LEHMAN COLLEGE | OFFICE OF THE REGISTRAR

The Complete Guide to

Schedule Builder

Building, adjusting, and enrolling in your class schedule | Step by Step



Schedule Builder is a CUNY tool built into CUNYfirst that lets Lehman students search for classes, build conflict-free schedules around their real-life commitments, and enroll, all in one place.

This guide walks through the full process. Work through them in order the first time. After that, you can jump to whichever stage you need.

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Key Terms

These terms appear throughout Schedule Builder and this guide.

TERM	WHAT IT MEANS
Enrolled	You are officially registered in the class, and it counts toward your credit load.
In Shopping Cart	The class is staged but you are NOT registered. You still need to enroll.
Wait Listed	The section is full, but you can join a queue. Wait lists are purged on the first day of classes.
Closed	The section is full and no wait list is available.
Progress Units	The credits a class contributes toward your degree. Shown as Total Progress Units for a whole schedule.
Pin	Locks a specific section in place so it appears in every generated schedule.
Session	The length and timing of the term (i.e. Regular Academic Session, Winter Session).
Instruction Mode	How the class is delivered (i.e. in person, online, hybrid, and related formats).

Getting Started

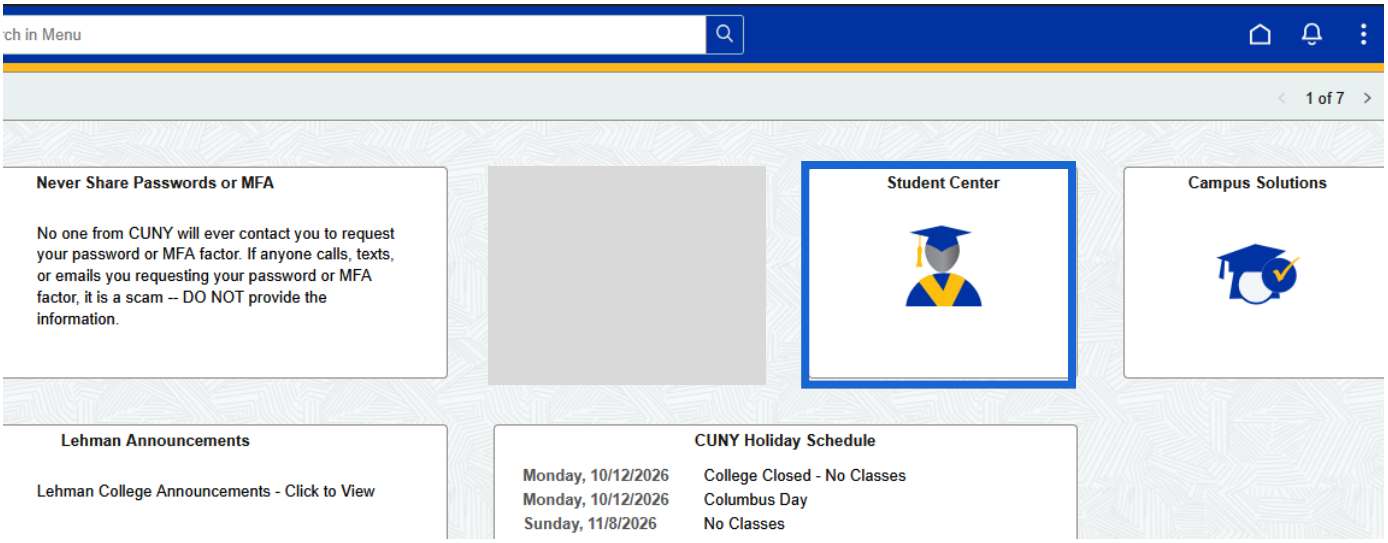
Opening Schedule Builder and setting your filters

Before you can build anything, you need to log in to CUNYfirst, open Schedule Builder, and choose the term you're registering for.

BROWSER POP-UPS MAY BE BLOCKED BY DEFAULT

Enable pop-ups in your browser; Schedule Builder launches in a new window and will be blocked otherwise. Firefox and Chrome are recommended. *Have your enrollment appointment date handy; you cannot register before your appointed date and time.*

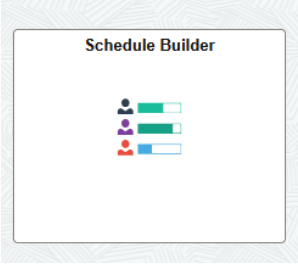
01	**Log in to CUNYfirst** Go to home.cunyfirst.cuny.edu, enter your CUNY Username and Password, and click Log In. You will also be prompted to confirm via multi-factor authentication (MFA).
02	**Open Student Center** From CUNYfirst Home, click the Student Center tile.



CUNYfirst Home. Click the “Student Center” tile.

03 Select the Schedule Builder tile

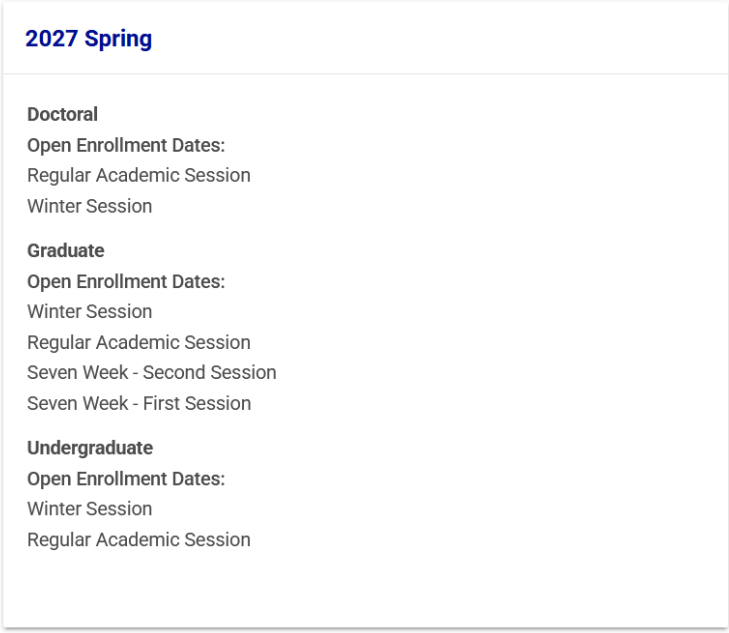
Locate the Schedule Builder tile. You can also go directly to https://sb.cunyfirst.cuny.edu/.



04 Select your term

On the Welcome page, select the term you want to register for.

Your name and term then appear in the blue bar at the top of the screen. Use the menu icon at the far right to change terms later.



Example image of available terms.

Continue to Chapter 01 | Pick Your Courses.

CHAPTER 01

Pick Your Courses

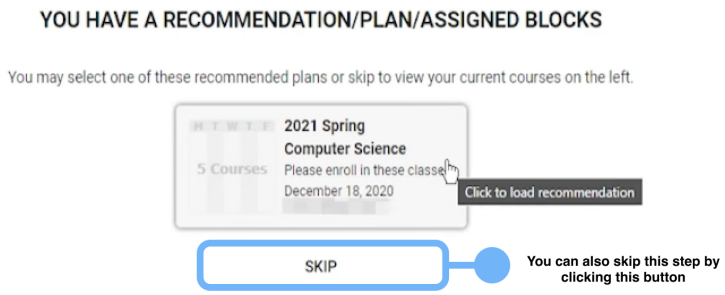
Search, filter, and choose the classes you want.

In this section, you will choose courses to work with. You can search one at a time, use Advanced Search to filter precisely, and narrow down to specific sections before letting the tool generate schedules.

OPTIONAL – RECOMMENDATIONS CREATED BY ADVISORS

If you've recently contacted your academic advisor, they may have curated a full set of courses recommended for you to take.

You will have the choice to keep all the classes as advised by your advisor, alter one or more courses to your liking, or skip this option altogether.

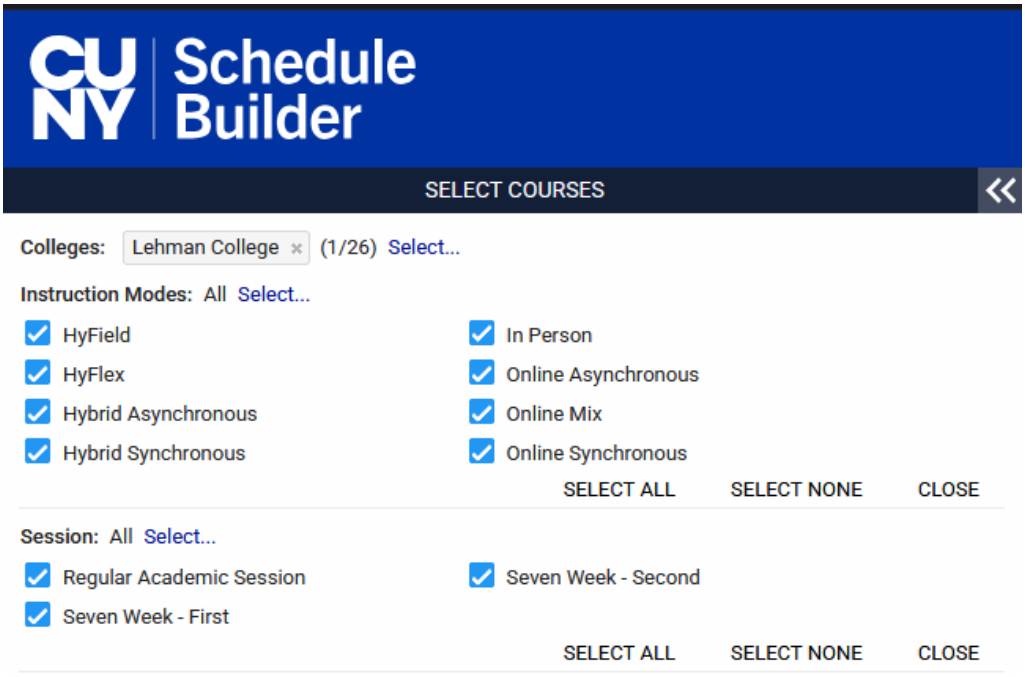


Recommendations (optional/advised)

01 Set your Instruction Mode and Session filters

Click **Select…** beside **Instruction Modes** or **Session** to narrow which classes appear. Both default to **All**.

Use **SELECT ALL** or **SELECT NONE** to toggle quickly, or select the options you prefer, then **CLOSE** to collapse the panel.



Instruction Modes and Session filters, both expanded.

INSTRUCTION MODE OPTIONS

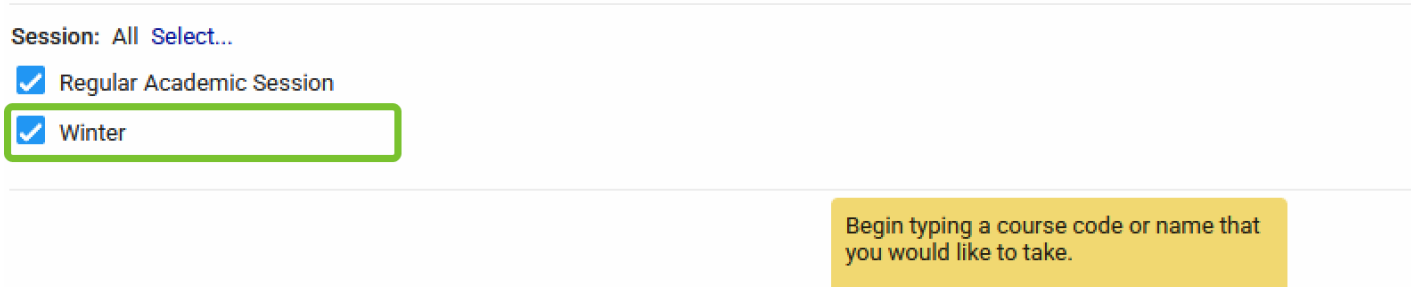
The University determines and defines how courses are offered university-wide, using the modes of instruction stated below. Mode of Instruction is defined as the way a class component (i.e., lecture, lab, etc.) is delivered in each semester. To view an informational video on the new course modalities, **click here**. To view an information flipbook on the course modalities, **click here**.

MOST COMMON INSTRUCTION MODES	DEFINITION
In Person	Classes intended to be taken in a physical classroom setting during scheduled class meeting times (online technology may enhance but not replace in-person instruction).
Online	In an Online class (synchronous or asynchronous), all required contact hours are online only.
HyFlex	A HyFlex course provides students multiple learning paths and is distinguished from other mixed modality courses by relying on individual student choice from session to session, rather than having the instructor determine the modality for any given lesson.

MOST COMMON INSTRUCTION MODES	DEFINITION
Hybrid	A mix of in-person and online sessions; check the schedule for which days apply.

SESSION FILTERS

At Lehman College, semesters may have multiple sessions that are offered in different dates. Due to having multiple sessions in one semester, it may lead to confusion on whether a class is offered in a specific time frame.



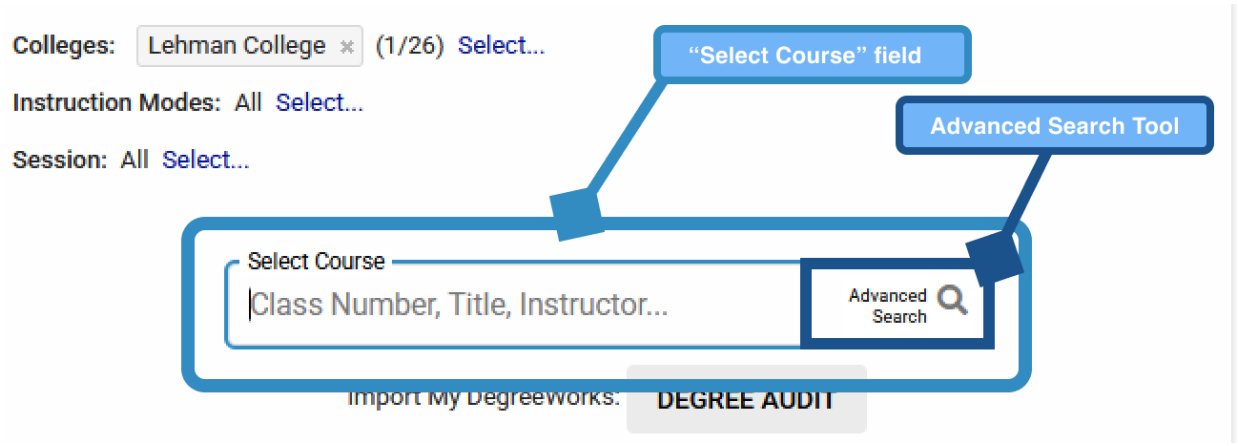
Session filters expanded to view all sessions.

TO ACCESS SUMMER AND WINTER SESSIONS

Leave the **Session** filter on **All** to see all available courses. Expand the **Session** filter to select any of the sessions to view specific sessions. This is to ensure you have access to view all Summer or Winter sessions (if applicable). To view when Summer or Winter sessions are in session, please click below to view our upcoming Academic Calendars.

OFFICE OF THE REGISTRAR | ACADEMIC CALENDAR PAGE

01	**Search using the Select Course field** In the Select Course field, type a class number, course title, or instructor name and press Enter. A tooltip above the field shows example formats, such as ACCT 230 or BIO 201. Repeat for each course you want to consider. Courses you add appear in the panel below the search bar and on the right-hand side of the page.



The Select Course field located on the left side of Schedule Builder.

TIP

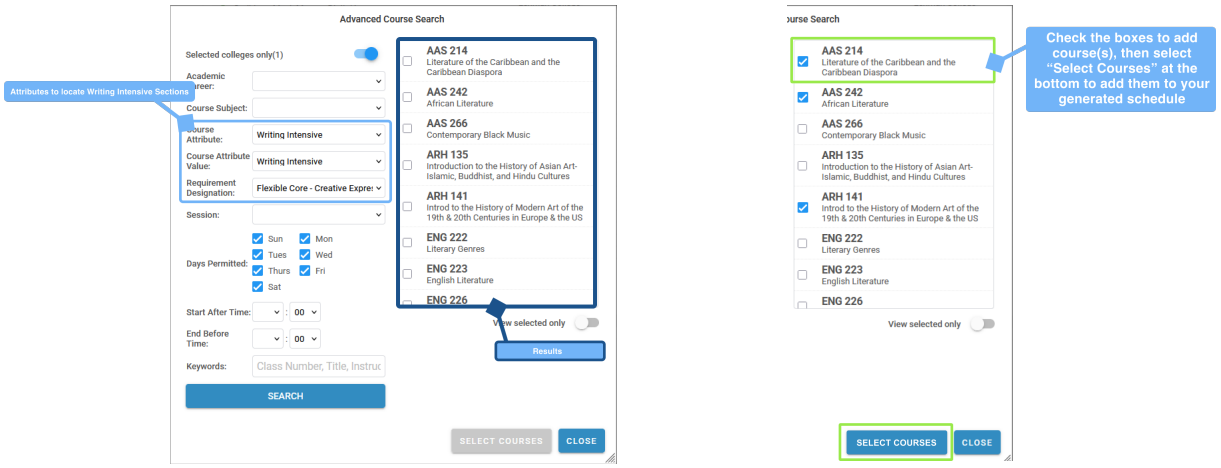
Course codes don't need to be exact; typing part of a subject (like "BIO") will show every course in that subject area.

02 Use Advanced Search for precise filtering

Click the Advanced Search magnifying glass for more options. Combine as many filters as you need, then click SEARCH.

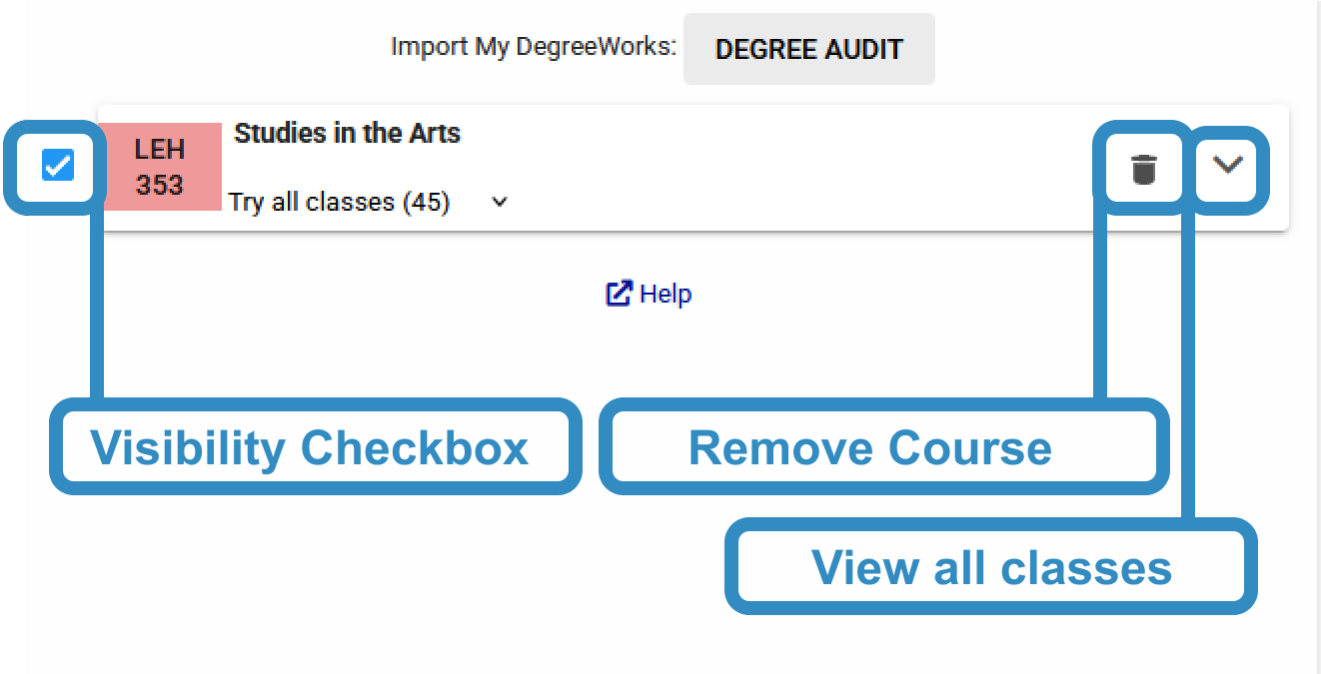
Courses with matching sections appear in the panel on the right. Check the ones you want and click SELECT COURSES to add them to your list.

Below is an example use case of the Advanced Search tool to locate **Writing Intensive** class sections with the **Flexible Core – Creative Expression** designation.



The Advanced Course Search panel and with filters applied. Matching courses appear on the right for selection.

03	**Review and refine your course list** Selected courses appear in the left panel. Use the checkbox beside each to include or exclude it from the schedules being generated; useful when you want to test different combinations without deleting anything.

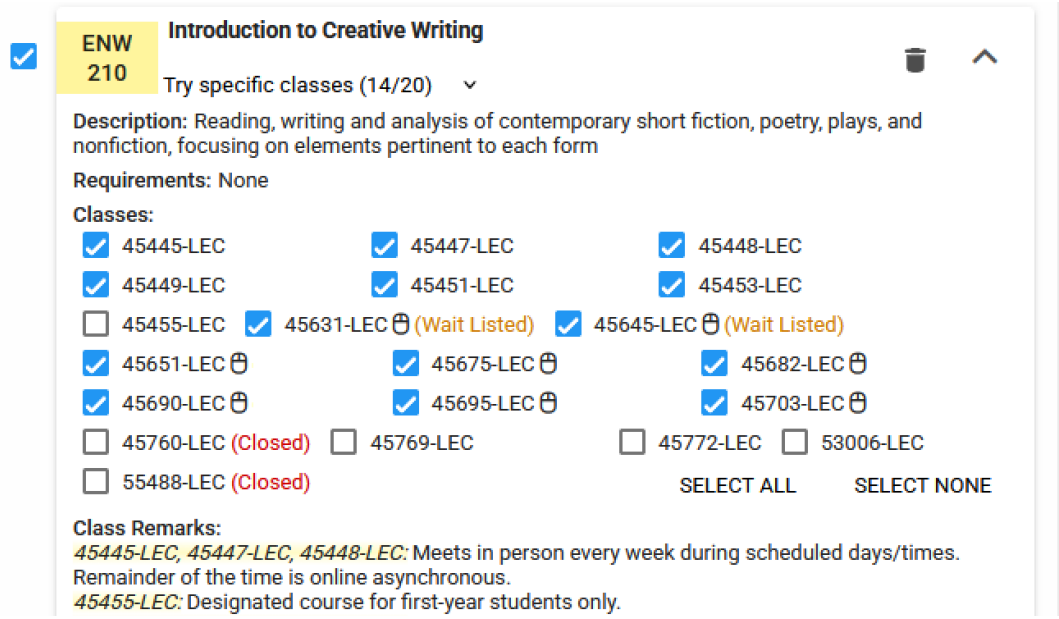


A selected course in the left panel, with its controls on the right.

04 Choose specific sections when it matters

Expanding a course lets you switch it from Try all classes to Try specific classes, letting you check only the sections you would accept.

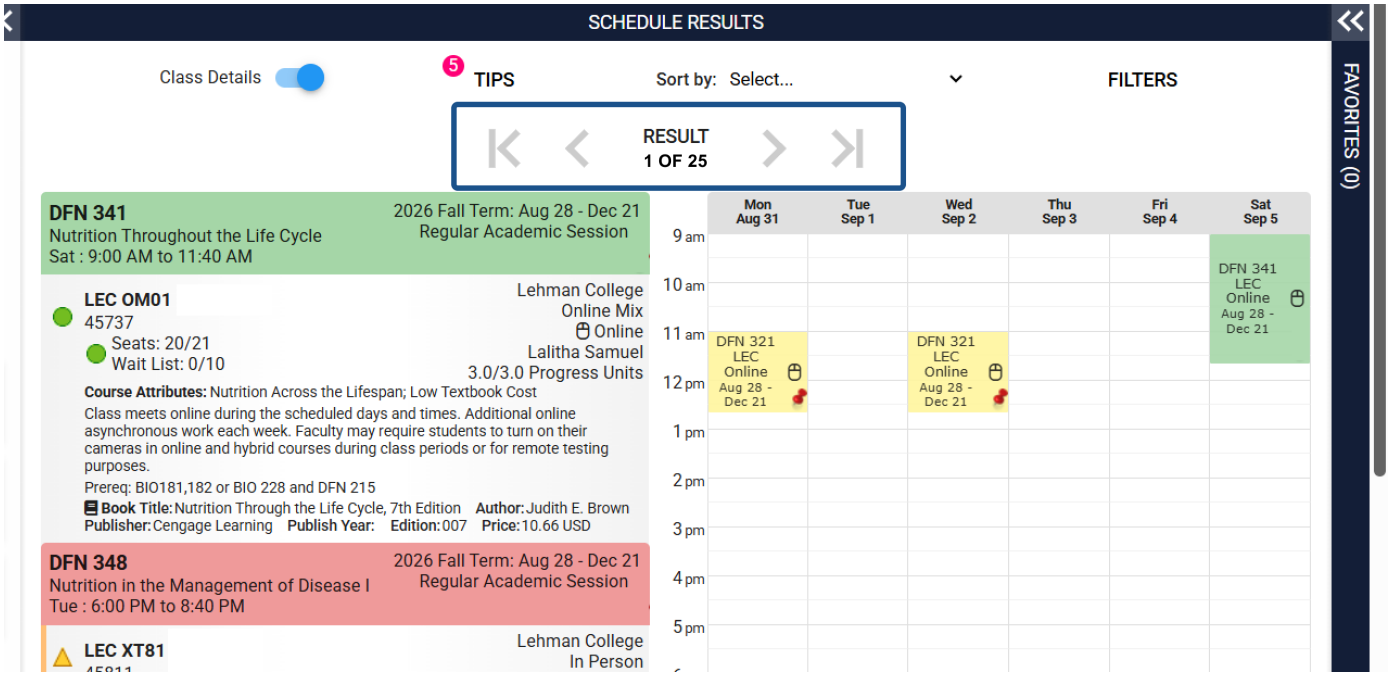
Each section shows its status, availability, wait list, instruction mode, and instructor.



An expanded course showing individual sections, wait list status, and Class Remarks.

05 Browse the generated schedules

Schedules appear on the right as RESULT 1 OF #. Use the arrows to move through them and the weekly calendar to see how each one sits across your week.



Schedule Results. Browse options with the arrows; the weekly calendar and term timeline appear on the right.

PINNING IS HOW TO KEEP A CLASS ON YOUR SCHEDULE WHILE LOOKING FOR ALTERNATIVES

If a section is non-negotiable, **pin it** by tapping or clicking on the course. Schedule Builder will then vary only the other courses around it, which cuts a long result list down. You can unpin a class by tapping or clicking the pinned course if you change your mind.



Continue to Chapter 02 | Set Your Breaks.

CHAPTER 02

Set Your Breaks

Block out the hours you can't be in class.

WHY THIS STEP MATTERS

Setting breaks before you enroll saves you from the most common registration mistake: locking into a schedule that technically works on paper but collides with the rest of your life. Blocking the time up front means every schedule you see is one you could attend.

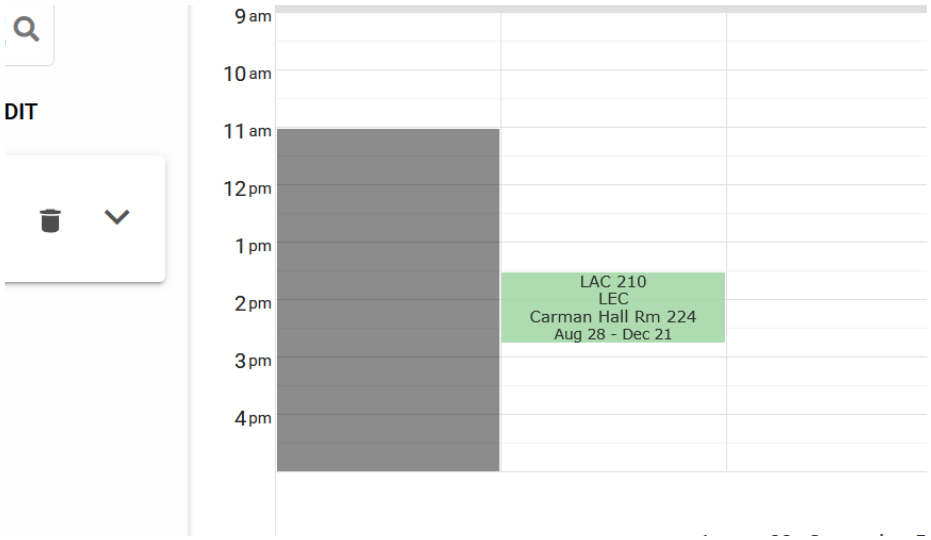
02 Create a time block

Tap/Click and drag on the weekly calendar to add a block for each time frame you are unavailable.

03 Watch the schedule rebuild around your blocks

Your blocked time appears on the weekly calendar alongside your classes, and the result count updates as Schedule Builder discards any schedule that overlaps a block.

If the result count drops to zero, you have over-constrained the search. Remove or shorten a block, or reopen a day, until options reappear.



Personal time blocks shown on the weekly calendar, with schedules generated around them.

Continue to Chapter 03 | Send to Cart.

CHAPTER 03

Send to Cart

Stage your schedule and validate it.

Once a schedule works, send it to your Shopping Cart. The cart stages your classes without registering you, which gives you a chance to validate them and catch problems before enrollment opens.

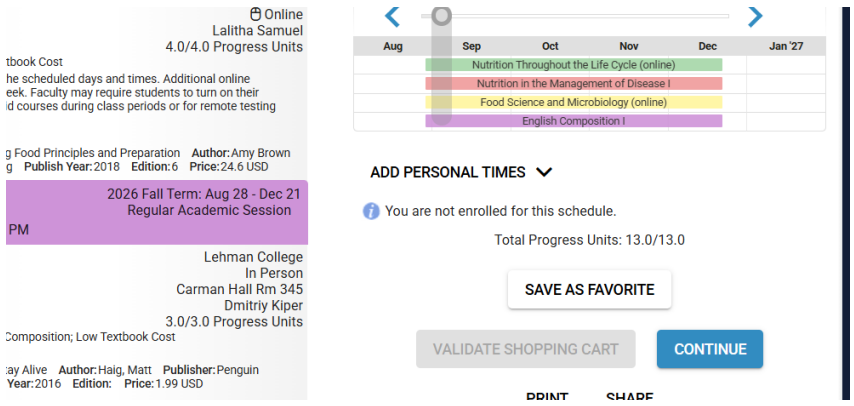
CART FIRST, OR ENROLL DIRECTLY?

You can enroll straight from Schedule Builder if registration is already open and you're confident in your schedule. Using the cart first is the safer habit and lets you validate prerequisites in advance and have everything ready to submit the moment your enrollment appointment begins.

01 Confirm your schedule and click Continue

With your preferred schedule on screen, check Total Progress Units to confirm the credit load is what you intend.

Click CONTINUE at the bottom right of the results panel.



Click "CONTINUE" to move your selected schedule forward.

NOTE

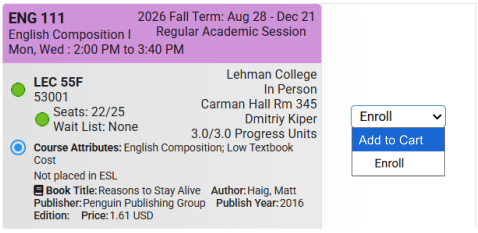
The message "*You are not enrolled for this schedule*" stays visible above the buttons until you've completed registration. **Seeing a schedule on screen does not mean you are enrolled in it.**

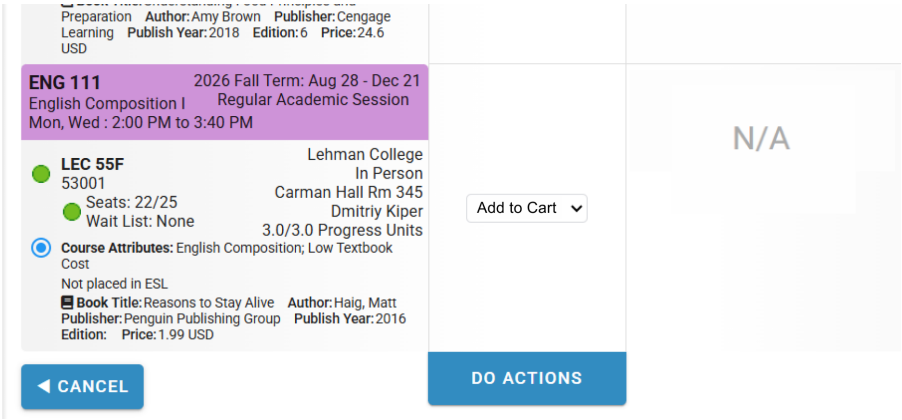
02 Set each class to Add to Cart

The next screen lists every class in a four-column layout. For each class you are adding, open the Action dropdown and choose Add to Cart.

Classes you are already enrolled in show None (Already enrolled in this class) and need no action.

Click **DO ACTIONS** to process your selections.



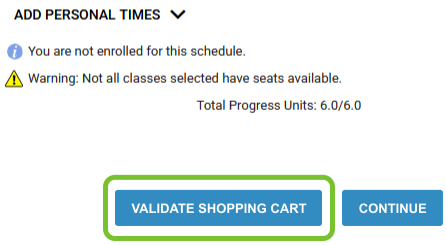


The Getting Schedule screen. Set each Action, then click "DO ACTIONS".

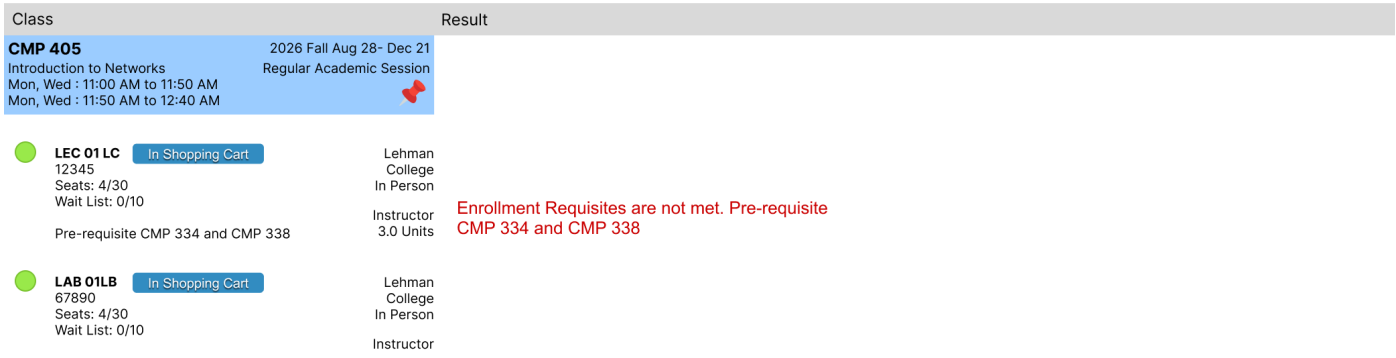
03 Validate your Shopping Cart

Back on the Generated Schedule panel, click **VALIDATE SHOPPING CART** to check your staged classes.

Validation tells you whether you meet the prerequisites for each class, along with anything else that could allow or prevent registration.



Validating You



Validation results flag any unmet enrollment requisites before you attempt to register.

CLASSES IN YOUR CART ARE NOT REGISTERED

A class marked In Shopping Cart is staged only. It does not hold a seat, does not count toward your credit load, and does not appear on your class schedule. **You must complete Stage 4 to be enrolled.**

Cart staged and validated. Next: Chapter 04 - Enroll in Classes.

CHAPTER 04

Enroll in Classes

Register and confirm your results

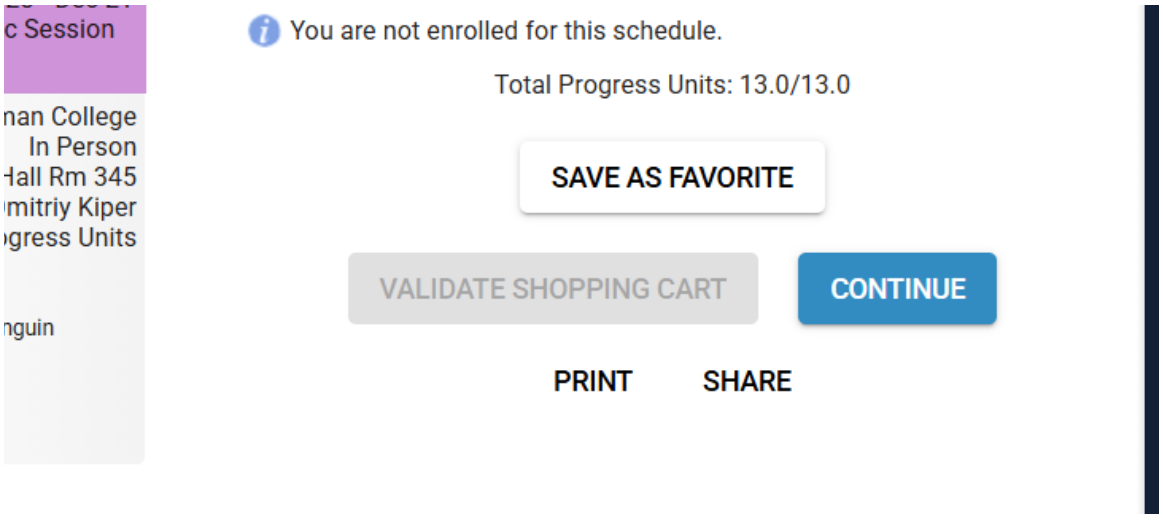
Everything up to now has been preparation; until you complete these steps and see a confirmation, you do not hold a seat in any class.

CHECK YOUR ENROLLMENT APPOINTMENT FIRST

You can only register during or after your assigned Enrollment Appointment. Find yours in CUNYfirst under Student Center → Course Planning and Enrollment → Enrollment Dates. Attempting to enroll beforehand returns an error.

01 Open your schedule and click Continue

Return to Schedule Builder and bring up the schedule holding your cart classes. Click CONTINUE at the bottom right.



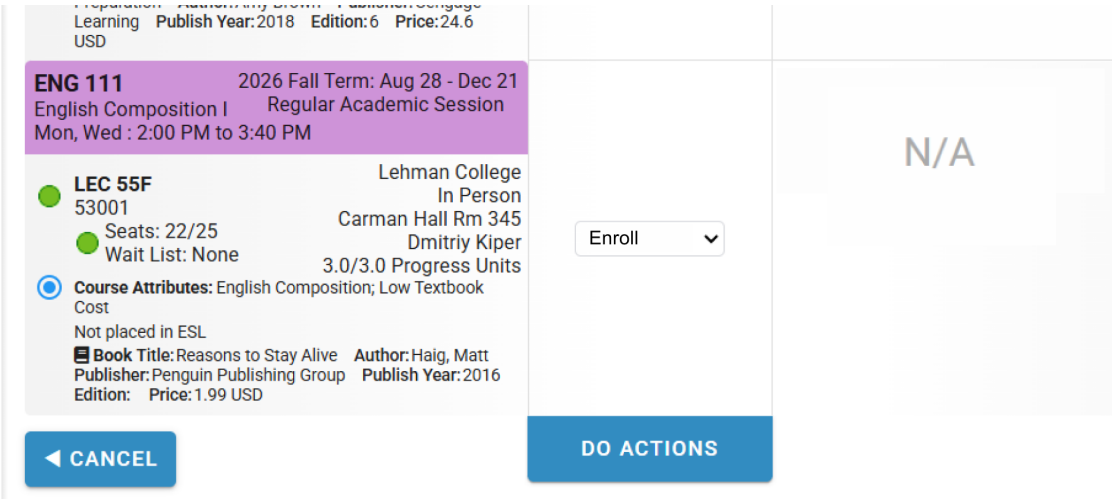
Open your staged schedule and click “CONTINUE”.

02 Set each class to Enroll, then click Do Actions

For every class you want to register for, open the Action dropdown and choose Enroll.

If a section offers a wait list and you are willing to join it, check *Wait list if class is full* in the Options column before proceeding.

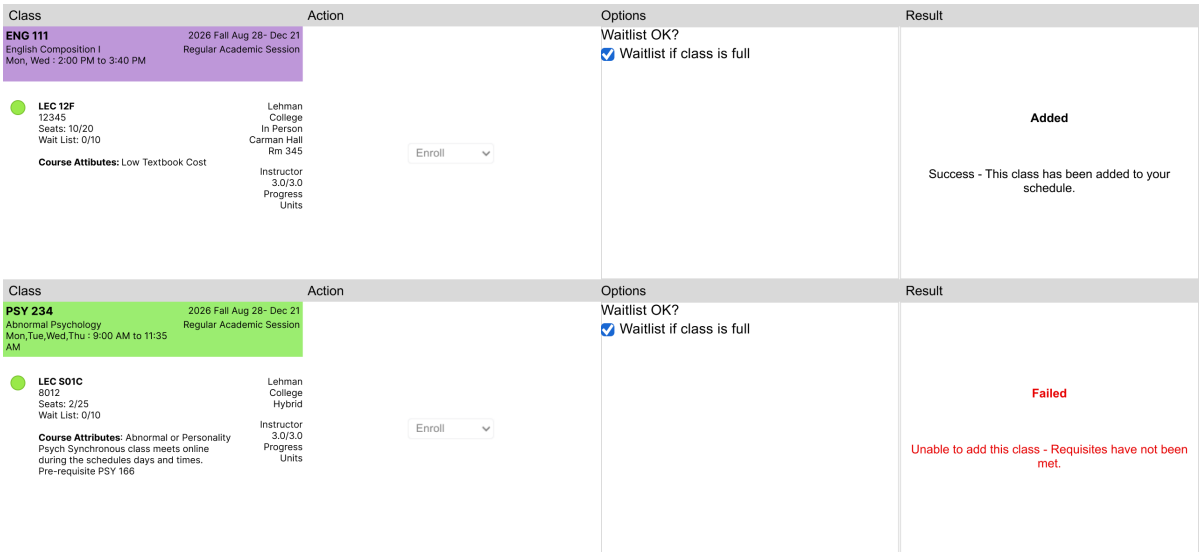
Click **DO ACTIONS** to submit.



Set every class to “Enroll,” then select “DO ACTIONS.”

03 Read the Result column carefully

Each class reports back individually. Some may succeed while others fail in the same transaction, so check every row rather than assuming the whole submission worked.



The Result column reports the outcome for each class, including the reason for any failure.

Troubleshooting Enrollment Errors

If a class fails, the message in the Result column may name the cause.

MESSAGE	WHAT IT MEANS	WHAT TO DO
Requisites have not been met	You have not completed a required prerequisite or corequisite.	Check the course description for requirements. Contact your departmental advisor if you believe you meet them.
The last day to enroll has passed	The add deadline for that session has closed.	Plan with your academic advisor for the next academic session.
Class is full	No seats remain in the section.	Join the wait list if offered, choose another section, or request departmental permission.
Hold on your record	A hold has been placed, blocking registration.	View the hold in **CUNYfirst** under **Tasks and Holds** and contact the department/office that placed it for further instruction.
Maximum units exceeded	The schedule exceeds your credit limit for the term.	Drop a class or submit an excess credit request through Lehman360.
You've already taken this class	The class you've selected has already been completed with a passing grade.	Submit a course repeat request through Lehman360.

Swapping & Dropping Courses

Changing your schedule before or after you enroll

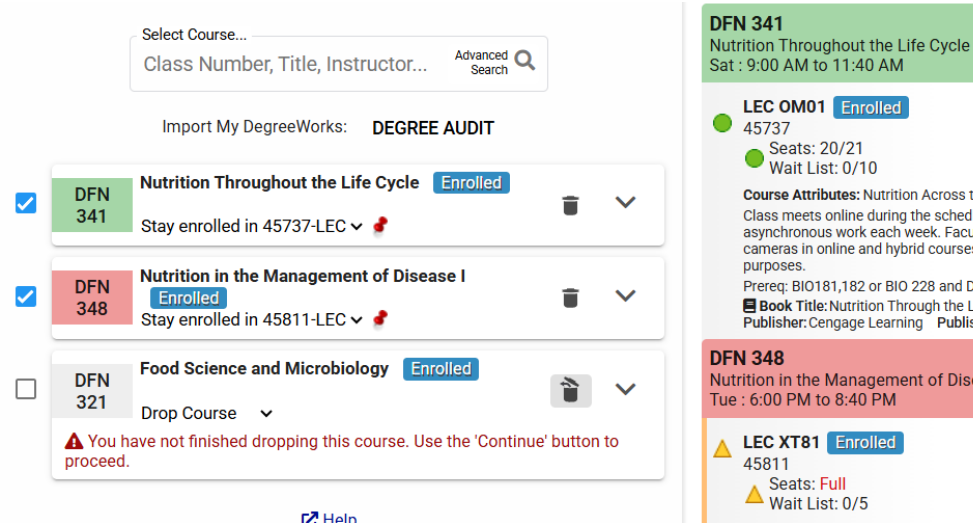
Plans can change. You may need to adjust your schedule while you are still building it, or after you are already enrolled.

BEFORE YOU DROP ANYTHING

Check the Academic Calendar for drop and withdrawal deadlines. Dropping after certain dates results in a W or WD grade notation on your transcript, and may affect financial aid, athletic eligibility, visa status, and/or veterans' benefits.

DROPPING A COURSE

01	**Mark the course you want to drop** In the left panel, uncheck the box beside the course, or click its trash can icon. The row changes to read Drop Course, and a red warning appears: "You have not finished dropping this course. Use the 'Continue' button to proceed."



Example 19; A course marked for dropping, with the warning prompting you to continue.

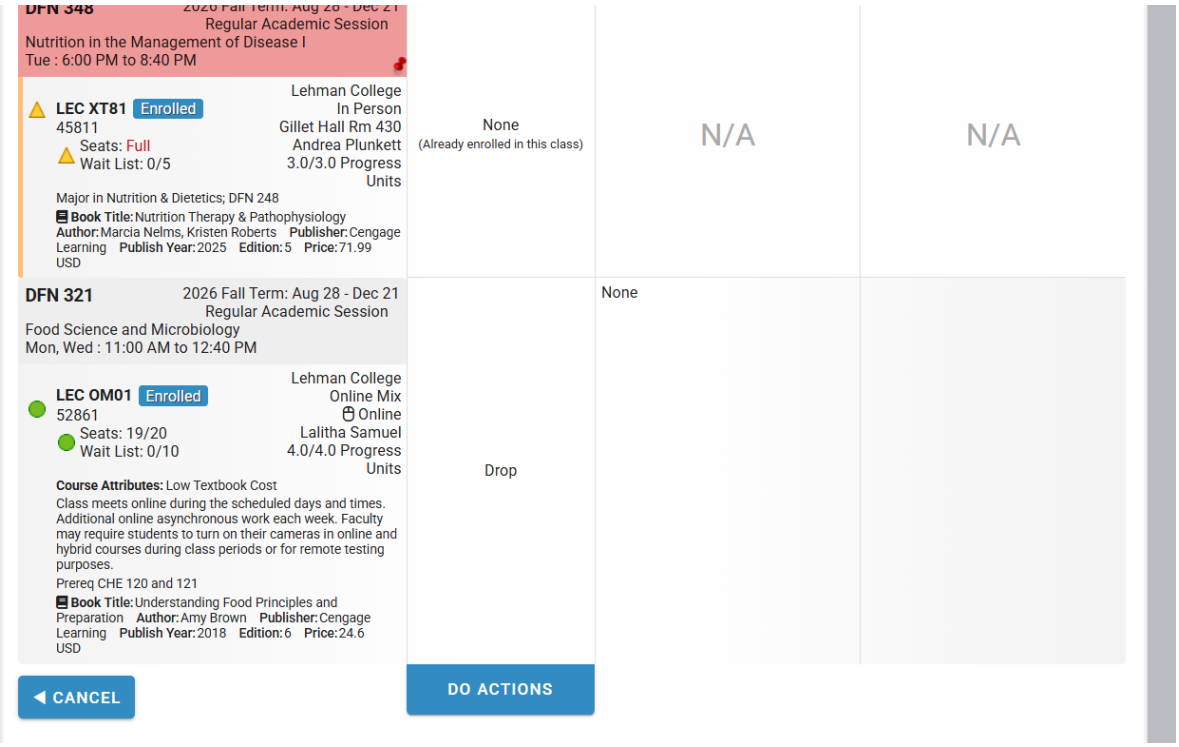
02 Click Continue

Click CONTINUE at the bottom right to carry the change forward. The warning stays visible until the drop is processed.

03 Click Do Actions

The class you marked shows Drop in the Action column. Classes you are keeping show None (Already enrolled in this class).

Click DO ACTIONS to process the drop.

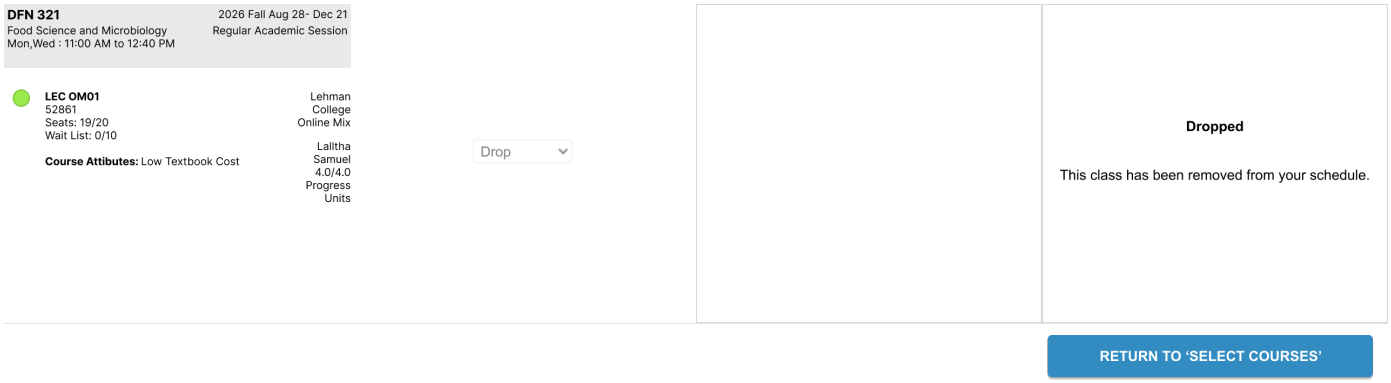


The Action column shows “Drop” for the marked class. Click “DO ACTIONS” to confirm.

04 Confirm the class was dropped

If the drop succeeded, Dropped appears in the Result column next to the class, with a confirmation message.

Verify the change in your Student Center under My Class Schedule before you close the browser.



"Dropped" in the Result column confirms the class was removed.

ACCIDENTAL DROP AFTER CENSUS?

Contact the Office of the Registrar as soon as possible; the longer you wait, the more likely you are locked out of the class.

SWAPPING COURSES

Swapping replaces one enrolled class with another in a single transaction. Schedule Builder handles the drop and the enrollment together, so you don't lose your original seat if the new class turns out to be unavailable.

ALWAYS SWAP; NEVER DROP THEN RE-ADD

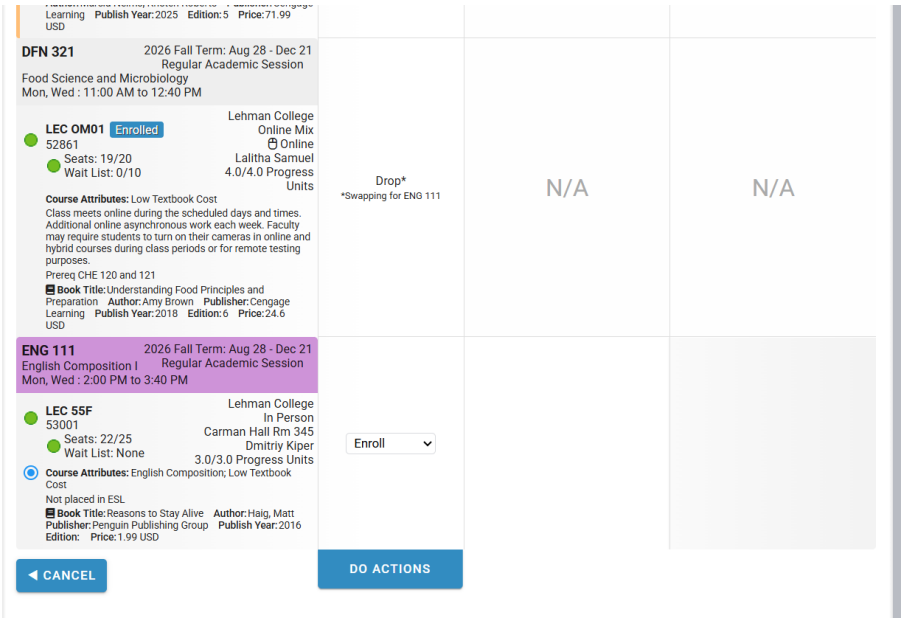
If you drop first and then try to add, you can end up with neither: the new section may fill in the seconds between the two actions, and your original seat is already gone. A swap fails safely, leaving your original enrollment untouched.

01	**Mark the course you're replacing** Start exactly as you would a drop; delete the outgoing course for removal. The same red warning to confirm your withdrawal/drop action will appear.

02 Add the replacement course

Search for the course you want instead and add it to your list, just as you did in Chapter 1. Do not click Continue yet; both courses need to be in place for Schedule Builder to link them as a swap.

The warning on the outgoing course stays visible; this signals the swap is still in progress.



The original course shows “Drop Course” while the replacement is added below it.

03 Click Continue, then Do Actions

Click CONTINUE, then DO ACTIONS on the next screen.

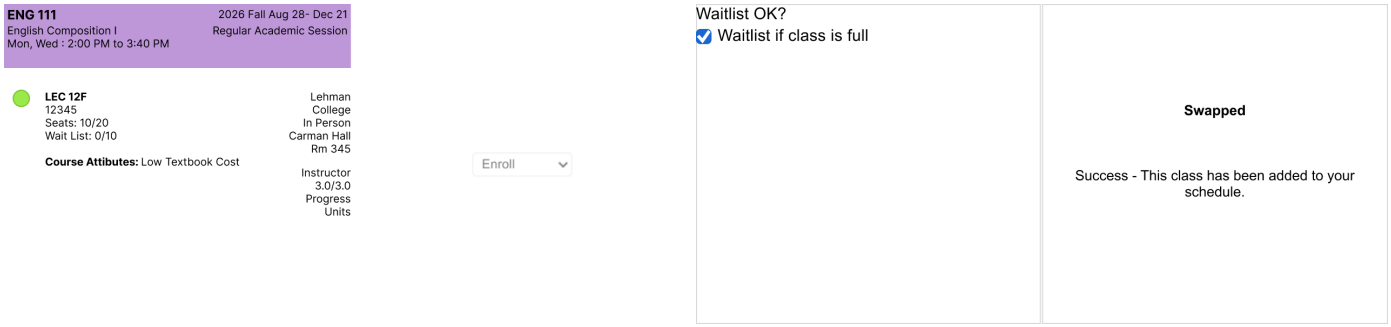
The outgoing class shows Drop* in the Action column, with a note naming the course it is being swapped for. The incoming class shows Enroll. This pairing confirms the two are linked.

CHECK FOR THE ASTERISK

The asterisk and “Swapping for” note are your confirmation that Schedule Builder is treating this as one linked transaction. If you see a plain Drop with no note, the courses are not linked as a swap. Select the Cancel button and start over rather than risk losing your seat.

04 Confirm if the swap succeeded

If the swap went through, **Swapped** appears in the Result column for your newly enrolled class, with a success message.



"Swapped" in the Result column confirms the replacement class was added successfully.

OTHER SCHEDULE CHANGE OUTCOMES

Not every schedule change runs through Schedule Builder. These are handled elsewhere:

SITUATION	WHERE TO GO
Dropped for non-payment	Bursar's Office; resolve payment first. Classes can be re-added only if seats remain.
Closed/Full class	Departmental permission is required to enroll into the class.
Repeating a course	Lehman360; submit a Course Repeat request.
Registration hold on your account	An office/department has placed the hold on your account; view details in CUNYfirst under **Tasks and Holds (Student Center)**.
Excess Credit Limit	Lehman360; submit an Excess Credit request.

If you have any additional questions, please contact the Office of the Registrar!

Six Schools
Infinite Possibilities