Brooklyn College

REGISTRATION PREPARATION WORKSHOP

OFFICE OF THE REGISTRAR
BROOKLYN.EDU/REGISTRAR
Registration Checklist
Finding your Enrollment Appointment
Viewing Your Holds in CUNYfirst
Pre-requisites and Co-requisites
What is Schedule Builder?
  • Getting Started with Schedule Builder
  • Schedule Options
  • Narrowing Down Your Search
  • Class Details
  • Saving and Sharing Your Schedule
  • Registering for Classes
  • Dropping Classes
  • Swapping Classes
Registration Toolkit

Disclaimer!
This is not an advisement session or active registration session.

Students that have questions on what classes they need to take should make an appointment with their advisor.
Registration is coming!

Brooklyn College Registration Dates...

- **Summer 2024**
  - March 1
  - Open to All Students

- **Fall 2024**
  - April 1
  - Registration by Appointment
Registration Checklist

- Verify your enrollment appointment
- Clear any holds or stops
- Make sure immunizations are up to date
- Identify the classes you need to register for
- Schedule an appointment with your advisor to discuss your academic plan
- Register for classes on Schedule Builder
- Pay your tuition and fees to maintain your enrollment
- If available, join a waitlist for a class
- Add, swap, or drop classes as needed to adjust your schedule until the start of the term
Finding your Enrollment Appointment... two ways!
### Enrollment Appointment
- Specific start date/time for active, matriculated (degree seeking) students to **begin enrolling** for the Fall and Spring terms.
- Enrollment appointments will also show the last day students can enroll for the term.

### Open Enrollment
- Date that registration is open/available for all active students, including non-degree (visiting) students.
- All students register for Summer and Winter sessions during Open Enrollment.

**Take note!**
STEPS

1. Log into CUNYfirst and click on the Student Center tile.
2. Click on the Course Planning and Enrollment tile.
STEPS

• Click on Enrollment Dates on the left to view your registration appointment time.
STEPS

- Log into CUNYfirst and click on the Student Center tile.
- Click on the Schedule Builder tile.
STEPS

- View your specific enrollment appointment (date and time) under the term you are able to register for.

2023 Spring

⚠️ You have a hold that will prevent adding or dropping classes for this term. International students who would like to withdraw or drop a course must visit the office on International Student and Scholar Services in room 235 West Quad.

Enrollment Appointment:
Regular Academic Session: Nov 14, 2022 3:00pm to Jan 31, 2023 11:59pm

Open Enrollment Dates:
- Regular Academic Session: Nov 18, 2022
- Winter Session: Nov 3, 2022
Viewing Your Holds in CUNYfirst
Log into CUNYfirst and access your Student Center.
Click on the Tasks and Holds tile.
• Any holds you have will be visible within this tile.
• Access the BC Knowledge Holds page for more information on how to resolve common holds.

https://students.brooklyn.edu/knowledge-base/common-holds/
Pre-requisites and Co-requisites
**Pre-requisites** are courses/requirements that must be completed prior to enrolling.

For example: Pre-requisite for ENGL. 1012 is grade of C- or better in ENGL. 1010

**Co-requisites** are course/requirements must be taken at the same time or it must be completed in a prior term.

For example: Co-requisite for ANTH. 4000 is ANTH. 4001
What is Schedule Builder?
**Schedule Builder** is a tool that enables you to plan and register for courses that meet your scheduling needs.

**Schedule Builder** allows you to graphically view schedule options based on desired time, availability, location, and other factors that work best for you.

**Schedule Builder** generates schedules in seconds!
how can i access schedule builder?

Log into CUNYfirst

Click on your Student Center tile

Click on your Schedule Builder tile
Getting Started with Schedule Builder
Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.

Select a Term you wish to Enroll for:

- **2024 Spring**
  - You are not activated to enroll for this term.

- **2024 Summer**
  - You are not activated to enroll for this term.
Welcome

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.
Toggle between semesters
2. Select multiple campuses (great for ePermits!)

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.
Select Instruction Modes
Specify the Session
(perfect for the Summer and Winter)
Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.
Find Your Favorites

Schedule Builder enables students to create their optimal class schedule. It allows for the creation of a conflict-free schedule and direct class enrollment.
how do I search for classes?

1. Select Course...
2. Advanced Search
3. Import My Degree

Example: ACCT 230, or BIO 201

Begin typing a course code or name that you would like to take.
Course Search Bar

Begin typing a course code or name that you would like to take.

Example: ACCT 230, or BIO 201

1. Select Course...
Course Search Bar

Allows you to search by course code (ACCT. 3001), course title (Principles of Accounting I), or by instructor.
how do I search for classes?

Advanced Search

Begin typing a course code or name that you would like to take.

Example: ACCT 230, or BIO 201

Select Course...
Advanced Search

Allows you to do advanced searches such as **days**, **time**, or by **requirement designation** (creative expression, etc.)
Degree Audit (DegreeWorks)
Degree Audit (DegreeWorks)

Allows you to select the courses needed right from your degree audit

Selecting a course from this list does not guarantee that it is scheduled, open, or available to you!
Schedule Options
As you add courses to the **Search Area**, the right panel populates with combination of schedules.

The arrows above the calendar allow you to browse the available schedules.
Tips to Remember!

- Online synchronous courses will display on schedule with a **mouse icon** next to it.
- Online asynchronous course will not display on schedule but will have a note on the bottom.
Narrowing Down Your Search
Narrow down options by:

- **Sorting** it by preferred days and time,
- Click and drag to **block out the time** right on the schedule, or
- **Filtering** closed, waitlisted, or online courses.
Class Details
When enrolling in a closed course, check the waitlist information.

Review section notes to avoid registering for a section reserved for a certain population (SEEK, HONORS, HIGH SCHOOL).

Make sure to review the class details **before enrolling**.

Found the schedule you love?

You can click on class details on the schedule or the search area.
Need Permission?

- Carefully review the **Class Notes** to each section you are adding to your schedule, making note of any courses that require registration permission.
- Reach out to the **department that is offering the course** or the specified email address for registration assistance.
  - The Office of the Registrar cannot provide department permission.
Saving and Sharing Your Schedule
Want to save or share your schedule?

- Schedule Builder allows you to **save your schedule to your favorites** and come back to it when you are ready to register.
- **Sharing your schedule** with friends or family is now easy with the share feature.
- The **print options** allows you to print your schedule as well.
how do I register for classes?

- Once you find a schedule you like, select **Get This Schedule** and then **Do Actions**.

- Upon enrolling, in the results column, you should see the word **Added**. If not, try to resolve the issue in the displayed message or contact an academic advisor.
Dropping Classes
how do I drop classes?

- To drop a course, you click on the **trash can next to the course** to initiate a drop.

- You have not finished dropping the course until you click on **Get This Schedule** and **Do Actions**.
To drop a course, you click on the **trash can next to the course** to initiate a drop.

You have not finished dropping the course until you click on **Get This Schedule** and **Do Actions**.

If you see a red message indicating that you have not finished dropping, you must click on **Get This Schedule** and **Do Actions**.
Swapping Classes
To swap a course, you must **click on the trash can icon for** the course you wish to swap **and add the new course you wish to replace it with** in the search area.

Repeat the steps on registering:
- Get This Schedule
- Do Actions
Registration Toolkit
Visit our **Registration 101** page for...
Videos, FAQs, Glossary, How to Guides, and more!

https://students.brooklyn.edu/article-categories/registration-101/
Check out BC Knowledge for more registration-related and other resources to help you navigate your academic journey!

https://students.brooklyn.edu/article-categories/enrollment/
Connect with us!

Have additional questions? Reach out to us at registrar@brooklyn.cuny.edu or meet with us virtually!

**Virtual Drop In**
(General Inquiries)

**Virtual Appointment**
(Speak to a Specialist)

**Virtual Drop In**
Join on Zoom
Mondays, 2 PM – 5 PM
Tuesdays, 10:30 AM – 1:30 PM

**Virtual Appointment**
Schedule an Appointment on BC
Navigate
Thursdays, 10 AM – 4 PM
Navigate App
Make appointments with Advising, Registrar, Financial Aid and more; communicate with offices on campus

Academic Calendars
Important Dates and Deadlines

Bursar
Tuition & Fees
https://www.brooklyn.edu/bursar/ tuition-and-fees/

Bill Due Dates
https://www.brooklyn.edu/bursar/ due-dates-and-cancellations/
Admissions (222 West Quad Center)
Graduate Admissions:
https://www.brooklyn.edu/admissions-aid/graduate
Undergraduate Admissions:
https://www.brooklyn.edu/admissions-aid

CAASS (3207 Boylan Hall)
Undergraduate Advisement
www.brooklyn.edu/caass

Bursar (102 West Quad Center)
www.brooklyn.edu/bursar

Financial Aid (308 West Quad Center*)
www.brooklyn.edu/admissions-aid/financial-aid-scholarships
*Appointments must be made in BC Navigate

Enrollment Services Center (102 West Quad Center)
www.brooklyn.edu/esc

GET SUPPORT ON CAMPUS