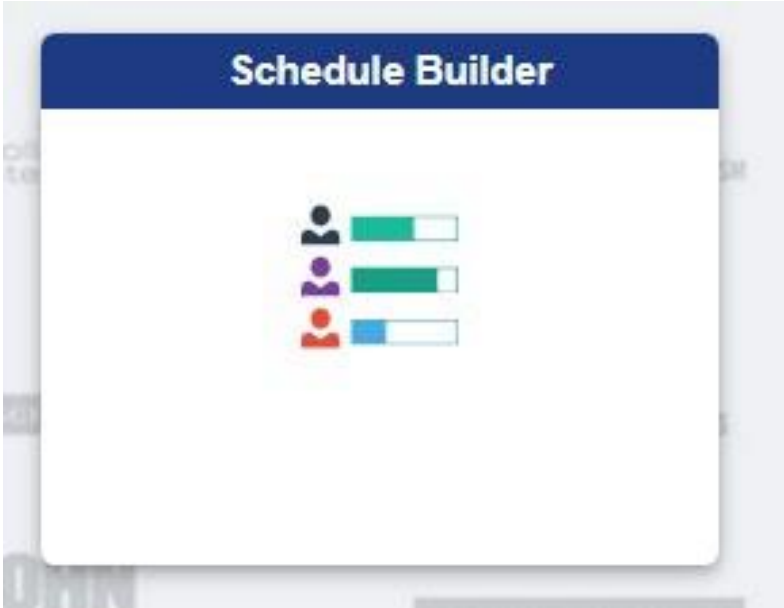


## Dropping Courses in Schedule Builder

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

Log into your CUNYFirst account ([www.cunyfirst.cuny.edu](http://www.cunyfirst.cuny.edu))

Select schedule builder



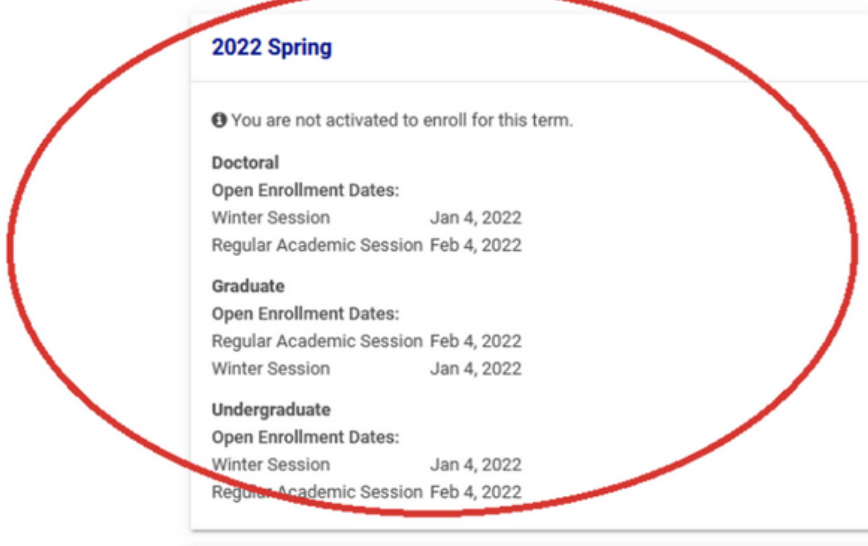
Select the term

### 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.

As an advisor, you also have the option to [advise a student](#).

Select a Term you wish to Enroll for:







A screenshot of the enrollment selection interface for the 2022 Spring term. The title '2022 Spring' is at the top. Below it, a message states 'You are not activated to enroll for this term.' The interface lists enrollment dates for three levels: Doctoral, Graduate, and Undergraduate. For each level, it shows 'Open Enrollment Dates' for the 'Winter Session' (Jan 4, 2022) and 'Regular Academic Session' (Feb 4, 2022). A red circle is drawn around the entire content area of this screenshot.

Click on the trash bin icon next to the class you want to drop

Action Modes: All

Select Course... Advanced Search

Import my: **DEGREE PLAN** DEGREEWORKS AUDIT

SSH 102	<b>THEMES IN AMERICAN HISTORY SINCE 1865</b> LaGuardia Community College <b>Enrolled</b> Stay enrolled in LEC 7855	 
ELS 101	<b>ELEMENTARY SPANISH I</b> <b>Enrolled</b> LaGuardia Community College Stay enrolled in LEC 8110	 
SSA 100	<b>INTRODUCTION TO ANTHROPOLOGY</b> <b>Enrolled</b> LaGuardia Community College Stay enrolled in LEC 7741	 


**Remove this course from the Search**

**ed up and Save!**

registering for at least 12 credits across Fall I and II you are full-time for

Select 'get this schedule'.

**ADD PERSONAL TIMES** 

 You are not enrolled for this schedule.

Total Progress Units: 9.0/9.0

RECOMMEND

SAVE AS FAVORITE

VALIDATE SHOPPING CART

**GET THIS SCHEDULE**

PRINT

SHARE

Click on the "Do Actions" button. The course is now dropped.

<b>BIOL 10000</b> Principles of Biology 1 Thu May 31 - Aug 17: 5:45 PM- to 7:29 PM Mon : 1:00 PM- to 4:00 PM	2022 Summer Term: May 31 - Aug 22 Eleven Week	None
<b>LEC 01</b> 4486 Seats: 0/24 Wait List: None Course Attributes: Intro Bio Molecular & Cellular Lecture will meet asynchronously except on exam dates, which will meet synchronously as scheduled. Pre: CHEM 102LC or 104LC or 11100 or 11200 or 11300 & MATH 12400 or 12500 or 12550 or 15000 or 15200 or 15500 or 16000 or Appropriate Math Placement Scores.	Hunter College Online 4.5/4.5 Progress Units	
<b>LAB 1L01</b> 3259 Seats: 0/24 Wait List: None Course Attributes: Intro Bio Molecular & Cellular	Hunter College Online	
<b>REC 1R01</b> 3265 Seats: 0/24 Wait List: None Course Attributes: Intro Bio Molecular & Cellular	Hunter College Online	

This dropdown will display "DROP" as that is the action being done.

Enroll

**DO ACTIONS**

Schedule Builder will then update your schedule with the changes.