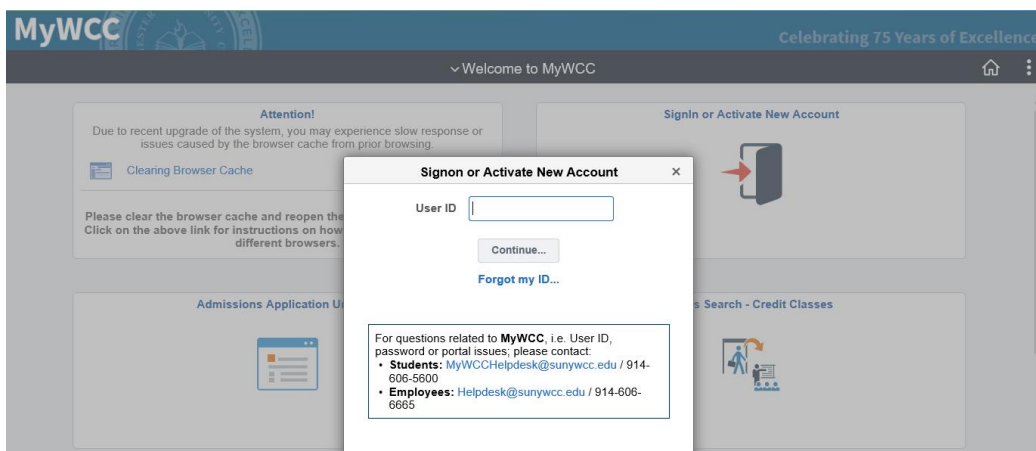
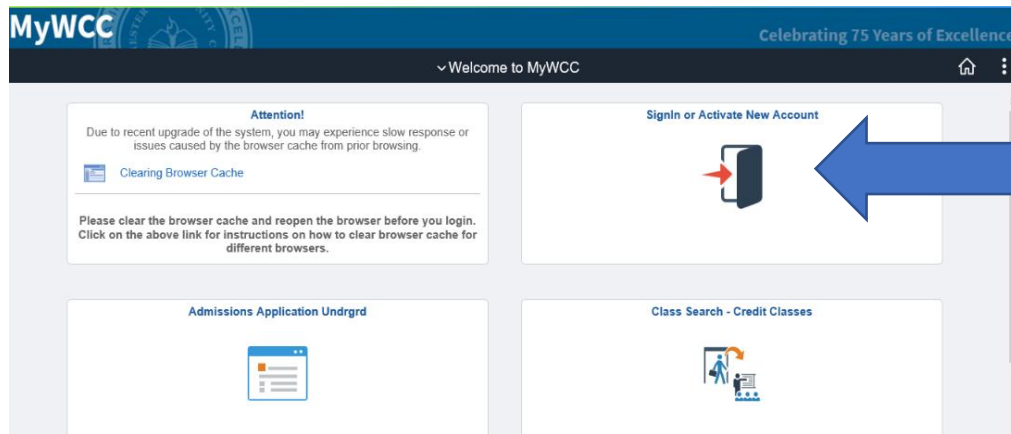




# How to Enroll in Courses Using College Scheduler

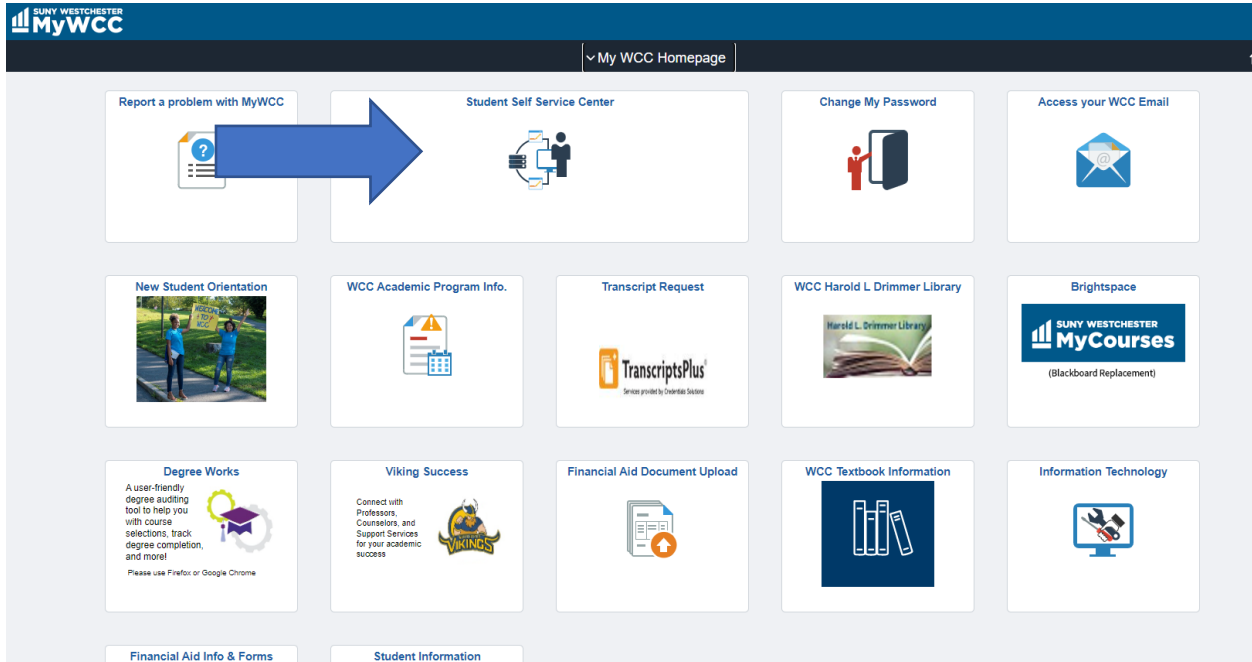
## STEP 1:

Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under “SIGN IN”, put your USER ID and PASSWORD. (If you have not already created your USER ID and PASSWORD, this must be done first!).



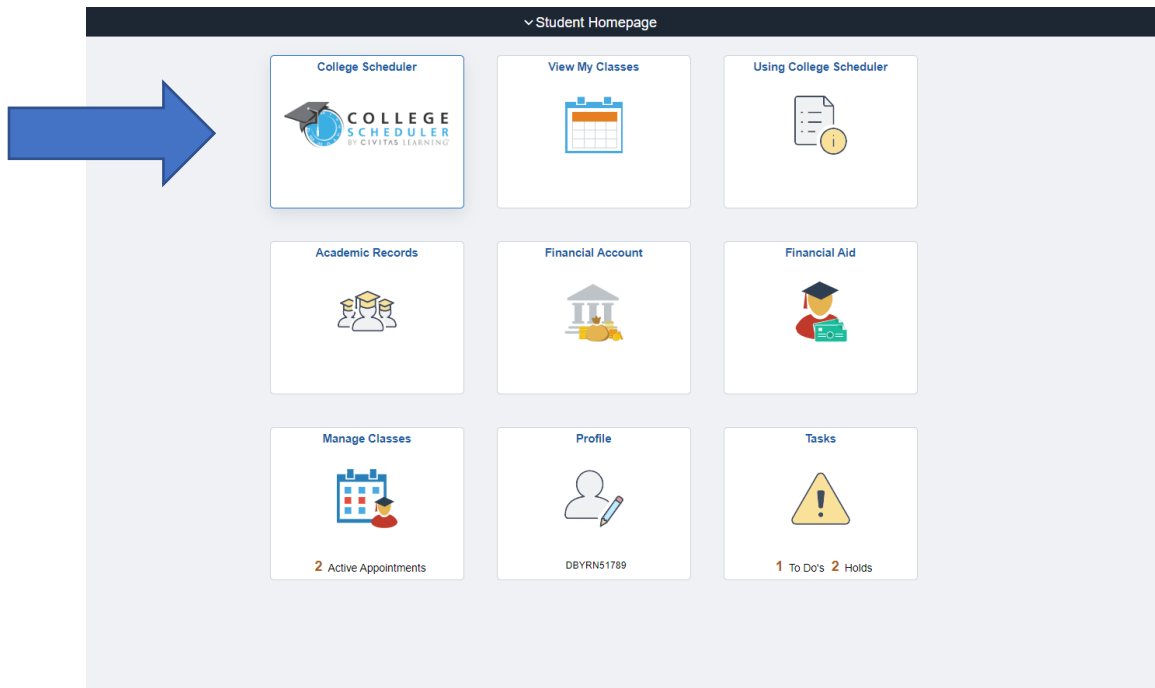
STEP 2:

Click on the “Student Self Service Center” Tile.



STEP 3:

Click on the “College Scheduler” tile.



**STEP 4:**

On the top of the page after you log in, the most current registration term should be selected. The Schedule Builder will also default to providing results for all course offerings, but you have the option to filter your schedule results by course status (open/closed), campus location (main vs. extension), sessions (15 weeks, 12 weeks etc.), and instructional mode (in person vs online etc.).



Build Schedule Shopping Cart (0) Current Schedule (0)

Course Status	Open Classes Only	Change	Sessions	All Sessions Selected	Change
Campuses	All Campuses Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Term	Spring 2023				

Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses** [+ Add Course](#)  
Add the courses you wish to take for the upcoming term.

**Breaks** [+ Add Break](#)  
Add times during the day you do not wish to take classes.

**Schedules** [Advanced Options](#) [View Schedules](#)

[Generate Schedules](#)

[Compare](#) [Select at least two schedules to compare side by side](#)



STEP 5:

If you desire to only take courses during specific time periods or specific days, you can further narrow down your search by utilizing the “Breaks” feature. *For more information on using the “Breaks” feature, please refer to the “Additional Features” How-To Guide.*

**SUNY WESTCHESTER COMMUNITY COLLEGE**

Build Schedule Shopping Cart (0) Current Schedule (0)

Course Status Open Classes Only  Sessions All Sessions Selected

Campuses All Campuses Selected  Instruction Modes All Instruction Modes Selected

Term Spring 2023

Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses**  **Breaks**

Add the courses you wish to take for the upcoming term. Add times during the day you do not wish to take classes.

**Schedules**

**STEP 6:**

Once you are ready to add your courses to the scheduler, you may click on the “+Add Course” button.

**SUNY WESTCHESTER COMMUNITY COLLEGE**

Build Schedule Shopping Cart (0) Current Schedule (0)

Course Status Open Classes Only Change Sessions All Sessions Selected Change

Campuses All Campuses Selected Change Instruction Modes All Instruction Modes Selected Change

Term Spring 2023

Instructions: Add desired courses and breaks and click Generate Schedules button!

**Courses** + Add Course

Add the courses you wish to take for the upcoming term.

**Breaks** + Add Break

- Select All
- Weekend
  - SaSu - 12:00am to 11:55pm Spring 2023
- Morning
  - MTWThF - 12:00am to 9:55am Spring 2023
- Evening
  - MTWThF - 4:00pm to 11:55pm Spring 2023

**STEP 7:**

You have the option of searching for your courses by SUBJECT/COURSE TITLE, INSTRUCTOR, CLASS # or LINKED COURSES.

Build Schedule Shopping Cart (0) Current Schedule (0)

**Add Courses for Spring 2023**

By Subject By Instructor By Class # By Linked Courses

Subject ENG - English

Course 101 Writing and Research

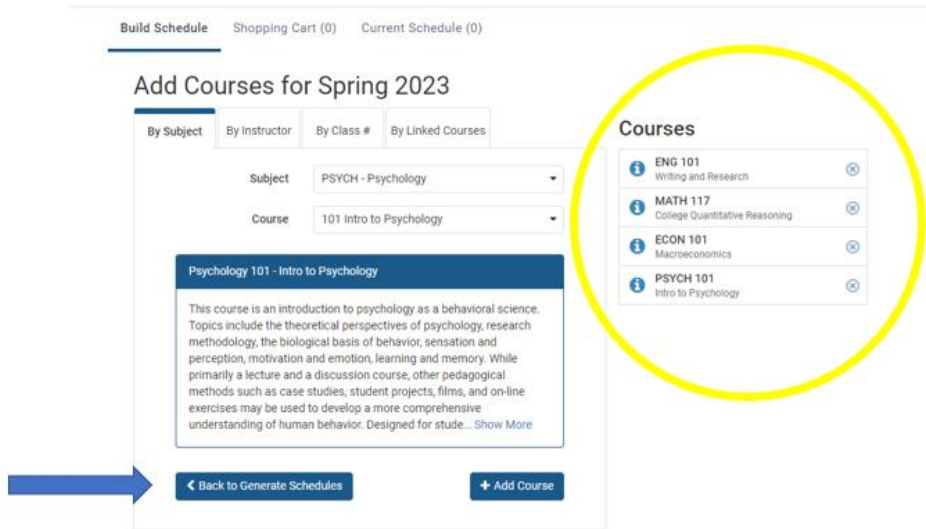
**English 101 - Writing and Research**

Students in English 101 conduct research and write proposals, annotated bibliographies or literature reviews, and research essays. They develop research topics and questions; identify, summarize, analyze, evaluate, and synthesize relevant sources, and present arguments based on their findings. Students document where information and ideas come from by using MLA style. They enter academic conversations by doing research that builds upon existing knowledge.

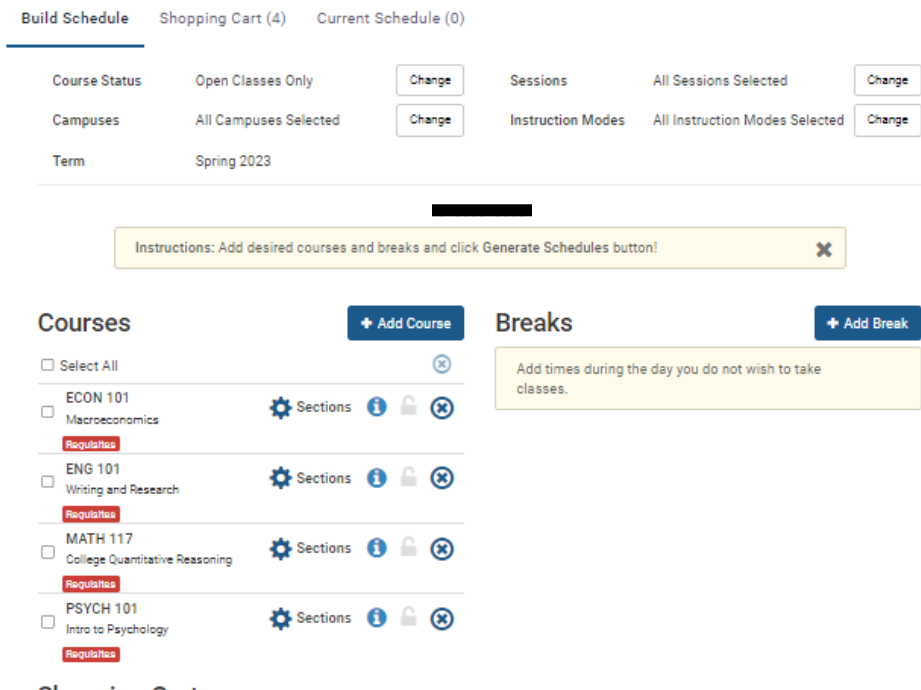
Back to Generate Schedules + Add Course

STEP 8:

Once you have searched for and added all your courses, click the “Back to Generate Schedules” button.



Your schedule builder should now look something like the below:

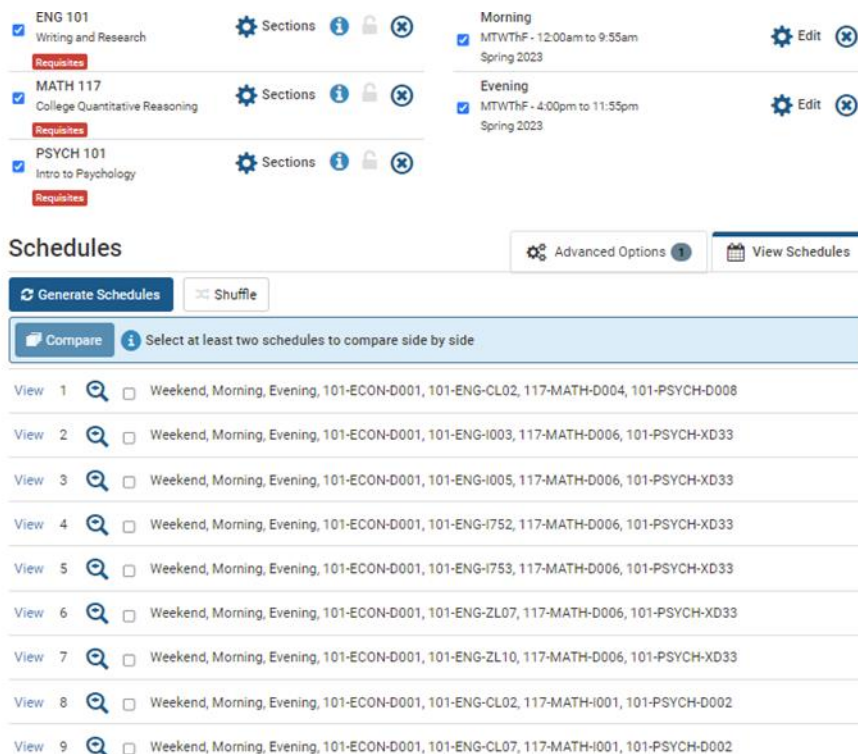


STEP 9:

To generate your schedules, make sure you are on the VIEW SCHEDULES tab, and click on the GENERATE SCHEDULES button.



Your available schedules will generate below. You may view the schedules or adjust your filters to further narrow down your results. Any time you make a change to your filters or adjust your course list, be sure to click the Generate Schedules button again to get the updated results.



STEP 10.

To view a schedule, click the View link on the left-hand side of the page.

ENG 101  
Writing and Research  
Sections [gear] [i] [lock] [x]

MATH 117  
College Quantitative Reasoning  
Sections [gear] [i] [lock] [x]

PSYCH 101  
Intro to Psychology  
Sections [gear] [i] [lock] [x]

Morning  
MTWTFH - 12:00am to 9:55am  
Spring 2023  
Edit [gear] [x]

Evening  
MTWTFH - 4:00pm to 11:55pm  
Spring 2023  
Edit [gear] [x]

### Schedules

Advanced Options [gear] [1] View Schedules [calendar]

Generate Schedules [refresh] Shuffle [shuffle]

Compare [compare] Select at least two schedules to compare side by side

View 1	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-CL02, 117-MATH-D004, 101-PSYCH-D008
View 2	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-I003, 117-MATH-D006, 101-PSYCH-XD33
View 3	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-I005, 117-MATH-D006, 101-PSYCH-XD33
View 4	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-I752, 117-MATH-D006, 101-PSYCH-XD33
View 5	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-I753, 117-MATH-D006, 101-PSYCH-XD33
View 6	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-ZL07, 117-MATH-D006, 101-PSYCH-XD33
View 7	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-ZL10, 117-MATH-D006, 101-PSYCH-XD33
View 8	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-CL02, 117-MATH-I001, 101-PSYCH-D002
View 9	[magnifying glass]	<input type="checkbox"/>	Weekend, Morning, Evening, 101-ECON-D001, 101-ENG-CL07, 117-MATH-I001, 101-PSYCH-D002






Below is a sample of a schedule you may see.

Build Schedule Shopping Cart (0) Current Schedule (0)

### Potential Schedule for Spring 2023

[Back](#)
[Print](#)
[Email](#)
[Validate](#)
[Send to Shopping Cart](#)


[Shuffle](#)

Schedule 100 of 1000

You are viewing a potential schedule only and you must still register.

Status	Subject	Course	Day(s) & Location(s)	Campus	Instruction Mode	Credits	Class #	Seats Open
Not Enrolled	ECON	101	TTh 10:00am - 11:15am	Valhalla Campus	In Person (P)-Classroom Instruction	3	18369	30
Enrollment Requirement: ECON 101/102 Prerequisites: ENG 101 Ready and College Ready for Mathematics								
Not Enrolled	ENG	101	M 12:00pm - 2:50pm	Yonkers Campus	In Person (P)-Classroom Instruction	3	18573	27
Enrollment Requirement: ENG 101 PREREQ: successful completion of ENG 92 OR ESL 122; OR a grade of 'A' in ENG 91, OR a Grade of 'A' in ESL 94 OR SAT score >=550 OR ACT English score >=23. OR NYS English Regents >=85 OR appropriate course placement.								
Not Enrolled	MATH	117	Online	Valhalla Campus	Online (OL)-Asynchronous (Anytime with Deadlines)	3	19231	25
Enrollment Requirement: MATH 116/ 117/ 120/ 123/ 138/ 140 PreReq: successful completion of MATH 93 or MATH 94; or Course Placement; or SAT Math >= 530; or ACT Math >= 22 or NYS REGENTS (Algebra 1, Algebra 2, OR Geometry) scores >=80.								
Not Enrolled	PSYCH	101	Online	Valhalla Campus	Online (OL)-Asynchronous (Anytime with Deadlines)	3	18871	25
Enrollment Requirement: ENG 101 Ready: Successful completion of ENG 92 or 101 or ESL 122 or Course Placement								


Week 2 (01/23/2023 - 01/30/2023)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ECON 101																	
ENG 101																	
MATH 117																	
PSYCH 101																	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12am							
12:15							
12:30	Morning	Morning	Morning	Morning	Morning	Weekend	Weekend
12:45							

You have the options to Print, Email, Validate (this is highly recommended) or Send this schedule directly to your shopping cart on the top. You can also press the heart button to save this schedule as a favorite and move on to view more schedules. You may shuffle to view another schedule or move through the schedules in order of the results.

You may also LOCK in a specific course section if you see one you like but would prefer to view other schedules for the rest of your classes (below). For example, if you know you want to take ENG 101 18573, you may lock that course and re-generate the schedules to see only schedules that include that course.



Status	Subject	Course	Day(s) & Location(s)	Campus	Instruction Mode	Credits	Class #	Seats Open
Not Enrolled	ENG	101	M 12:00pm - 2:50pm	Yonkers Campus	In Person (P)-Classroom Instruction	3	18573	27
Enrollment Requirement: ENG 101 PREREQ: successful completion of ENG 92 OR ESL 122; OR a grade of 'A' in ENG 91, OR a Grade of 'A' in ESL 94 OR SAT score >=550 OR ACT English score >=23. OR NYS English Regents >=85 OR appropriate course placement.								
Not Enrolled	MATH	117	Online	Valhalla Campus	Online (OL)-Asynchronous (Anytime with Deadlines)	3	19231	25

## !ATTENTION!

\*\*If you have selected to receive results from all or more than one campus, be sure to note the campus locations for each course in your potential schedule and make sure you have ample travel time between campuses if needed.

\*\*Pay careful attention to the color-coded weekly view section in the middle of your potential schedule result. This shows you the session lengths and start dates for each course on your potential schedule.



Some courses may not run the entire 15 weeks. In the example above, you have two courses that run the 15-week session (Green and Red), one that runs 14 weeks (blue), and one that runs the second 7.5-week session (yellow).

### STEP 11:

Once you have chosen a schedule you are happy with, press the “**validate button**” to make sure there are no holds or prerequisite issues on your account that will prevent enrollment.

Potential Schedule for Spring 2023

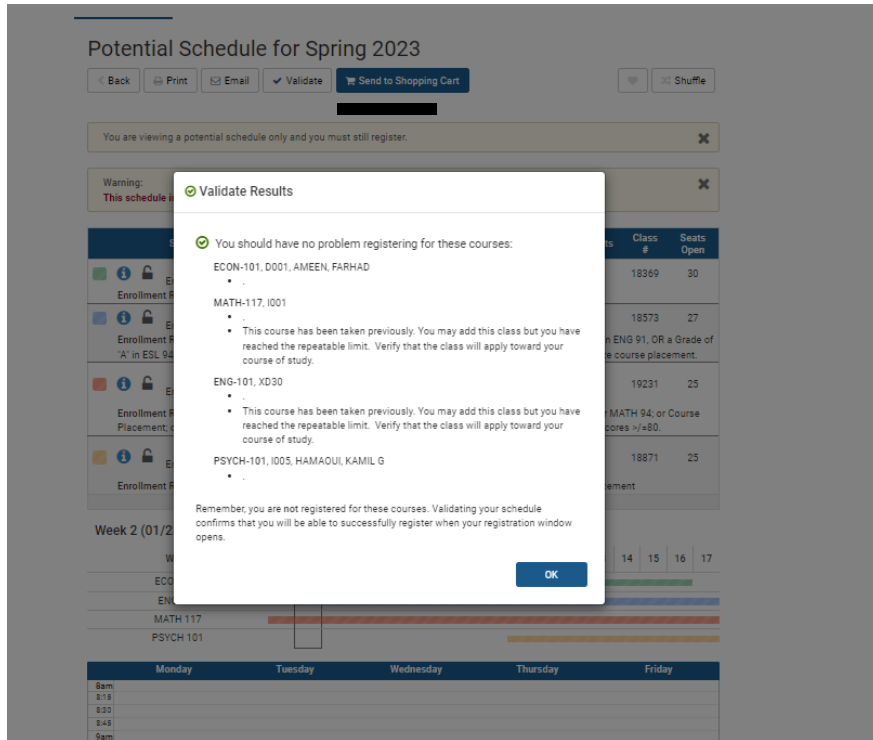
Back Print Email **Validate** Send to Shopping Cart

Schedule 411 of 638

You are viewing a potential schedule only and you must still register.

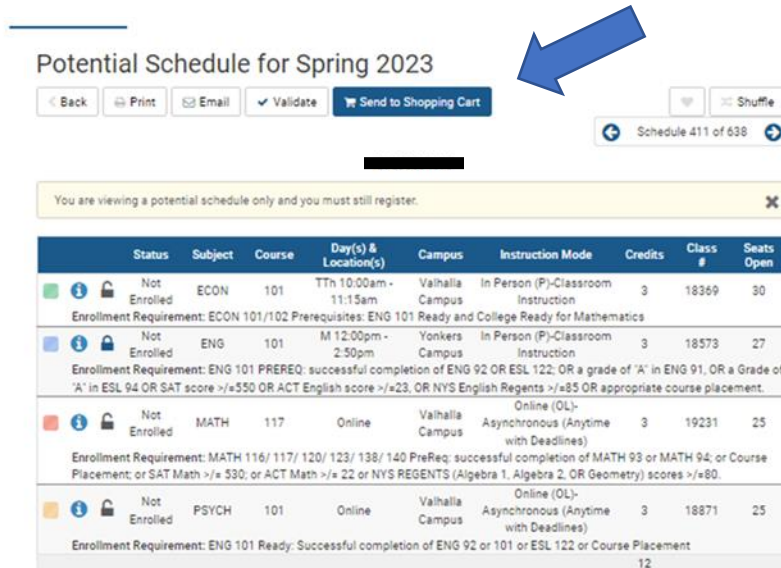
Status	Subject	Course	Day(s) & Location(s)	Campus	Instruction Mode	Credits	Class #	Seats Open
Not Enrolled	ECON	101	TTh 10:00am - 11:15am	Valhalla Campus	In Person (P)-Classroom Instruction	3	18369	30
Enrollment Requirement: ECON 101/102 Prerequisites: ENG 101 Ready and College Ready for Mathematics								
Not Enrolled	ENG	101	M 12:00pm - 2:50pm	Yonkers Campus	In Person (P)-Classroom Instruction	3	18573	27
Enrollment Requirement: ENG 101 PREREQ: successful completion of ENG 92 OR ESL 122; OR a grade of 'A' in ENG 91, OR a Grade of 'A' in ESL 94 OR SAT score >=550 OR ACT English score >=23, OR NYS English Regents >=85 OR appropriate course placement.								
Not Enrolled	MATH	117	Online	Valhalla Campus	Online (OL)-Asynchronous (Anytime with Deadlines)	3	19231	25
Enrollment Requirement: MATH 116/ 117/ 120/ 123/ 138/ 140 PreReq: successful completion of MATH 93 or MATH 94; or Course Placement; or SAT Math >= 530; or ACT Math >= 22 or NYS REGENTS (Algebra 1, Algebra 2, OR Geometry) scores >=80.								
Not Enrolled	PSYCH	101	Online	Valhalla Campus	Online (OL)-Asynchronous (Anytime with Deadlines)	3	18871	25
Enrollment Requirement: ENG 101 Ready; Successful completion of ENG 92 or 101 or ESL 122 or Course Placement								

12



**STEP 12:**

Once your courses have been validated, you may click the “Send to Shopping Cart” button.



You will be asked to review your selections course by course before sending to your shopping cart. Click the “Next” button to confirm your choices, and the “Finish” button, to save this schedule to your shopping cart.

Build Schedule Shopping Cart (0) Current Schedule (0)

**Before you add this to your cart...**

Set your class preferences below.  
Don't worry, you can change them later if you need to.

Cancel Next

**ECON-101 D001** (1 of 4)

Class #: 18369  
Title: Macroeconomics  
Section: D001  
Subject: ECON  
Course: 101  
Component: LEC  
Seats Open: 30  
Session: 15 Week Session  
Instructor: AMEEN, FARHAD  
Day(s) & Location(s):  
TTTh 10:00am - 11:15am  
Dates: 01/17/2023 - 05/04/2023  
Credits: 3  
Campus: Main Campus  
Campus: Main Campus

Grading Basis A-F Grading

Build Schedule Shopping Cart (0) Current Schedule (0)

**Before you add this to your cart...**

Set your class preferences below.  
Don't worry, you can change them later if you need to.

Cancel Previous Finish

**PSYCH-101 I005** (4 of 4)

Class #: 18871  
Title: Intro to Psychology  
Section: I005  
Subject: PSYCH  
Course: 101  
Component: LEC  
Seats Open: 25  
Session: Second 7.5 Week Session  
Instructor: HAMAQUI, KAMIL G  
Day(s) & Location(s):  
Online  
Dates: 03/20/2023 - 05/08/2023  
Credits: 3  
Campus: Main Campus  
Campus: Main Campus

Grading Basis A-F Grading

**STEP 13:**

Click on the **“Register”** button to finalize your schedule and move your courses from your shopping cart to your student account. You will not be officially registered for courses until this step is successfully completed.

Build Schedule Shopping Cart (4) Current Schedule (0)

### Shopping Cart for Spring 2023

[Email](#) [Validate](#) [Edit Cart](#) [Print](#) [Register](#)

Class #	Section	Subject	Course	Instructor	Day(s) & Location(s)
18369	D001	ECON	101	AMEEN, FARHAD	TTTh 10:00am - 11:15am
18573	XD30	ENG	101		M 12:00pm - 2:50pm
19231	I001	MATH	117		Online
18871	I005	PSYCH	101	HAMAOU, KAMIL G	Online

Week 2 (01/23/2023 - 01/30/2023)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ECON-101																	
ENG-101																	
MATH-117																	
PSYCH-101																	

Monday	Tuesday	Wednesday	Thursday	Friday
8am				
8:15				
8:30				
8:45				
9am				
9:15				
9:30				
9:45				
10am				
10:15				
10:30				
10:45				
11am				
11:15				
11:30				
11:45				
12m				
12:15				
12:30				
12:45				
1pm				
1:15				
1:30				
1:45				
2am				

If successful, you will receive a green checkmark along with notes that you have been successfully registered. If there is any issue with registration, you will receive notes in RED explaining the problem and how to resolve.

Your Shopping Cart for Spring 2023 is empty.  
Start Building a Schedule Now

#### Registration Results

You have been successfully registered for the following courses.

- ECON-101, D001, AMEEN, FARHAD**
  - Success: This class has been added to your schedule. .
- MATH-117, I001**
  - Success: This class has been added to your schedule. .
- ENG-101, XD30**
  - Success: This class has been added to your schedule. .
  - Success: This class has been added to your schedule. You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.
- PSYCH-101, I005, HAMAOU, KAMIL G**
  - Success: This class has been added to your schedule. .











[OK](#)

STEP 14:

A textbook link can be found below the course information of your new schedule, as well as throughout college scheduler when you view course information. Click the link to be taken to your textbook list on the College Bookstore's website.

## My Current Schedule for Spring 2024



Class #	Status	Section	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Campus
  25996	Enrolled	I002	CIS	110	LEVY, RUTH	Online	3	Main Campus
Textbook: <a href="#">Click Here</a>								
  25217	Enrolled	E001	ENG	101	RUBENSTEIN, PAULA	MW 7:00pm - 8:15pm Academic Arts Bldg 0306	3	Main Campus
Textbook: <a href="#">Click Here</a>								
  26515	Enrolled	E002	MATH	131	PUTORTI, SCOTT T	TTh 6:00pm - 7:50pm Technology Bldg 13-G	4	Main Campus
Textbook: <a href="#">Click Here</a>								
  25982	Enrolled	D121	MGT	101	SCARLATO, KIM BYRNES	F 9:00am - 12:30pm - Online	3	Main Campus
Textbook: <a href="#">Click Here</a>								
  25835	Enrolled	I001	MKT	101	FEIN, PHYLLIS	Online	3	Main Campus
Textbook: <a href="#">Click Here</a>								
							16	

If more help is needed with College Scheduler, please see our How To Videos at the link below:

<https://www.sunywcc.edu/admissions/registering-for-classes/how-to-videos/>