Schedule Builder & CUNYfirst Student Guide -- June 2022

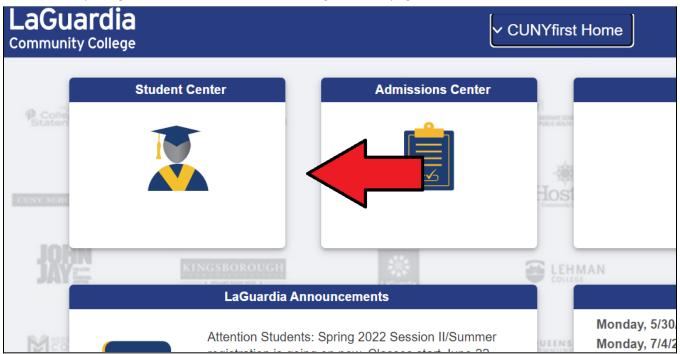Email jogoldblatt@lagcc.cuny.edu for questions or feedback

_____

Contents

- Schedule Builder
  - How to access Schedule Builder
  - How to search for courses
    - Including how to determine Course Modality (In-person, Online, or Hybrid)
  - How to enroll/add courses
  - How to drop courses
  - How to swap sections
  - How to swap courses
- CUNYfirst
  - How to verify your course schedule in CUNYfirst (including Hybrid course details)
  - How to search for courses in CUNYfirst
    - Including how to determine Course Modality (In-person, Online, or Hybrid)
  - How to view your financial aid and financial account
    - Including how to view your account balance, set up a payment plan, and enroll in Direct Deposit
  - How to upload COVID Vaccination information
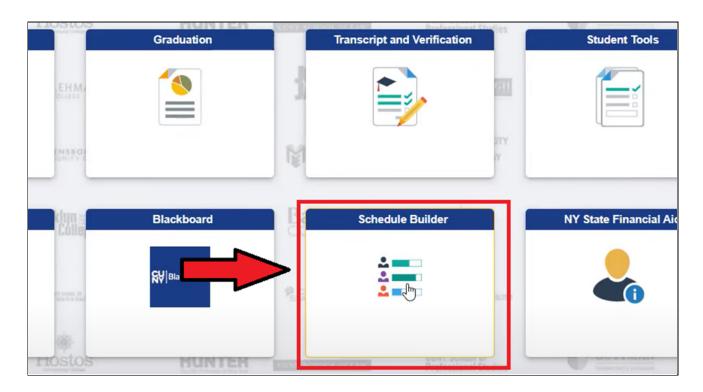 - How to view To Do items and Holds

Resources & More Help

- Schedule Builder video: https://youtu.be/MyE0Ulm73_Q
- CUNYfirst Student Center video: https://www.youtube.com/watch?v=-ae9vHvdVAI
- In-person Registration Lab: B-218
- Online Virtual Registration Assistance:
  https://us.bbcollab.com/guest/7f2fb918976e46489cabf48d07476698

How to access Schedule Builder

1. Once you sign into CUNYfirst, this is the redesigned homepage: Select "Student Center."
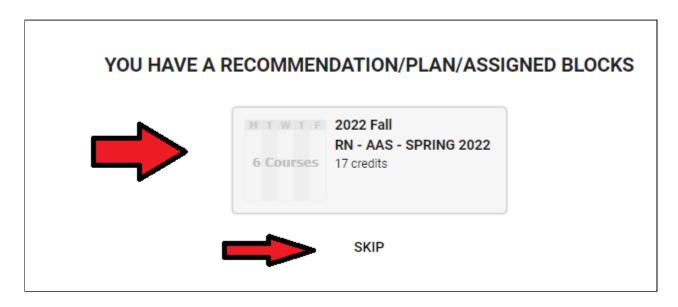

2. Once in the Student Center, there will be "Tiles" which link to various functions. Select Schedule Builder for course enrollment.

3. Then select the Term for which you wish to add/drop/swap

2022 Summer

ⓘ The student is not activated to enroll for this term.

2022 Fall

Enrollment Appointments:
• Regular Academic Session   Apr 27, 2022 4:00pm to Sep 15, 2022 11:59pm
• Second Session   Apr 27, 2022 4:00pm to Jan 5, 2023 11:59pm
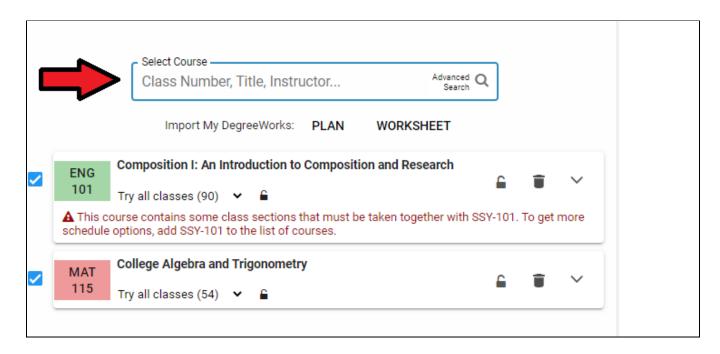Open Enrollment Dates:
All Sessions May 2, 2022

4. You may see that you have recommendations (which are from your advisor). If so, you can click the block to see the recommendations once you get into Schedule Builder. Note: you can always ask questions about your recommendations. If you click "Skip," you will go into Schedule Builder without seeing the recommendations.

YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS

M T W T F **2022 Fall**
RN - AAS - SPRING 2022
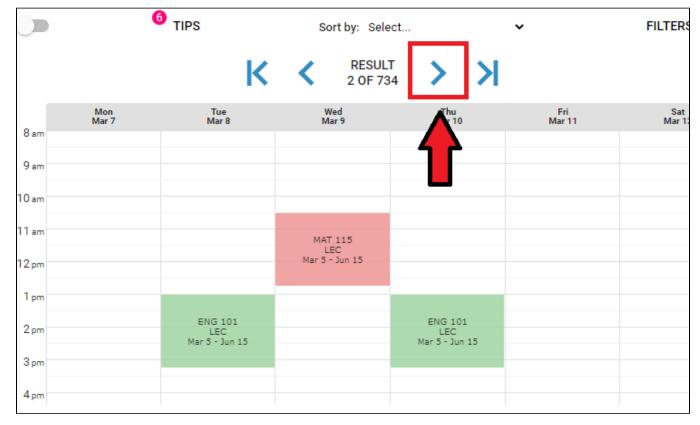6 Courses   17 credits
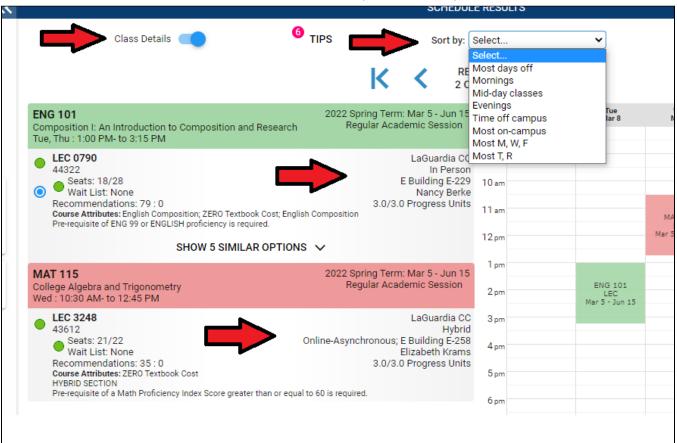
SKIP

How to search for courses

1. The Schedule Builder tool allows you to type in the name of the course, course abbreviation/number, or instructor, to search.
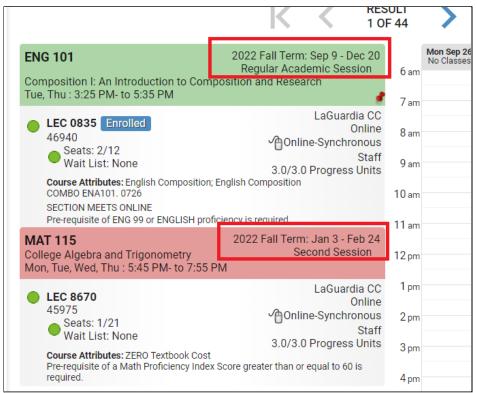

2. You will then see all possible schedule combinations with the selected courses. Click the Arrow button to scroll through the different schedules.
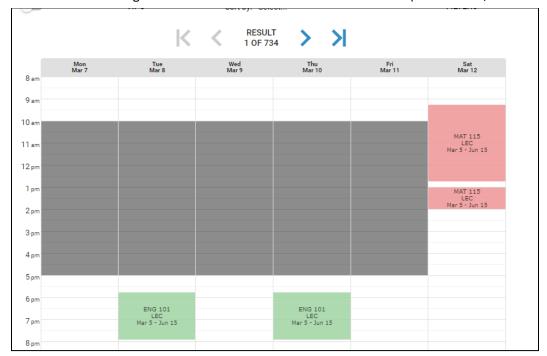
3. You can click "Class Details" to see more information on the specific section, including Course Modality. You can also click "Sort" to see schedules based on a particular time preference.
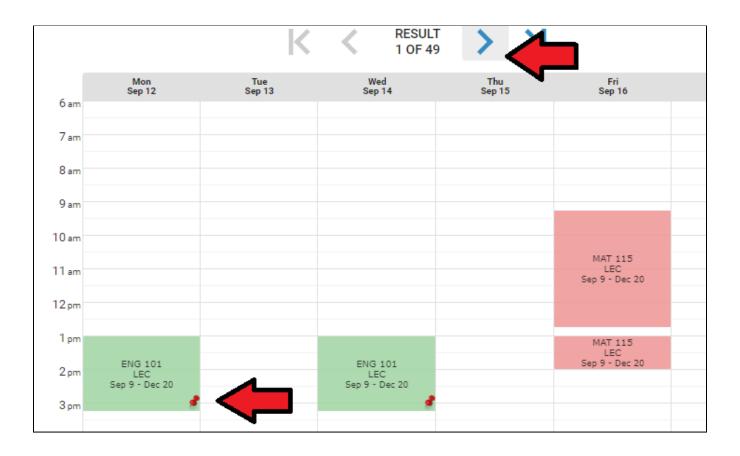

4. You can also see if the course is Session I or Session II

5. Click and drag mouse to block off times when not available (for instance, because of work schedule)

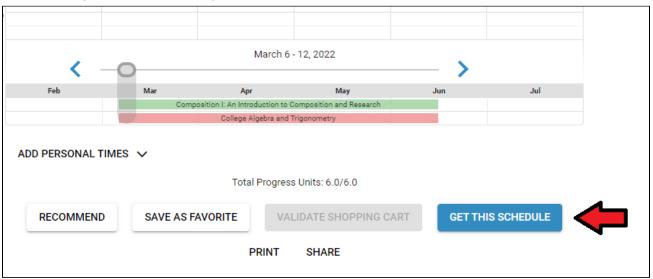6. If you see a course section you're interested in but wish to keep searching for other courses, you can click the course, which will place a "Pin" in it so it remains in your schedule -- if you scroll through the results, the Pinned course will remain locked.

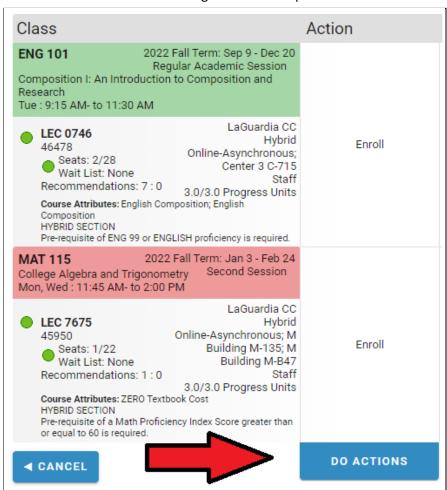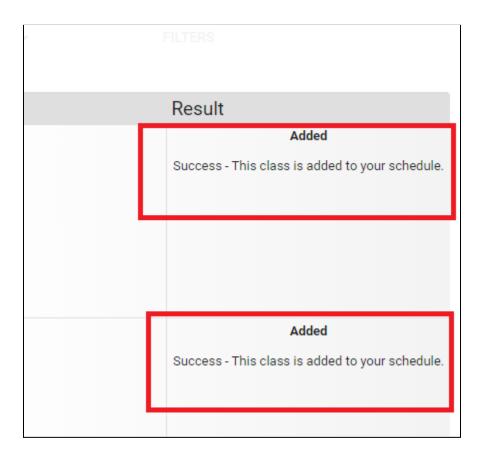## How to enroll in courses

1. Once you have the courses you want, Click "Get This Schedule"
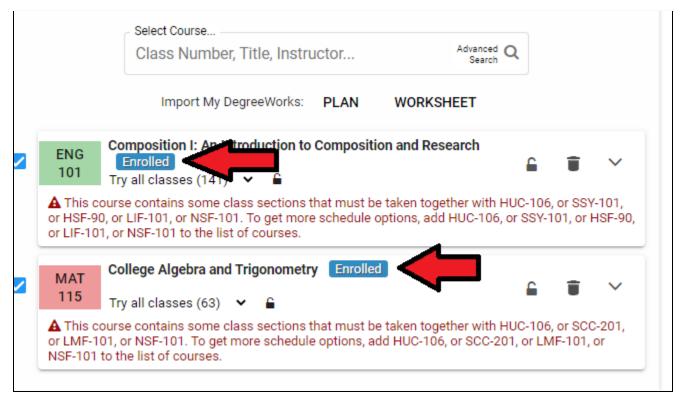

2. Click "Do Actions" on the following screen to complete

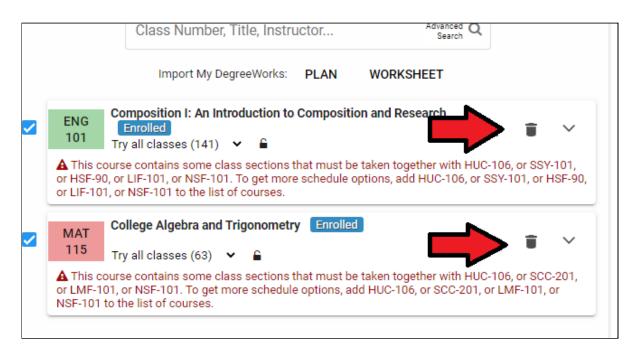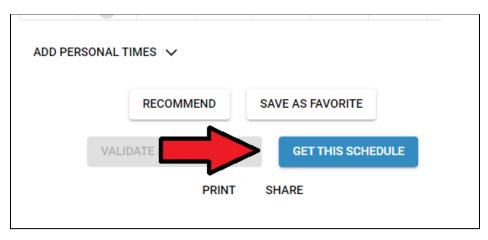3. Once complete, you will now see the Result as "Added"

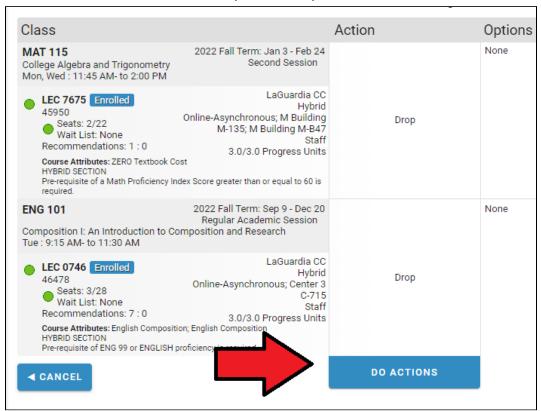When you return to the main Search screen, you will also see the courses as "Enrolled"

How to drop courses

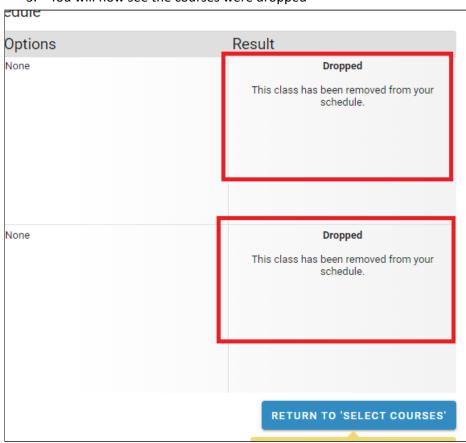1. To Drop the course, click the Trash icon, and then click "Get This Schedule"

2. Then click "Do Actions" to complete the drop

Class	Action	Options
MAT 115 — 2022 Fall Term: Jan 3 - Feb 24, Second Session, College Algebra and Trigonometry, Mon, Wed : 11:45 AM- to 2:00 PM		None
● **LEC 7675** [Enrolled] 45950, Seats: 2/22, ● Wait List: None, Recommendations: 1 : 0 — LaGuardia CC Hybrid Online-Asynchronous; M Building M-135; M Building M-B47 Staff 3.0/3.0 Progress Units, **Course Attributes:** ZERO Textbook Cost, HYBRID SECTION, Pre-requisite of a Math Proficiency Index Score greater than or equal to 60 is required.	Drop	
ENG 101 — 2022 Fall Term: Sep 9 - Dec 20, Regular Academic Session, Composition I: An Introduction to Composition and Research, Tue : 9:15 AM- to 11:30 AM		None
● **LEC 0746** [Enrolled] 46478, Seats: 3/28, ● Wait List: None, Recommendations: 7 : 0 — LaGuardia CC Hybrid Online-Asynchronous; Center 3 C-715 Staff 3.0/3.0 Progress Units, **Course Attributes:** English Composition; English Composition, HYBRID SECTION, Pre-requisite of ENG 99 or ENGLISH proficiency is required.	Drop	

◄ CANCEL **DO ACTIONS**

3. You will now see the courses were dropped

eddie

Options	Result
None	**Dropped** This class has been removed from your schedule.
None	**Dropped** This class has been removed from your schedule.

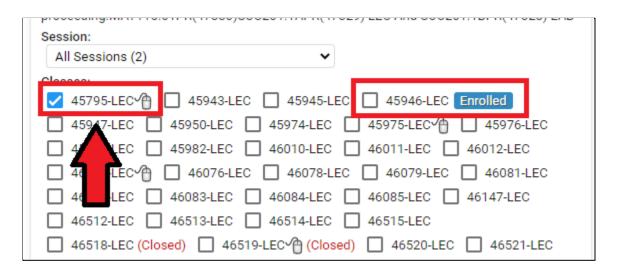**RETURN TO 'SELECT COURSES'**

How to swap sections

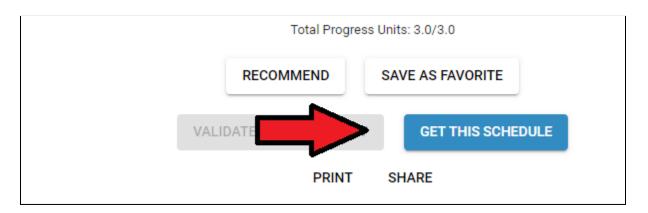1. To Swap sections of the same course, Click the "Carrot," Expand Detail button, and you will see a list of all available course sections
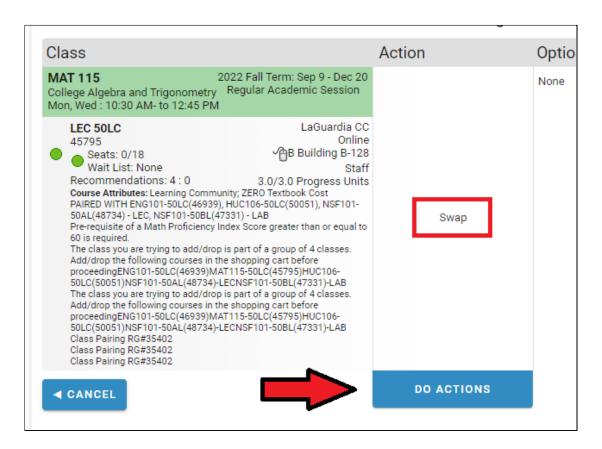

2. You will see the section number you're enrolled in, and you have the ability to select the different sections. De-select the section currently enrolled in and click the new section you want to swap into (in this example, swapping into 45795)

3. Then click "Get This Schedule"

4. On the next screen, click "Do Actions"

5. You should now see the Result

How to swap courses

1. To Swap two different courses, find the new course you wish to enroll in and add it, and then click the "Trash" button for the course you wish to remove (Example below: you wish to swap MAT115 for SSY101)

2. Then click "Get This Schedule"

3. Then click "Do Actions"

4. You will now see the course has been swapped

How to verify your schedule in CUNYfirst (including Hybrid details)

1. Once in the CUNYfirst Student Center, select Course Planning and Enrollment

2. If applicable, pick the term you wish to view by clicking the respective term (Spring 2022, Fall 2022, etc.)

3. You will see your list of courses, including if the course is In-Person, Online, or Hybrid (mixed). If a Hybrid course, you can see which days are in-person and which days are online.

Note: by clicking Printable Page, you can see a condensed list that is better for printing

How to search for courses in CUNYfirst

Note: some students may prefer to search for courses and view course details in CUNYfirst. Using this method, you can also clearly see the meeting days and times for hybrid courses. However, although you can view courses, you must use Schedule Builder to enroll

1. Once in the CUNYfirst Student Center, select Course Planning and Enrollment

2. Select Browse Course Catalog

3. Select Fiorello H. LaGuardia

Q Class Search and Enroll	**CUNY School of Professional Studies**
	College of Staten Island
⊟ Drop Classes	**Eugenio Maria de Hostos Community College**
⇄ Swap Classes	
	Fiorello H. LaGuardia Community College
▣ **Browse Course Catalog**	
	Graduate School of Public Health and Health Policy
▤ Law Exam Numbers	
	Herbert H. Lehman College

4. You can now search for courses, either by typing in the name of the course, or clicking "Additional ways to search" and browsing. Recently viewed courses will be listed automatically.

ty College   [Change]

Search for Courses ℹ️

Enter keyword e.g. course, subject, topic

Additional ways to search

▼ **Recently Viewed**

ENG 101
Composition I: An Introduction to Composition and Research
3.00 Units
Typically offered Fall, Spring
available 02/28/2019 onwards

Delete All

5. You will see the description for the course and other general details. To see information on specific sections being offered (times, meeting days, instructor), click View Classes on the top right

6. Select the term for which you which you wish to view classes (Spring 2022, Fall 2022, etc)

7. You will now see the sections being offered and details.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 48026	09/09/2022 - 12/20/2022	Tuesday 1:00PM to 3:15PM	E Building E-259	Lauren Navarro	Open Seats 12 of 12
					Thursday 1:00PM to 3:15PM	E Building E-216	Lauren Navarro	
2	Open	Regular Academic Session	Lecture - 47994	09/09/2022 - 12/20/2022	Monday Wednesday 8:00AM to 10:15AM	E Building E-260	Misun Dokko	Open Seats 20 of 28

Select a class option ⓘ   1 - 50 of 141 options

8. If a course has an online component, you will be able to see this information.

Online-Synchronous means the course will meet online (on Zoom, Blackboard, etc.) at the specified times
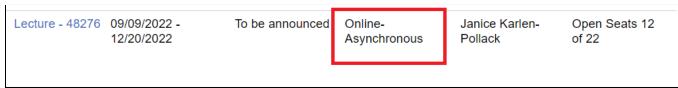
Regular Academic Session	Lecture - 46676	09/09/2022 - 12/20/2022	Monday Wednesday 9:15AM to 11:30AM	Online-Synchronous	Tuli Chatterji	Open Seats 27 of 28

Online-Asynchronous means you will complete assignments and exams online, but there will be no class meetings required

Lecture - 48276	09/09/2022 - 12/20/2022	To be announced	Online-Asynchronous	Janice Karlen-Pollack	Open Seats 12 of 22

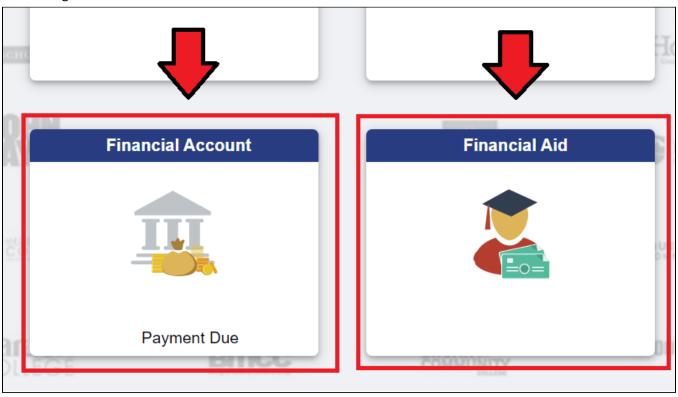**Hybrid** means the course is mixed and contains two modalities. In the example below, the course meets in-person on Wednesdays 10:30-11:30am, and part of the course includes Online-Asynchronous work.

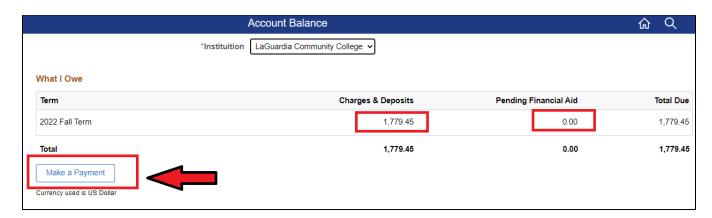| Lecture - 46525	09/09/2022 - 12/20/2022	Wednesday 10:30AM to 11:30AM To be announced	M Building M-B69 Online-Asynchronous	Staff	Open Seats 17 of 22

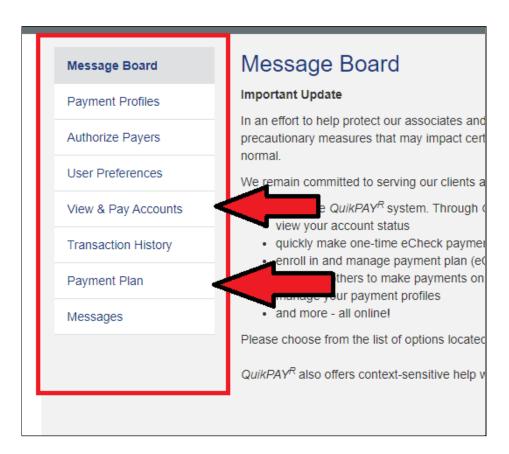## How to view your financial aid and financial account

1. Log into CUNYfirst Student Center and select Financial Account or Financial Aid
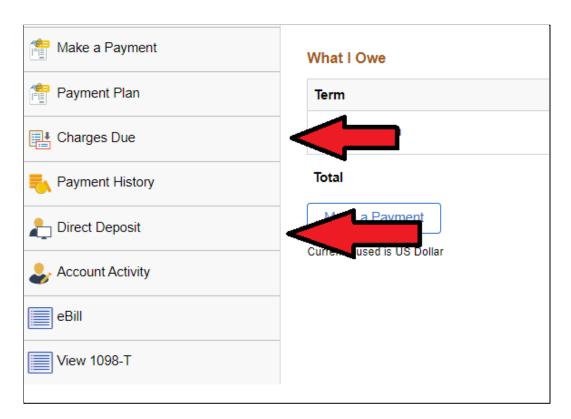

2. In Financial Account, by clicking Make a Payment, you will be taken to a new site which allows you to make a one-time payment or set up a payment plan

3. Here is the external site where you will be able to make payments or set up a payment plan
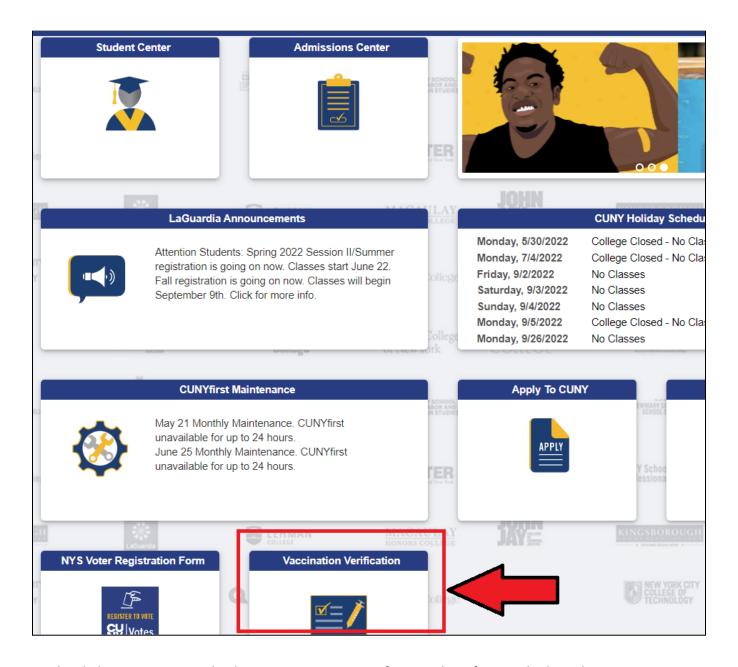
Message Board

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Message Board

Important Update

In an effort to help protect our associates and
precautionary measures that may impact cert
normal.

We remain committed to serving our clients a

e QuikPAY^R system. Through (
view your account status
- quickly make one-time eCheck paymer
- enroll in and manage payment plan (eC
- thers to make payments on
- manage your payment profiles
- and more - all online!

Please choose from the list of options located

QuikPAY^R also offers context-sensitive help v

4. Back in CUNYfirst, you can also view Charges Due and enroll in Direct Deposit

Make a Payment

Payment Plan

Charges Due

Payment History

Direct Deposit

Account Activity

eBill

View 1098-T

What I Owe

Term

Total

Make a Payment

Currency used is US Dollar

How to upload COVID Vaccination information

1. Once in CUNYfirst, select Vaccine Verification (under Student Center)
   a. For detailed information on submitted Vaccination proof, Booster proof, or requesting a Medical or Religious Exemption, see this guide created by CUNY

For detailed instructions on uploading Vaccine or Booster info, or applying for a medical or religious exemption, see here

How to view To Do items and Holds

1. Once in Student Center, select Tasks and Holds

2. You now have the ability to view To Dos and Holds. For the To Dos or Holds, by clicking "">" you can see additional instructions

3. The details will provide instructions, and in some cases you can complete the process in CUNYfirst by clicking the appropriate button.

Task Details ✕

Receive 1098-T Electronically!

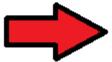|	
Institution	LaGuardia CC
Business Unit	LaGuardia Community College
Account Number	TUT001
Account Term	2022 Spring Term
Due Date	01/11/2023

Frequently Asked Questions

Sign up to receive the Form 1098-T electronically - you, or your parents, could be eligible for tax credits on your tuition payments. Benefits of electronic delivery include:

• Fast: Access your form as soon as it is available
• Secure: Your form will not get lost or delayed during paper delivery
• Convenient: You can receive your form wherever you are

We will notify you at your preferred email address when your Form 1098-T is ready.

Click below to Grant Consent now!

Click here to Grant Consent Now!