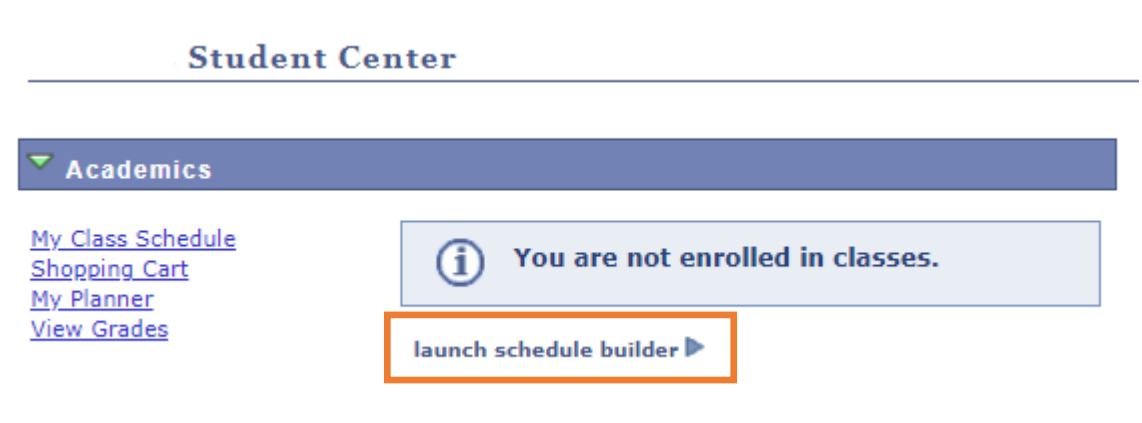

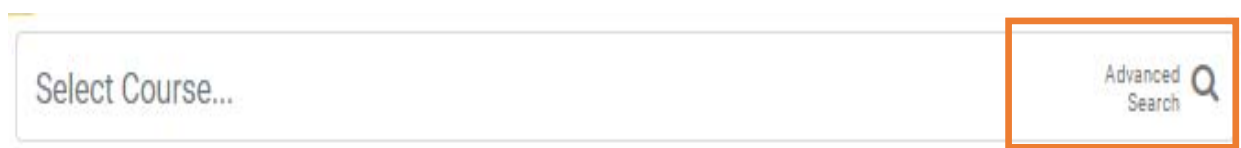
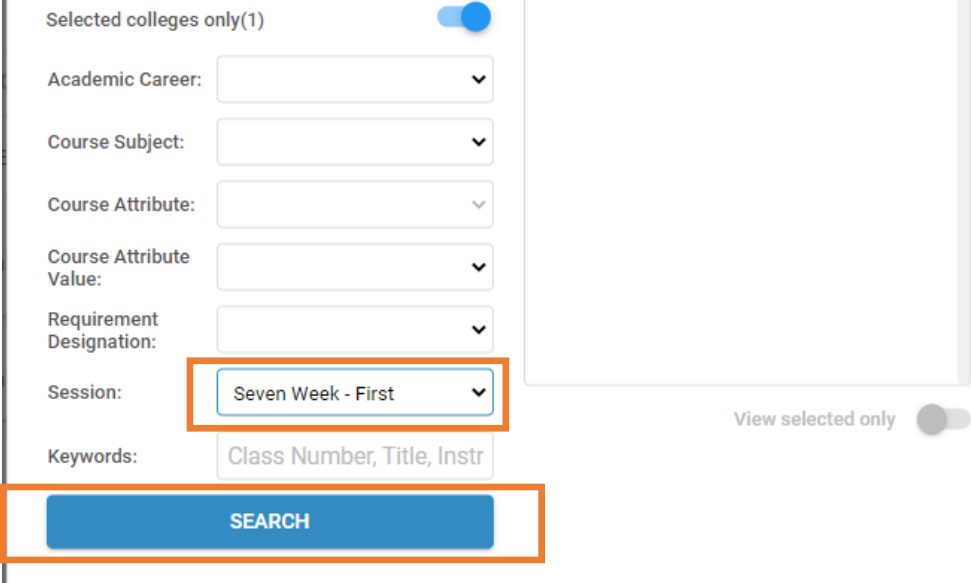
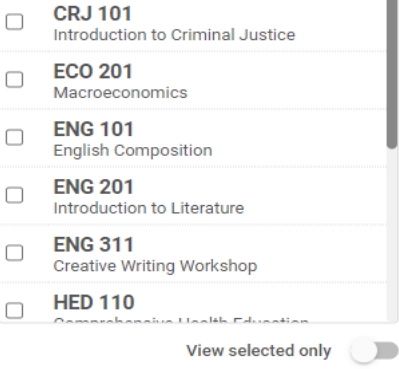
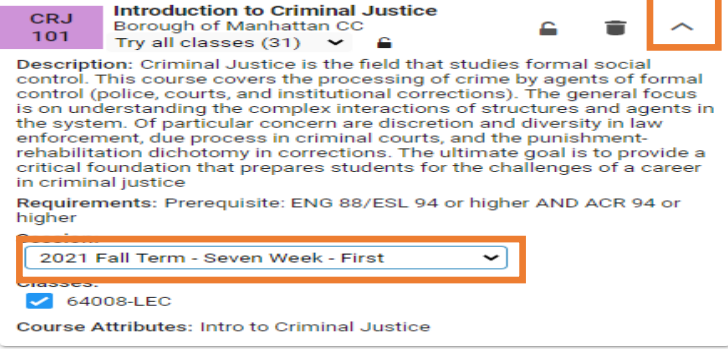


# Fall Express Sessions Registration via Schedule Builder

The following steps are how a student can register for Fall Express Sessions via Schedule Builder.

Step	Action
1	Log into CUNYfirst: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> to access Student Center via the CUNYfirst Menu.
2	Click <b>Launch Schedule Builder</b> :  <p>The screenshot shows the Student Center navigation menu. The 'Academics' menu is expanded, showing links for 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'View Grades'. A notification box states 'You are not enrolled in classes.' A button labeled 'launch schedule builder' with a right-pointing arrow is highlighted with an orange border.</p>
3	Click on <b>Fall 2021</b> :  <p>The screenshot shows the '2021 Fall' enrollment details. It includes an 'Enrollment Appointment' for the Regular Academic Session from Apr 12, 2021 2:30am to Sep 14, 2021 11:59pm. A table lists limits for Unit, Max Total, Max No GPA, Max Audit, and Max Wait List, all set to 18. It also lists 'Open Enrollment Dates' for Seven Week - First Session (Sep 13, 2021), Eight Week - Second Session (Nov 8, 2021), and Regular Academic Session (Sep 15, 2021). The '2021 Fall' tab is highlighted with an orange border.</p>
4	Click <b>Advanced Search</b> :  <p>The screenshot shows a course search interface with a text input field containing 'Select Course...'. To the right of the input field is a button labeled 'Advanced Search' with a magnifying glass icon. The button is highlighted with an orange border.</p>

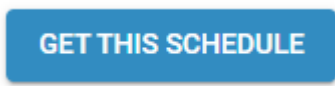
Step	
5	<p>Pick <b>Session - Seven Week—First OR Eight Week-Second</b> and click <b>Search</b>:</p>  <p>The screenshot shows a search form with the following fields: 'Selected colleges only(1)' (toggle on), 'Academic Career', 'Course Subject', 'Course Attribute', 'Course Attribute Value', 'Requirement Designation', 'Session' (set to 'Seven Week - First'), and 'Keywords' (placeholder: 'Class Number, Title, Instr'). A blue 'SEARCH' button is at the bottom, highlighted with an orange box. A 'View selected only' toggle is on the right.</p>
6	<p>Available Courses in this session will show on the right. Check off course(s) to search available schedules:</p>  <p>The screenshot shows a list of courses with checkboxes: CRJ 101 (Introduction to Criminal Justice), ECO 201 (Macroeconomics), ENG 101 (English Composition), ENG 201 (Introduction to Literature), ENG 311 (Creative Writing Workshop), and HED 110 (Comprehensive Health Education). A 'View selected only' toggle is at the bottom.</p>
7	<p>Click on Arrow to Expand Course Details. On Session drop down pick <b>2021 Fall Term—Seven Week—First OR 2021 Fall Term—Eight Week—Second</b> to only show sections available in these sessions:</p>  <p>The screenshot shows expanded details for 'CRJ 101 Introduction to Criminal Justice' at Borough of Manhattan CC. It includes a description, requirements, and a 'Session' dropdown menu set to '2021 Fall Term - Seven Week - First', which is highlighted with an orange box. There is also an expand/collapse arrow icon in the top right corner of the details panel.</p>

**Step**

**8** The available class schedules will show. If there is more than 1 schedule available you can use arrows to see available options. In the example below ENG 101 is in Seven Week First and ECO 201 is in Eight Week Second.

You can also view the calendar to see the overall dates for these courses in bottom right:

**10** Click **Get this Schedule** to proceed to Enrollment:



**11** Click **Do Actions** to Enroll:

Class	Action
<b>ENG 101</b> 2021 Fall Term: Sep 1 - Oct 26 English Composition Seven Week - First Mon, Wed : 5:30 PM to 9:40 PM  LEC A170 <b>Hidden</b> 64109 Seats: 0/25 Wait List: 0/4 Recommendations: 66 : 0 Progress Units Course Attributes: English Composition, English Composition Prerequisite: Pass CUNY Reading and Writing test or have English Proficiency Index of 65 and above-Non-Degree Students must seek approval from English Department in Room N751.	Borough of Manhattan CC Online Online Rm 03 3.0/3.0 Enroll



You should get a result of **“Success”** indicating you are officially enrolled or waitlisted if class is full.