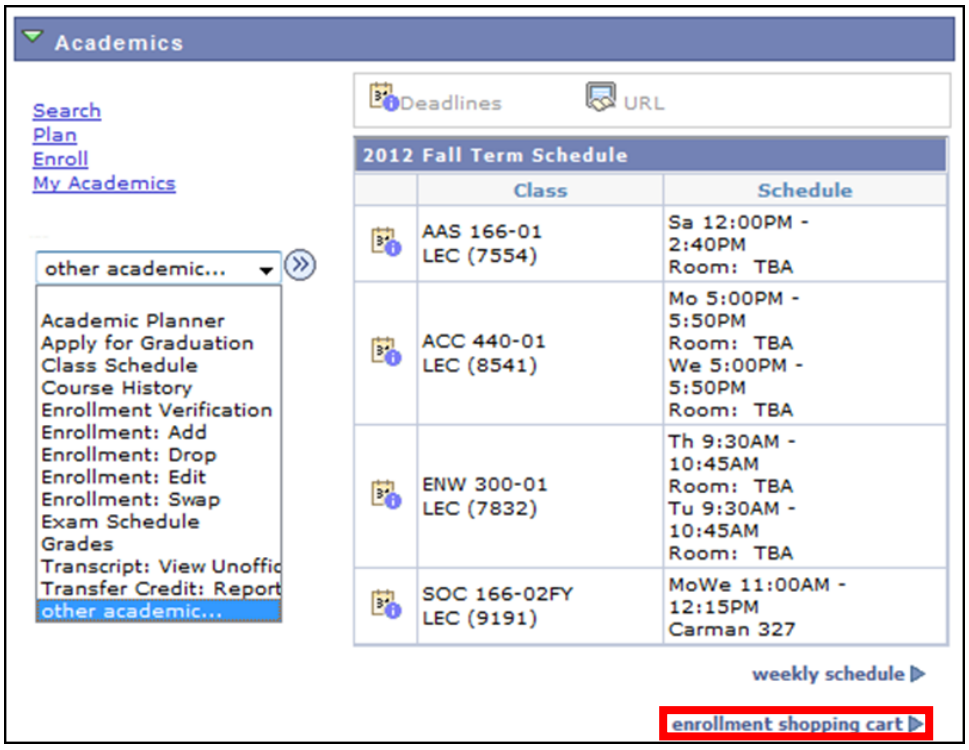
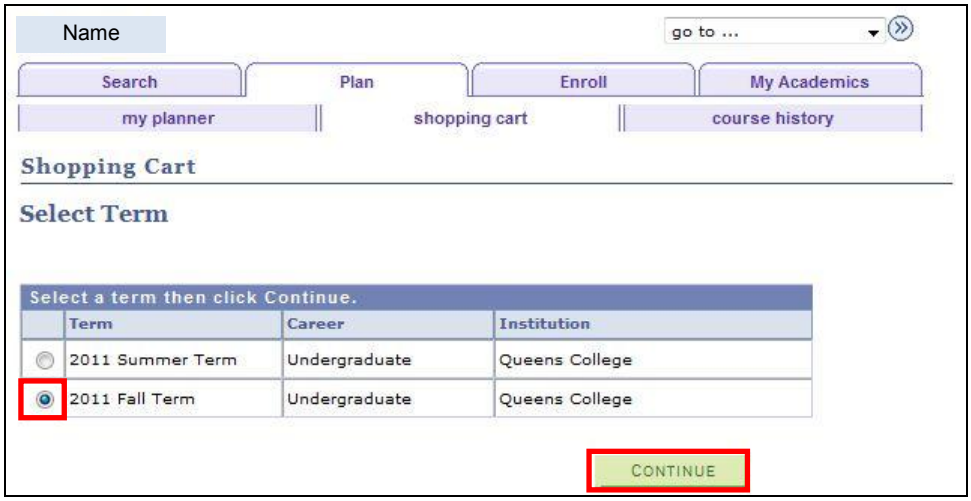
Enrollment Shopping Cart

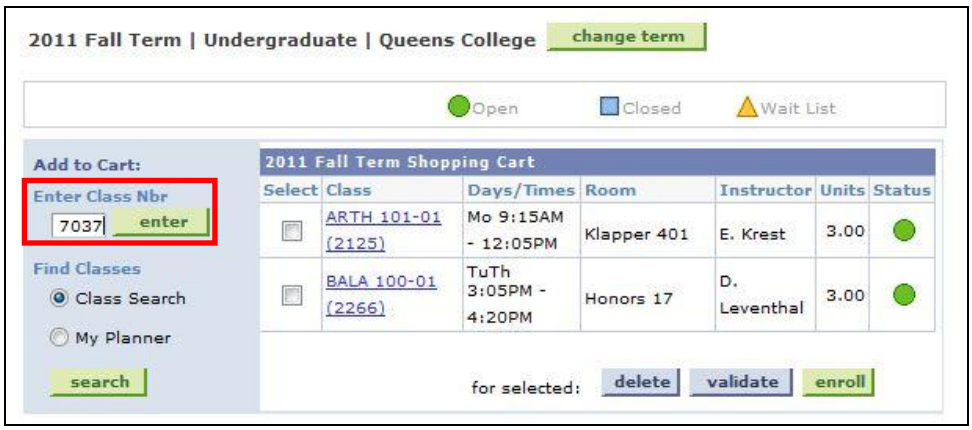
Students may use the Enrollment Shopping Cart to save classes until it is time to enroll for the term. Students may validate (eligibility and availability) class selections prior to the enrollment appointment.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • 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. 

4.	As needed, on the **Shopping Cart** page, select a **term** radio button. 
5.	Click the **CONTINUE** button.

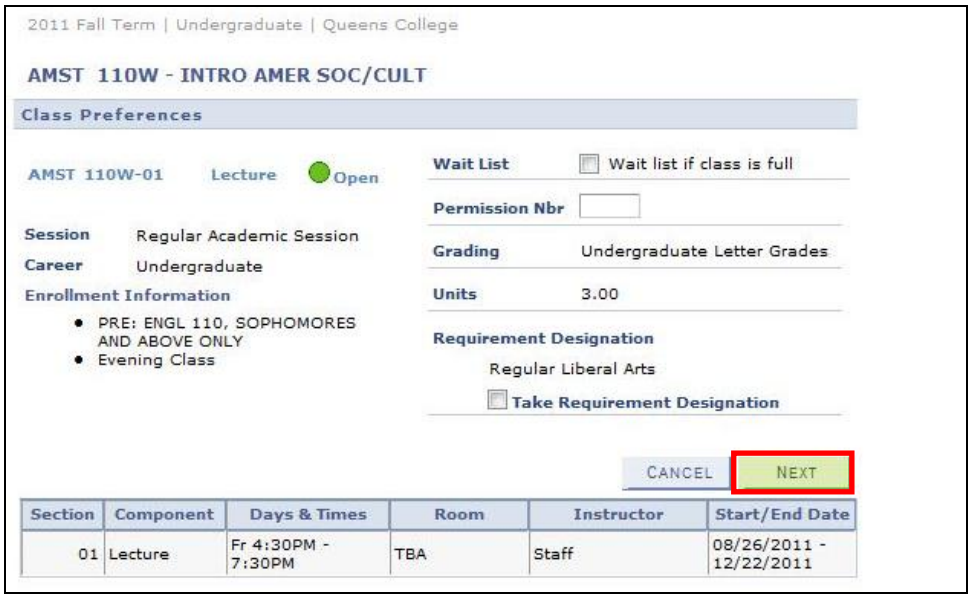
6.

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.

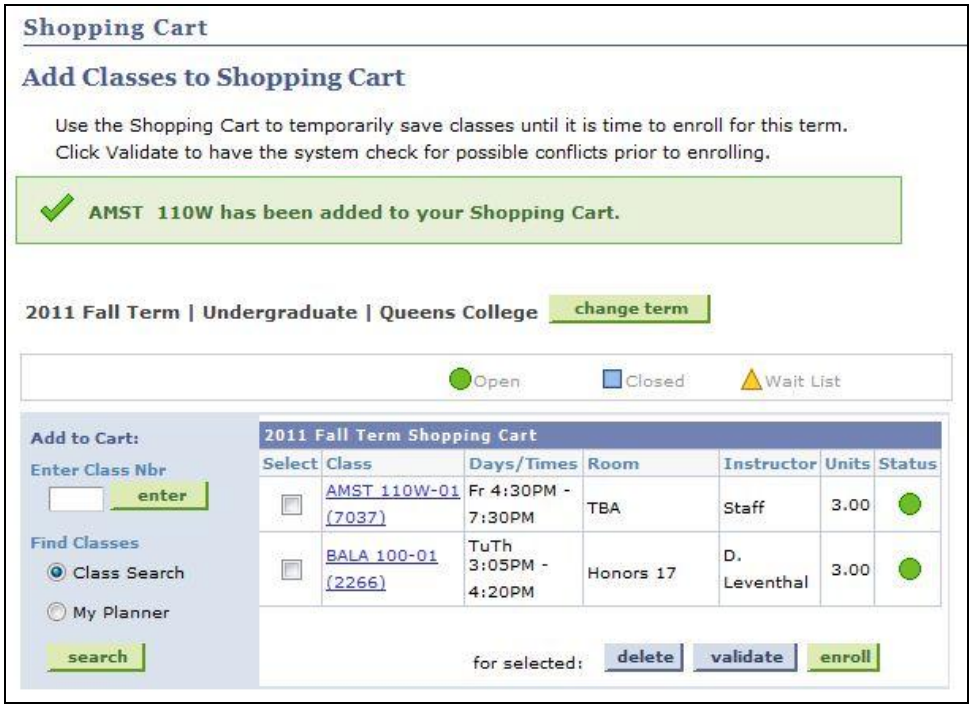


b. On the **1. Select classes to add – Enrollment Preference** page, review section information, update **Class Preferences** as needed, and then click the **Next** button to add the class to your **Shopping Cart.**

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



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

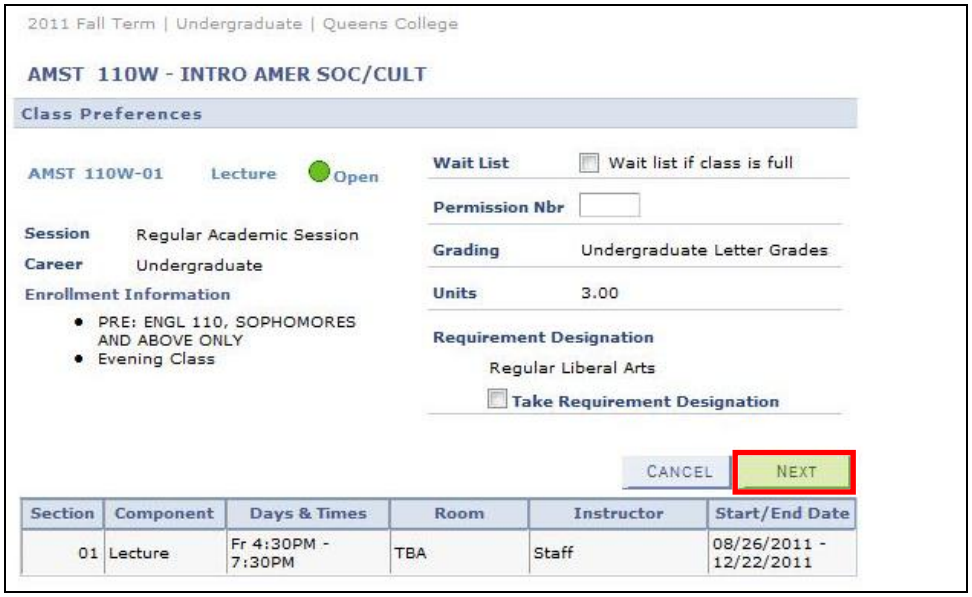


7.

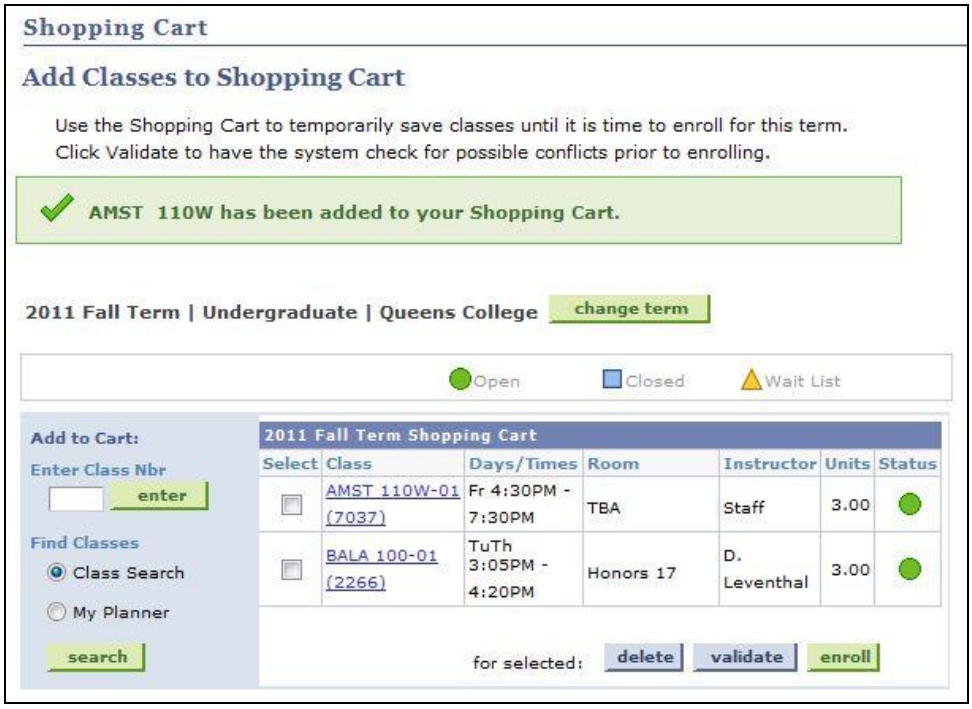
a. To find a class using the Class Schedule search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.

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.

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.



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

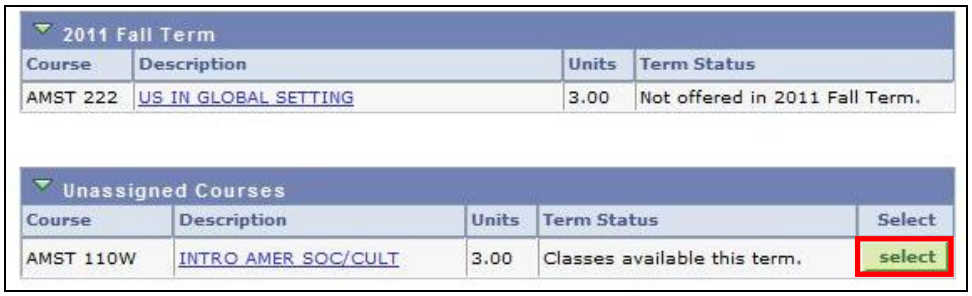


8.

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.

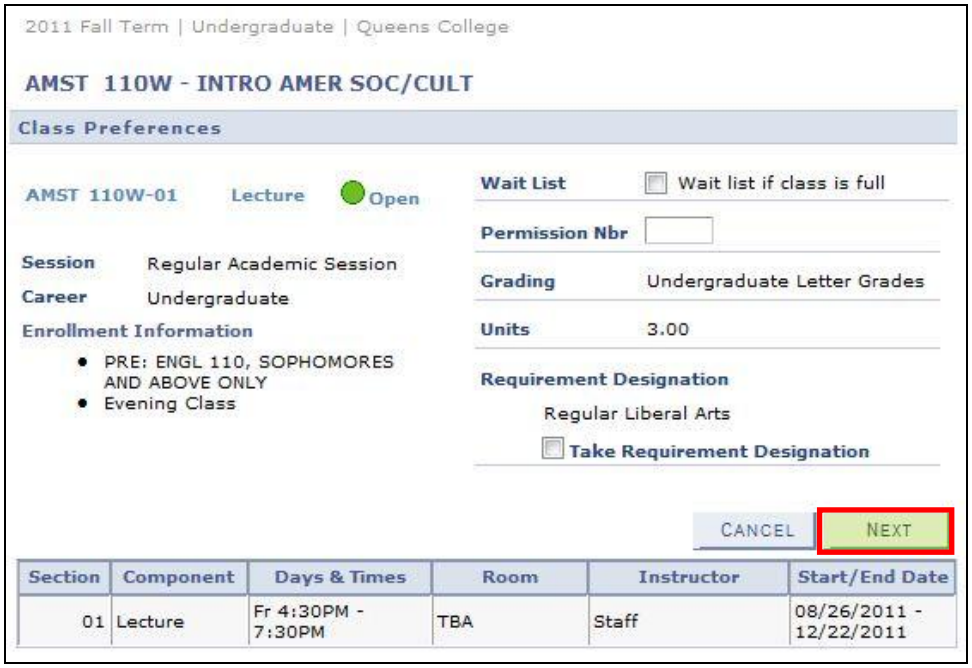
b. On the **Search from My Planner** page. click the **Select** button next to a course to add to the Shopping Cart.

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

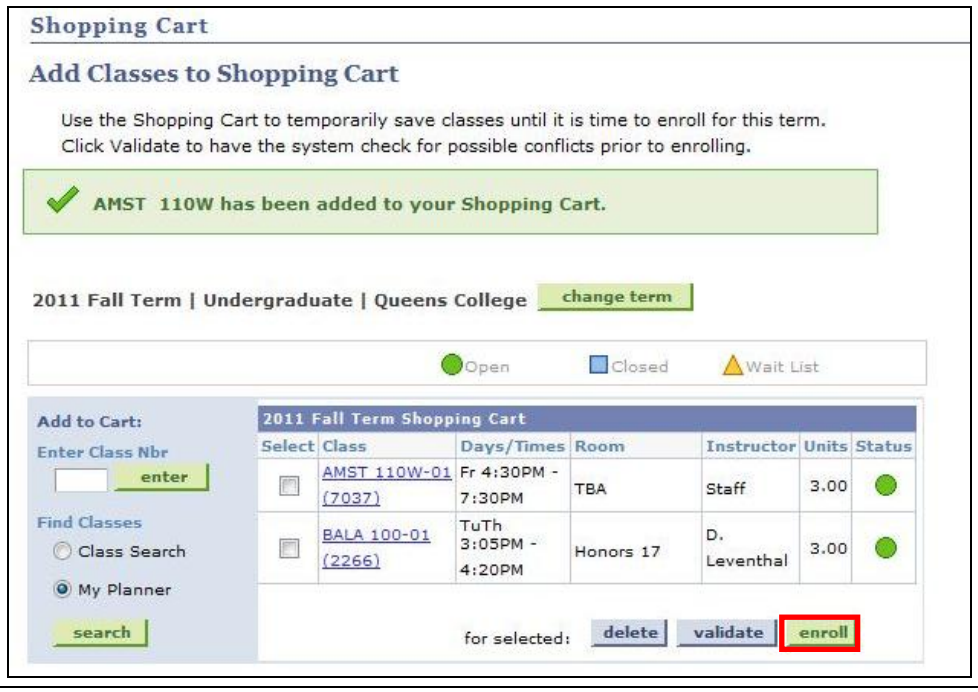


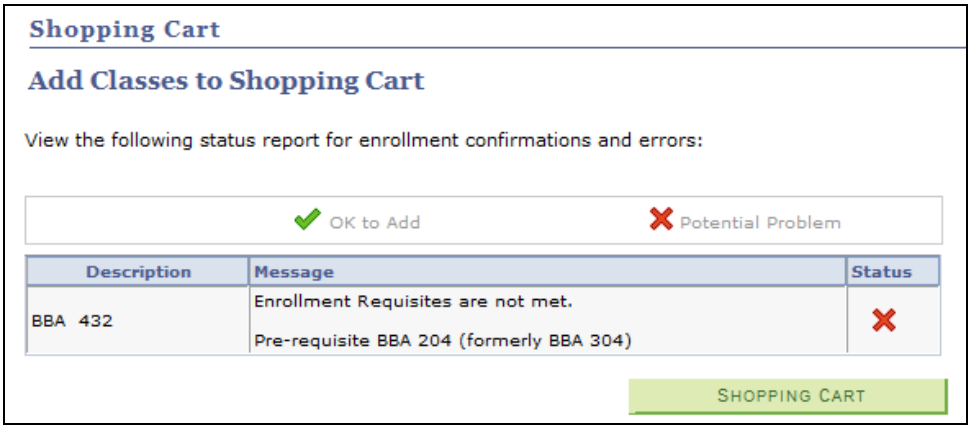
c. On the **1. Select classes to add – Enrollment Preference** page, review the section information, update **Class Preferences** as needed, and then click the **Next** button to add the class to your **Shopping Cart.**

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



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



9.	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).
10.	Select the **validate** button. ***Note: Review the validation status report and adjust your planned schedule as needed.*** ***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.*** 
	End of Procedure.

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Drop a Class

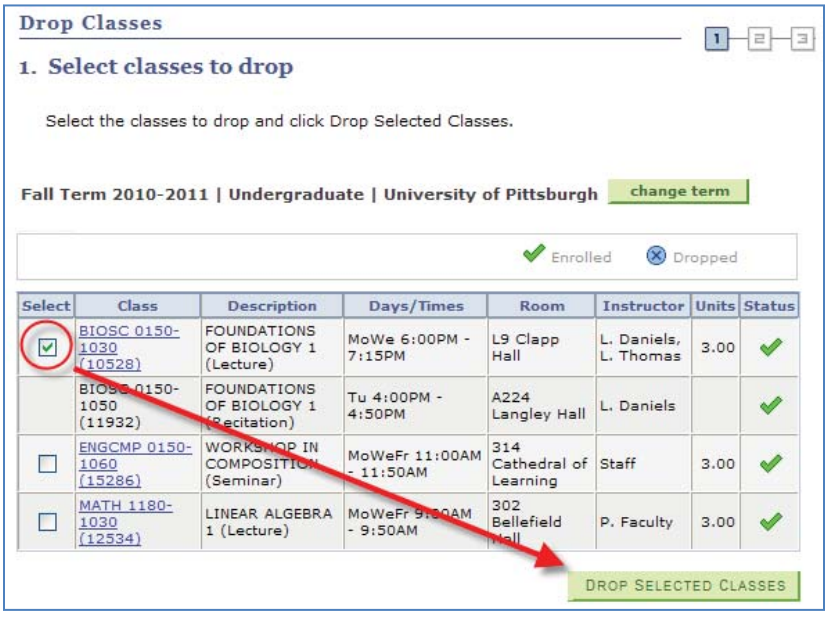
Once you have enrolled in a class, you will need to use the following steps to drop that class.

1. Click the **Enroll** link in the upper left portion of the **Student Center** page.

2. Under the **Enroll** tab, click the **Drop** subtab.

3. Select the term in which you would like to drop a class and click **Continue**.

4. Click the boxes next to the class or classes you would like to drop, then click **Drop Selected Classes**.

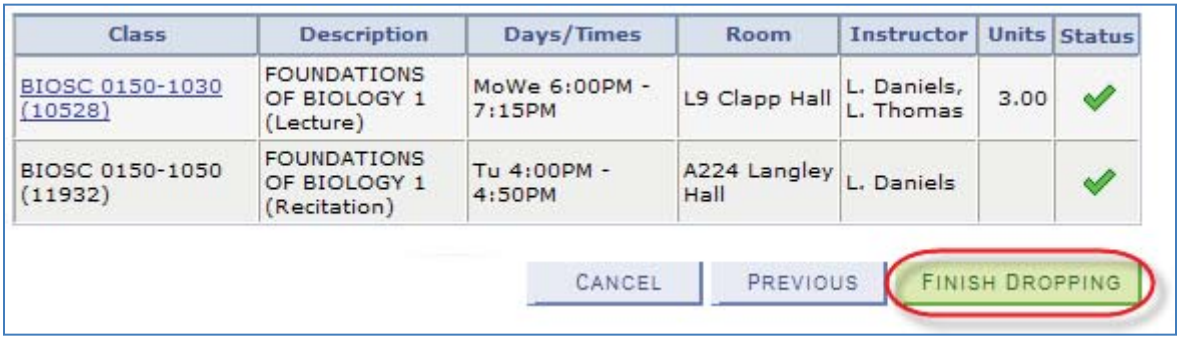


Note: *When you drop a class with an associated lab or recitation, it will be dropped when you process the drop for the lecture. If you want to change the section of the lab or recitation you are taking, process this change in the Registrar's Office on your campus.*

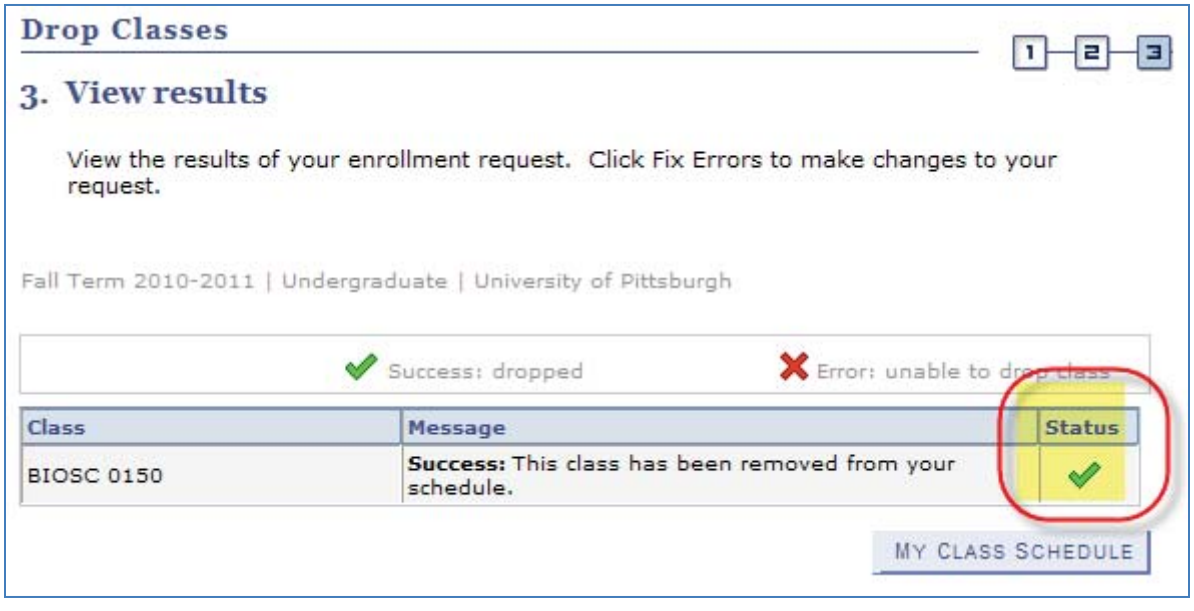
5. Review the information on the **Confirm your selection** screen. Here is a copy of the text:

> A change to less than full-time enrollment may cause scholarships, grants or loans to be canceled, as some programs of financial aid are only available to full-time students.
>
> Full-time enrollment for undergraduate students is a minimum of 12 credits per term and half-time is a minimum of 6 credits per term. Most University undergraduate scholarship and grant programs require that you enroll as a full-time student each semester to be eligible. Students eligible for a federal Pell Grant may receive limited Pell Grant assistance for less than half-time study.
>
> For graduate students, full-time enrollment is 9 or more credits per term. Half-time enrollment is a minimum of 4.5 credits per term.
>
> Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

6. Click the **Finish Dropping** button to drop the classes you have selected.

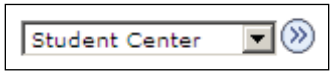


7. On the **View results** page, a green checkmark displays next to the classes that have been dropped.



Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).



Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the **trashcan** icon .

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours For technical assistance, contact Student Help Desk at (718) 368-6888.