

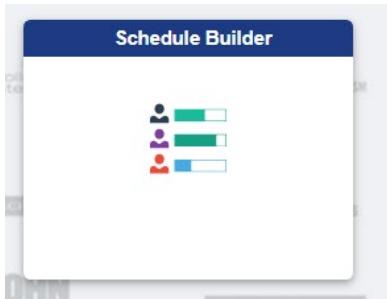
Swapping Classes in Schedule Builder

full video available here: https://youtu.be/8SW0di_NCFO

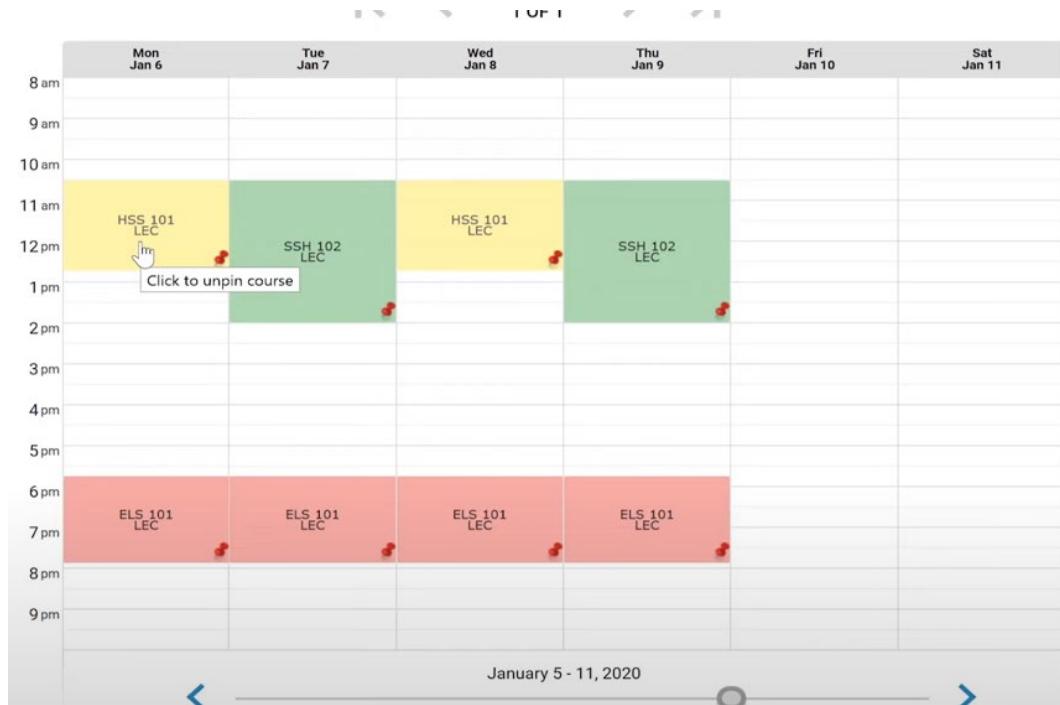
Do not access CUNYFirst using a mobile app. Ensure pop up blockers are disabled

Log into your CUNYFirst account (www.cunyfirst.cuny.edu)

Select schedule builder



On the calendar schedule view, unpin the class you wish to swap from the calendar, by selecting the class.



Search for the new class you want.

Instruction Modes: All

Select Course
Class Number, Title, Instructor... Advanced Search

Import my: DEGREE PLAN DEGREEWORKS AUDIT

SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865	LaGuardia Community College	Enrolled	Stay enrolled in LEC 7855		
ELS 101	ELEMENTARY SPANISH I	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
HSS 101	INTRODUCTION TO HUMAN SERVICES	LaGuardia Community College	Enrolled	Try all classes (4)		

Speed up and Save!

Instruction Modes: All

Select Course... Advanced Search

SSA 100
Introduction to Anthropology

Import my: DEGREE PLAN DEGREEWORKS AUDIT

<input checked="" type="checkbox"/>	SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865	LaGuardia Community College	Enrolled	Stay enrolled in LEC 7855		
<input checked="" type="checkbox"/>	ELS 101	ELEMENTARY SPANISH I	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	HSS 101	INTRODUCTION TO HUMAN SERVICES	LaGuardia Community College	Enrolled	Try all classes (4)		
<input checked="" type="checkbox"/>	SSA 100	Introduction to Anthropology	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	SSA 101	Cultural Anthropology	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	SSA 120	Peoples and Cultures of the Caribbean	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	HUA 215	Art of the Renaissance in Italy	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	HUA 166	Art History: Renaissance through Modern	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	HUT 210	Theatre: Pre-History to the Renaissance	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		

Speed up and Save!

Colleges: LaGuardia Community College (1/2)

Instruction Modes: All

The course 'SSA-100' was selected

Select Course... Advanced Search

Class Number, Title, Instructor...

Import my: DEGREE PLAN DEGREEWORKS AUDIT

<input checked="" type="checkbox"/>	SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865	LaGuardia Community College	Enrolled	Stay enrolled in LEC 7855		
<input checked="" type="checkbox"/>	ELS 101	ELEMENTARY SPANISH I	LaGuardia Community College	Enrolled	Stay enrolled in LEC 8110		
<input checked="" type="checkbox"/>	HSS 101	INTRODUCTION TO HUMAN SERVICES	LaGuardia Community College	Enrolled	Try all classes (4)		
<input checked="" type="checkbox"/>	SSA 100	INTRODUCTION TO ANTHROPOLOGY	LaGuardia Community College	Enrolled	Try all classes (4)		

Click on the recycle bin icon next to the class you want to swap

Select Course... Advanced Search

Class Number, Title, Instructor...

Import my: DEGREE PLAN DEGREEWORKS AUDIT

SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865 LaGuardia Community College Enrolled Stay enrolled in LEC 7855	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
ELS 101	ELEMENTARY SPANISH I Enrolled LaGuardia Community College Stay enrolled in LEC 8110	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
HSS 101	INTRODUCTION TO HUMAN SERVICES LaGuardia Community College Enrolled Try all classes (4)	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
SSA 100	INTRODUCTION TO ANTHROPOLOGY LaGuardia Community College Try all classes (2)	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>

The Notice will appear. Select “plan to drop”. Schedule Builder then updates the schedule.

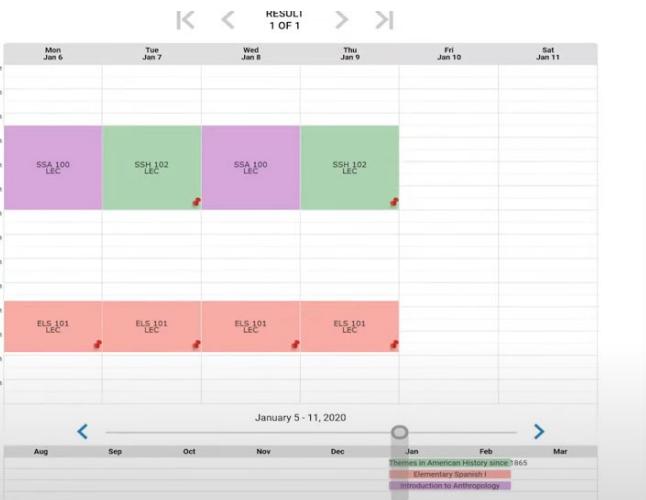
Tip: You have searched courses that are held at overlapping times during the week. Use the checkbox left of each course to...

Notice

What would you like to do?

Note: If you wish to try swapping this for a different course without the risk of losing the seat you already have, plan to drop it and select one new course. When you get the schedule, it will swap you from this to the new class.

II, you are full-time for registering for only 12



Notice the warning under the class you plan to drop.

Import my: DEGREE PLAN DEGREEWORKS AUDIT

<input checked="" type="checkbox"/> SSH 102	THEMES IN AMERICAN HISTORY SINCE 1865 LaGuardia Community College Enrolled Stay enrolled in LEC 7855	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> ELS 101	ELEMENTARY SPANISH I Enrolled LaGuardia Community College Stay enrolled in LEC 8110	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> HSS 101	INTRODUCTION TO HUMAN SERVICES LaGuardia Community College Enrolled Drop Course	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> SSA 100	INTRODUCTION TO ANTHROPOLOGY LaGuardia Community College LEC 7741	<input type="button" value="Recycle Bin"/> <input type="button" value="Down"/>

⚠ You have not finished dropping this course.

Speed up and Save!

To officially swap classes, select “get this schedule”

Class Number, Title, Instructor... Advanced Search

Import my: DEGREE PLAN DEGREEWORKS AUDIT

SSH 102 THEMES IN AMERICAN HISTORY SINCE 1865 LaGuardia Community College **Enrolled**
Stay enrolled in LEC 7855

ELS 101 ELEMENTARY SPANISH I LaGuardia Community College **Enrolled**
Stay enrolled in LEC 8110

HSS 101 INTRODUCTION TO HUMAN SERVICES LaGuardia Community College **Enrolled**
Drop Course
⚠ You have not finished dropping this course.

SSA 100 INTRODUCTION TO ANTHROPOLOGY LaGuardia Community College **Enrolled**
LEC 7741

Speed up and Save!

By registering for at least 12 credits across Fall I and II, you are full-time for flat-rate tuition, and potentially for financial aid. Registering for only 12 credits, however, costs you money at the end by extending your time and semesters to completion. Register now for more credits at NO EXTRA TUITION COST across the two sessions, and save money now, save money and time later, and build momentum towards your goals.

IMPORTANT: You may enroll in up to 18 credits in Session I, and two classes (or a total of 9 credits/requited credits for basic skills courses, whichever limit is reached first) in Session II. If you are enrolled in or need to enroll in a Remedial Reading, Writing, Math or ESL class, please speak with an advisor before you add additional classes.

If you need any assistance with registration, please email us at fallregistration@lagcc.cuny.edu. Please include your name and EMPL ID.

January 5 - 11, 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 6	Jan 7	Jan 8	Jan 9	Jan 10	Jan 11	
8 am						
9 am						
10 am						
11 am						
12 pm	SSA 100 LEC	SSH 102	SSA 100 LEC	SSH 102		
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm	ELS 101 LEC	ELS 101 LEC	ELS 101 LEC	ELS 101 LEC		
7 pm						
8 pm						
9 pm						

Total Units: 9.0

[SAVE AS FAVORITE](#) [VALIDATE SHOPPING CART](#) [GET THIS SCHEDULE](#) [PRINT](#) [SHARE](#)

You will be given the option to enroll in the new class & schedule builder indicate what the previous class is being swapped with.

Elementary Spanish I Second Session	
Mon, Tue, Wed, Thu : 5:45 PM to 7:55 PM	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> LEC 8110 Enrolled 45890 Seats: 2/21 Wait List: None</p> <p>LaGuardia Community College In Person LGCC-B Rm B-207; C - Center 3 Building Rm C-222 3.0 Units</p> <p>Pre/Co-requisite of CSE 95 OR ESL 97 is required.</p> </div> <div style="width: 45%;"> <p>None (Already enrolled in this class)</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> HSS 101 2019 Fall Term: Jan 6 - Feb 26 Introduction to Human Services Second Session Mon, Wed : 10:30 AM to 12:45 PM</p> <p>LaGuardia Community College Hybrid E - E Building Rm E-145 Maureen Doyle 3.0 Units</p> <p>HYBRID SECTION Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.</p> </div> <div style="width: 45%;"> <p>Drop* *Swapping for SSA 100</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> SSA 100 2019 Fall Term: Jan 6 - Feb 26 Introduction to Anthropology Second Session Mon, Wed : 10:30 AM to 2:00 PM </p> <p>LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units</p> <p>Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and</p> </div> <div style="width: 45%;"> <p>None</p> </div> </div>	
LEC 7741 45923 Seats: 16/35 Wait List: None	<div style="border: 1px solid #ccc; padding: 2px; border-radius: 10px; width: fit-content; margin: 0 auto;"> Enroll </div>

Ensure that the drop down indicates "Enroll" then select "Do Actions" button to finalize the class swap.

3.0 UNITS
Pre/Co-requisite of CSE 95 OR ESL 97 is required.

HSS 101 2019 Fall Term: Jan 6 - Feb 26
Introduction to Human Services Second Session
Mon, Wed : 10:30 AM to 12:45 PM

LEC 7527 **Enrolled**
45978 LaGuardia Community College Hybrid
Seats: 2/25 E - E Building Rm
Wait List: None E-145
Maureen Doyle 3.0 Units

HYBRID SECTION
Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.

SSA 100 2019 Fall Term: Jan 6 - Feb 26
Introduction to Anthropology Second Session
Mon, Wed : 10:30 AM to 2:00 PM

LEC 7741
45923 LaGuardia Community College In Person
Seats: 16/35 C - Center 3 Building Rm
Wait List: None C-448; C - Center 3 Building Rm C-446 3.0 Units

Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.

DO ACTIONS 

CANCEL

Drop*
*Swapping for SSA 100

No

The class has been swapped. See confirmation

Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.

SSA 100 2019 Fall Term: Jan 6 - Feb 26
Introduction to Anthropology Second Session
Mon, Wed : 10:30 AM to 2:00 PM

LEC 7741
45923 LaGuardia Community College In Person
Seats: 16/35 C - Center 3 Building Rm
Wait List: None C-448; C - Center 3 Building Rm C-446 3.0 Units

Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.

None

Swapped
Success - This class is added to your schedule.

Your schedule is now updated with your changes!