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

Office of the Registrar |250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: Registrar.Office@Lehman.Cuny.Edu

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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)
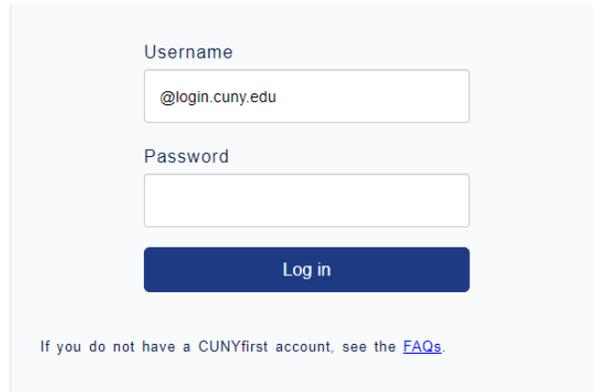
Username

@login.cuny.edu

Password

Log in

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)

Username

@login.cuny.edu

Password

Log in

If you do not have a CUNYfirst account, see the FAQs.

New User | Forgot Username | Forgot Password | Manage your Account

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

CUNYFIRST MENU
– HR / Campus Solutions
– Student Center
– CUNY Alert Subscription
– NYS Voter Registration Form
– My Personalizations
– firstSolutions Knowledge Base
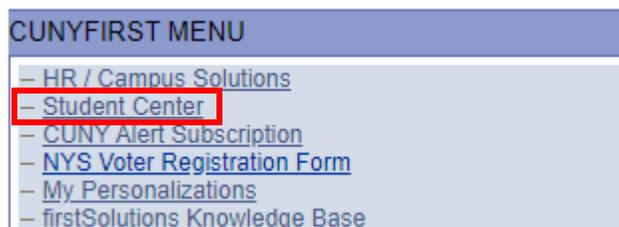
You are now logged onto CUNYfirst!

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)
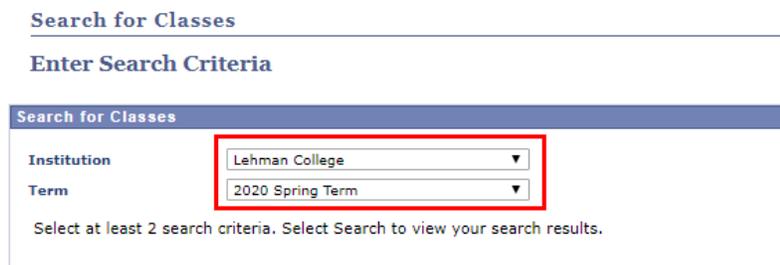
4. Input the desired information under **Class Search** (i.e Subject, Course Number, etc) and click on '**Search**'
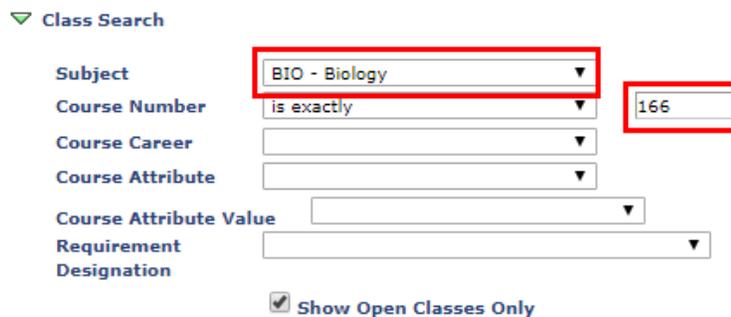
Note: The '**Show Open Classes Only'** check box will auto-populate. You may uncheck this field if you would like to view Closed and Waitlisted Classes.

*If you receive the below message, the course may either be closed or not offered during the specified term.
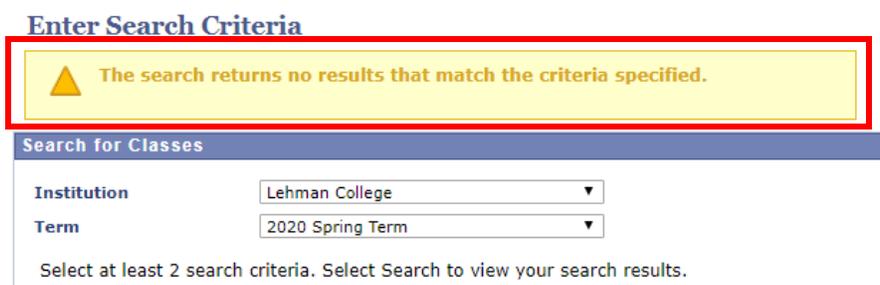
5. All available class sections will appear. Once you have found a class, click on the '**Select**' button located on the right hand side of the specific section and then click on '**Next**'

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**'

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!

WHAT DOES IT MEAN TO BE WAIT LISTED?

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 (Δ)** on the right hand side of the section and click on '**Select'**

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.

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**'

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information	law exam numbers

Add Classes

Select Term

1 2 3

Select a term then select Continue.

	Term	Career	Institution
○	2019 Fall Term	Graduate	Lehman College
●	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

2016 Spring Term Shopping Cart

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

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

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.

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**'

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.