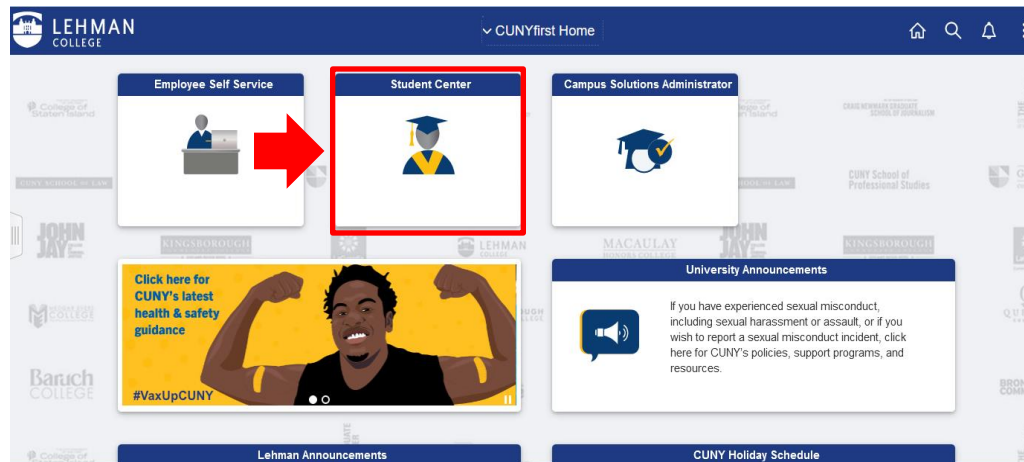


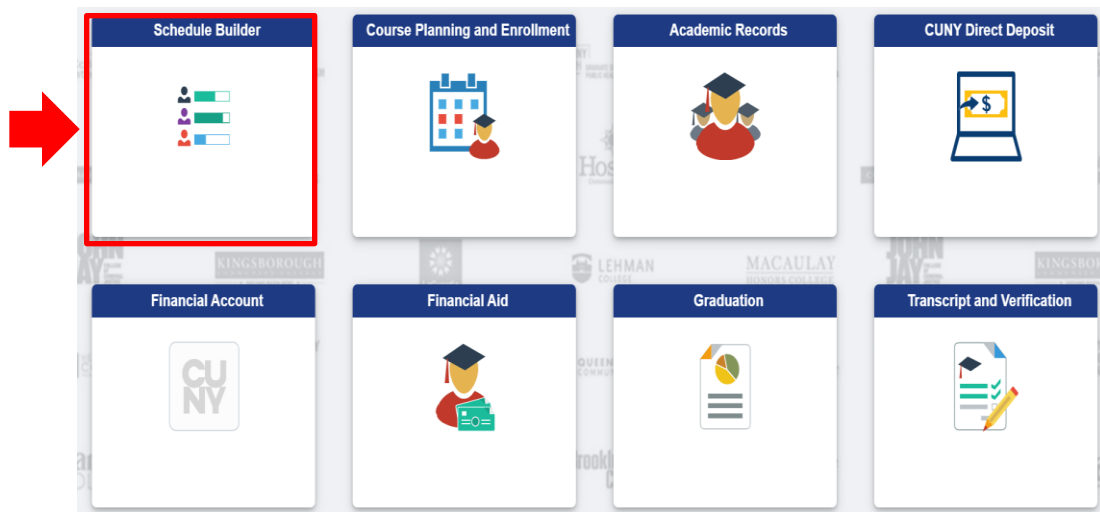
How to Enroll in **Schedule Builder**

01 | Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar: (Preferred browsers are Firefox or Chrome) Be sure to allow pop-ups in browser

- Enter your Username and Password and click on Log in.
- From the **CUNYfirst Home Menu**, select **Student Center**.



02 | From your Student Center, click on the “**Schedule Builder**” tile to access the application



03 | Once the application opens, Schedule Builder's Welcome page should appear.

04 | Click on the term in which you would like to search for classes directly on the **Welcome** page.

WELCOME

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

Select a Term you wish to Enroll for:

2022 Summer

Enrollment Appointment:
Five Week - Second Session Apr 7, 2022 1:00pm to Jul 19, 2022 11:59pm

Open Enrollment Dates:
Five Week - Second Session Jul 24, 2022
Eleven Week Session Jun 21, 2022
Six Week - First Session Jun 14, 2022
Four Week - First Session Jun 11, 2022
Four Week - Second Session Jul 22, 2022

2022 Fall

Open Enrollment Date:
All Sessions Aug 26, 2022

05 | Next, select your CUNY Campus and choose your preferred instruction mode for your classes. You may begin to search for classes using the “Select Course” field.

CUNY | Schedule Builder

SELECT COURSES <<

Colleges: **Lehman College** × (1/26)

Instruction Modes: None

In Person Fully Online

Web-Enhanced Online

Hybrid Partially Online

SELECT ALL SELECT NONE CLOSE

Begin typing a course code or name that you would like to take.

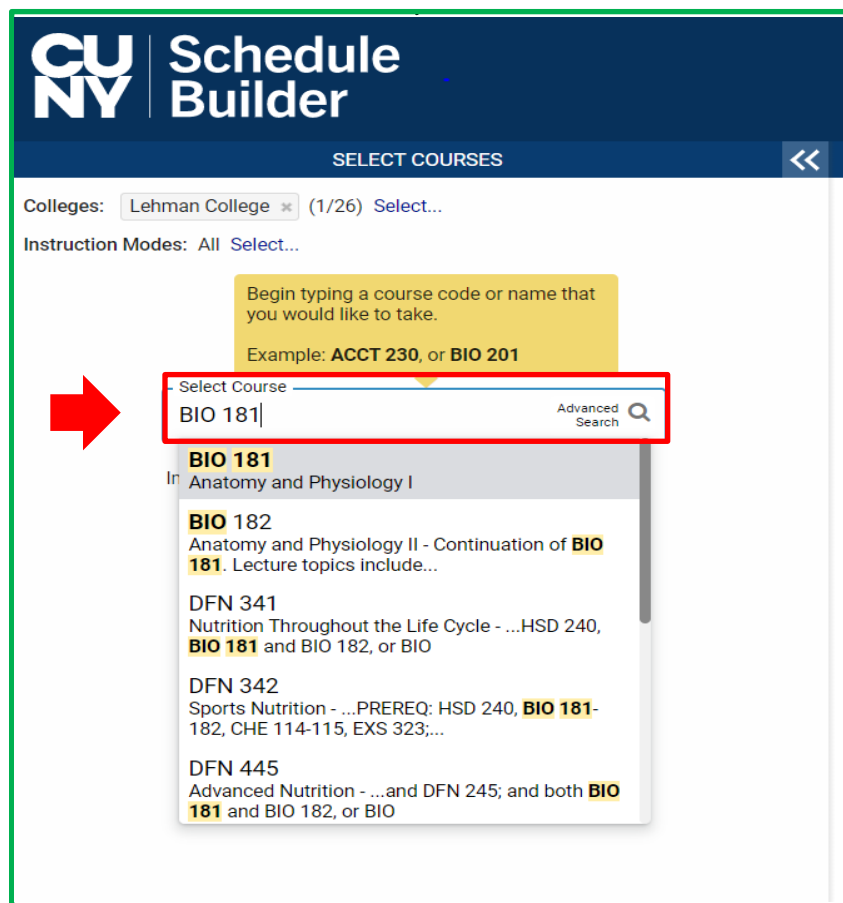
Example: **acco 230**, or **biol 201**

Select Course... Advanced Search 🔍

Import My DegreeWorks: **PLAN** **WORKSHEET**

Searching for Classes

- 01 | In the **Select Course** field, type subject name or class number (i.e. BIO 166) and press enter to find all classes that are currently being offered. You can also use this field to search for specific courses by instructor's name or instruction mode to build your schedule.



02 | Select **Advanced Search** magnifying glass for more search options. Options are available for you to specify and combine additional requirements to refine your search results.

Advanced Course Search

Selected colleges only (1)

Academic Career:

Course Subject:

Course Attribute:

Course Attribute Value:

Requirement Designation:

Session:

Keywords:

View selected only

- 03 | 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.

The screenshot shows a web interface titled "SELECT COURSES" with a back arrow in the top right. Below the title, it displays "Colleges: Lehman College x (1/26)" and "Instruction Modes: All". A green notification bar reads "Plan 'MCS-BA PLAN' imported." with a close button. A search bar contains "Select Course..." and "Advanced Search" with a magnifying glass icon. Below the search bar, there are two tabs: "Import My DegreeWorks: PLAN(1)" and "WORKSHEET". A list of four courses is shown, each with a checkbox on the left and icons for lock, delete, and dropdown on the right. Two red arrows point to the checkboxes for "MAT 171" and "SPA 112".

Course ID	Course Name	College	Try all classes	Lock	Delete	Dropdown
<input checked="" type="checkbox"/> MAT 171	Elements of Precalculus	Lehman College	Try all classes (3) ✓	🔒	🗑️	⌵
<input type="checkbox"/> SPA 112	Elementary Spanish II	Lehman College	Try all classes (12) ✓	🔒	🗑️	⌵
<input checked="" type="checkbox"/> LEH 354	Studies in Historical Studies	Lehman College	Try all classes (51) ✓	🔒	🗑️	⌵
<input checked="" type="checkbox"/> JRN 307	Multimedia Editing and Proofreading	Lehman College	Try all classes (1) ✓	🔒	🗑️	⌵

- 04 | Review the generated results by clicking the right and left arrows on the screen or by using the arrows on your keyboard. If there is a class section you prefer, pin it by clicking on the section. This action will make certain that the pinned class will be included in all generated results.

The screenshot displays a 'SCHEDULE RESULTS' interface. At the top, there is a 'Class Details' toggle, a 'TIPS' icon, a 'Sort by: Select...' dropdown, and a 'FILTERS' button. A navigation bar contains left and right arrows, with 'RESULT 1 OF 16' in the center. A red arrow points to the left arrow, and another red arrow points to the right arrow. The main area is a grid with days of the week (Mon Jun 13, Tue Jun 14, Wed Jun 15, Thu Jun 16, Fri Jun 17) as columns and time slots (8 am to 10 pm) as rows. Classes are shown as colored blocks: LEH 354 LEC (red), LEH 352 LEC (yellow), and BIO 181 LEC (green). A legend at the bottom shows 'Anatomy and Physiology I' (green), 'Studies in Historical Studies (online)' (red), and 'Studies in Literature' (yellow). A note states 'This schedule includes online classes'.

Time	Mon Jun 13	Tue Jun 14	Wed Jun 15	Thu Jun 16	Fri Jun 17
8 am					
9 am					
10 am	LEH 354 LEC Jun 6 - Jul 14		LEH 354 LEC Jun 6 - Jul 14		
11 am					
12 pm					
1 pm	LEH 352 LEC Jun 6 - Jul 14		LEH 352 LEC Jun 6 - Jul 14		
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm	BIO 181 LEC Jun 6 - Aug 18		BIO 181 LAB Jun 6 - Aug 18		
8 pm					
9 pm					
10 pm					

This schedule includes online classes

June 12 - 18, 2022

Month	Class
Jun	Anatomy and Physiology I
Jun	Studies in Historical Studies (online)
Jun	Studies in Literature

How to Register for Classes

01 | Once you have selected your preferred schedule result, click on **Get This Schedule**

Colleges: Lehigh College (1/25)
Instruction Modes: All

Select Course... Advanced Search

Import my: DEGREE PLAN DEGREEWORKS AUDIT

- CMP 405 Lehigh College Cart In Shopping INTRODUCTION TO NETWORKS LEC 01LC LAB 01LB (in Shopping Cart)
- CMP 420 Lehigh College Enrolled Stay enrolled in LEC ZG31

Class Details TIPS Sort by: Select FILTERS (1)

RESULT 1 OF 1

Mon Aug 31	Tue Sep 1	Wed Sep 2	Thu Sep 3	Fri Sep 4
11 am CMP 405 LEC		CMP 405 LEC		
12 pm CMP 405 LAB		CMP 405 LAB		
1 pm				
2 pm				
3 pm				
4 pm				
5 pm				
6 pm	CMP 420 LEC		CMP 420 LEC	
7 pm				

August 30 - September 5, 2020

ADD PERSONAL TIMES

You are not enrolled for this schedule.

Total Units: 7.0

SAVE AS FAVORITE VALIDATE SHOPPING CART **GET THIS SCHEDULE**

02 | You may add the classes to your Shopping Cart by selecting **Add to Cart** or you may **Enroll** for classes directly through Schedule Builder by clicking on **Do Actions**.

Class	Action	Options	Result
MAT 132 2022 Summer Term: Jul 18 - Aug 11 Introduction to Statistics Lehigh College Online 7874 Seats: 6/24 Wait List: None Prerequisite: MAT 104 +	Enroll	None	
DFN 330 2022 Summer Term: Jun 6 - Jul 13 Quantity Food Procurement, Production, and Service Six Week - First Mon, Wed : 1:00 PM- to 3:40 PM Lehigh College Hybrid 10899 Seats: 7/20 Wait List: 0/10 Mary Opfer 3.0/3.0 Progress Units Meets in person every week during scheduled days/times. Remainder of the time is online asynchronous. PREREQ: DFN 220 and HSD 240	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	
ENG 121 2022 Summer Term: Jul 18 - Aug 11 English Composition II Lehigh College Online 7913 Seats: 14/25 Wait List: 0/10 Justin Stephens 3.0/3.0 Progress Units Course Attributes: Introduction to Literature PREREQ: ENG 111 or equivalent or departmental permission.	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	

CANCEL **DO ACTIONS**

03 | Upon enrolling, in the results column, if successful, you should see the word **Added**. If unsuccessful, the word **Failed** with a message will appear. You will need to resolve the displayed message to enroll in the class or contact your [departmental advisor](#).

Class	Action	Options	Result
PSY 234 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Four Week - Second Mon, Tue, Wed, Thu: 9:00 AM- to 11:35 AM ● LEC S01C Lehman College Online 8225 Online-Synchronous ● Seats: 4/31 Humberto Lizardi ● Wait List: 0/5 3.0/3.0 Progress Units Course Attributes: Abnormal or Personality Psych Synchronous - class meets online during the scheduled days and times. Pre-requisite PSY 166	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	Added Success - This class is added to your schedule. Pre-requisite HSD 266 & HSA/BBA 267
CMP 430 2022 Summer Term: Jun 6 - Jun 30 Mobile Programming Four Week - First Mon, Tue, Wed, Thu: 12:00 PM- to 3:25 PM ● LEC H01A Lehman College Hybrid 8012 ● Seats: 9/30 Eva-Maria Sofianos ● Wait List: None 4.0/4.0 Progress Units Meets in person every week during scheduled days/times. Remainder of the time is online synchronous. Pre-requisite CMP 338	Enroll	None	Failed Unable to add this class - requisites have not been met. Pre-requisite CMP 338
HSA 312 2022 Summer Term: Jun 6 - Jun 30 Managed Health Care Four Week - First Mon : 9:00 AM- to 11:40 AM ● LEC S01A Lehman College Online 7569 Online-Synchronous ● Seats: 11/20 Amy White ● Wait List: 0/10 3.0/3.0 Progress Units Synchronous - class meets online during the scheduled days and times. Additional online asynchronous work each week. Pre-requisite HSD 266 & HSA/BBA 267	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	Failed Unable to add this class - requisites have not been met. Pre-requisite HSD 266 & HSA/BBA 267



RETURN TO 'SELECT COURSES'

Adding courses to your shopping cart

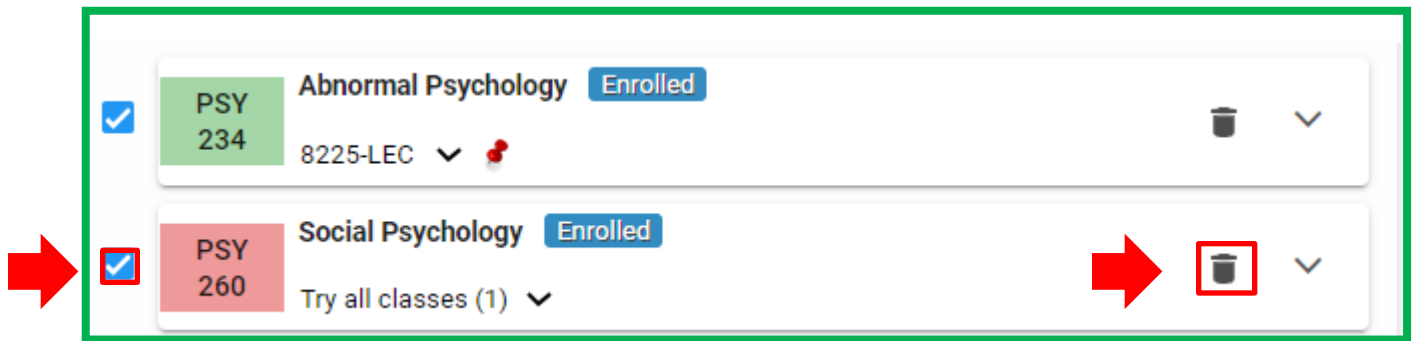
01 | If you choose the option to put classes into your shopping cart, you can select Validate Shopping Cart to get information about the class you selected. This action informs you if you meet the prerequisites needed for the class or other information that could allow or prevent you from registering for the class.

The screenshot shows a course selection interface. On the left, there is a search bar and a list of courses. Two courses are selected: CMP 405 (Introduction to Networks) and CMP 420 (Database Systems). On the right, there is a class schedule grid for the period August 30 to September 5, 2020. The grid shows the times for each course. Below the grid, there are buttons for 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'. The 'VALIDATE SHOPPING CART' button is highlighted with a red box.

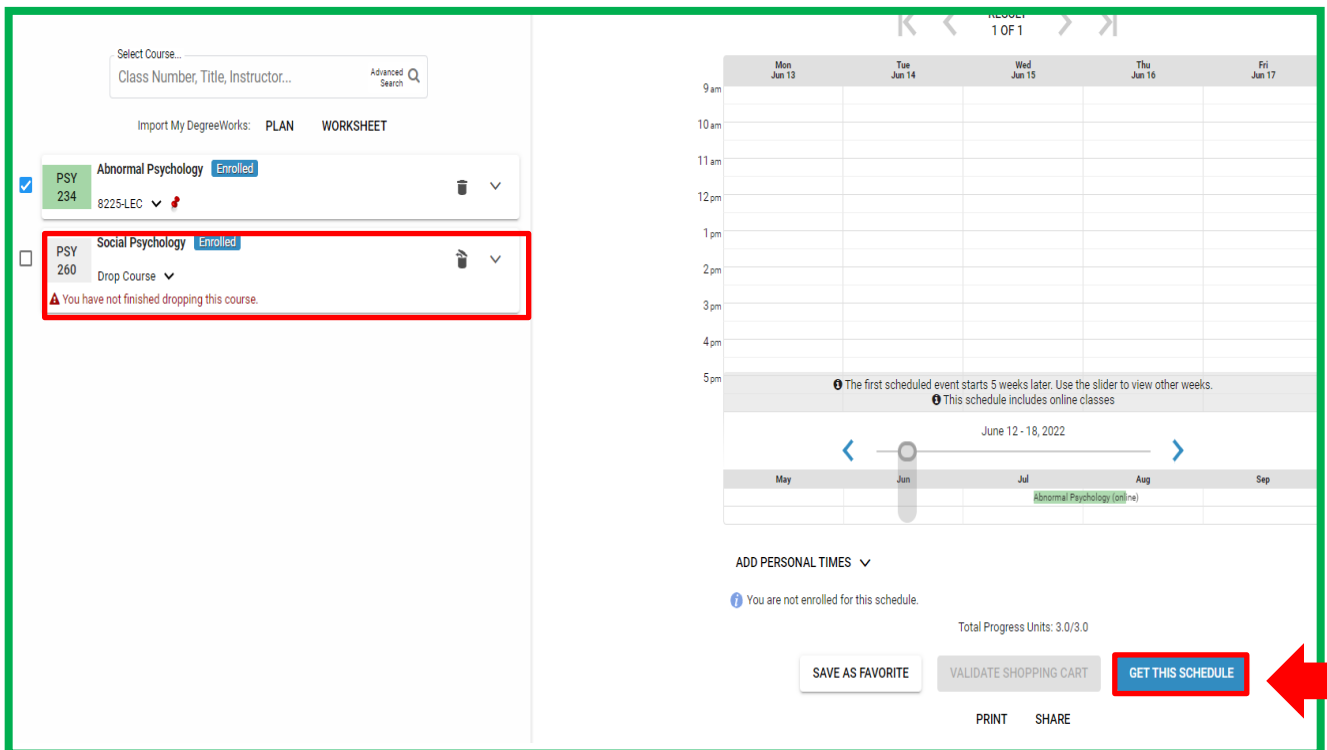
The screenshot shows the 'Validating Your Shopping Cart' screen. It displays the details for the selected courses. A red box highlights the text 'Validating Your Shopping Cart' at the top right. Another red box highlights the text 'Enrollment Requisites are not met. Pre-requisite CMP 334 and CMP 338' next to the CMP 405 course details. A red arrow points to this text. The screen also shows a 'BACK' button at the bottom left.

How to Drop a Course

01 | If you would like to make changes to your schedule, then you can drop your class by unchecking the box to the left of each course or **Clicking on the trash can icon** . This Action will drop the class from your schedule.



02 | Then click on “Get This Schedule.”



03 | Then click on “Do Actions.”

The screenshot shows a table titled "Getting Schedule" with four columns: Class, Action, Options, and Result. Two rows are visible:

Class	Action	Options	Result
PSY 234 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM	None (Already enrolled in this class)	N/A	N/A
PSY 260 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	Drop	None	

At the bottom of the interface, there are two buttons: "CANCEL" and "DO ACTIONS". The "DO ACTIONS" button is highlighted with a red box, and a red arrow points to it from the right.


04 | If the class was successfully dropped, you would see the word “Dropped” in the result column next to the class.

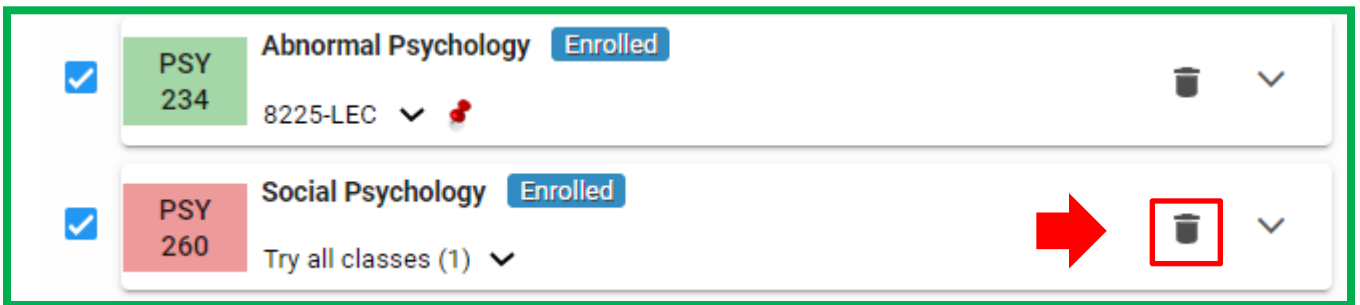
The screenshot shows the same "Getting Schedule" interface, but now the "PSY 234" row is highlighted in red. The "Result" column for this row contains the text "Dropped" and "This class has been removed from your schedule." This text is enclosed in a red box, and a red arrow points to it from the right.

Class	Action	Options	Result
PSY 260 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Tue, Thu : 12:15 PM- to 4:15 PM	None (Already enrolled in this class)	N/A	N/A
PSY 234 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM	Drop	None	Dropped This class has been removed from your schedule.

At the bottom right of the interface, there is a button labeled "RETURN TO 'SELECT COURSES'".

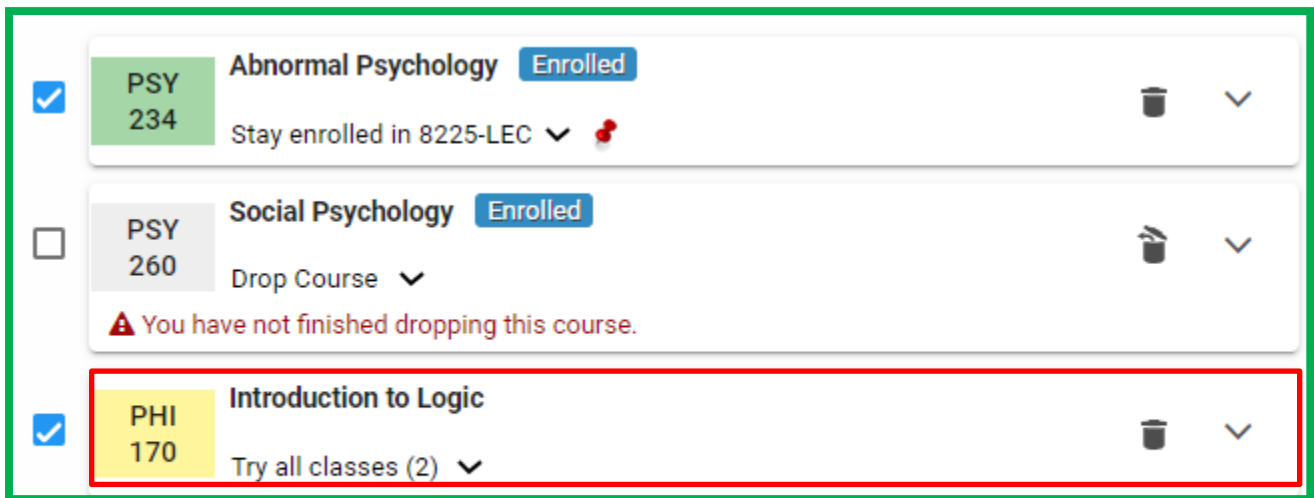
How to Swap a Course for Another Course

01 | To swap a course for another course, first **Click on the trash can icon**  for the course you would like to change.



This screenshot shows a list of two enrolled courses. The first course is 'Abnormal Psychology' (PSY 234) with the course ID '8225-LEC'. The second course is 'Social Psychology' (PSY 260) with the note 'Try all classes (1)'. A red arrow points to the trash can icon in the 'Social Psychology' row, which is also enclosed in a red box. A green border surrounds the entire list area.

02 | Then, search and select the course you would like to enroll in. Note that the trash can will “appear opened” while you search for the replacement course.



This screenshot shows the same course list as above, but with a third course, 'Introduction to Logic' (PHI 170), which has the note 'Try all classes (2)'. The 'Social Psychology' course is now marked as 'Drop Course' and includes a warning: 'You have not finished dropping this course.' A red arrow points to the trash can icon in the 'Introduction to Logic' row, which is enclosed in a red box. A green border surrounds the entire list area.

03 | Then, click on “Get This Schedule”

The screenshot shows a course selection interface. On the left, there is a list of courses with checkboxes and dropdown menus. The selected courses are:

- PSY 234 Abnormal Psychology (Enrolled) - Stay enrolled in 8225-LEC
- PSY 260 Social Psychology (Enrolled) - Drop Course - You have not finished dropping this course.
- PHI 170 Introduction to Logic - Try all classes (2)

On the right, there is a calendar view for the summer term (June 13 - June 17, 2022). The calendar shows the schedule for the selected courses. At the bottom right, there are three buttons: "SAVE AS FAVORITE", "VALIDATE SHOPPING CART", and "GET THIS SCHEDULE". A red arrow points to the "GET THIS SCHEDULE" button.

04 | Click on “Do Actions”

The screenshot shows a table titled "Getting Schedule" with the following columns: Class, Action, Options, and Result.

Class	Action	Options	Result
PSY 234 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Four Week - Second Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM LEC S01C (Enrolled) 8225 Lehman College Online Online-Synchronous Humberto Lizardi 3.0/3.0 Progress Units Course Attributes: Abnormal or Personality Psych Synchronous - class meets online during the scheduled days and times. Pre-requisite PSY 166	None (Already enrolled in this class)	N/A	N/A
PSY 260 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Five Week - Second Tue, Thu : 12:15 PM- to 4:15 PM LEC S01D (Enrolled) 8284 Lehman College Online Online-Synchronous Chiroshri Bhattacharjee 3.0/3.0 Progress Units Synchronous - class meets online during the scheduled days and times. Pre-requisite PSY 166	Drop* *Swapping for PHI 170	N/A	N/A
PHI 170 2022 Summer Term: Jun 6 - Jun 30 Introduction to Logic Four Week - First LEC A01A 8063 Lehman College Online Online-Asynchronous Carlo Alvaro 3.0/3.0 Progress Units	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	

At the bottom of the table, there are two buttons: "CANCEL" and "DO ACTIONS". A red arrow points to the "DO ACTIONS" button.

05 | If the classes were successfully swapped, you will see the word “Swapped” on the results of your newly enrolled class, and the word “Drop” on the old class.

Getting Schedule			
Class	Action	Options	Result
PSY 234 2022 Summer Term: Jul 18 - Aug 11 Abnormal Psychology Four Week - Second Mon, Tue, Wed, Thu : 9:00 AM- to 11:35 AM			
● LEC S01C Enrolled 8225 Seats: 5/31 Wait List: 0/5 Lehman College Online Online-Synchronous Humberto Lizardi 3.0/3.0 Progress Units Course Attributes: Abnormal or Personality Psych Synchronous - class meets online during the scheduled days and times. Pre-requisite PSY 166	None (Already enrolled in this class)	N/A	N/A
PSY 260 2022 Summer Term: Jul 18 - Aug 18 Social Psychology Five Week - Second Tue, Thu : 12:15 PM- to 4:15 PM			
● LEC S01D Enrolled 8284 Seats: 10/31 Wait List: 0/5 Lehman College Online Online-Synchronous Chiroshri Bhattacharjee 3.0/3.0 Progress Units Synchronous - class meets online during the scheduled days and times. Pre-requisite PSY 166	Drop* *Swapping for PHI 170	N/A	N/A
PHI 170 2022 Summer Term: Jun 6 - Jun 30 Introduction to Logic Four Week - First			
● LEC A01A 8063 Seats: 1/20 Wait List: 0/10 Lehman College Online Online-Asynchronous Carlo Alvaro 3.0/3.0 Progress Units	Enroll	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	Swapped Success - This class is added to your schedule.

[RETURN TO 'SELECT COURSES'](#)