Quick Guide: Registering for Class

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1. After you have logged into your CUNYfirst account, select HR/Campus Solutions on the left side Enterprise Menu

2. You will get a popup window with more options.
3. Click on Self Service
4. Click on Class Search/Browse Catalog
5. Click on Class Search
6. Select your institution (Hunter College)
7. Select the term you would like to register for
8. To search for a class:
   a. If you know the course subject, enter it in the Course Subject field
      i. You can also click on Select Subject to get a list of all available subjects
   b. If you know the course number, you can enter it in the Course Number field
   c. Choose your Course Career as either an Undergraduate, Graduate, or Doctoral
9. Click Search
10. To add a class to your shopping cart, click on Select Class. To first check for how many seats are left click on the link next to “Section” (upper left in the screenshot below)

![Screenshot of Select Class button]

11. (optional: only when you check on seats left first) Click “Select Class”
   a. Note: The number of available seats can be misleading. For some courses, the number of seats may be reserved (e.g. for transfer students who register later and may otherwise not find a sufficient number of classes with open seats); such “reserved seats” are included in the number of “available seats”. So, you may have to get an “overtally” permission even if it seems that there “available” seats. But go on, you will find out for sure at the end of the “add classes” process.

![Screenshot of Available Seats and Class Capacity]

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12. To confirm adding the class to your shopping cart, click **Next**

![Image of class selection interface]

13. Once you are forwarded back to your search results, click on **Shopping Cart**

![Image of shopping cart]

14. Select the classes you want to enroll into by clicking on the checkbox

15. (Optional). Click on Validate and the system will check whether you need special permissions to register for the class. Otherwise, you will find out in the next step when you try to enroll.

16. Click on **Enroll**

![Image of enrollment interface]

17. Click **Finish Enrolling** to view the results page

![Image of results page]