

5 Easy Steps to Register

1 – Print Your DegreeWorks Audit

Review your Degree Audit to learn which classes are needed for your major and make a list of courses you wish to take.

To access your student audit go to: [DegreeWorks](https://degreeworks.cuny.edu/) (https://degreeworks.cuny.edu/)

Log-in using your CUNYfirst username (followed by @login.cuny.edu) and your CUNYfirst password.

If you notice any issues with your audit, please email the DegreeWorks Coordinator at dw@bcc.cuny.edu.

DegreeWorks is a computerized degree audit program and academic advising tool designed to assist in reviewing your degree progress. DegreeWorks reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and those courses you still need to fulfill your degree requirements.

For more information, visit: **Online Advisement – DegreeWorks**
(<http://www.bcc.cuny.edu/registrar/online-advisement-degreeworks/>)

2 – Log in to OSSES to View Your Department’s Advising Schedule

Login here: (<https://wa01.bcc.cuny.edu/>)

If you are unable to keep an advisement appointment, you must consult with your department for alternate advisement times.

3 – Contact your Departmental, Program or Academic Advisor

Students must contact an advisor to discuss the required courses needed for the upcoming semester. Be sure to bring your printed degree audit with you to the advisement meeting. Once you have met with an advisor, your advisement service indicator (hold) will be cleared for registration.

4 – Search for Your Classes and then Register

Explore our on-campus and online offerings (<http://www.bcc.cuny.edu/course-finder/>) available for in-demand subjects, such as cybersecurity, business, science, and more! Check out all the term options available when you’re planning your schedule.

Log in to CUNYfirst (<https://cunyfirst.cuny.edu/>) to see the date and time that you may begin to register for classes. To register, select the enroll link on the Student Center page to open up the registration component. You can register online from home or an on-campus computer lab. All holds that affect enrollment must be cleared prior to enrolling.

Registration Navigational Steps

1. *Campus Solutions* > *Self Service* > *Enrollment* > *Enrollment: Add Classes*
2. Choose your registration term (e.g., Spring 2023) and select *Continue*.
3. Click the green *Search* button to search the schedule of classes.
4. Under *Search Criteria*, select at least 2 search fields (subject, course number).
5. To further refine your search, select *Additional Search Criteria*. Select *Search*.
6. Review the search result and choose the sections that best fit your schedule.
7. Once you have made your selection, choose *Select Class*.
8. Select *Next* to add the class to your Shopping Cart.
9. Keep adding classes to your Shopping Cart until you have selected all the classes needed for registration.
10. Confirm your classes by clicking *Finish Enrolling*.

Important Note: Adding classes to your shopping cart does not confirm enrollment. **Your registration is not complete until you click *Finish Enrolling*.**

5 – Pay Your Tuition and Fees

Tuition charges will be billed to your student account and may be viewed online through CUNYfirst (<https://home.cunyfirst.cuny.edu/>) after registering for classes. All students must pay their bill by the due date on the bill. Visit <http://www.bcc.cuny.edu/campus-resources/bursars-office/> for Tuition and Fees and Payment Options.

To register for in-person and/or hybrid courses upload your COVID -19 documents to CUNYfirst, vaccination verification tab (proof of being fully vaccinated, booster shoot if eligible or a request for a medical/religious waiver). Failure to provide vaccination documentation will result in an administrative withdrawal from in-person and/or hybrid courses. Please click the following link for additional information on the "MUST Do's" to attend classes: <https://www.bcc.cuny.edu/four-must-dos-to-attend-classes/>