**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.*

<table>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](https://home.cunyfirst.cuny.edu) |
| 3.   | In the Academics section from the other Academic dropdown box, select **Class Schedule** and then click the Go icon. |
The Class Schedule displays in a list format.
5. To view only enrolled, dropped, or waitlisted classes, in the **Class Schedule Filter Options** select the checkboxes of those types of classes you wish to view and then click the **filter** button.

6. From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.

7. Select the **previous week** or **next week** buttons to go to those schedules.

8. Alternatively, select the **calendar icon** and select the week to view.

9. As needed enter the **Start Time** and **End Time** (format is 8:00AM or 6:00PM) for that week.

10. Click the **refresh calendar** button.
11. From the **Display Options** section:
   - Uncheck the **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Check the **Show class Title** checkbox to display the course name.
   - Check the **Show Instructors** checkbox to display the assigned faculty.
   - Check the checkboxes of those days of the weeks you wish to display.

12. Click the **refresh calendar** button.

13. In either format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule.

**End of Procedure.**