



LEHMAN
COLLEGE



Office of the Registrar

How to View and Enroll for Courses

Student Instructions

All continuing Undergraduate and Graduate students register via self-service in CUNYfirst during their assigned enrollment appointment. Registration information is communicated via email to students' Lehman email accounts

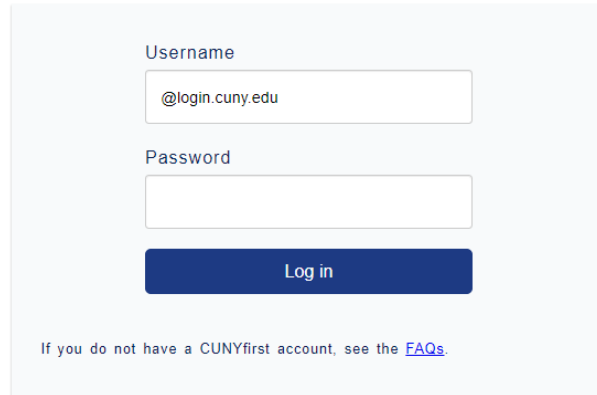


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Email: Registrar.Office@Lehman.Cuny.Edu

HOW DO I LOGIN TO CUNYFIRST?

1. Go to <https://Home.Cunyfirst.Cuny.Edu>

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

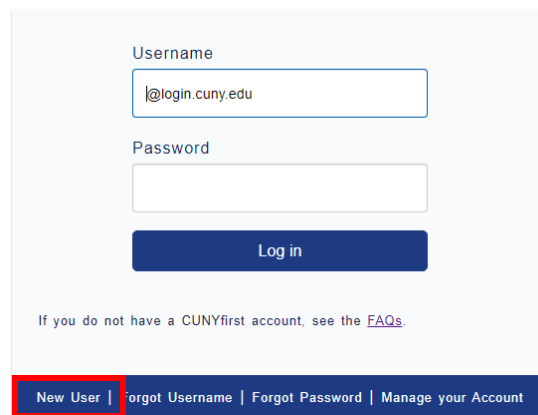


A screenshot of the CUNY Login page. It features a light blue background with a white login form. The form has two input fields: 'Username' with the placeholder text '@login.cuny.edu' and 'Password'. Below the fields is a dark blue 'Log in' button. At the bottom of the form, there is a link that says 'If you do not have a CUNYfirst account, see the [FAQs](#).'

2. Enter your Username and Password

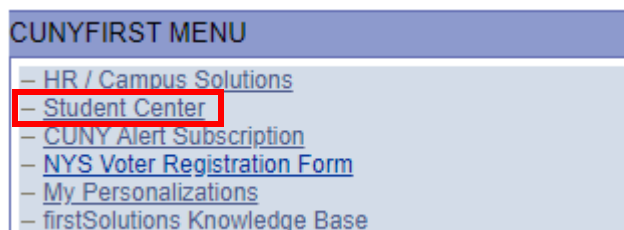
Note: For new students who have not claimed their CUNYfirst account, you may begin the process of activating your CUNY account by clicking on '**New User**' on the CUNY Login Page

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)



A screenshot of the CUNY Login page, identical to the one above. At the bottom of the page, there is a dark blue navigation bar with white text. The first item, 'New User', is highlighted with a red rectangular box. Other items in the bar include 'Forgot Username', 'Forgot Password', and 'Manage your Account'.

3. Click on '**Student Center**' under the CUNYfirst Menu



You are now logged onto CUNYfirst!

You may now begin to search/enroll for your classes.

HOW DO I VIEW/ENROLL FOR COURSES IN CUNYFIRST?

1. Log onto CUNYfirst and follow the below navigation:

HR/Campus Solutions> Self Service> Student Center

2. Click on **Search for Classes** on the right hand side of your Student Center Page



3. Change the institution to **Lehman College** and select the appropriate **Term** (i.e 2020 Spring)

Search for Classes

Enter Search Criteria

Search for Classes

Institution Lehman College ▼

Term 2020 Spring Term ▼

Select at least 2 search criteria. Select Search to view your search results.

4. Input the desired information under **Class Search** (i.e Subject, Course Number, etc) and click on **'Search'**

Class Search

Subject BIO - Biology ▼

Course Number is exactly ▼ 166

Course Career ▼

Course Attribute ▼

Course Attribute Value ▼

Requirement Designation ▼

Show Open Classes Only

Note: The **'Show Open Classes Only'** check box will auto-populate. You may uncheck this field if you would like to view Closed and Waitlisted Classes.

*If you receive the below message, the course may either be closed or not offered during the specified term.

Enter Search Criteria

▲ The search returns no results that match the criteria specified.

Search for Classes

Institution Lehman College ▼

Term 2020 Spring Term ▼

Select at least 2 search criteria. Select Search to view your search results.

5. All available class sections will appear. Once you have found a class, click on the **'Select'** button located on the right hand side of the specific section and then click on **'Next'**

6 class section(s) found

▼ BIO 230 - Microbiology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57452	D1A-LEC Winter	Mo 9:30AM - 11:20AM	Carman B34	Shari Walcott	01/02/2020 - 01/23/2020	●	select
Requirement Designation: Regular Liberal Arts							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57454	D1A-LEC Winter	Tu 6:00PM - 9:40PM	Science 2103	Michael Boadu	01/02/2020 - 01/23/2020	●	select
Requirement Designation: Regular Liberal Arts							

***The class has now been added to your Shopping Cart. However, you are not registered yet. Continue this process until you have selected all your classes.**

6. To register for the classes, click on the **'Enroll'** Tab listed on the top of the page. Select the appropriate term and click on **'Continue'**

Search Plan **Enroll** My Academics

my class schedule | add | drop | swap | edit | term information | law exam numbers

Add Classes

Select Term

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> 2019 Fall Term	Graduate	Lehman College
<input checked="" type="radio"/> 2020 Spring Term	Graduate	Lehman College

CONTINUE

7. Verify your classes. Click on **'Proceed to Step 2 of 3'**. Then click on **'Finish Enrolling'**.

8. You will then receive a message stating if you have been enrolled in the class. A **Green Check (✓)** indicates you have been registered. A **Red (X) Mark** indicates you have not been enrolled, along with an error message explaining why you have not been registered.

Congratulations! You are now registered for your classes!

However the process is not complete until tuition payments are satisfied!

Students may use the Wait List feature when a class is currently closed. However, not all classes offer a Wait List feature.

Students on the Wait List will be assigned a number and will be auto-enrolled based on their assigned number when a seat becomes available.

The system will check if the student has completed all the necessary requirements such as:

- Pre and Co-Requisites
- Department Consent
- No time conflicts
- No negative indicators
- Student is not enrolled in the maximum number of units
- Wait List is not full and seats are still available

Once a student is auto-enrolled, a communication is sent to the student's Lehman Email account.

To place yourself on the wait list for a course, use the following navigation:

1. Look for the desired section that has the **Yellow Triangle (▲)** on the right hand side of the section and click on **'Select'**

● Open ■ Closed ▲ Wait List

NEW SEARCH MODIFY SEARCH

6 class section(s) found

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57452	01LC-LEC Regular	Mo 9:20AM - 11:20AM	Carman B34	Shari Walcott	08/25/2017 - 12/20/2017	▲	select
Requirement Designation: Regular Liberal Arts							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57454	03LB-LAB Regular	Tu 6:00PM - 9:40PM	Science 2103	Michael Boadu	08/25/2017 - 12/20/2017	●	select
Requirement Designation: Regular Liberal Arts							

2. To add yourself to the Wait List, ensure the **"Wait List if class is full"** option is selected at the time of swapping and select **'Next'**. The course has been added to your Shopping Cart.

Swap a Class

1. Select a class to swap - Enrollment Preference

2017 Fall Term | Graduate | Lehman College

PSY 305 - Experimental Psych 1

Class Preferences

PSY 305-01LB	Laboratory	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
PSY 305-1LCW	Lecture	▲ Wait List	Grading	Graduate Career Exception Grades
Session	Regular Academic Session		Units	4.00
Career	Undergraduate		Requirement Designation	Regular Liberal Arts

Enrollment Information

- Pre-requisite PSY 166 and PSY 226
- Regular Liberal Arts

CANCEL NEXT

3. To officially place yourself on the wait list, click on the **'Enroll'** Tab listed on the top of the page. Select the appropriate term and click on **'Continue'**

my class schedule | add | drop | swap | **enroll** | edit | term information | law exam numbers

Add Classes 1 - a - a

Select Term

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> 2019 Fall Term	Graduate	Lehman College
<input checked="" type="radio"/> 2020 Spring Term	Graduate	Lehman College

CONTINUE

4. Verify the course information and click on **'Proceed to Step 2 of 3'** and then click on **'Finish Enrolling'**

Open Closed Wait List

Add to Cart: Enter Class Nbr enter

Find Classes: Class Search My Planner search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	CIS 3100-EMWA (44337)	MoWe 2:30PM - 3:45PM	B - Vert 4-175	G. Goldschmidt	3.00	

PROCEED TO STEP 2 OF 3

5. You will receive a message stating the course is full and will be given a **'Wait List Position Number'**

Class	Message	Status
CIS 3100	Message: Class 44337 is full. You have been placed on the wait list in position number 5.	

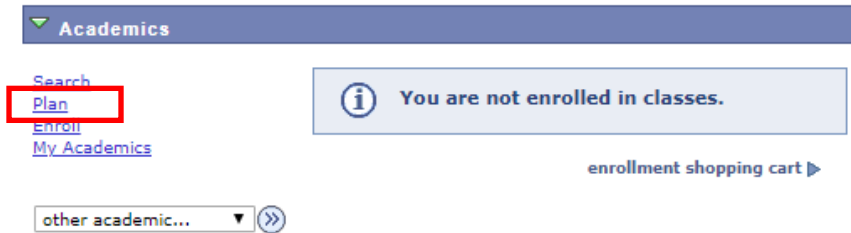
You have now been added to the Wait List!

When a seat becomes available in the section, you will be auto-enrolled and you will receive an email notification via your Student email account.

CAN I SWAP INTO A WAIT LISTED COURSE?

You may also swap a class in which you are currently enrolled for a class that is Wait Listed. This option is good for those who do not want to lose their current enrollment, but would prefer to enroll in another class. To do so, use the following instructions:

1. Click on 'Enroll' under the Academics sections of your Student Center.



2. Click on the 'Swap' tab on the top of the page



Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

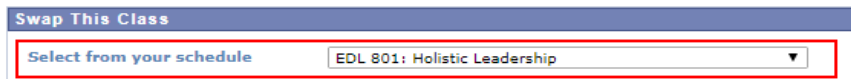
3. Select a class from your schedule to swap (i.e BIO 230, PSY 305, etc)

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2017 Fall Term | Graduate | Lehman College



4. Search for the class in which you want to be added to the Wait List via the 'Search for Class' or 'Enter Class Nbr' option.

Swap a Class 1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2017 Fall Term | Graduate | Lehman College

Swap This Class

Select from your schedule EDL 801: Holistic Leadership

With This Class

Search for Class Class Search search

----- OR -----

Enter Class Nbr enter

5. To add yourself to the Wait List, ensure the "Wait List if class is full" option is selected at the time of swapping and select 'Next'

Swap a Class 1 2 3

1. Select a class to swap - Enrollment Preference

2017 Fall Term | Graduate | Lehman College

PSY 305 - Experimental Psych 1

Class Preferences

PSY 305-01LB	Laboratory	Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
PSY 305-11CW	Lecture	Wait List	Grading	Graduate Career Exception Grades
Session	Regular Academic Session		Units	4.00
Career	Undergraduate		Requirement Designation	Regular Liberal Arts

Enrollment Information

- Pre-requisite PSY 166 and PSY 226
- Regular Liberal Arts

CANCEL NEXT

6. Confirm the selection of classes and select 'Finish Swapping'

7. You will receive a notification stating you have been placed on the Wait List, along with your **position number**. If the swap was not processed, you will receive a **Red (X) Mark**, along with an explanation.