



LEHMAN
COLLEGE



Office of the Registrar

How to View and Enroll for Winter Courses

Student Instructions

Courses offered in the Winter session (January—January) are separate from courses offered in the Spring Term (January—May). How to view and enroll for Winter courses are outlined in this student instruction guide.



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HOW DO I VIEW/ENROLL FOR WINTER COURSES IN CUNYFIRST?

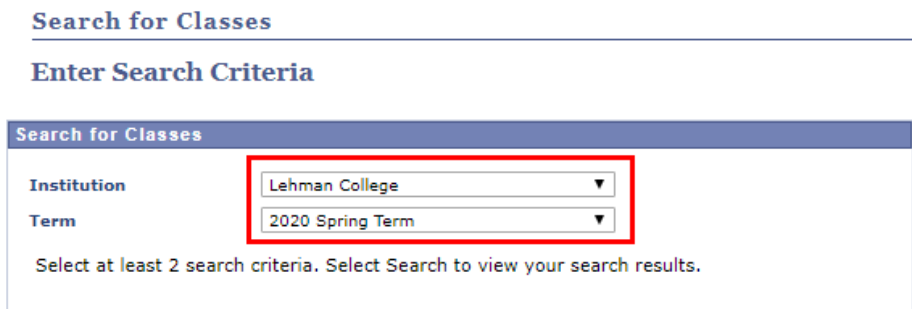
1. Log onto CUNYfirst and follow the below navigation:

HR/Campus Solutions> Self Service> Student Center

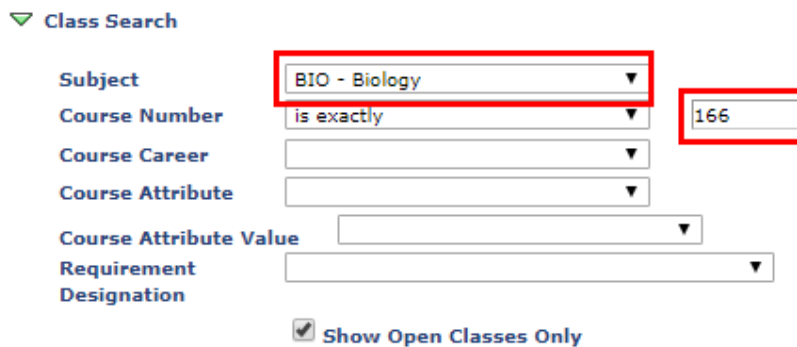
2. Click on **Search for Classes** on the right hand side of your Student Center Page



3. Change the institution to **Lehman College** and the Term to **Spring 20XX**.



4. Input the desired information under **Class Search** (i.e Subject, Course Number, etc)



**The 'Show Open Classes Only' check box will auto-populate. You may uncheck this field if you would like to view Closed and Waitlisted Classes.*

5. Under **Additional Search Criteria** change the **Session** to "Winter" and click **Search**. This will allow the system to display Winter session classes only.



6. All available class sections will appear. Once you have found a class, click on the **'Select'** button located on the right hand side of the specific section and then click on **'Next'**

Open
 Closed
 Wait List

NEW SEARCH
MODIFY SEARCH

6 class section(s) found

▼ BIO 230 - Microbiology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57452	D1A-LEC Winter	Mo 9:30AM - 11:20AM	Carman B34	Shari Walcott	01/02/2020 - 01/23/2020	<input type="radio"/>	select
Requirement Designation: Regular Liberal Arts							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
57454	D1A-LEC Winter	Tu 6:00PM - 9:40PM	Science 2103	Michael Boadu	01/02/2020 - 01/23/2020	<input type="radio"/>	select
Requirement Designation: Regular Liberal Arts							

***The class has now been added to your Shopping Cart. However, you are not registered yet. Continue this process until you have selected all your classes.**

7. To register for the classes, click on the **'Enroll'** Tab listed on the top of the page. Select the **Spring 20XX** term and click on **'Continue'**

Search
Plan
Enroll
My Academics

my class schedule ||
 add ||
 drop ||
 swap ||
 edit ||
 term information ||
 law exam numbers

Add Classes 1 2 3

Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	2019 Fall Term	Graduate	Lehman College
<input checked="" type="radio"/>	2020 Spring Term	Graduate	Lehman College

CONTINUE

8. Verify your classes. Click on **'Proceed to Step 2 of 3'**. Then click on **'Finish Enrolling'**.

9. You will then receive a message stating if you have been enrolled in the class. A **Green Check (✓)** indicates you have been registered. A **Red (X) Mark** indicates you have not been enrolled, along with an error message explaining why you have not been registered.

Congratulations! You are now registered for your Winter classes!
However the process is not complete until tuition payments are satisfied!