 : 0	Class Attributes: Low Textbook Cost Not open to students who are taking or have received credit, including transfer credit or advanced placement credit, for any pre calculus or calculus course.	Queens College Kiely Hall Rm 326	In Person		3.0/3.0 Progress Units

How to Save a Preferred Schedule

The screenshot shows a web interface for saving a preferred schedule. At the top, there's a 'SAVED' indicator and two tabs: 'FAVORITES' (selected) and 'RECOMMENDATIONS'. A small calendar icon labeled 'Summer schedule' is visible. Below the tabs, there's a 'LOAD' button, the name of the saved schedule 'Summer schedule' with a timestamp 'Feb 24, 2020, 02:13 PM', and a 'DELETE' button. The main area is a grid showing a weekly schedule from Monday, June 29 to Friday, July 3. The grid is color-coded by course: green for SOC 331 LEC, red for ARTH 258 LEC, and yellow for MATH 115 LEC. At the bottom, there's a date range selector for 'June 28 - July 4, 2020' and a list of course titles: 'Foundations of Sociological Theory', 'History of Photography', and 'College Algebra for Precalculus'.

	Mon Jun 29	Tue Jun 30	Wed Jul 1	Thu Jul 2	Fri Jul 3
10 am					
11 am	SOC 331 LEC Jun 29 - Aug 6				
12 pm					
1 pm					
2 pm	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	ARTH 258 LEC Jun 29 - Jul 22	
3 pm					
4 pm					
5 pm					
6 pm					
7 pm	MATH 115 LEC Jun 29 - Aug 6				
8 pm					

01 | If you are unable to enroll immediately, save your preferred schedule as a favorite. You can have up to (5) favorites saved under different names. Options are available for you to share this link with others as well as yourself. You may also print the schedule and keep it for your records.

How to Enroll for Classes

01 | Once you've created the perfect schedule, select **Get This Schedule**, then choose the action that best suits your needs.

How to **Validate your Shopping Cart** before Enrolling

01 | Before enrolling in classes, you may choose the option "**Add to Cart**", to add courses to your shopping cart. After completing the action, click on '**Do Action**'.

Class	Action	Options	Result
SCC 252 2020 Spring Term: Mar 3 - Jun 12 Organic Chemistry II Tue : 1:00 PM to 4:25 PM Tue : 5:45 PM to 10:15 PM Regular Academic Session		None	
LEC 256A 30698 Seats: 11/22 Wait List: None Pre-requisite of SCC 251 is required	LaGuardia CC In Person C - Center 3 Building Rm C-246 Janet Gonzalez 5.0/5.0 Progress Units Add to Cart		
LAB 256B 30699 Seats: 11/22 Wait List: None	LaGuardia CC In Person E - E Building Rm E-314 Janet Gonzalez		

02 | To validate the shopping cart, click on Return to "**Select Courses**" and select **Validate Shopping Cart**.

The screenshot shows a 'SCHEDULE RESULTS' window titled 'Validating Your Shopping Cart'. It displays a table with columns for 'Class' and 'Result'. The first row shows 'DATA 334' (Applied Research, 2020 Summer Term: Jun 29 - Aug 6, Six Week - Second) with a red error icon. Below it, 'LEC 1' (5862, Hybrid, Kieley Hall Rm 317) and 'LAB 1A' (5863, Hybrid, Kieley Hall Rm 317) are both marked as 'In Shopping Cart'. A message states: 'The Requirement Designation Options was set to 'YES' by the enrollment process. This course has been taken previously. You may add this class but you have reached the repeatable limit. Verify that the class will apply toward your course of study.' A 'BACK' button is visible at the bottom left.

03 | Check your results to ensure you are able to enroll in the class in your Shopping Cart

How to Enroll for Classes

01 | If you are ready to enroll, and you've found a schedule that you like, select **Get This Schedule**. Be sure that your actions are all set to **Enroll** and then **Do Action**.

The screenshot displays the 'SCHEDULE RESULTS' page with a 'Getting Schedule' table. The table has four columns: Class, Action, Options, and Result. It lists three classes: ACC 102, MAT 105, and ENG 101. Each class entry includes details like term, session, and instructor. The 'Action' column contains 'Enroll' buttons. The 'Options' column shows 'None' for ACC 102 and error messages for MAT 105 and ENG 101. The 'Result' column is empty. At the bottom, there are 'CANCEL' and 'DO ACTIONS' buttons.

Class	Action	Options	Result
ACC 102 2020 Spring Term: Jan 27 - May 22 Regular Academic Session Principles of Accounting II Mon, Wed : 6:00 PM to 7:50 PM ● LEC M26 40766 Seats: 24/40 Wait List: None York College In Person Academic Core Rm 2C04 Charles Parker 3.0/3.0 Progress Units Prereq: ACC 101 ● REC W26 40767 Seats: 24/40 Wait List: None York College In Person Academic Core Rm 2C04 Charles Parker	Enroll	None	
MAT 105 2020 Spring Term: Jan 27 - May 22 Regular Academic Session College Algebra Sat : 9:25 AM to 12:05 PM ● LEC 302 25820 Seats: 32/34 Wait List: None John Jay College In Person New Building Rm 1.101 Earik Middleton 3.0/3.0 Progress Units MAT 103 or ACT MATH Placement Part 1 score greater than 34 and Part 2 score between 40 and 57	Enroll	You are unable to enroll in this class at this time. The last day to enroll has passed.	
ENG 101 2020 Spring Term: Jan 27 - May 22 Regular Academic Session College Composition I: Exploration & Authorship-An Inquiry-based Writing Course Tue, Thu : 4:30 PM to 5:45 PM ● LEC 09 9774 Seats: 21/27 Wait List: None John Jay College In Person Westport Building Rm 114W Stephanie Gray 3.0/3.0 Progress Units Class Attributes: English Composition Reserved seats are being held for Non-Native English Speakers and ESL students. These seats will be released to the general student population on January 24, 2020. Placement into ENGLISH 101	Enroll	You are unable to enroll in this class at this time. The last day to enroll has passed.	

02 | Upon enrolling, you should see the word **Added** in the **Results** column. If not, try to resolve the issue in the displayed message or contact an academic advisor.

02 | Once you enroll with 12 or more credits, an **Enrollment Encouragement** selection may be displayed under your classes.

***Note: Not all CUNY schools will have Enrollment Encouragement.**

SELECT COURSES

Colleges: LaGuardia CC (1/26)

Instruction Modes: All

Note: You are also registered for 'ADV-MFD 001' however this class is not enabled for display in this tool.

Select Course... Advanced Search

Import My DegreeWorks: PLAN WORKSHEET

<input checked="" type="checkbox"/>	ELL 101	Introduction to Language	Enrolled	LaGuardia CC	Stay enrolled in 29093-LEC	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	ELS 101	Elementary Spanish I	Enrolled	LaGuardia CC	Stay enrolled in 29129-LEC	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	LIF 101	First Year Seminar for Liberal Arts	Enrolled	LaGuardia CC	Stay enrolled in 29805-LEC - 29806-LAB	🔒 🗑️ ⌵
<input checked="" type="checkbox"/>	MAT 115	College Algebra and Trigonometry	Enrolled	LaGuardia CC	Stay enrolled in 47363-LEC	🔒 🗑️ ⌵

⚠️ This course contains some class sections that must be taken together with SCB-201. To get more schedule options, add SCB-201 to the list of courses.

Speed up and Save!

By registering for at least 12 credits across Spring I and II, you are full-time for flat-rate tuition, and potentially for financial aid. Registering for only 12 credits, however, costs you money at the end by extending your time and semesters to completion. Register now for more credits at NO EXTRA TUITION COST across the two sessions, and save money now, save money and time later, and build momentum towards your goals.

IMPORTANT: You may enroll in up to 18 credits in Session I, and two classes (or a total of 9 credits/equated credits for basic skills courses, whichever limit is reached first) in Session II. If you are enrolled in or need to enroll in a Remedial Reading, Writing, Math or ESL class, please speak with an advisor before you add additional classes.

If you need any assistance with registration, please email us at Springregistration@lagcc.cuny.edu. Please include your name and EMPL ID.

How to Adjust your Schedule after Enrolling

01 | To drop a class, select the trashcan to the right of each course you are planning to drop.

The screenshot shows a web interface titled "SELECT COURSES" with a back arrow in the top right. Below the title, it displays "Colleges: Queens College x (1/26)" and "Instruction Modes: All". A search bar contains "Select Course..." and "Advanced Search" with a magnifying glass icon. Below the search bar are two buttons: "Import My DegreeWorks: PLAN" and "WORKSHEET". The main area lists three courses, each with a checkmark on the left and a trashcan icon on the right. The courses are:

Course ID	Course Name	Status	Action
ARTH 258	History of Photography	In Shopping Cart	Drop (trashcan icon)
MATH 115	College Algebra for Precalculus	In Shopping Cart	Drop (trashcan icon)
SOC 331	Foundations of Sociological Theory	In Shopping Cart	Drop (trashcan icon)

02 | Click on [Get This Schedule](#). Beside each course you plan to drop, the word **Drop** should be in the Action column.

03 | If the class is successfully dropped, you will see the word **Success** to the right of the course under the results column.

How to Swap a Course

- 01 | Search and select the course you would like to enroll in.
- 02 | Next, select the open trash can icon on the course you wish to drop. Select **Get This Schedule** and then **Do Action**.
- 03 | If the class was successfully swapped, you should see the word success to the right of your newly enrolled class.

Class Details ●
TIPS
Sort by: Select... ▼
FILTERS (1)

Getting Schedule

Class	Action	Options	Result
<p>MATH 115 2020 Summer Term: Jun 29 - Aug 6 College Algebra for Precalculus Six Week - Second Mon, Tue, Wed, Thu : 6:30 PM to 8:04 PM</p> <p>● LEC 03 Enrolled 3108 Queens College In Person Seats: 2/20 Kely Hall Rm 326 Wait List: None 3.0/3.0 Progress Units Recommendations: 0 : 0 Class Attributes: Low Textbook Cost Not open to students who are taking or have received credit, including transfer credit or advanced placement credit, for any pre calculus or calculus course.</p>	<div style="border: 1px solid orange; padding: 5px; display: inline-block;">Drop* *Swapping for ARTH 258</div>	N/A	N/A
<p>SOC 331 2020 Summer Term: Jun 29 - Aug 6 Foundations of Sociological Theory Six Week - Second Mon, Tue, Wed, Thu : 10:30 AM to 12:45 PM</p> <p>● LEC 1 Enrolled 5861 Queens College In Person Seats: 5/20 Kely Hall Rm 319 Wait List: None Dongho Cho Recommendations: 0 : 0 4.0/4.0 Progress Units PRE: SOC 101</p>	None <small>(Already enrolled in this class)</small>	N/A	N/A
<p>ARTH 258 2020 Summer Term: Jun 29 - Jul 22 History of Photography Four Week - Second Mon, Tue, Wed, Thu : 1:40 PM to 2:40 PM</p> <p>● LEC 01 1002 Queens College In Person Seats: 6/30 Klapper Hall Rm 403 Wait List: None Herbert Hartel Jr Recommendations: 0 : 0 3.0/3.0 Progress Units</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Enroll ▼</div>	None	<div style="border: 1px solid orange; padding: 5px; display: inline-block;">Swapped Success - This class is added to your schedule.</div>

RETURN TO 'SELECT COURSES'

Click this button to view the latest state of your courses.

How to Swap a Section

01 | Click on the dropdown beside the class number.

02 | Choose the section you would like to swap for.

The screenshot shows the 'SELECT COURSES' interface. At the top, it displays 'Colleges: Queens College x (1/26)' and 'Instruction Modes: All'. Below this is a search bar labeled 'Select Course...' with an 'Advanced Search' button. Underneath the search bar are two buttons: 'Import My DegreeWorks: PLAN' and 'WORKSHEET'. The main content area shows a course entry for 'HIST 160 VT: Topics in Global History' with an 'Enrolled' status. A dropdown menu is open next to the '5631-LEC' section number, showing options: 'Stay enrolled in 5633-LEC', 'Drop Course', 'Try all classes (4)', and 'Try specific classes (1/4)'. Below the dropdown, there is a 'Session:' section with a dropdown menu currently set to '5631-LEC'. Underneath, there is a 'Classes:' section with a list of sections: '5631-LEC', '5642-LEC', and '5643-LEC'. The '5642-LEC' and '5643-LEC' sections have checkboxes that are checked. At the bottom right of the course entry, there are buttons for 'SELECT ALL' and 'SELECT NONE'.

03 | Select Get This Schedule and then Do Action.