



*Office of the Registrar  
524 West 59th Street  
BMW Building, 6<sup>th</sup> Floor, Suite 600  
New York, NY 10019  
registrar@jjay.cuny.edu*

# 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.**

**\*\* Students will receive an email to register for their Spring (regular academic term). Enrollment for the regular term is normally separate from the winter enrollment.**

## 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 **John Jay College** and the Term to **Spring 20XX**.

### Search for Classes

#### Enter Search Criteria

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 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**’

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
33076	302-LEC Regular	Sa 12:15PM - 2:55PM	TBA	Earik Middleton	01/28/2022 - 05/24/2022	●		In Person	<a href="#">select</a>
Requirement Designation: Regular Liberal Arts Class Attributes: Introductory Statistics									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
34455	501-LEC Winter	MoTuWeTh 9:00AM - 12:30PM	TBA	Adrian Lovell	01/03/2022 - 01/24/2022	●		In Person	<a href="#">select</a>
Requirement Designation: Regular Liberal Arts Class Attributes: Introductory Statistics									

*\*The class has now been added to your Shopping Cart. Please note that keeping courses in your Shopping Cart **does not** hold your seat in the class. Repeat steps 3 to 6 until you have selected all your classes.*

**\*\*\* Be mindful on which “Section” you are registering for. The “Meeting dates” corollate to the respective terms. Be sure to check the academic calendar to confirm start and end dates of the term you are interested in.**

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**



---

**Select Term**

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2019 Fall Term	Graduate	John Jay College
<input checked="" type="radio"/>	2022 Spring Term	Graduate	John Jay College

CONTINUE

8. Please note that keeping courses in your Shopping Cart **does not** hold your seat in the class. Verify your classes. Click on . Then click on .

9. If you have met all pre- and co-requisites and do not have any holds a **Green Check (✓)** indicates you have been registered. If there is an issue, you will see a **Red (X) Mark** and a message explaining why registration could not go through.

Here are some common reasons you may not be able to register:

- 1) **You have an advising hold:** To remove the hold, you need to talk to an advisor.
- 2) **You do not meet the pre- or co-requisite requirements:** Many courses require that you have already taken another course. For example, you need to take ENG101 before you can take ENG102. Other courses require that you take a different course at the same time (co-requisites).
- 3) **The class is reserved for other students:** Certain sections are reserved for students in special programs like ASAP, high school students and others.
- 4) **Other holds:** For instance, you may have a Bursar hold/Financial Aid hold. Be sure to reach out to them directly.