ScheduleBuilder

How to Guide for Students

Last Updated 4/21/2022. This is a modified version of the Student Guide found here.

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What is Schedule Builder?

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester.

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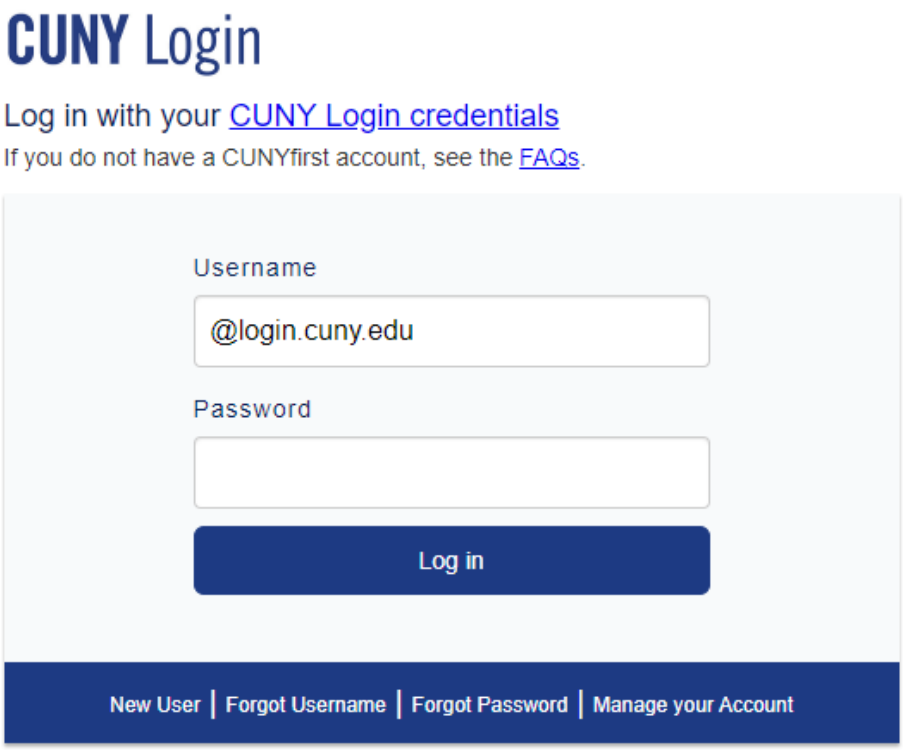
How to Access Schedule Builder

01 Go to the following link into your browser: home.cunyfirst.cuny.edu

02 Log into CUNYFirst using your credentials and proceed to **Student Center.**



03 Click the **Schedule Builder** tile to access the application. *Be sure to allow pop-ups in browser

How to Use Schedule Builder

01 Once the application opens, select the term in which you would like to search for classes. **Scroll Down to Find the Upcoming Terms.**

WELCOME

This software will help you find an optimal schedule for the student you are advising.

Select a Term you wish to Enroll for:

2022 Spring

Graduate
Open Enrollment Dates:

Seven Week - Second Session	May 14, 2022
Four Week - Third Session	Apr 25, 2022
Seven Week - First Session	Mar 18, 2022
Four Week - Fourth Session	May 23, 2022
Four Week - First Session	Feb 28, 2022
Four Week - Second Session	Mar 28, 2022
Regular Academic Session	May 25, 2022
Winter Session	Jan 25, 2022
Six Week - Second Session	Apr 25, 2022
Six Week - First Session	Mar 7, 2022

Enrollment Appointment:
Regular Academic Session Oct 14, 2021 4:00pm to Feb 3, 2022 11:59pm

Undergraduate
Open Enrollment Dates:

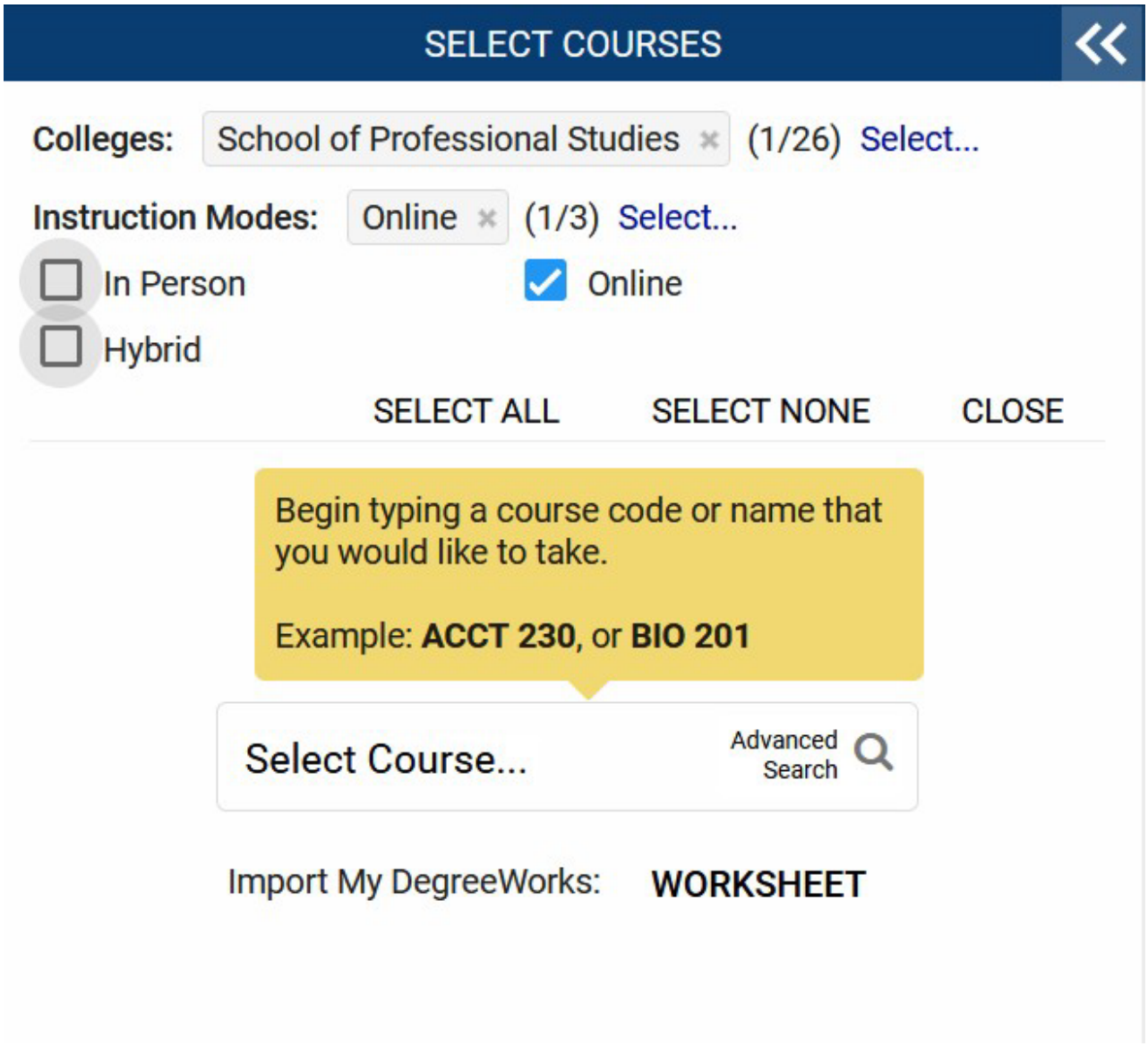
Less Than 3 Week Session	Jan 28, 2022
Winter Session	Jan 25, 2022
Regular Academic Session	May 1, 2022
Seven Week - Second Session	May 14, 2022

2022 Summer

Graduate
Open Enrollment Dates:

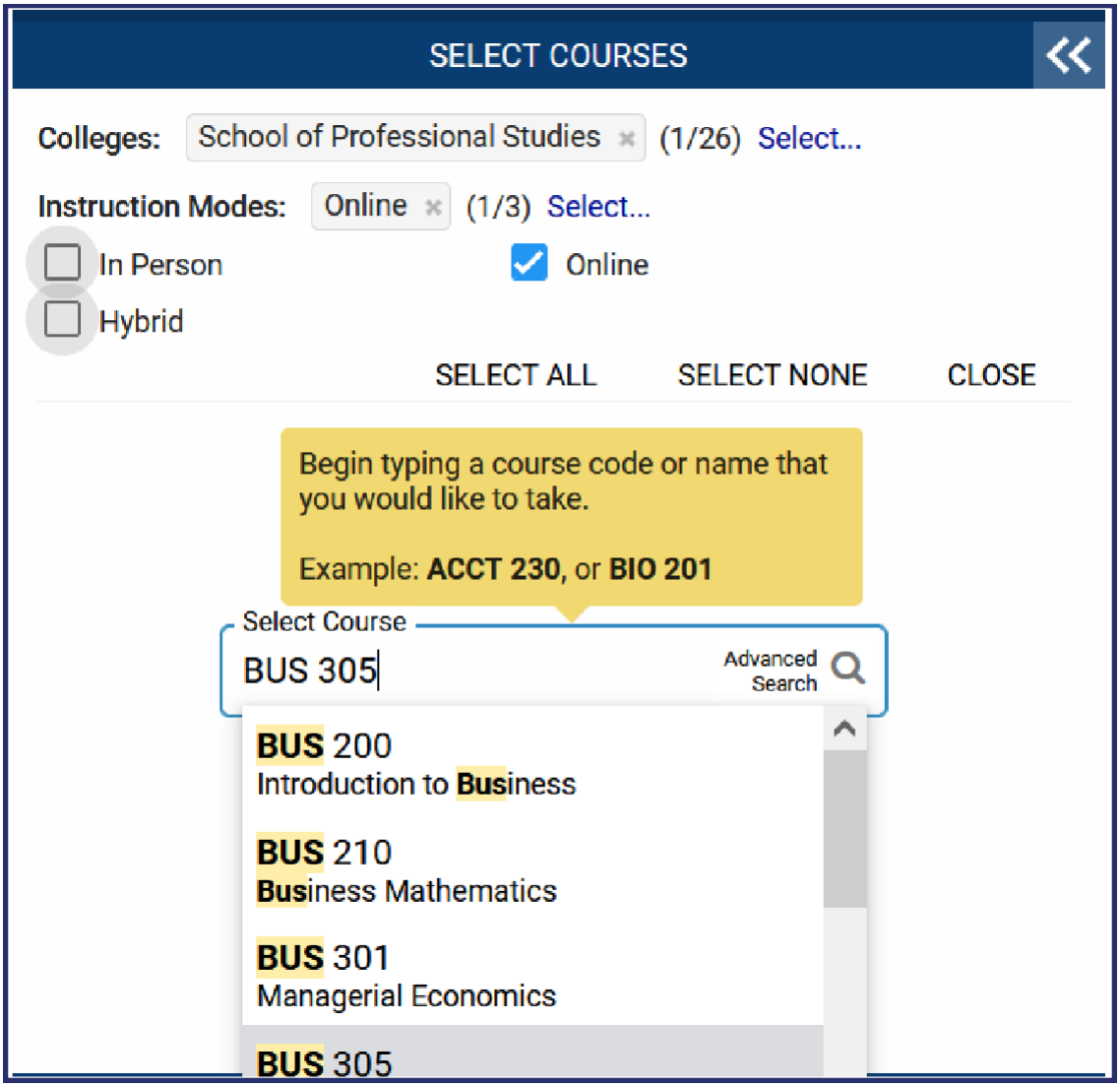
Six Week - First Session	Jul 11, 2022

02 By default, your home college is pre-selected. Next, choose your preferred instruction mode for your classes. Once finished, you can begin to search for classes.

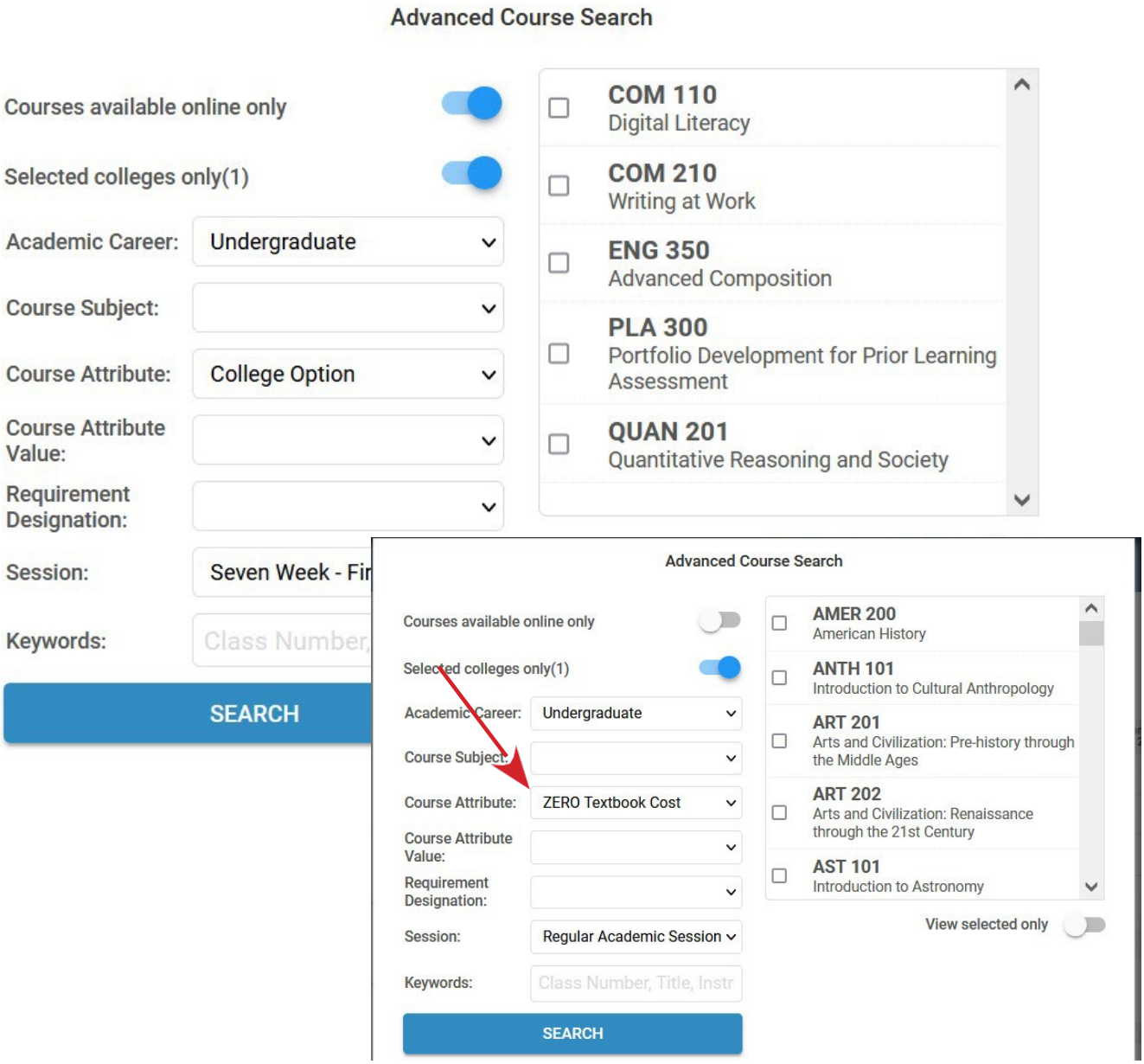


How to Search

01 In the **Select Course** field, type the course number, subject name, title or instructor's name.

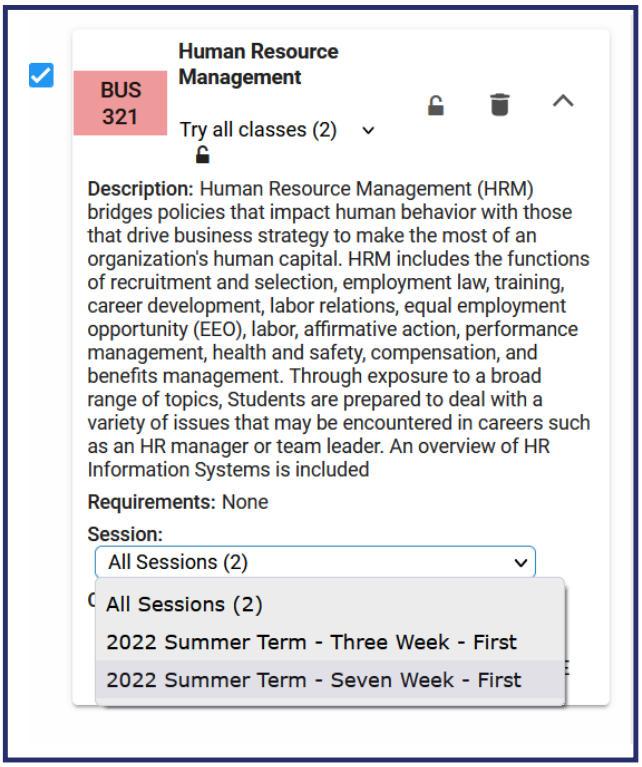


02 Use the Advanced Search feature for more search options. Easily search for classes by making or combining selections to adjust your search criteria, such as your academic career, course attribute or preferred session. Students can save money by selecting **Zero Textbook Cost** as a course attribute.



How to Search for Classes Based on Session

01 For semesters with multiple sessions, select the session dropdown menu to pick the session in which you'd like to search for classes. If a course is not available for multiple sessions within a term, you will not see this option available.

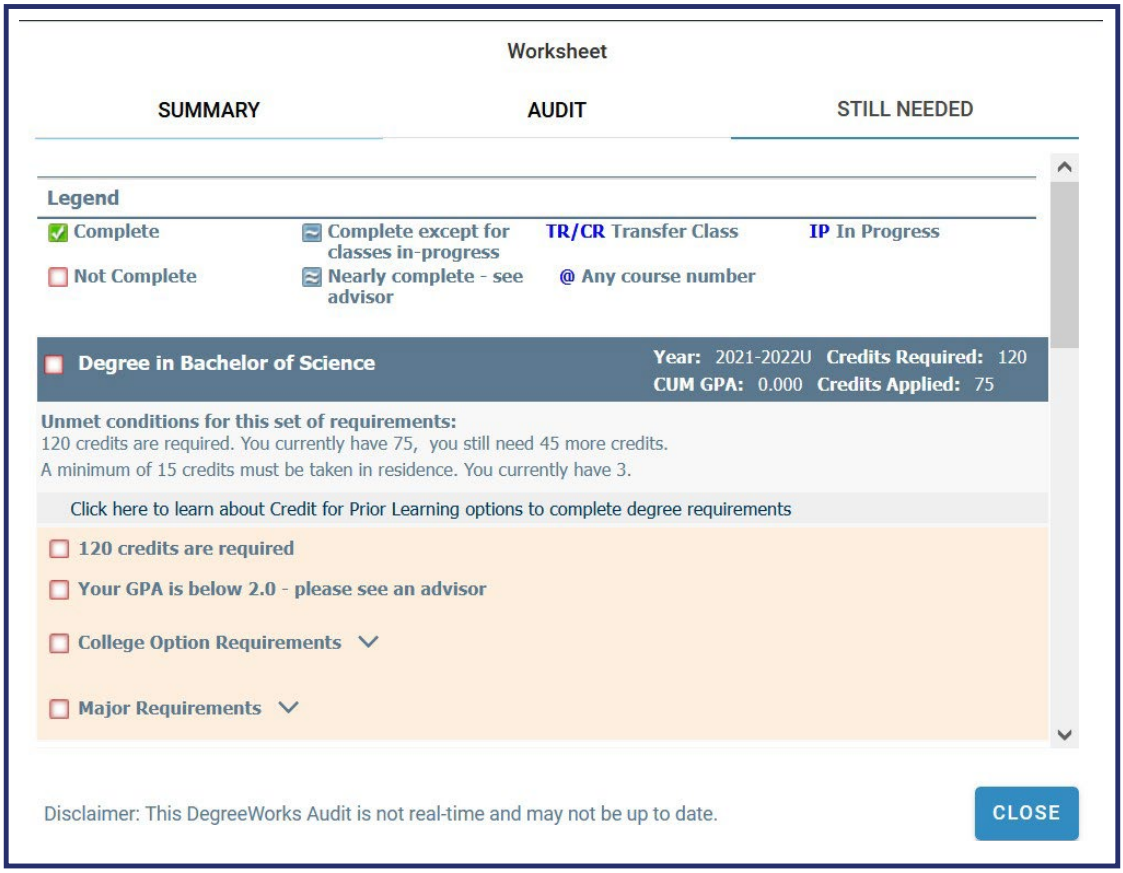


How to Find Textbook Information

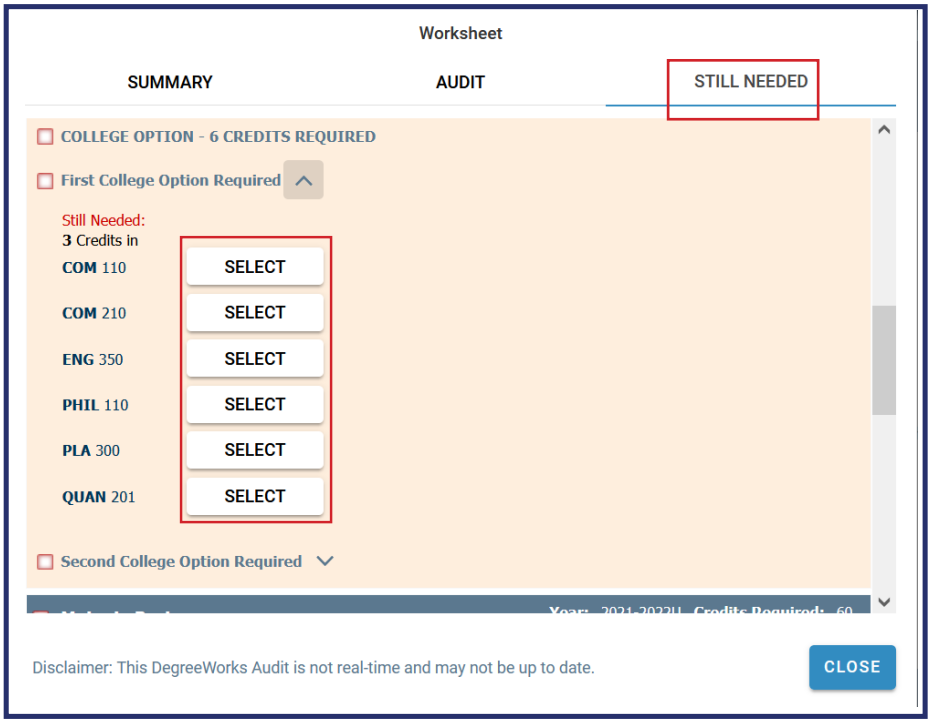
01 Visit our online bookstore by logging in with your CUNYFirst credentials. These instructions will be updated as more information becomes available.

How to Add Courses from DegreeWorks Using Worksheet

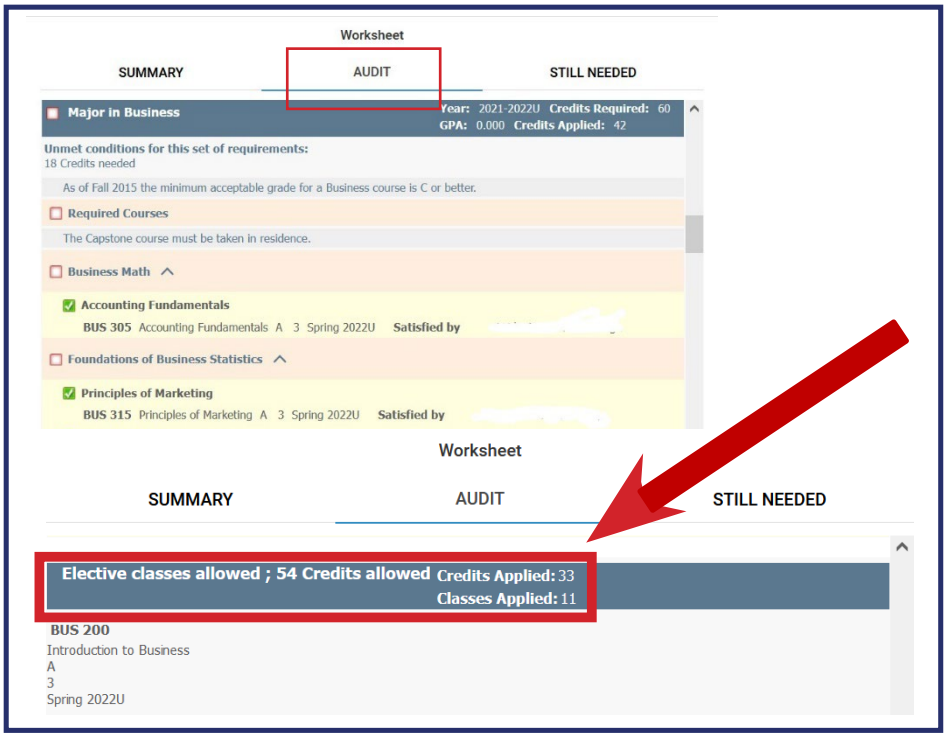
01 To import courses still needed to fulfill degree requirements, select **Worksheet**.



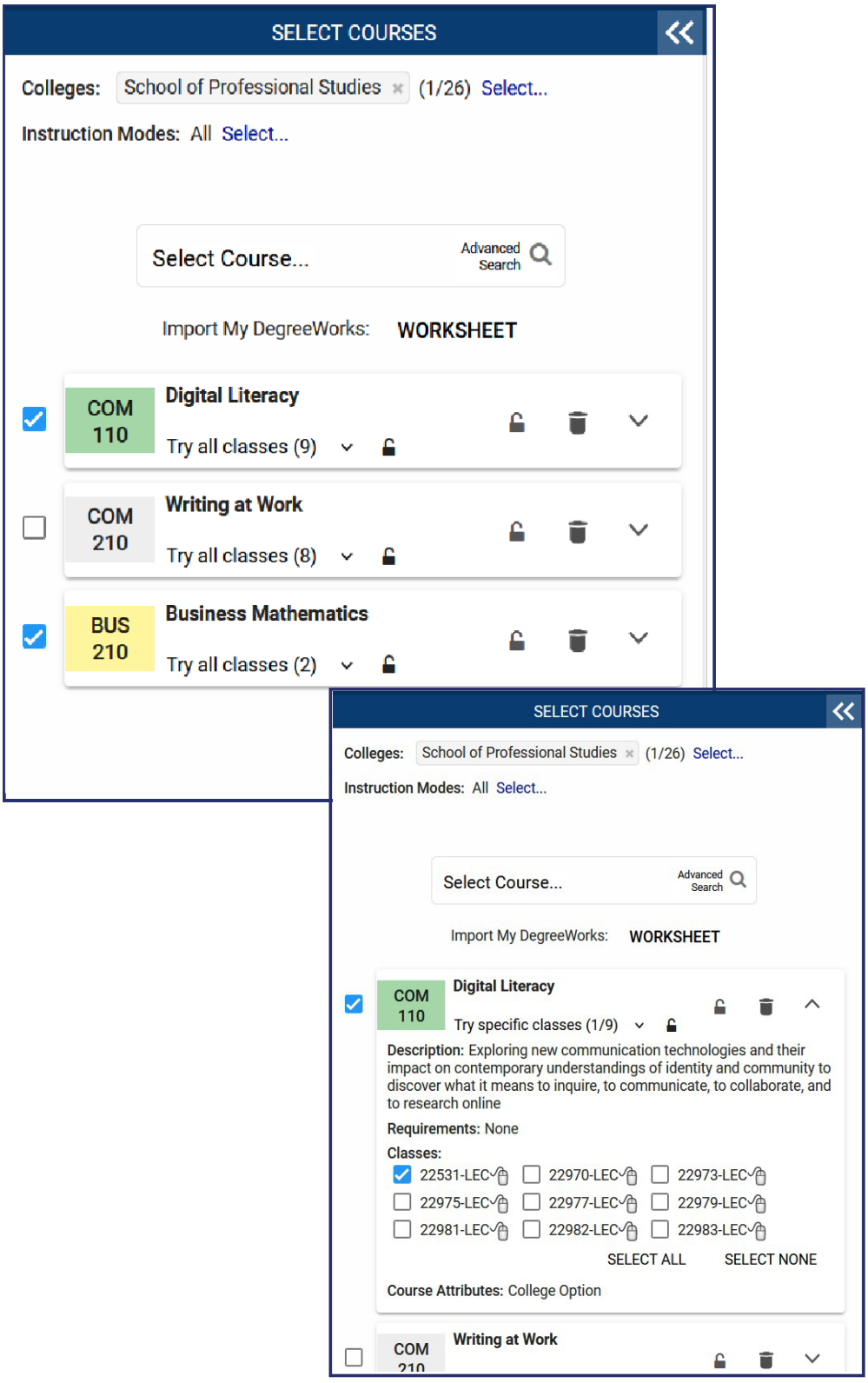
02 Students can view a summary of their degree audit or may select the **Still Needed** tab to view courses necessary to fulfill degree requirements. From here, students are able to select classes that will automatically add to their course list.



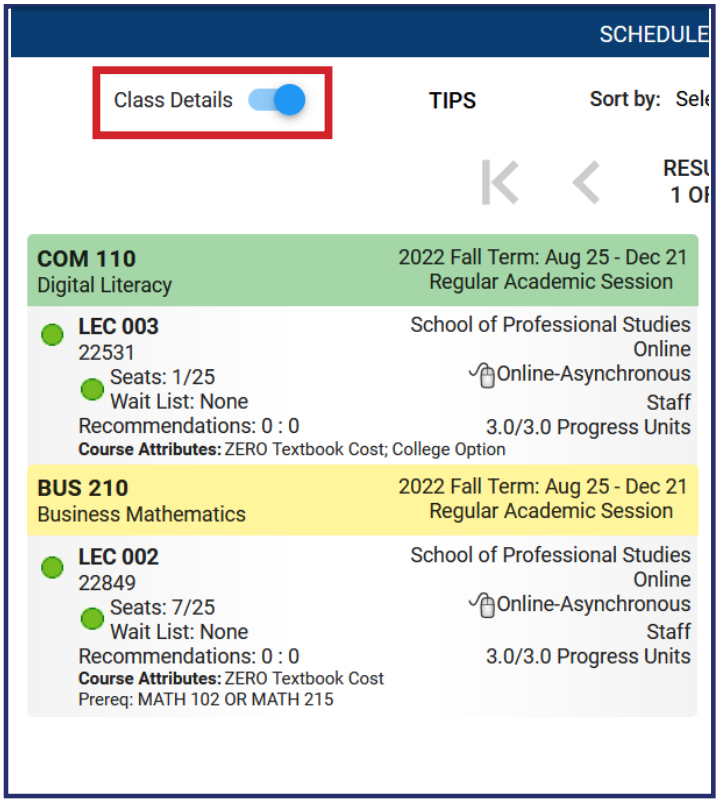
***Note: Elective Classes Allowed will NOT appear as "Still Needed".**
Proceed to the Audit tab & calculate the number of Elective Classes Allowed that you need.



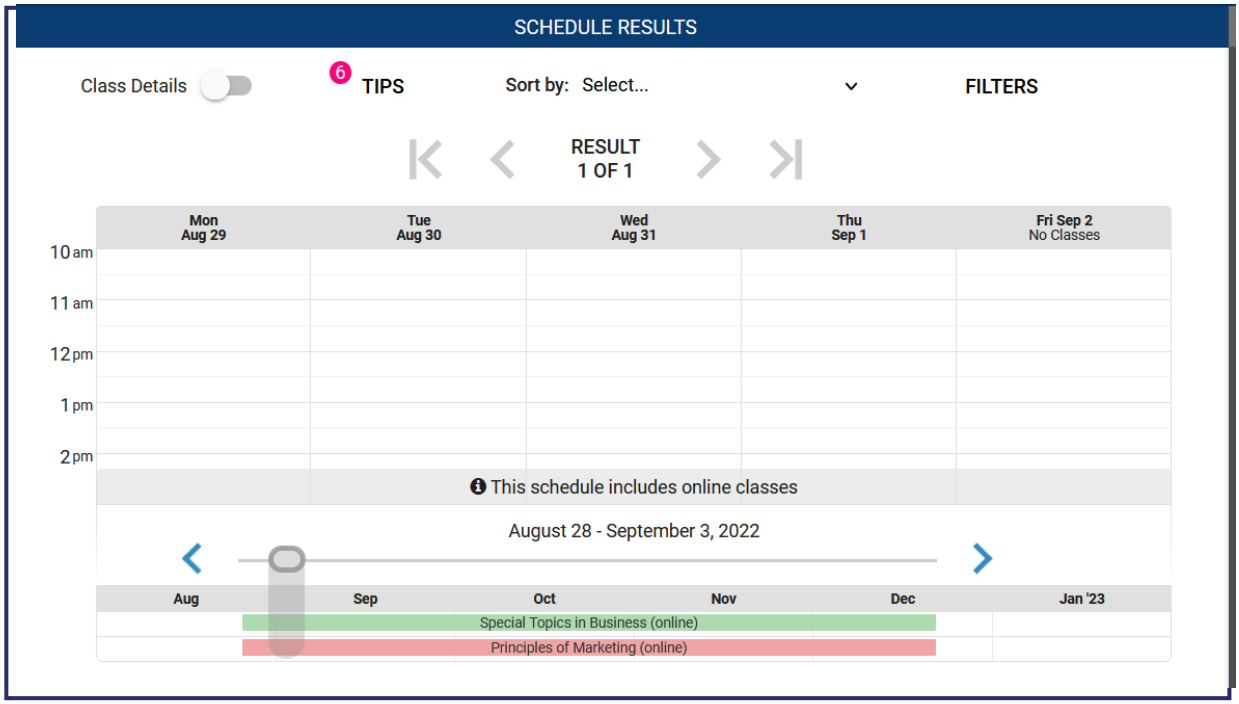
03 Schedule Builder will generate schedules for the desired course(s) that have been selected. To add or remove a course from your list, check or uncheck the box, on the left, in front of the course name. Your generated results will show all possible schedules for the classes you have selected.



04 Open **Class Details** to see specific class information, such as meeting time,location, instructor, course attributes, and the number of available seats in a class.

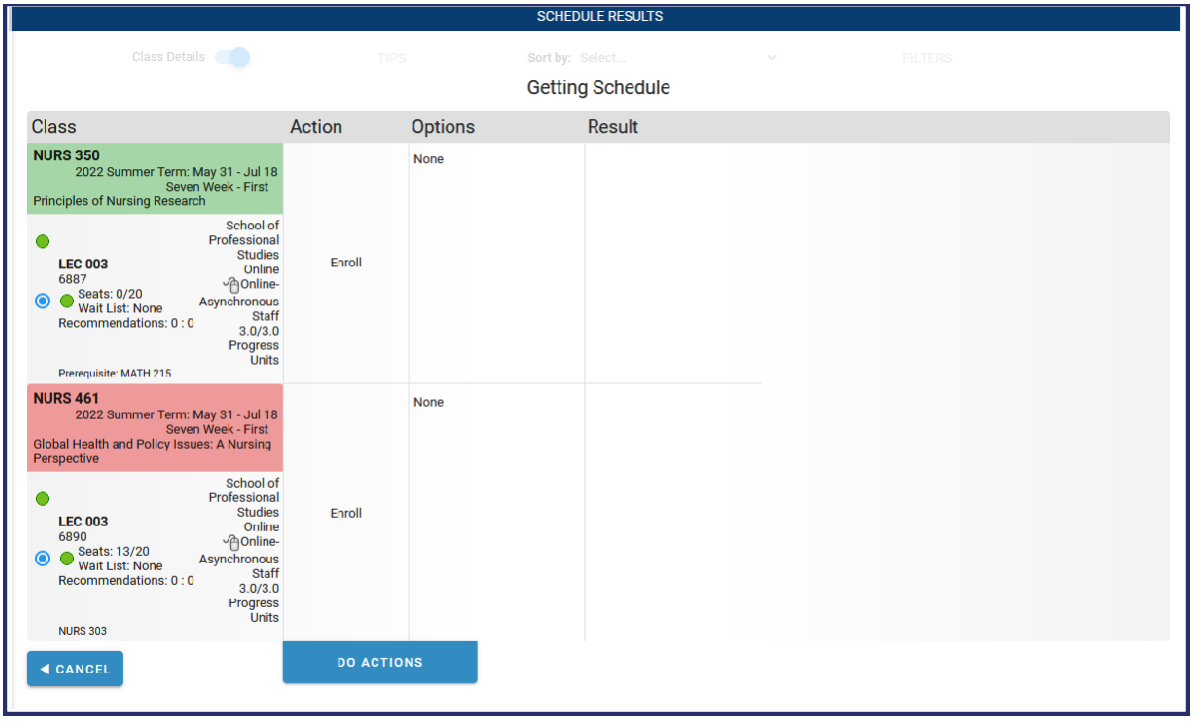


Classes that are asynchronous will not appear on the calendar grid. 'This schedule includes online classes' will display across the calendar grid to alert you of this change.

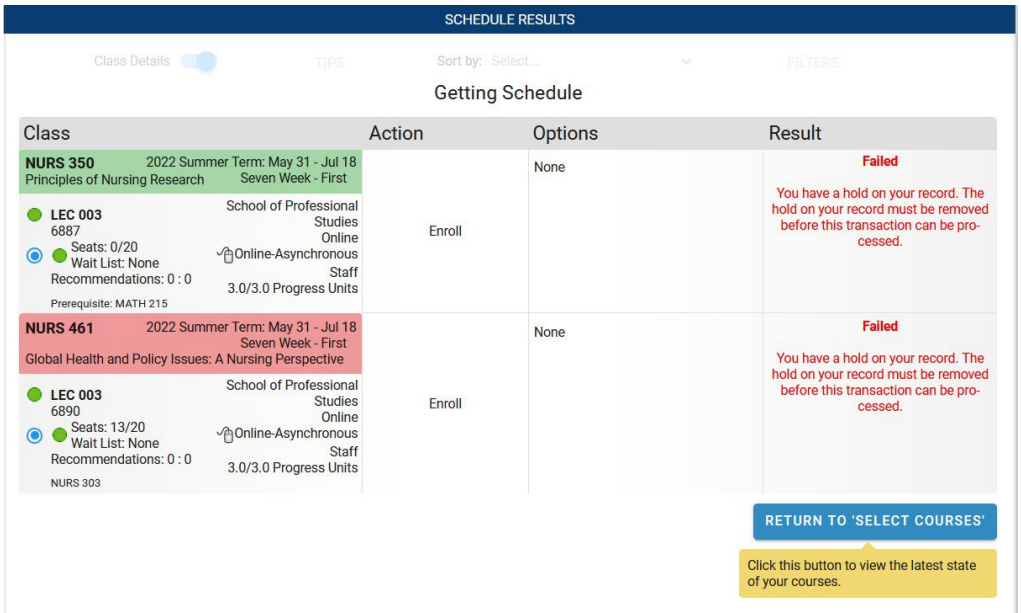


How to Enroll for Classes

01 If you are ready to enroll, and you've found a schedule that you like, select **Get This Schedule**. Be sure that your actions are all set to **Enroll**, then click on **Do Action.**



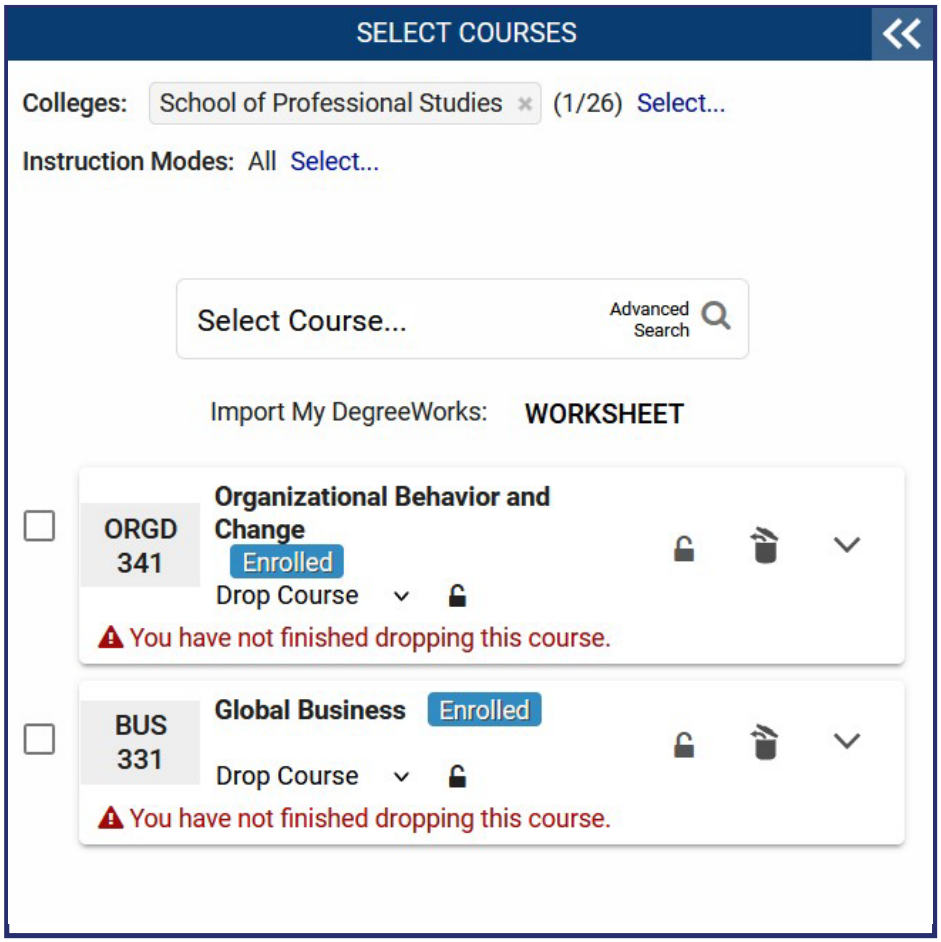
02 Upon enrolling, you should see the word **Success** in the **Results** column. If not, try to resolve the issue in the displayed message or contact an Academic Advisor.



How to Adjust your Schedule after Enrolling

How to Drop a Class

01 To drop a class, select the trash can to the right of each course you plan to drop.

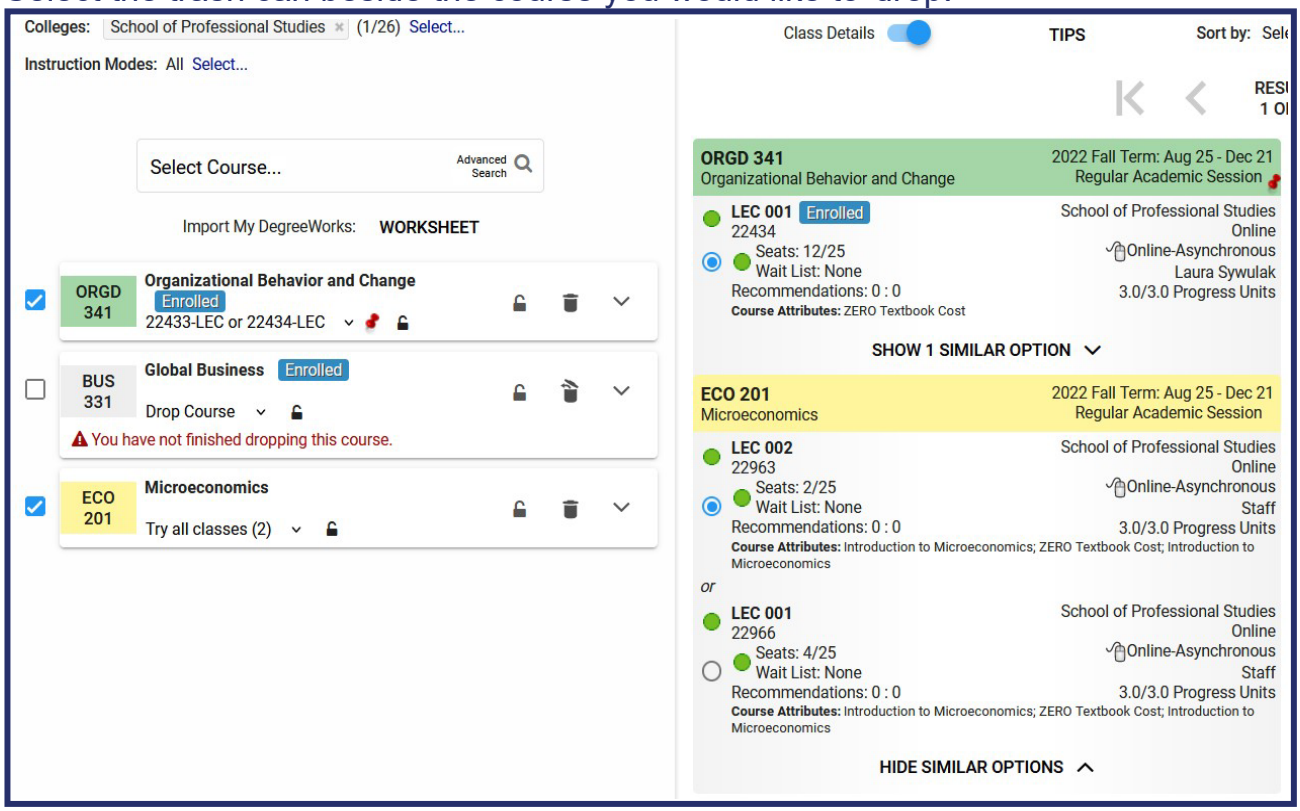


02 Select **Get This Schedule**. Beside each course you plan to drop, the word **Drop** should be in the Action column.

03 Results will show that the course is removed from your schedule.

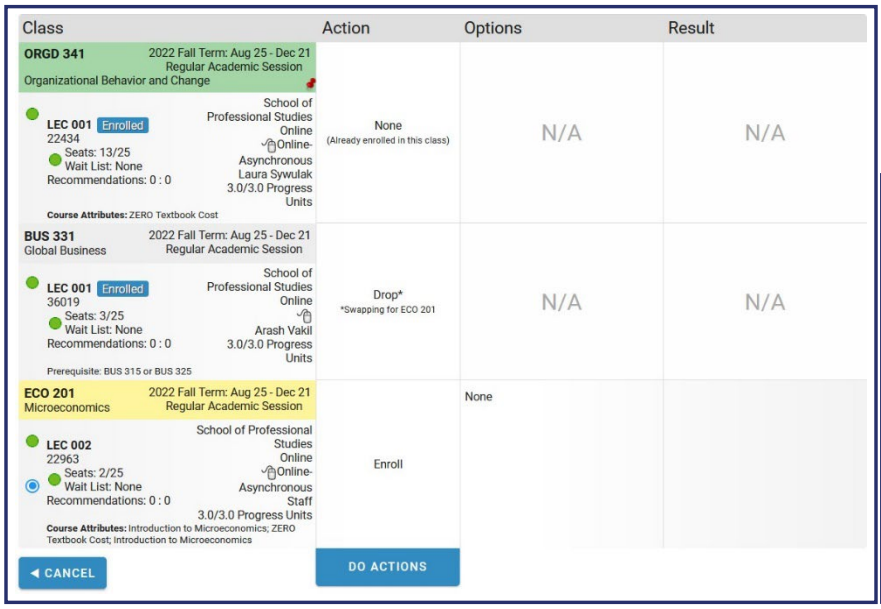
How to Swap a Course

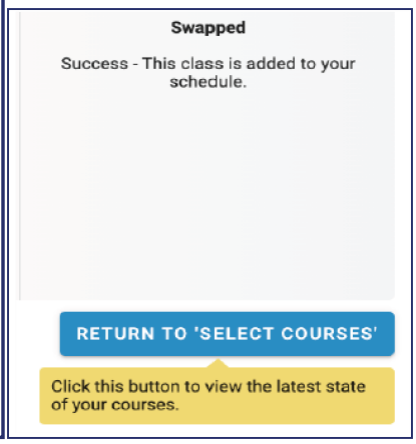
01 Select the trash can beside the course you would like to drop.



02 Search for the new course you would like to add and select your preferred section.

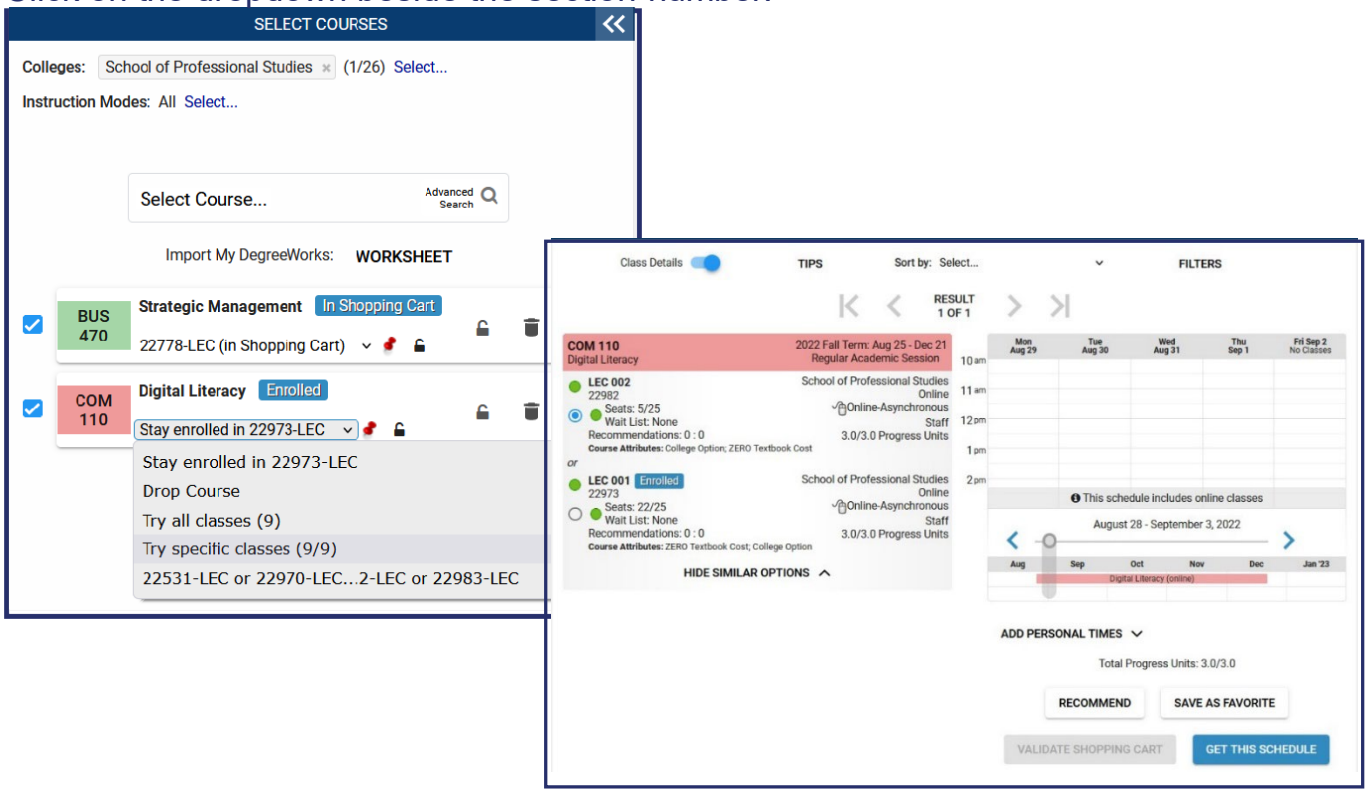
03 Select **Get This Schedule** and then **Do Actions**.

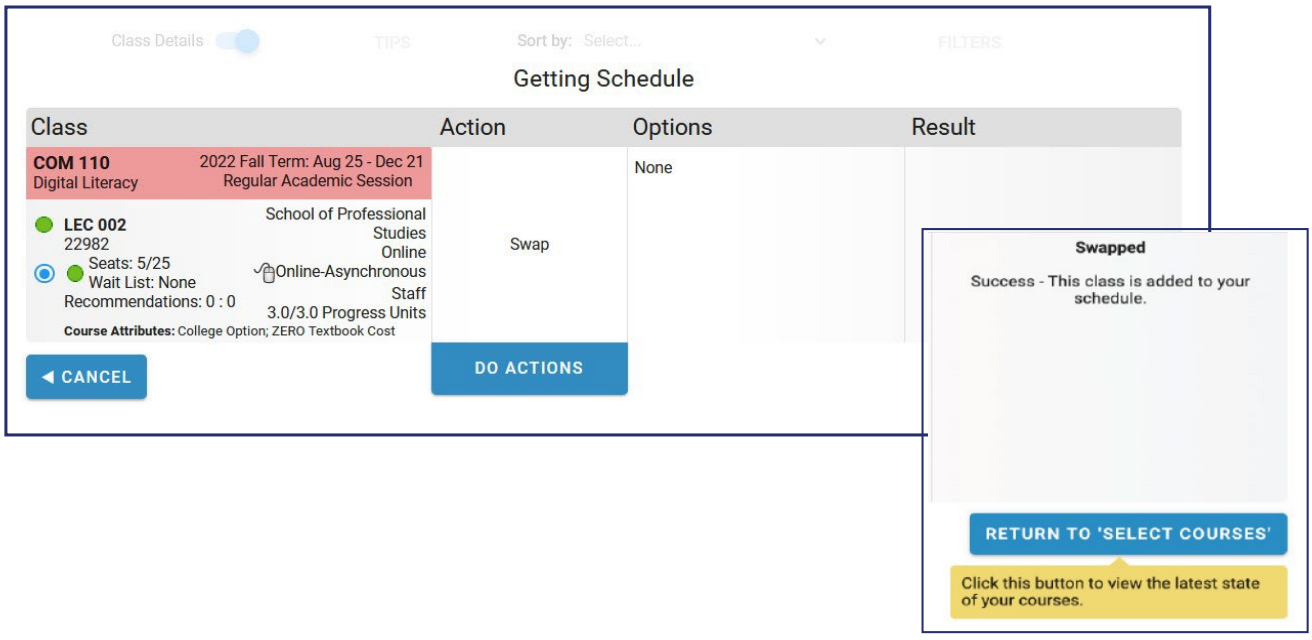




How to Swap a Section

01 Click on the dropdown beside the section number.



02 Choose the section you would like to swap for.

03 Select **Get This Schedule** and then **Do Action.**