Enrolling for a January Intersession Workshop: A Guide for Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Students registered for ESL 1, ESL 2, ESL 3, RDL 2, ENG 2, MTH 1, or MTH 5 might be recommended by their instructor for a January Intersession Workshop. To find out the workshop you have been recommended for, check your BCC email or My Grade link under OSSES.</td>
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<td>2.</td>
<td>Once you know the workshop you need to register for, <strong>Login to CUNYfirst</strong> Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar: • Enter your Username and Password and click the Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link.</td>
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<td>3.</td>
<td>Navigate to: <strong>Self Service&gt;&gt;Student Center</strong></td>
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<td>4.</td>
<td>Click The Search For Classes</td>
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5. You will be brought to the page below:  
   • Click on the Enroll TAB  
   • Select 2015 Spring Term  
   • Click Continue button

6. Once you click the Continue button, you will be brought to the page below:
7. If you choose to enter the class nbr, you will need to follow the regular steps of adding a class.
   - Once you enter the class nbr and click on the enter button, click on the Next button found on the following page. You should get a message indicating that you have added the class to your Shopping Cart.
   - You must complete the process by clicking on Proceeding with Step 2 of 3.
   - Click on Finish Enrolling button.
   **NOTE:** Only students recommended by the instructor will be allowed to register for a workshop.

8. If you choose to use the Class Search feature, you will get a page as showed below:
   - Select the type of Workshop you need to register for.
   - Follow the steps described above to add a class.
9. **IMPORTANT NOTE:**
   - You must register for the correct workshop.
   - If you register for a workshop that you were not recommended to take, you will be dropped.
   - Students registering for a Reading Workshop must select a section for the appropriate topic. For example, if your instructor asked you to register for an ACT Prep Workshop, you can only register for a section that has said topic. Topics are found on the upper right hand of the class. See below

   ![Class Schedule Image]

10. If you need help with registering, contact the Registrar’s Office at Colston Hall, Room 513
    718.289.5710 (p)

    If you have technical difficulties, contact the Technology Service Center at
    Phone: 718.289.5970
    Email: tsc@bcc.cuny.edu