
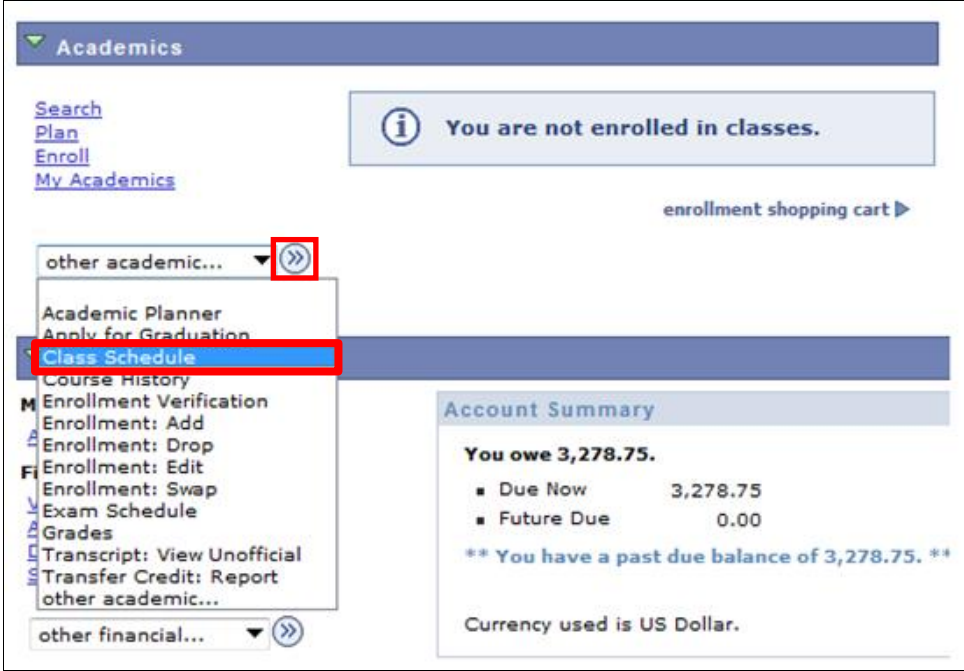




## View My Class Schedule

Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b><i>Self Service &gt; Student Center.</i></b>
3.	<div data-bbox="394 646 1352 1312" style="border: 1px solid black; padding: 5px;">  </div> <p>In the <b>Academics</b> section from the  <b>other Academic</b> dropdown box, select <b>Class Schedule</b> and then click the  <b>Go</b> icon.</p>

4.

**My Class Schedule**

Select Display Option  List View  Weekly Calendar View

2013 Fall Term | Undergraduate | College of Staten Island [View Textbook Summary](#)

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes

**AMS 101 - AMERICA: AN INTRO**

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
14338	<a href="#">01</a>	Lecture	We 6:30PM - 9:10PM	TBA	Niles French	08/28/2013 - 12/23/2013

**BUS 160 - BUSINESS LAW I**

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
15214	<a href="#">04</a>	Lecture	Mo 10:10AM - 11:00AM	TBA	Paul Herskovitz	08/28/2013 - 12/23/2013
			We 10:10AM - 12:05PM	TBA	Staff	08/28/2013 - 12/23/2013

**ENG 151 - COLLEGE WRITING**

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - English Composition (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
17178	<a href="#">06</a>	Lecture	Th 12:20PM - 2:15PM	TBA	Amber Ohanlon	08/28/2013 - 12/23/2013
			Tu 12:20PM - 2:15PM	TBA	Staff	08/28/2013 - 12/23/2013

**FRN 113 - BASIC FRENCH I**

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	4.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
17706	<a href="#">03</a>	Lecture	Mo 12:20PM - 2:15PM	TBA	Timothy Wilson	08/28/2013 - 12/23/2013
			We 12:20PM - 2:15PM	TBA	Staff	08/28/2013 - 12/23/2013


**MTH 113 - PROBAB/STATISTICS**

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	4.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
18531	<a href="#">09</a>	Lecture	Th 3:30PM - 5:30PM	TBA	Stephen Mondella	08/28/2013 - 12/23/2013
			Tu 3:30PM - 5:30PM	TBA	Staff	08/28/2013 - 12/23/2013

[Printer Friendly Page](#)

The Class Schedule displays in a list format.

5.	To view only enrolled, dropped, or waitlisted classes, in the <b>Class Schedule Filter Options</b> select the <input type="checkbox"/> checkboxes of those types of classes you wish to view and then click the <b>filter</b> button.																																																							
6.	<p><b>My Class Schedule</b></p> <p>Select Display Option <input type="radio"/> List View <input checked="" type="radio"/> <b>Weekly Calendar View</b></p> <p>&lt;&lt; previous week      Week of 9/9/2013 - 9/15/2013      next week &gt;&gt;</p> <p>Show Week of 09/11/2013 <input type="text"/> Start Time 9:00AM End Time 6:00PM <input type="button" value="refresh calendar"/></p> <table border="1"> <thead> <tr> <th>Time</th> <th>Monday Sep 9</th> <th>Tuesday Sep 10</th> <th>Wednesday Sep 11</th> <th>Thursday Sep 12</th> </tr> </thead> <tbody> <tr> <td>9:00AM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:00AM</td> <td>BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 11:00AM Location: TBA</td> <td></td> <td>BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 12:05PM Location: TBA</td> <td></td> </tr> <tr> <td>11:00AM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:00PM</td> <td>FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA</td> <td>ENG 151 - 06 COLLEGE WRITING Lecture 12:20PM - 2:15PM Location: TBA</td> <td>BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 12:05PM Location: TBA FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA</td> <td>ENG 151 - 06 COLLEGE WRITING Lecture 12:20PM - 2:15PM Location: TBA</td> </tr> <tr> <td>1:00PM</td> <td></td> <td></td> <td>FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA</td> <td></td> </tr> <tr> <td>2:00PM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:00PM</td> <td></td> <td>MTH 113 - 09 PROBAB/STATISTICS Lecture 3:30PM - 5:30PM Location: TBA</td> <td></td> <td>MTH 113 - 09 PROBAB/STATISTICS Lecture 3:30PM - 5:30PM Location: TBA</td> </tr> <tr> <td>4:00PM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:00PM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6:00PM</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>▼ Display Options</p> <p><input checked="" type="checkbox"/> Show AM/PM      <input checked="" type="checkbox"/> Monday      <input checked="" type="checkbox"/> Thursday  <input checked="" type="checkbox"/> Show Class Title      <input checked="" type="checkbox"/> Tuesday      <input type="checkbox"/> Friday      <input type="checkbox"/> Sunday      <input type="button" value="refresh calendar"/>  <input type="checkbox"/> Show Instructors      <input checked="" type="checkbox"/> Wednesday      <input type="checkbox"/> Saturday</p> <p><input type="button" value="Printer Friendly Page"/></p> <p>From <b>Select Display Option</b>, click the <b>Weekly Calendar View</b> radio button to view your schedule in a diary format.</p>	Time	Monday Sep 9	Tuesday Sep 10	Wednesday Sep 11	Thursday Sep 12	9:00AM					10:00AM	BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 11:00AM Location: TBA		BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 12:05PM Location: TBA		11:00AM					12:00PM	FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA	ENG 151 - 06 COLLEGE WRITING Lecture 12:20PM - 2:15PM Location: TBA	BUS 160 - 04 BUSINESS LAW I Lecture 10:10AM - 12:05PM Location: TBA FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA	ENG 151 - 06 COLLEGE WRITING Lecture 12:20PM - 2:15PM Location: TBA	1:00PM			FRN 113 - 03 BASIC FRENCH I Lecture 12:20PM - 2:15PM Location: TBA		2:00PM					3:00PM		MTH 113 - 09 PROBAB/STATISTICS Lecture 3:30PM - 5:30PM Location: TBA		MTH 113 - 09 PROBAB/STATISTICS Lecture 3:30PM - 5:30PM Location: TBA	4:00PM					5:00PM					6:00PM				
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7.	Select the <b>previous week</b> or <b>next week</b> buttons to go to those schedules.																																																							
8.	Alternatively, select the  calendar icon and select the week to view.																																																							
9.	As needed enter the <b>Start Time</b> and <b>End Time</b> (format is 8:00AM or 6:00PM) for that week.																																																							
10.	Click the <b>refresh calendar</b> button.																																																							

11.	From the <b>Display Options</b> section: <ul style="list-style-type: none"><li>• Uncheck the <input checked="" type="checkbox"/> <b>Show AM/PM</b> checkbox to change to a 24 hour time display (6:00PM becomes 18:00).</li><li>• Check the <input type="checkbox"/> <b>Show class Title</b> checkbox to display the course name.</li><li>• Check the <input type="checkbox"/> <b>Show Instructors</b> checkbox to display the assigned faculty.</li><li>• Check the <input type="checkbox"/> checkboxes of those days of the weeks you wish to display.</li></ul>
12.	Click the <b>refresh calendar</b> button.
13.	In either format, select the <b>Printer Friendly Page</b> link and follow your browser's prompts to print the schedule.
	<b>End of Procedure.</b>