Student Center Tab

The student center tab provides a 360 degree overview of an individual student. Here they can view details of the student’s class schedule, service indicators, initiated checklists, enrollment appointments, and personal information.

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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Campus Community > Student Services Ctr (Student)](https://home.cunyfirst.cuny.edu). |
| 3.   | On the Student Services Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
| 5.   | In the Search Results list, click any link on the correct student’s row. |
| 6.   | View the student center tab that displays the Academics, Finances, Personal Information, Search for Classes button, Holds, To Do List, Enrollment Dates, Advisor, CUNY Websites, Academic Advisement and Other Links sections. |
| 7.   | Academics section links:  
- Click the My Class Schedule link to display a table view of the student’s schedule including enrolled, dropped and waitlisted classes.  
- Click the Shopping Cart link to view class sections in which the student would like to enroll at the time of their enrollment appointment.  
- Click the My Planner link to view the student’s Planner to view courses of interest to complete academic requirements. |
| 8.   | Academics section other academic dropdown menu items:  
- Academic Requirements: Currently not in use in CUNYfirst.  
- Course History: Grid of every courses a student has previously taken (including transfer or test credit) with units and grade.  
- Exam Schedule: Shows student’s exam schedule for the selected term.  
- Grades: Select a term to view that student’s classes, term GPA, and cumulative GPA.  
- Transfer Credit Report: Shows the classes that the student has been given credit for because of previous class work in other institutions and tests. This same information displays from the Transfer Credit tab. |

Select an item and then click the Go icon.

*Note: Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool.*

*Note: Click the Printer Friendly page link to print the Weekly Schedule.*
9. The **Finances** section is a summary of the student’s customer account. Financial Aid information displays here for those colleges that feed information into CUNYfirst from other financial aid software. **My Account** lists current term balance and future balances based on the due date; however the balance/s does not reflect anticipated financial aid. **Account Inquiry** link leads to all finance activity. **Financial Aid** links:
   - **View Financial Aid** link shows current financial aid and prior year financial aid. Click the aid year to display the student’s financial aid by year and then term.
   - **Direct Loan Processing Form** link leads to the on-line form to apply for a direct subsidized or direct unsubsidized loan for a financial year.
   - **Supplement Form** link leads to the on-line form to apply for a New York State Aid for Part-Time Study at CUNY for a financial year.

10. In the **Personal Information** section:
   - **Demographic Data**: Click the **Demographic Data** link to display the student's demographic information (if known) including ID number, gender, date of birth, birth country, birth state, marital status, military status, national identification number (SSN), citizenship information, driver’s license, visa or permit data.
   - **Emergency Contact**: Click here to enter or view student Emergency Contact info, if the student has entered it.

11. Sections on the right of the page:
   - **Search for Classes**: Search the class schedule for classes. Click the section code link to view the Class Detail page including: Class Details, Meeting Information, Enrollment Information, Class Availability, Catalog Description and Textbooks/Other Materials.
   - **Holds**: Positive and negative service indicators overview with a link to details including Institution, Start Term and/or Start Date, Reason, Department and Contact and Instructions.
   - **To Do List**: Checklist of administrative requirements. For example, student needs to submit an outstanding MMR (Meningitis Acknowledgement form).
   - **Enrollment Dates**: Information regarding shopping cart and enrollment appointments displays. Click the **details** link to view enrollment date and time by session and term enrollment limits for this student.
   - **Advisor**: If assigned, then displays advisor/s. Click the **details** link for advisor/s email information.

   **Note**: CUNY Websites, Academic Advisement, and Other Links take the user to sites outside of CUNYfirst.

End of Procedure.