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Introduction to Step Sheets
Step Sheets have five features.

1. **Topic Name**
The topic name indicates the purpose of the procedure. Each topic name contains key verbs that let you know what you are able to do using that procedure.
   - View – display record/s
   - Add – create a new record/s
   - Update – modify an existing record/s
   - Delete – purge an existing record/s

2. **Descriptive Paragraph**
The topic name is followed by a brief descriptive paragraph that states the outcome of the procedure. Sometimes, the context for usage is described.

3. **Navigate to Component**
Once you are logged in and selected the HR/Campus Solutions link, then the next step shows the navigation path to the component. The path shown starts from the home link on the first page. Always use the Main Menu on the left.

4. **What Users Needs To Do**
CUNYfirst needs only a single click.
Locate or find an item to view, add or update.
Search or Look Up the range of values for that field.
Choose the correct value or code from the Search Results or Dropdown box.
Infrequently, free form text is entered.

> *Importantly whenever you see ‘Note:’, then additional information is provided to help use CUNYfirst effectively and efficiently.*

5. **Finding Items on a Page**
Item names are **bolded**.
The item name is shown exactly as it appears on the page. Sometimes a non-standard abbreviation is shown on the page.
The item type is listed after the name.

Parts of images may be obscured for security reasons.

*Note: Use CUNYfirst navigation to go back within the system, do not use your browser's back button.*

Back to Table of Contents
About Your Advisee
Advisors are able to view a list of students to whom they have been assigned and send notifications to these advisees’ campus emails.

In an advisee’s student center is a summary view of that advisee’s academics, personal information, service indicators (holds), to do list, enrollment dates and advisor contacts.

Advisors are able to see their advisee’s schedule in both a list and calendar view.
View List of Advisees

Advisors view a list of advisees to whom they have been assigned using the My Advisees component.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > My Advisees. |
| 3.   | The My Advisee page displays a list of those students to whom you have been assigned.  
**Note:** Click on the View Student Details link to go directly to that advisee’s student center.  
**Note:** If no students are listed, then most likely you have not been assigned to any students.  
| 4.   | Click View Data for Other Students button to search for students seen by appointment or that drop-in. |

End of Procedure.
Send Notifications to Advisees

Advisors are able to send email notifications to their advisees from the My Advisees page of the Advisor Center component. Advisors may simultaneously send the same notice to all advisees, a selected group of advisees or a single advisee. The sender may retain a copy of notifications sent to the student.

Note: Parts of images may be obscured for security reasons.

<table>
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<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter https://home.cunyfirst.cuny.edu 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. |
| 2.   | Navigate to: Self Service > Advisor Center > My Advisees. |
| 3.   | In the Notify column, click the checkbox of each advisee to be sent a notification. |
| 4.   | Click the notify selected advisees button.  
**Note:** When emailing all advisees, then you do not need to select any of the checkboxes. Select only the ‘notify all advisees’ button. |
5. In the Notification from... section verify the email is being sent to the correct individuals.

Note: The sender's name appears in the To: box and the sender receives a copy for their records.

Note: The recipient's name/s appears in the BCC: box.

Note: Email recipients may be added to the To:, CC:, or BCC: fields.

Note: The subject may be changed.

6. In the Message Text box, enter the body of the notice.

7. After completing all fields, click the Send Notification button.
8. **Send Notification Result**

| E-mail sent to: | Sender and Recipient Email Addresses |

View **Send Notification Result**.

End of Procedure.

[Back to Table of Contents]
View Advisee Student Center
The Advisee Student Center component provides a summary of an advisee’s Academics, Personal Information, Holds, To Do List, Enrollment Dates, and assigned Advisor/s. From this page, Advisors drill down to get details. The display is very similar to that which the student sees.

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</table>
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* Enter your Username and Password and click the Go icon.  
* From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu) |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with / Name</td>
</tr>
<tr>
<td>First Name</td>
<td>begins with</td>
</tr>
<tr>
<td>Case Sensitive</td>
<td></td>
</tr>
</tbody>
</table>

Search Results:  
On the Advisee’s Student 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.  
If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
6. Advisees that are assigned to you are listed on the Change Advisee dropdown box icon. Select an advisee and then click the change button to view that advisee’s student center.

7. On the left in the student center is the Academics section with links to:

   - My Class Schedule that displays classes by session with selected class details.
   - My Planner where students list courses to take in the future.

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

8. Also on the left in the Academics section, click the other academic dropdown box icon; and then select either Course History, Exam Schedule, Grades, Transcript: View Unofficial, Transfer Credit: Report information.

   Note: Academic Requirements and What-if Report are not currently in use.

9. To view the selected information, click the Go icon.
In the **Personal Information** section, view the Home and Mailing Addresses, Mobile Phone, and Campus Email.

Select the **Demographic Data** link to view:
- Advisee’s ID, gender, date of birth, birth country and state, marital and military statuses.
- National Identification Number – Country is 'United States', National ID Type is SSN and National ID shows only the last four digits of SSN.
- Citizenship Information – Description of advisee’s citizenship status and country of that status.
- Driver’s License Number – Number, Country and State.
- Visa or Permit Data – Advisee’s visa type and associated country.

**Note:** Most correspondence to students will now be sent to their campus email address.
The sections on the right in the **student center** are:

**Holds** – Lists positive and negative service indicators with links to details of institution, start term and/or date, end term and/or date, amount and department that placed the hold.

**To Do List** – Lists outstanding administrative checklist items with links to details of institution, due date, and functional area of item.

**Enrollment Dates** – View the student’s enrollment appointment date and time and maximum academic load.

**Advisor** - View the contact details of assigned advisor/s.

---

**End of Procedure.**
View My Class Schedule
Advisors may view the advisee’s current class schedule in a table format with a link to class details or a calendar format with display options.

Note: Parts of images may be obscured for security reasons.

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<tr>
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</tr>
</thead>
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  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](#). |
| 3.   | Advisee’s Student Center  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  ![Find an Existing Value](#)  
  On the Advisee’s Student Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  
  ![Search Results](#)  
  Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
On the Advisee Student Center page in the Academics section, click on the My Class Schedule link.
## Advisee Class Schedule

**Name**

Select Display Option: [ ] List View [ ] Weekly Calendar View

2013 Spring Term | Undergraduate | Queens College

### Class Schedule Filter Options

- [ ] Show Enrolled Classes
- [ ] Show Dropped Classes
- [ ] Show Waitlisted Classes

### SPAN 280 - SURV SP AM LIT 1

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropped</td>
<td>3.00</td>
<td>Undergrad</td>
<td>Letter Grades</td>
<td>Regular Liberal Arts (Taken)</td>
<td>01/28/2013 - 03/24/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14309</td>
<td>02</td>
<td>Lecture</td>
<td>MoWe 1:40PM - Raper 147 2:35PM</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPAN 312 - CUL/CIV OF LAT AMER

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>Undergrad</td>
<td>Letter Grades</td>
<td>Regular Liberal Arts (Taken)</td>
<td>01/28/2013 - 03/24/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14319</td>
<td>01</td>
<td>Lecture</td>
<td>Su 9:30AM-12:00PM</td>
<td>Powelton 119</td>
<td>Name</td>
<td>01/28/2013 - 03/24/2013</td>
</tr>
</tbody>
</table>

### SPAN 352 - DON QUIJOTE

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>2.00</td>
<td>Undergrad</td>
<td>Letter Grades</td>
<td>Regular Liberal Arts (Taken)</td>
<td>01/28/2013 - 03/24/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14322</td>
<td>02</td>
<td>Lecture</td>
<td>MoWe 1:40PM - Kiely Hall 219</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SPAN 357 - 20TH C SP DRAMA/FILM

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>Undergrad</td>
<td>Letter Grades</td>
<td>Regular Liberal Arts (Taken)</td>
<td>01/28/2013 - 03/24/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14330</td>
<td>01</td>
<td>Lecture</td>
<td>ToTh 3:05PM - Kiely Hall 246</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. The **Advisee Class Schedule** displays. In the **Class Schedule Filter Options** area, select the checkboxes to remove from view enrolled, dropped and/or waitlisted classes and then click on the **filter** button.

9. On the **Advisee Class Schedule** page, click on the **Section** link to view the **Class Details** of the class.

The **Class Detail** page displays including **Instruction Mode**, **Meeting Information**, **Enrollment Information**, **Class Availability**, and **Textbook/Other Materials**.
10. On the Class Details page, select the Return to Advisee Class Schedule link to go back to the previous page.

11. Select the Weekly Calendar View radio button to display the class schedule in a calendar format.

12. The Weekly Calendar View displays.

**Note:** The Academic Calendar is included in this view of the class schedule.

13. Select the previous week or next week buttons to go to those schedules.
| 14. | Alternatively, select the calendar icon and select the week to view. On the calendar, click:  
| a. | the left dropdown box icon, and then click the correct month;  
| b. | the right dropdown box icon, and then click the correct year; and lastly  
| c. | the correct day of the month.  
| 15. | As needed, enter the **Start Time** and **End Time** (format is 10:00AM or 4:10PM) for that week.  
| 16. | Click the **refresh calendar** button.  
| 17. | From the **Display Options** section:  
| - | Select the **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00).  
| - | Select the **Show Class Title** checkbox to display the course name.  
| - | Select the **Show Instructor Role** checkbox to display the assigned faculty.  
| - | Select the checkboxes of those days of the week you wish to display.  
| 18. | Click the **refresh calendar** button.  
| 19. | In either the table or calendar format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule.  

**End of Procedure.**
Academics
A student’s academic history may be viewed in a variety of distinctive formats.

From the student center in the Academics section, select from Course History, Grades, Transcript: View Unofficial, and Transfer Credit: Report.

From the academics page, view the students Career and Program information, and select a Term Summary with details of academic level and load, classes, and GPA statistics. Select the Term History link to view Academic Statistics for All Terms.
View Course History
Sortable list of all the advisee’s progress including courses taken at this institution, transferred in from any institution, and currently in progress.

Note: Parts of images may be obscured for security reasons.

<table>
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</table>
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- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu). |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with ▼ Last Name</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>□ Case Sensitive</td>
<td></td>
</tr>
</tbody>
</table>

On the Advisee’s Student Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  

4. Click the Search button.  

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
In the Academics section, click the other academic... dropdown box icon and select Course History; and then click the Go icon.
7. **Advisee Course History**

A list of courses taken displays. By default, this list is sorted by term with the most recent term listed first.

**Note:** The icons in the Status column indicate whether the course was taken at this institution, transferred in from any institution, is currently in progress or is a preferred future event in the advisee’s planner or shopping cart.

8. As needed, sort the Course History list by selecting two of the column headings: Course, Description, Term, Grade, Units, and Status from the Sort results by and Then by dropdown box icons; and then click the sort button.
9. Select the **Description** link for a course to view selected course details.

10. Select the **Return to Advisee Course History** link to return to the **Advisee Course History** page.

**End of Procedure.**
View Grades
By term, view the advisee’s classes, term GPA, and cumulative GPA.

Note: Parts of images may be obscured for security reasons.

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<th>Step</th>
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</tr>
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</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
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- From the Enterprise Menu, select the [HR/Campus Solutions](https://home.cunyfirst.cuny.edu) link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu). |
| 3.   | [Advisee’s Student Center](https://home.cunyfirst.cuny.edu).  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Value](https://home.cunyfirst.cuny.edu).  
ID: begins with ▼  
Campus ID: begins with ▼  
National ID: begins with ▼  
Last Name: begins with ▼  
First Name: begins with ▼  
[Case Sensitive](https://home.cunyfirst.cuny.edu).  
[Search]  
[Clear]  
[Basic Search]  
[Save Search Criteria]  
On the Advisee’s Student 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. In the Academics section, click the other academic... dropdown box icon and select Grades; and then click the Go icon.

7. The most current term displays by default. To select another term, click the change term button.
On the *Advisee Grades* page, select the radio button of the term to display and then click the **CONTINUE** button.
9. On the Adviser Grades page, select the Printer Friendly Page link and follow the prompts on the computer’s system to print the page.

10. On the Advisee Grades page, select the Class link to view Class Details.
On the **Advisee Grades** page, **Class Details** display including Class Details, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials.

**End of Procedure.**
View Advisee Unofficial Transcript
The Unofficial Transcript includes: term history in chronological order with term and cumulative statistics, transfer credits and college or school equivalencies, and test results. Advisors may view, print, and save in .pdf file format the Unofficial Transcript of any student.

Note: Prior to commencing this procedure, set the browser to allow pop-ups.

Note: Parts of images may be obscured for security reasons.

<table>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the <a href="#">Go</a> icon.</td>
</tr>
<tr>
<td></td>
<td>• From the <a href="#">Enterprise Menu</a>, select the <a href="#">HR/Campus Solutions</a> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: <strong>Self Service &gt; Advisor Center &gt; Advisee Student Center</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Advisee’s Student Center</strong></td>
</tr>
<tr>
<td></td>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Find an Existing Value</a></td>
</tr>
<tr>
<td></td>
<td>ID: begins with <a href="#">▼</a> <a href="#">▲</a> <a href="#">🔍</a></td>
</tr>
<tr>
<td></td>
<td>Campus ID: begins with <a href="#">▼</a> <a href="#">▲</a></td>
</tr>
<tr>
<td></td>
<td>National ID: begins with <a href="#">▼</a> <a href="#">▲</a></td>
</tr>
<tr>
<td></td>
<td>Last Name: begins with <a href="#">▼</a> Last Name <a href="#">▲</a></td>
</tr>
<tr>
<td></td>
<td>First Name: begins with <a href="#">▼</a> <a href="#">▲</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">Case Sensitive</a></td>
</tr>
<tr>
<td></td>
<td><a href="#">Search</a> <a href="#">Clear</a> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></td>
</tr>
</tbody>
</table>

On the **Advisee’s Student 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. [Search Results](#)

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
6. In the Academics section, click the other academic... dropdown box icon and select Transcript: View Unofficial; and then click the Go icon.

**Note:** Advisors may prefer to select Course History as it quickly displays a sortable grid of all courses a student has previously taken (including transfer or test credit) with units and grade.

7. On the Advisee Unofficial Transcript page, click the Academic Institution dropdown box icon; and then select the correct college or school.

8. Click the Report Type dropdown box icon; and then select STUDENT UNOFFICIAL TRANSCRIPT.
<table>
<thead>
<tr>
<th>No.</th>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click the <strong>view report</strong> button. <strong>Note:</strong> Do not press any other buttons or links while processing is taking place.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>The <strong>Previous Requests</strong> page displays on which no action is required.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>The student’s <strong>Unofficial Transcript</strong> will pop-up in .pdf file format to view, print or save. <strong>End of Procedure.</strong></td>
<td></td>
</tr>
</tbody>
</table>

Back to Table of Contents
# View Transfer Credit: Report

The **Transfer Credit: Report** shows the classes, tests, and other credits for which the student has been given credit due to previous class work in other institutions, test results or other successful related developmental experiences.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 ![Go](https://home.cunyfirst.cuny.edu) icon.  
• From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu) |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with ▼</td>
</tr>
</tbody>
</table>
| Last Name: | begins with ▼  
| First Name: | begins with ▼ |

[![Search](https://home.cunyfirst.cuny.edu) Clear Basic Search Save Search Criteria](https://home.cunyfirst.cuny.edu)  

On the **Advisee’s Student Center** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.</td>
</tr>
</tbody>
</table>
In the Academics section, click the "other academic..." dropdown box icon and select Transfer Credit: Report; and then click the Go icon.
The **Advisee Transfer Credit** page displays with details of evaluated Course, Test, and Other Credits.

**End of Procedure.**
View Advisee Transfer Credit

The **transfer credit** tab shows the classes, tests, and other credits for which the student has been given credit due to previous class work in other institutions, test results or other successful related developmental experiences.

Note: Parts of images may be obscured for security reasons.

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<th>Step</th>
<th>Action</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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Transfer Credit.** |
| 3.   | **Transfer Credit Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values. |
|      | **Find an Existing Value**  
**Maximum number of rows to return (up to 300): 300**  
ID: begins with  
Campus ID: begins with  
National ID: begins with  
LastName: begins with  
FirstName: begins with  
[ ] Case Sensitive  
[Search][Clear] [Basic Search] [Save Search Criteria]** |
|      | On the **Transfer Credit Summary** search page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
The *Advisee Transfer Credit* page displays the Career, Institution, Program, Articulation Term, and Model Status columns.
For each type of credit, click the **view all columns** icon to see all of the columns display including Career, Institution, Program, Articulation Term, Model Status, Units Transferred, Transfer Passed for GPA, Transfer Passed Not for GPA, Transfer Grade Points, and Transfer GPA columns.

**End of Procedure.**
View Advisee Academics
The Advisee Academics page contains an overview Institution/Career/Program area. Further down the same page, view the Term Summary section with links to details of academic level and load, classes, and GPA statistics.

Note: Parts of images may be obscured for security reasons.

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</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service >Advisor Center >Advisee Academics**. |
| 3.   | **Academic Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

[Find an Existing Value](#)  

- Maximum number of rows to return (up to 300): 300  
- ID:  
  - [began with](#)  
- Campus ID:  
  - [began with](#)  
- National ID:  
  - [began with](#)  
- Last Name:  
  - [began with](#)  
- First Name:  
  - [began with](#)  
- Case Sensitive  

[Search] [Clear] Basic Search [Save Search Criteria]

On the **Academic Summary** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  

4. Click the **Search** button.  

5. If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
6. On the **Advisee Academics** page, the Institution/Career/Program that includes current status, and Term Summary links with details of academic level and load, classes, and credit and GPA statistics are found.

**Note:** This page includes the Quick Enrollment and the Term History links.

At the top of the **Academics** page is the **Institution/Career/Program** that displays the advisee’s current status including the admit term, expected graduation, approved load, and plan.
In the middle of the Academics page is the Term Summary section. Select a Term on the left and that term will display on the right. Here you may also confirm the student's eligibility to enroll.

At the bottom of the Academics page is the Statistics section of the selected term together with the cumulative statistics up to and including the Term selected.

End of Procedure.
View a Student’s Academic Statistics for All Terms
A student’s academic statistics for all terms at CUNY may be viewed using the Term History link. The Term Statistics tab displays academic statistics for one or all terms. Within an academic career, the Cumulative Statistics tab displays cumulative data including Graded Units and GPA earned by the student up to and including the selected term.

Note: Parts of images may be obscured for security reasons.

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<tr>
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</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > Advisee Academics. |
| 3.   | **Academic Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
**Find an Existing Value**

Maximum number of rows to return (up to 300): 300
- ID: begins with
- Campus ID: begins with
- National ID: begins with
- Last Name: begins with
- First Name: begins with
- Case Sensitive

Search Clear Basic Search Save Search Criteria

On the Academic Summary page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.

4. Click the Search button.

5. If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row.
Click the **Term Statistics** tab to display the most recent term’s Academic Career, Institution, Academic Level – Term Start, and Term. Also displayed are the Enrollments, Transfer Credit and Combined (Enrollment and Transfer Credit Units) statistics.

If multiple terms exist, click the **View All** link or **Show next row** button to view the other rows one at a time.
Click the **Cumulative Statistics** tab to display Academic Career, Institution, Academic Level – Term End, and Term and the Reset Cum Stats at Term Start checkbox. The Enrollments, Transfer Credit and Combined (Enrollment and Transfer Credit Units) term statistics display.

9. If multiple terms exist, click the **View All** link or **Show Next row** button to view the other rows one at a time.

10. As needed, click the **Term Withdrawal** tab to display Term, Withdrawal/Cancel Reason and Withdrawal/Cancel Date.

11. If multiple terms exist, click the **View All** link or **Show next row** button to view the other rows one at a time.

12. Click the **Session Withdrawal** tab to display Session, Units Taken for Progress, Withdrawal/Cancel, Withdrawal/Cancel Reason, Withdrawal/Cancel Date, and Last Date of Attendance.

13. If multiple sessions exist, click the **View All** link or **Show next row** button to view the other sessions one at a time.

14. Click the **Academic Standing** tab to display the Effective Date, Effective Sequence and Academic Standing Status.

15. If multiple terms exist, click the **View All** link or **Show Next row** button to view the other terms one at a time.

16. Click the **Show following tabs** icon.

17. Click the **Student Grade Review** tab to display by term the Effective Date, Effective Sequence and Grade Review.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>If multiple terms exist, click the <strong>View All</strong> link or <strong>Show Next row</strong> button to view the other terms one at a time.</td>
</tr>
</tbody>
</table>
| 19. | Click the **Student Special GPA** tab to display the GPA type, GPA, Academic Program, Academic Plan, and Academic Sub-Plan by term.  
   *Note: Each entry is shown on a separate row.* |
| 20. | If multiple terms exist, click the **View All** link or **Show Next row** button to view the other terms one at a time.  
   **End of Procedure.** |
Service Indicators and To Do Lists

From the general info page, advisors may view details of all positive and negative service indicators. With security access, advisors may assign, edit and release service indicators.

Administrative items to be completed by the student may be viewed in the To Do list.
# View Advisee General Info

The **Advisee General Info** page displays the advisee’s service indicators, initiated checklists, student groups, personal data, and national ID. Contact information including names, addresses, phones, and email addresses is also shown.

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**Note:** Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link.  |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee General Info**.  |
| 3.   |  
**Personal Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

![Find an Existing Value](image)

<table>
<thead>
<tr>
<th>ID:</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Case Sensitive

[Search] [Clear]  
[Basic Search]  
[Save Search Criteria]  |
| 4.   | Click the **Search** button.  |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.  |
6. **Advisee General Info**

   - Name

   - *Change Advisee Name

To view a different advisee to whom you are assigned, click the **Change Advisee** dropdown box icon to select another advisee; and then click the **change** button to view that advisee’s data.

7. **Advisee General Info**

   - Faculty Center
     - my advisee
     - student center
   - Advisor Center
     - general info
     - transfer credit
   - Search
     - academic

On the **Advisee General Info** page, links to summary details display related to service indicators (holds), initiated checklists (to do list), student groups (shared common characteristic), personal data, national ID, names, addresses, phones, and email addresses.

8. Click a link to view to those summary details.

   **Note:** With security access, both Service Indicators and Student Groups may be edited from this component.

9. **Email Addresses**

   - Email Type
   - Email Address
   - Preferred
   - Campus

   Click the advisee’s Campus Email Address link to launch your email client.

   **Note:** CUNY is able to audit emails sent to the Campus Email Address.

End of Procedure.
Assign Service Indicators
Service Indicators provide or limit an individual’s access to college or school services.

Positive Service Indicators indicate special services to be provided. Negative Service Indicators are equivalent to holds.

Service Indicators may take effect and expire on specific dates.

When assigned to an advisee, service indicator icons display on every page in CUNYfirst that displays student data.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 **Go** icon.  
- From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee General Info**. |
| 3.   | On the **Personal Information** page, enter search criteria into any of the following fields: **ID (CUNY ID)**, **LastName**, and **FirstName**. |
| 4.   | Click the **Search** button. |
5. In the Search Results list, click any link on the correct advisee’s row.

6. On the Advisee General Info page, select the edit service indicators button.

7. Click the Add Service Indicator icon or Add Service Indicator link.
8. On the **Add Service Indicator** page, click the **Institution** Look Up icon; and then select the correct **Academic Institution**, **Description**, or **Short Description** link.

9. Click the **Service Indicator Code** Look Up icon; and then select the correct **Service Indicator C d** or **Description** link.

   *Note: After the Service Indicator CD is selected, the Services Impacted section lists the affected services.*

10. Click the **Service Ind Reason Code** Look Up icon; and then select the correct **Service Indicator Reason Code** or **Description** link.

11. In the **Effective Period** section, enter the correct start term code or click the **Start Term** Look Up icon; and then select any link on the row for the correct Term.
12. As needed, enter the correct end term code or click the **End Term** Look Up icon; and then select any link on the row for the correct Term.

13. Enter the **Start Date**, or click the **Choose a date** icon. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

   *Note: The current date is the default.*

14. As needed, enter the **End Date**, or click the **Choose a date** icon. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

   *Note: If no End Date value is entered, date-based impacts will be in effect until the service indicator is released.*

15. In the **Contact Information** section, click the **Contact ID** Look Up icon.

   *Note: The Contact ID is recommended, although not required.*

16. On the **Look Up Contact ID** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.

17. Click the **Look Up** button.

18. In the **Search Results** list, click any link on the correct row.

19. As needed, in the **Comments** section, enter text to track and resolve the service indicator.

20. Click the **OK** button.

21. **Manage Service Indicators**

   ![Manage Service Indicators](image)

   The **Manage Service Indicators** page displays the assigned service indicator.

   **End of Procedure.**
View Service Indicators
The Manage Service Indicators page shows all of the service indicators assigned to an individual. Advisors may see an advisee’s service indicators in a similar view to that of students using Self Service.

When assigned to a student, the negative or positive service indicator icons display on every page in CUNYfirst that displays that student’s data.

*Note: Service Indicators are institution based. A hold at one CUNY college does not prevent a student from enrolling (registering) at another CUNY institution. Enrollment may be stopped when the service indicator is from the same school at which the student is trying to enroll.*

Note: Parts of images may be obscured for security reasons.

<table>
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<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 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 **Go** icon.  
- From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee General Info.** |
| 3.   | **Personal Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Value](#)  
Maximum number of rows to return (up to 300): **300**  
ID: begins with ▼  
Campus ID: begins with ▼  
National ID: begins with ▼  
LastName: begins with ▼  
FirstName: begins with ▼  
[Case Sensitive](#)  
[Search] ▼ [Clear] ▼ [Basic Search] ▼ [Save Search Criteria] |

On the **Personal Information** 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 advisee’s row.

6. In the Details column, select the link of a listed Service Indicator to display the Edit Service Indicator page.
Select the **Cancel** button to return to the previous page.

**End of Procedure.**
Edit Service Indicators
Service Indicators provide or limit an individual’s access to college or school services.

Positive service indicators indicate special services to be provided. Negative service indicators are equivalent to holds.

Modify Service Indicators to update fields as needed. Service Indicators may be changed to take effect and expire on different dates.

When assigned to an advisee, the negative or positive service indicator icons display on every page in CUNYfirst that displays student data.

**Note:** Only the office or department that placed the service indicator may edit that service indicator.

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**Note:** Parts of images may be obscured for security reasons.

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  - Enter your Username and Password and click the **Go** icon.  
  - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee General Info**. |
| 3.   | **Personal Information**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  Enter any information you have and click Search. Leave fields blank for a list of all values. |
| 4.   | Click the **Search** button. |
5. In the Search Results list, click any link on the correct advisee’s row.

6. On the Advisee General Info page, select the Details link of the service indicator to be modified.
On the **Edit Service Indicator** page to modify the Institution field, click the **Institution** Look Up icon; and then select the correct **Academic Institution**, **Description**, or **Short Description** link.

**Note:** **Fields on the Edit Service Indicator page may be changed as needed by completing relevant steps from 7 to 21.**
8. To modify the **Service Indicator Code** field, click the **Service Indicator Code** Look Up icon; and then select the correct **Service Indicator Cd** or **Description** link.

   *Note: After the Service Indicator CD is selected, the Services Impacted section lists the affected services.*

9. To modify the **Service Ind Reason Code** field, click the **Service Ind Reason Code** Look Up icon; and then select the correct **Service Indicator Reason Code** or **Description** link.

10. In the **Effective Period** section, enter the changed start term code or click the **Start Term** Look Up icon; and then select any link on the row for the changed Term.

11. As needed, enter the changed end term code or click the **End Term** Look Up icon; and then select any link on the row for the changed Term.

12. To change the **Start Date**, click the [Choose a date](#) icon. On the calendar, click:
   a. the left [](#) dropdown box icon, and then click the correct month;
   b. the right [](#) dropdown box icon, and then click the correct year; and
   c. the correct day of the month.

   *Note: The current date is the default*

13. As needed, to fill the **End Date**, click the [Choose a date](#) icon. On the calendar, click:
   a. the left [](#) dropdown box icon, and then click the correct month;
   b. the right [](#) dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

   *Note: If no End Date value is entered, date-based impacts will be in effect until the service indicator is released.*

14. In the **Contact Information** section to edit the Contact ID, click the **Contact ID** Look Up icon to change the.

   *Note: The Contact ID is recommended, although not required.*

15. On the **Look Up Contact ID** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.

16. Click the **Look Up** button.

17. In the **Search Results** list, click any link on the correct row.

18. As needed, in the **Comments** section, enter or change text to track and resolve the service indicator.

19. Click the **OK** button.
The **Manage Service Indicators** page displays the modified service indicator.

**End of Procedure.**
Release Service Indicators
Service indicators will be automatically released on their expiry date. When it is appropriate, an advisor may manually release service indicators to end the provision or limits of an individual’s access to college or school services.

Note: Only the office or department that placed the service indicator may remove that service indicator.

Note: Parts of images may be obscured for security reasons.

<table>
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<tr>
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</table>
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  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee General Info.](#) |
| 3.   | Navigate to: [Self Service > Advisor Center > Advisee General Info.](#)  
  **Personal Information**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  ![Find an Existing Value](#)  
  Maximum number of rows to return (up to 300): 300  
  ID: begins with  
  Campus ID: begins with  
  National ID: begins with  
  Last Name: begins with  
  First Name: begins with  
  [Case Sensitive](#)  
  [Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)  
  On the Personal Information page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  
  ![Search Results](#)  
  Click the Search button.  
  ![Search Results](#)  
  In the Search Results list, click any link on the correct advisee’s row. |
On the **Advisee General Info** page, select the **Details** link of the service indicator to be released.

On the **Edit Service Indicator** page, click the **Release** button.  

*Note: The Release button will only appear if the user has security access to remove that specific service indicator.*
8. **Are you sure you want to release this Service Indicator?**

   ![OK Cancel]

Click the **OK** button.

9. The **Advisee General Info** page displays. View the **Service Indicator Summary** section to verify that the released Service Indicator is no longer listed.

**End of Procedure.**

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View To Do List

Checklists are outstanding administrative items that must be performed, or documents that must be provided, or communications that are planned to occur. Details include the institution, due date, and functional area of item.

Students with a Meningitis Acknowledgement item on their To Do List are not able to enroll in classes.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
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</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select Self Service and then select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu) |
| 3.   | Advisee’s Student Center  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

**Find an Existing Value**

ID:  
Campus ID:  
National ID:  
Last Name:  
First Name:  

Case Sensitive

Search Clear Basic Search Save Search Criteria

On the Advisee’s Student 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.   | Search Results  

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the Advisee Student Center page, on the right hand side is the To Do List section. When an item or items are listed, click the details link for more information.

7. The Advisee To Dos page displays. Click the To Do Item link to get more information.
8. The **To Do Item Detail** page displays.

9. Click the **Return** button to go back to the previous page.

**End of Procedure.**
Student Groups and FERPA Information
An advisee’s student groups may be viewed or updated. Students in a student group may be listed using selection criteria.

FERPA Information lists releasable directory details.

Back to Table of Contents
View Students in a Student Group
The Student Groups functionality permits definition of similar students at a high level (such as student body officers, disabled students, and/or honor students).

Each college or school has its own set of student groups defined for internal use.

A student may be assigned to multiple groups at multiple colleges or schools.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Records and Enrollment > Career and Program Information > View Student Groups by Student](https://home.cunyfirst.cuny.edu) |
3. **View Student Groups by Student**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
</tr>
<tr>
<td>Student Group:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

- [ ] Case Sensitive

**Search Results**

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QCC01</td>
<td>Queensborough CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QNS01</td>
<td>Queens College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the Academic Institution Look Up icon; and then on the Search Results list, select the Academic Institution or Description link of the correct college or school.
4. View Student Groups by Student
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   Academic Institution: QCC01
   Student Group: ASAP
   Description: begins with
   Case Sensitive

   **Search Results**
   View All  First  1-4 of 4  Next
   Academic Institution: Student Group: Description
   QCC01: ADM: Direct Admit Through QCC
   QCC01: ASAP: ASAP Student
   QCC01: COPE: COPE Student
   QCC01: MHC: William E Macaulay Honors Coll

   Click the Student Group Look Up icon; and then on the Search Results list, select the Academic Institution, Student Group, or Description link for the correct student group.

   **Note:** Users will only view groups to which they have been given access.

5. View Student Groups by Student
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   **Find an Existing Value**

   Academic Institution: QCC01
   Student Group: ASAP
   Description: begins with
   Case Sensitive

   **Search Results**
   View All  First  1-4 of 4  Next
   Academic Institution: Student Group: Description
   QCC01: ADM: Direct Admit Through QCC
   QCC01: ASAP: ASAP Student
   QCC01: COPE: COPE Student
   QCC01: MHC: William E Macaulay Honors Coll

   Click the Search button.
6. **View Student Groups by Student**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCC01 Queensborough CC</td>
<td>01/01/1901</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Effective Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP ASAP Student</td>
<td>Active</td>
</tr>
</tbody>
</table>

- **Select Effective Dates** dropdown box
- **Range Selection** dropdown box

On the **View Student Groups by Student** page to narrow the search results, click the **Select Effective Dates** dropdown box icon and then click the correct effective date value.

7. **View Student Groups by Student**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCC01 Queensborough CC</td>
<td>01/01/1901</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Effective Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP ASAP Student</td>
<td>Active</td>
</tr>
</tbody>
</table>

- **Select Effective Dates** dropdown box
- **Range Selection** dropdown box

To narrow the search results, click the **Range Selection** dropdown box icon and then click the correct range value.

8. Click the **Get Results** button.
9. View Student Groups by Student

From these search results to view the Student Groups page of one student, click their Details link to view the Effective Date that the student became active and/or inactive with comments.

Note: These Search Results will display all rows irrespective of their numbers.

10. Student Groups

Click the Cancel button to return to the previous page.

End of Procedure.
Activate a Student in a Student Group

The Student Groups functionality permits grouping of students based upon a common criteria (i.e., students with disabilities, honor students, College Now students).

Students may belong to more than one student group at their primary campus.

Students may also belong to the same or different student groups at other CUNY campuses.

Correct placement in a student group is essential as many key processes are run on the basis of a student group, such as, assigning enrollment appointments and calculating tuition.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > Advisee General Info. |
| 3.   | Personal Information  
Enter any information you have and click Search. Leave fields blank for a list of all values. |
| 4.   | Click the Search button. |
5. If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.

6. On the Advisee General Info page, select the edit student groups button.
If a student is active in any student group, then these student groups display on this Student Groups page. In this case, click the add a new row button in the Academic Institution/Student Group (top) pane.

**Note:** If the student does not have pre-assigned Student Groups, there is no need to click the Add button as in this example.

The Academic Institution in the top pane defaults to the Student’s primary institution.

Click the Student Group Look Up icon; and then click the correct Student Group or Description link.

**Note:** The user will have access to specific student groups associated with their security set-up.
9. Enter the **Effective Date** or click the **Choose a date** icon. On the calendar, click:
   - a. the left dropdown box icon, and then click the correct month;
   - b. the right dropdown box icon, and then click the correct year; and lastly
   - c. the correct day of the month.

10. Click the **Status** dropdown box icon, and then select **Active**.

11. As needed, enter free-form text with explanatory notes in the **Comments** text box.

12. As needed, set an end date. Click the **add a new row** button next to right of the **Status section** in the lower pane to insert another row above the existing row/s.

---

**Student Groups**

<table>
<thead>
<tr>
<th>First Name Last Name</th>
<th>########</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Academic Institution:&quot;</td>
<td>CNS61 Queens College</td>
</tr>
<tr>
<td>&quot;Student Group:&quot;</td>
<td>ATHL Varsity Athlete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>06/30/2012</th>
<th>Status:</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Update Date/Time:</th>
<th>09/08/2011 11:20:25AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated By:</td>
<td>#</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>09/08/2011</th>
<th>Status:</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Update Date/Time:</th>
<th>09/08/2011 11:20:25AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated By:</td>
<td>#</td>
</tr>
</tbody>
</table>
13. Use the **Effective Date** field to add a date in the future when the individual will no longer be in the group.

Enter the **Effective Date** or click the [Choose a date](#) icon.

On the calendar, click:

a. the left [dropdown box](#) icon, and then click the correct month;

b. the right [dropdown box](#) icon, and then click the correct year; and lastly

c. the correct day of the month.

**Note:** *This is not a requirement. Only add an end date when it is relevant.*

14. Click the **Status** [dropdown box](#) icon, and then select **Inactive**.

15. As needed, enter free-form text with explanatory notes in the **Comments** text box.

16. Click the **OK** button.

**End of Procedure.**
Inactivate a Student in a Student Group
Student Groups are maintained throughout the student's tenure at CUNY. In some instances, an advisee becomes inactive in a student group. This procedure adds an inactive status row.

CUNYfirst retains a record of the student’s active status in the group.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > Advisee General Info. |
| 3.   | **Personal Information**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  **Find an Existing Value**  
  Maximum number of rows to return (up to 300): 300  
  ID:  
  Campus ID:  
  National ID:  
  Last Name:  
  First Name:  
  Case Sensitive  
  Search Clear Basic Search Save Search Criteria |
| 4.   | Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
From the Advisee General Info page, select the edit student groups button.
When a student is already a member of any student groups, then these groups appear on their Student Groups page.

The Academic Institution defaults to the advisee’s primary institution. As needed, find another Academic Institution row in the top pane by either clicking the show next button or View All link.

8. In the lower pane, select the + Add a row button.

9. Select the show next button or link in the lower pane.

10. Click the Student Group Look Up icon; and then select the correct Student Group or Description link.

Note: The user will be able to access specific student groups associated with their security set-up.
11. To change the **Effective Date**, click the **Choose a date** icon. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

   **Note:** *The current date is the default.*

12. Click the **Status** dropdown box icon; and then select **Inactive**.

13. As needed, enter free-form text with explanatory notes in the **Comments** text box.

14. **Click the OK button.**

   **End of Procedure.**

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View FERPA Information

Under FERPA regulations, institutions can release directory information about a student, provided the student has reasonable opportunity to prohibit, in writing, the disclosure of such information.

When students exercise their rights under FERPA, they identify information that they do not want the institution to release. The FERPA control must be applied to identify this information and prohibit the release of restricted information across the college or school. Students have the option of permitting the college or school to release any of the restricted information to specific internal publications.

FERPA regulations define which items qualify as directory information; however, each college or school must identify and make known which items it plans to publish or share as directory information.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > Review FERPA Display. |
| 3.   | **FERPA Display**
Enter any information you have and click Search. Leave fields blank for a list of all values. |
|      | **Find an Existing Value**

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Academic Career</td>
<td>▼ Undergraduate ▼</td>
</tr>
<tr>
<td>National ID</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Campus ID</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with ▼ Last Name</td>
</tr>
<tr>
<td>First Name</td>
<td>begins with ▼ First Name</td>
</tr>
</tbody>
</table>

- Casa Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

On the FERPA Display page, enter search criteria into any of the following fields: EmpID (CUNY ID), Academic Career, Last Name, and First Name.

4. Click the Search button.

5. In the Search Results list, click any link on the correct advisee’s row.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.</td>
</tr>
<tr>
<td>7.</td>
<td>On the <strong>FERPA Additional Information</strong> tab, view the directory information designated as releasable.</td>
</tr>
<tr>
<td></td>
<td>On the <strong>FERPA Bio Demo</strong> tab, view the name, ID (CUNY ID), DOB, birth location, gender, marital status, relationship to CUNY, and releasable name information.</td>
</tr>
<tr>
<td>8.</td>
<td>On the <strong>FERPA Addresses</strong> tab, view the releasable address information.</td>
</tr>
<tr>
<td>9.</td>
<td>On the <strong>FERPA Phones</strong> tab, view the releasable phone information.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Show following tabs</strong> icon.</td>
</tr>
<tr>
<td>11.</td>
<td>On the <strong>FERPA Email Addrs</strong> tab, view the releasable email information.</td>
</tr>
<tr>
<td>12.</td>
<td>On the <strong>FERPA Activities</strong> tab, view the releasable activities information.</td>
</tr>
<tr>
<td>13.</td>
<td>On the <strong>FERPA Photo</strong> tab, view releasable photos.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
Catalogs, Schedules, and Student Plans

Browse or Search the Course Catalog to assist students with their selection of courses to complete their requirements.

The Search for Classes component is used to select class sections in which the student wishes to enroll.

Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool. Although data entered into CUNYfirst may be transferred to DegreeWorks; data entered into DegreeWorks may not be transferred to CUNYfirst.

Within CUNYfirst, courses an advisee selects from the Course Catalog are viewed in their Planner; while, class sections in which an advisee wishes to enroll display in their Shopping Cart.
Browse Course Catalog

The Browse Course Catalog component provides course listings by subject at every CUNY college or school.

Once the institution, term and course are selected, then course details may be viewed.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 **Go** icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Student Center**.  
**Note:** Any of the Advisor Center components may be selected to reach Step 6. |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
**Find an Existing Value**  
| ID:  | begins with ▼  |
| Campus ID:  | begins with ▼  |
| National ID:  | begins with ▼  |
| Last Name:  | begins with ▼  
| First Name:  | begins with ▼  |

On the **Advisee’s Student 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.   | **Search Results**  
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Campus ID</th>
<th>National ID</th>
<th>ID Country</th>
<th>ID Short Description</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
6. Click the **Search** tab.

7. Click the **browse course catalog** subtab.

8. Click the **Select Institution** dropdown box icon; and then select the correct college or school.

9. Click the **change** button.

10. On the **Browse Course Catalog** page, click the first letter in a subject's name.
11. Click the correct subject code link to display courses for that subject.

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENERAL ASTRONOMY</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GENERAL ASTRONOMY</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>GENERAL ASTRONLAB</td>
<td></td>
</tr>
<tr>
<td>498</td>
<td>MAJOR ELECTIVE CRS</td>
<td></td>
</tr>
<tr>
<td>499</td>
<td>ELECTIVE CREDIT</td>
<td></td>
</tr>
<tr>
<td>501</td>
<td>Modern Aspects of Astronomy</td>
<td></td>
</tr>
<tr>
<td>4951</td>
<td>LASAR-SCIENCE A</td>
<td></td>
</tr>
<tr>
<td>4952</td>
<td>LASAR-SCIENCE B</td>
<td></td>
</tr>
</tbody>
</table>

12. Click either the **Course Nbr** or **Course Title** links to view Course Detail.
13. If class sections are scheduled, then click the view class sections button and the Course Schedule appears below the Course Detail.

14. In the Course Schedule area, click the Terms Offered dropdown box icon; and then click the correct term.

15. Click the show sections button.

16. Click the Section link to view Class Details.
17. Browse Course Catalog

Class Detail

ASTR 1 - 01 GENERAL ASTRONOMY
Queens College | 2012 Fall Term | Lecture

Class Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>2144</td>
<td>Dates</td>
<td>8/27/2012 - 12/21/2012</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td>Grading</td>
<td>Undergraduate Letter</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td>Grades</td>
<td>Main - Queens College</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>Web-Enhanced</td>
<td>Location</td>
<td>Queens College</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture Required</td>
<td>Campus</td>
<td>Queens College</td>
</tr>
</tbody>
</table>

Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor Name</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoTh 1:45PM - 2:35PM</td>
<td>Science C201</td>
<td></td>
<td>06/27/2012 - 12/21/2012</td>
</tr>
</tbody>
</table>

Enrollment Information

<table>
<thead>
<tr>
<th>Class Attributes</th>
<th>Day Class</th>
</tr>
</thead>
</table>

Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Enrollment Total</th>
<th>Wait List Capacity</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>60</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

Textbook/Other Materials

<table>
<thead>
<tr>
<th>Special Instructions</th>
<th>The Essential Cosmic Perspective with MasteringPhysics</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>ISBN</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

The Class Details page displays including Class Details, Meeting Information, Class Availability, and Textbook/Other Materials.

18. Click the Return to Browse Course Catalog link to go back to the previous page.

End of Procedure.
Print Course Catalog
Create a report with a unique identifier of courses within specified parameters in either a .pdf file or .csv file format.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

Prior to requesting this report, it is necessary to turn off the pop-up blocker in your browser.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 [Go icon](https://home.cunyfirst.cuny.edu).  
   - From the [Enterprise Menu](https://home.cunyfirst.cuny.edu), select the [HR/Campus Solutions](https://home.cunyfirst.cuny.edu) link. |
| 2.   | Navigate to: [Curriculum Management > Course Catalog > Print Course Catalog](https://home.cunyfirst.cuny.edu). |
| 3.   | Click the [Add a New Value](https://home.cunyfirst.cuny.edu) tab.  
   **Note:** Once established this process may be run with the same parameters by entering the existing Run Control ID. |
| 4.   | Enter a name for your Run Control ID containing up to 30 characters without any spaces. |
| 5.   | Click the [Add](https://home.cunyfirst.cuny.edu) button. |
| 6.   | On the [Print Course Catalog](https://home.cunyfirst.cuny.edu) page in the [Selection Criteria](https://home.cunyfirst.cuny.edu) section, enter the From Date or click the [Choose a date icon](https://home.cunyfirst.cuny.edu).  
   On the calendar, click:  
   a. the left dropdown box icon, and then click the correct month;  
   b. the right dropdown box icon, and then click the correct year; and lastly  
   c. the correct day of the month.  
   **Note:** The system prints all active courses that are greater than or equal to the From Date. |
| 7.   | Enter the End Date or click the [Choose a date icon](https://home.cunyfirst.cuny.edu).  
   On the calendar, click:  
   a. the left dropdown box icon, and then click the correct month;  
   b. the right dropdown box icon, and then click the correct year; and lastly  
   c. the correct day of the month.  
   **Note:** The system prints all active courses that are less than or equal to the End Date. |
<p>| 8.   | Click the <a href="https://home.cunyfirst.cuny.edu">Academic Institution Look Up</a> icon and then on the <a href="https://home.cunyfirst.cuny.edu">Search Results</a> list, select the correct <a href="https://home.cunyfirst.cuny.edu">Academic Institution</a>, <a href="https://home.cunyfirst.cuny.edu">Description</a>, or <a href="https://home.cunyfirst.cuny.edu">Short Description</a> link. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>To further limit the scope of the report, click the Academic Organization Look Up icon; and then on the Search Results list, select the correct Academic Organization or Description link.</td>
</tr>
<tr>
<td>10.</td>
<td>To further limit the scope of the report, click the Academic Group Look Up icon; and then on the Search Results list, select the correct Academic Group or Description link.</td>
</tr>
<tr>
<td>11.</td>
<td>To further limit the scope of the report, click the Academic Career Look Up icon, and then on the Search Results list, select the correct Academic Career or Description link.</td>
</tr>
<tr>
<td>12.</td>
<td>In the Report Options section, click the Course Approved dropdown box icon; and then for those courses to be printed, select one status from Approved, Denied, or Pending.</td>
</tr>
</tbody>
</table>
| 13. | Click the Catalog Print dropdown box icon; and then select one printing option to print text designated as catalog print text from:  
Yes – prints courses with the checked Catalog Print checkbox;  
No – prints courses with the unchecked Catalog Print checkbox; or  
All – all courses are printed. |
| 14. | Click the Report Only checkbox to create a Course Catalog Report in .pdf format. Alternatively, in the File Path field enter the file path for a Course Catalog Report in .csv format. |
| 15. | Click the Run button. |
| 16. | Click the OK button. |
| 17. | Click the Report Manager link. |
| 18. | Click the Administration tab. |
| 19. | Click the Refresh button until the Status is shown as "Posted", then click the Description link of the requested report to view or save as needed.  
**Note:** The report is current only at the time of being posted. |
| 20. | Click the OK button. |
| 21. | Click the Save button to save the parameters used for this Run Control ID.  
**End of Procedure.** |
Search for Classes
A simple, basic search of scheduled classes can be conducted using the **Class Search** component, showing the dates, times and instructors of a single class or a defined set of classes.

> Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 ![Go](https://home.cunyfirst.cuny.edu) icon.  
  - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu). |
| 3.   | **Advisee’s Student Center**  
  Enter any information you have and click Search. Leave fields blank for a list of all values.  
  
  ![Find an Existing Value](https://home.cunyfirst.cuny.edu)  
  
  ID: begins with  
  Campus ID: begins with  
  National ID: begins with  
  Last Name: begins with  
  First Name: begins with  
  □ Case Sensitive  
  
  ![Search Clear Basic Search Save Search Criteria](https://home.cunyfirst.cuny.edu)  
  
  On the **Advisee’s Student 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
| 6.   | Click the **Search** tab. |
7. **Search for Classes**

<table>
<thead>
<tr>
<th>Enter Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
</tr>
<tr>
<td><strong>Term</strong></td>
</tr>
</tbody>
</table>

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

<table>
<thead>
<tr>
<th>Course Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number</strong></td>
<td><em>is exactly</em></td>
</tr>
<tr>
<td><strong>Course Career</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **Show Open Classes Only**
- **Show Open Entry/Exit Classes Only**

Use Additional Search Criteria to narrow your search results.

On the **Search for Classes** page in the **Enter Search Criteria** section, click the **Institution** dropdown box icon; and then select the name of the correct college or school.

8. Click the **Term** dropdown box icon; and then select the correct term.
9. In the **Class Search Criteria** section click the **Course Subject** dropdown box icon; and then select the correct subject.

   **Note:** At least two **Class Search Criteria** must be selected in this section.

10. In the **Course Number** field, enter the Course Number displayed in the Course Catalog.

11. Click the **Course Career** dropdown box icon; and then select the correct career.

12. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.

13. To narrow the search results, click the **Additional Search Criteria** disclosure triangle or link and add additional criteria.

14. Click the **Search** button.
15.

On the Search for Classes page in the Search Results area, class sections display in alphabetical order. Section details display including: Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates.

**Note:** Status displays as either an \* Open icon or a \* Closed icon.

Click the Section link to display the Class Detail page.
16. **Search for Classes**

**Class Detail**

*ACCT 101 - 01 Introduction to the Theory and Practice of Accounting I*

Queens College | 2012 Spring Term | Lecture

- **Class Details**
  - Status: Open
  - Class Number: 7122
  - Session: Regular Academic Session
  - Units: 3 units
  - Instruction Mode: In Person
  - Class Components: Lecture Required

- **Meeting Information**
  - Days & Times: MoWe 8:15AM - 10:05AM
  - Room: Powelton 130
  - Instructor: Name
  - Meeting Dates: 01/27/2012 - 05/24/2012

The **Class** Detail page displays including Class Details, Meeting Information, Enrollment Information, Class Availability, Notes, Description and Textbook/Other Materials sections. The screenshot above displays only the top two sections.

### Instruction Modes

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully online</td>
<td>All class work is online.</td>
</tr>
<tr>
<td>Hybrid (Blended)</td>
<td>20-80% of class meeting time is either online activity or virtual meetings.</td>
</tr>
<tr>
<td>Online</td>
<td>Greater than 80% of class meeting time is either online activity or virtual meetings.</td>
</tr>
<tr>
<td>In-Person</td>
<td>No course content or assignments are delivered online.</td>
</tr>
<tr>
<td>Partially online</td>
<td>Some class work is online.</td>
</tr>
<tr>
<td>Web-enhanced</td>
<td>Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.</td>
</tr>
</tbody>
</table>

**Note:** Students may enroll in classes for which the pre-requisite course is in progress. After grades are posted, the Registrar completes a Post Enrollment Requirement checking process. Students who do not satisfy the enrollment requirements are dropped from that class and notified by the Registrar's Office.

17. Click the **View Search Results** button to return to the **Search Results** area.

End of Procedure.

[Back to Table of Contents]
Print Schedule of Classes
Create a report with a unique identifier of classes within specified parameters in either a .pdf file or .csv file format.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

Prior to requesting this report, it is necessary to turn off the pop-up blocker in your browser.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the Go icon.</td>
</tr>
<tr>
<td></td>
<td>• From the Enterprise Menu, select the HR/Campus Solutions link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: Curriculum Management &gt; Schedule of Classes &gt; Print Class Schedule.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Add a New Value tab.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Once established this process may be run with the same parameters by entering the existing Run Control ID.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter a name for your Run Control ID containing up to 30 characters without any spaces.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the Add button.</td>
</tr>
<tr>
<td>6.</td>
<td>On the Print Class Schedule tab, click the Academic Institution Look Up icon and then on the Search Results list, select the correct Academic Institution, Description, or Short Description link.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The system enters the Academic Institution based on user defaults. The value may be changed as needed.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the correct term in the Term field, or click the Term Look Up icon and then on the Search Results list, select the correct Term, Description, or Short Description link.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The system enters the Term based on user defaults. This value may be changed as needed.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the Academic Organization Node Look Up icon; and then on the Search Results list, select the correct Academic Organization or Description link.</td>
</tr>
<tr>
<td>9.</td>
<td>To further limit the scope of the report, click the Session Look Up icon; and then on the Search Results list select either link on the correct session type row.</td>
</tr>
</tbody>
</table>
10. Click the Schedule Print dropdown box icon, and then select one printing option to print text designated as schedule print text from:

- **Yes** – prints classes with the Schedule Print checkbox selected on the Basic Data page;
- **No** – prints classes with the Schedule Print checkbox not selected on the Basic Data page; or
- **All** – all classes are printed.

11. Click the Print Instructor in Schedule dropdown box icon, and then select one printing option in regard to the name of the instructor appearing in the report from:

- **Yes** – prints instructor names with the Print checkbox selected on the Meetings page;
- **No** – prints instructor names with the Print checkbox not selected on the Meetings page; or
- **All** – all instructor names are printed.

12. Click either the Report Options tab or the Report Options link.

13. On the Report Options tab, click the checkboxes of the parameters to print in the Class Schedule report.

*Note: Default parameters may be retained.*

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Pattern/Instr</td>
<td>Recurring days of week and duration of a class on those days for each assigned instructor.</td>
</tr>
<tr>
<td>Meeting Pattern Topic</td>
<td>Topic defined for this course on the Schedule of Class page.</td>
</tr>
<tr>
<td>Class Attributes</td>
<td>Associated to courses or specific class sections and generally used for reporting purposes such as Writing Intensive.</td>
</tr>
<tr>
<td>Class Notes</td>
<td>Provide students with additional class specific information not shown elsewhere.</td>
</tr>
<tr>
<td>Global Notes</td>
<td>Attach to entire academic subject areas or academic groups.</td>
</tr>
<tr>
<td>Sections Combined</td>
<td>Two or more separate class offerings delivered in one meeting.</td>
</tr>
<tr>
<td>Class Characteristics</td>
<td>Control the application of term sub fees.</td>
</tr>
<tr>
<td>Class Enrollment Limits</td>
<td>The maximum number of people who may enroll for a section.</td>
</tr>
<tr>
<td>Class Nbr for Non-Enroll</td>
<td>The identifying section number for those components of a class for which students are auto-enrolled.</td>
</tr>
<tr>
<td>Requirement Designation</td>
<td>Extra work that has to be done for a course or a special type of a course to use in a course list.</td>
</tr>
<tr>
<td>Reserve Capacities</td>
<td>Blocks of seats reserved for specific groups of students for specific periods of time.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Report Only</strong> checkbox to create a Class Schedule Report in .pdf format. Alternatively, in the <strong>File Path</strong> field enter the file path for the Class Schedule Report in .csv format.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the <strong>Run</strong> button.</td>
</tr>
<tr>
<td>16.</td>
<td>On the <strong>Process Scheduler Request</strong> page, click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>17.</td>
<td>On the <strong>Print Class Schedule</strong> tab, click the <strong>Report Manager</strong> link.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the <strong>Administration</strong> tab.</td>
</tr>
</tbody>
</table>
| 19. | Click the **Refresh** button until the **Status** is shown as "Posted", then click the **Description** link of the requested report to view or save as needed.  

*Note: The report is current only at the time of being posted.* |
| 20. | Click the **Go back to Print Class Schedule** button. |
| 21. | On the **Report Options** tab, click the **Save** button to save the parameters used for this Run Control ID.  

**End of Procedure.**
Advisement
Quick Reference Guide

View My Planner
View courses selected by the advisee to take in the future.

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

Data entered into CUNYfirst may be transferred to DegreeWorks. Data entered into DegreeWorks may not be transferred to CUNYfirst.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Student Center**. |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

   **Find an Existing Value**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Case Sensitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

   - [Search](#)  
   - [Clear](#)  
   - [Basic Search](#)  
   - [Save Search Criteria](#)  

   On the **Advisee’s Student 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.   | **Search Results**  

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Campus ID</th>
<th>National ID</th>
<th>Social Security</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.
6. On the **Advisee Student Center** page in the **Academics** section, click the **My Planner** link.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Prereq</th>
<th>Units</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEYS 364</td>
<td>METH FOR LANG M/HS</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SEYS 374</td>
<td>STUD TEACH FOR LANG</td>
<td>yes</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>SEYS 394</td>
<td>CURR/ASSMT TCH FR LG</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 256</td>
<td>SURV SP AN LIT I</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 290</td>
<td>SURV SP AN LIT II</td>
<td>yes</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 310</td>
<td>CULT &amp; CIV OF SPAN</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 312</td>
<td>CIV/CIV OF LAT AMER</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 337</td>
<td>ADV GRAM &amp; PHONOLOGY</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 338</td>
<td>FOUND SPAN LNG</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 339</td>
<td>INTRO TO TRANSLATION</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPAN 341</td>
<td>LANG &amp; LIT SEMINAR</td>
<td>yes</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

7. The **Advisee Planner** page displays courses of interest placed there by the advisee.

8. Select the **Description** link to view the **Course Detail**.
9. The Course Detail page displays with Course Detail, Enrollment Information, and a Description of the course.

10. When a course is scheduled, then the view class sections button displays. Click the view class sections button to display that course’s schedule.

11. The Course Schedule displays beneath the Course Detail. Click the Terms Offered dropdown box icon; and then select the correct term.

12. Click the show sections button.
13. The sections for the selected term display.

14. Click the Section link to view Class Details.
15. The **Class Details** page displays including Class Details, Meeting Information, Enrollment Information, Class Availability, Description, and Textbook/Other Materials.

16. Click the **Return to Advisee Planner** link to go back to the previous page.

**End of Procedure.**

[Back to Table of Contents]
## View Shopping Cart

Students list scheduled class sections in which they wish to enroll for a specific term.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser's address bar:  
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| 3. | **Advisee's Student Center**  
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**Find an Existing Value**

<table>
<thead>
<tr>
<th>ID:</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
</tr>
<tr>
<td>Case Sensitive</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td>Clear</td>
</tr>
</tbody>
</table>

On the *Advisee's Student 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. | Search Results  
If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the **Advisee Student Center** page in the **Academics** section, click the **Shopping Cart** link.

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALA 302W-03 LEC (2709)</td>
<td>TuTh 1:40PM - 2:55PM Honors 17</td>
</tr>
<tr>
<td>FREII 111-02 LEC (2143)</td>
<td>TuTh 10:15AM - 12:05PM Kiely Hall 326</td>
</tr>
<tr>
<td>ITAL 111-02 LEC (2394)</td>
<td>MoWe 10:15AM - 12:05PM Kiely Hall 313</td>
</tr>
<tr>
<td>SEYS 350-02 LEC (4848)</td>
<td>Tu 4:30PM - 7:00PM Room: TBA</td>
</tr>
<tr>
<td>SPAN 280-01 LEC (4612)</td>
<td>MoWe 2:05PM - 4:20PM Kiely Hall 319</td>
</tr>
</tbody>
</table>
7. Select a class link to view the 1. **Select classes to add - Enrollment Preferences** page.
8. The **Select classes to add – Enrollment Preferences** page displays. Enrollment Information lists eligibility criteria to enroll in this course.

*Note: Students may enroll in classes for which the pre-requisite course is in progress. After grades are posted, the Registrar completes a Post Enrollment Requirement checking process. Students who do not satisfy the enrollment requirements are dropped from that class and notified by the Registrar’s Office.*

9. Click **Cancel** to return to the **Advisee Shopping Cart**.

**End of Procedure.**
Enrollment
Advisors are able to assist students to enroll or swap classes by removing an Advisement Required service indicator or applying an override when it is consistent with Campus policy and procedure to do so.
View Enrollment Dates
Advisors may view their advisee’s enrollment appointment date, time and the advisee’s academic load (enrollment limits).

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](https://home.cunyfirst.cuny.edu). |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

   **Find an Existing Value**  
   ID: begins with  
   Campus ID: begins with  
   National ID: begins with  
   Last Name: begins with  
   First Name: begins with  
   Case Sensitive  

   [Search] [Clear] [Basic Search] [Save Search Criteria]  

   On the **Advisee’s Student 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
On the **Advisee Student Center** page in the **Enrollment Dates** section, click the **details**, or alternatively, the **Open Enrollment Dates** link.
The Enrollment Dates page is student specific and displays the date, time and academic load for the term or session.

End of Procedure.

Back to Table of Contents
Student Enrollment – Quick Enroll

When an advisee needs an advisor’s assistance, enrollment actions may be processed using the Quick Enroll a Student component.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2. | Navigate to: Self Service > Advisor Center > Advisee Academics. |
| 3. | **Academic Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values. |
| 4. | Click the Search button. |
| 5. | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the **Advisee Academics** page at the bottom of the **Term Summary** area, click the **Quick Enrollment** link.

![Quick Enrollment](image)

7. As needed, on the **Class Enrollment** tab, click the **Action** dropdown box icon; and then select **Enroll**.

**Note:** *Enroll is the default action.*

**Note:** *In the creation of a new enrollment request, the Request ID will be all zeroes until the data is saved.*

**Note:** *The data on the Quick Enrollment page displays on five tabs. To display all the data on these tabs click the **Show All Columns** button.*

**Note:** *For additional Quick Enrollment actions click the **Add a new row** button as needed.*

8. In the **Class Nbr** field, enter the four or five digit class number of the class to be dropped.

9. Alternatively, click the **Class Nbr** Look Up icon.

---

Last Updated: 2/1/2013
10. On the **Enter Search Criteria** page in the **Class Search Criteria** section, click the **Course Subject** dropdown box icon; and then select the correct subject.

*Note: At least two Class Search Criteria must be selected in this section.*
11. Enter the **Course Number** shown in the Course Catalog.

12. Click the **Course Career** dropdown box icon, and then select the correct career.
13. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.

14. To narrow the search results, click the **Additional Search Criteria** disclosure triangle and add additional criteria.  

   *Note: Class Nbr is the four or five digit section code shown in parentheses after a Course Number.*

15. Click the **Search** button.
16. **Quick Enrollment Search Results**

When available, click View All Sections to see all sections of the course.

Queens College | 2013 Spring Term

The following classes match your search criteria: Course Subject: Astronomy, Course Career: Undergraduate, Show Open Classes Only: Yes

Return to Quick Enrollment

![Quick Enrollment Search Results](image)

**Note:** Status displays as either an Open icon or a Closed icon.

On the Quick Enrollment Search Results page in the Search Results area, class sections display in alphabetical order. Section details display including: Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates.
Quick Enrollment

Class Detail

ASTR 1 - 01 GENERAL ASTRONOMY
Queens College | 2013 Spring Term | Lecture

Return to Quick enrollment

<table>
<thead>
<tr>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Class Number</td>
</tr>
<tr>
<td>Session</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>Instruction Mode</td>
</tr>
<tr>
<td>Class Components</td>
</tr>
<tr>
<td>Career</td>
</tr>
<tr>
<td>Dates</td>
</tr>
<tr>
<td>Grading</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Campus</td>
</tr>
</tbody>
</table>

Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoTh 1:40PM - 2:55PM</td>
<td>Science C201</td>
<td>Name</td>
<td>01/28/2013 - 05/24/2013</td>
</tr>
</tbody>
</table>

Enrollment Information

<table>
<thead>
<tr>
<th>Class Attributes</th>
<th>Day Class</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Availability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Capacity</td>
<td>100</td>
</tr>
<tr>
<td>Enrollment Total</td>
<td>53</td>
</tr>
<tr>
<td>Available Seats</td>
<td>47</td>
</tr>
<tr>
<td>Wait List Capacity</td>
<td>5</td>
</tr>
<tr>
<td>Wait List Total</td>
<td>0</td>
</tr>
</tbody>
</table>

Description

General concepts of astronomy, planet and solar system formation, lives and deaths of stars, and observational cosmology including the Big Bang Model. Not open to students who have passed ASTR 2.

Textbook/Other Materials

<table>
<thead>
<tr>
<th>Textbook Assignment Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Instructions</td>
</tr>
<tr>
<td>Book</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>ISBN</td>
</tr>
</tbody>
</table>

The Essential Cosmic Perspective with MasteringAstronomy 6th

Author: Bennett
Publisher: Pearson, Edition: 6
Click the **Section** link to display the **Class Detail** page including: Class Details, Meeting Information, Enrollment Information, Class Availability, Notes, Description and Textbook/Other Materials.

Click the **Select Class** section to auto-fill the **Class Nbr.**

### Instruction Modes

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully online</td>
<td>All class work is online.</td>
</tr>
<tr>
<td>Hybrid (Blended)</td>
<td>20-80% of class meeting time is either online activity or virtual meetings.</td>
</tr>
<tr>
<td>Online</td>
<td>Greater than 80% of class meeting time is either online activity or virtual meetings.</td>
</tr>
<tr>
<td>In-Person</td>
<td>No course content or assignments are delivered online.</td>
</tr>
<tr>
<td>Partially online</td>
<td>Some class work is online.</td>
</tr>
<tr>
<td>Web-enhanced</td>
<td>Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.</td>
</tr>
</tbody>
</table>

**Note:** Students may enroll in classes for which the pre-requisite course is in progress. After grades are posted, the Registrar completes a Post Enrollment Requirement checking process. Students who do not satisfy the enrollment requirements are dropped from that class and notified by the Registrar’s Office.

18. Click the **SELECT CLASS** section to auto-fill the **Class Nbr.**

19. As needed, on the **Quick Enrollment** page click the **Units and Grade** tab.

20. Click the **Requirement Designation Option** dropdown box icon; and then click the correct option.

21. As needed, click the **Other Class Info** tab.

22. Click the **Create Transcript Note** link to enter free-form text that appears on the student’s enrollment transcript.

23. As needed, click the **General Overrides Tab.**
As needed, click the correct checkbox/es to override Appointment, Unit Load, Time Conflict, Action Date, Requirement Designation, Career, Service Indicator, and Requisites.

**Note:** If an advisor has security access, then while adhering to enrollment policy at their college or school, an override may be applied as needed.

- **Appointment:** Select to override the student’s enrollment appointment date and time.
- **Unit Load:** Select to override all unit limit checks - term and session units load, term and session course count, term and session grade point average, term and session audit units, and minimum unit enrollment check.
- **Time Conflict:** Select to disable class section time conflicts.
- **Action Date:** Select to make available the action date field for processing this enrollment transaction.
- **Career:** Select to override student’s academic career pointers and career pointer exceptions.
- **Service Indicator:** Select to override the student’s service holds.
- **Requisites:** Select to bypass requisite checking for the enrollment request.

As needed, click the **Class Overrides Tab**.
As needed, click the correct checkbox/es to override Closed Class, Class Links, Class Units, Grading Basis, Dynamic Dates, and Waitlist Okay.

**Note:** If an advisor has security access, then while adhering to enrollment policy at their college or school, an override may be applied as needed.

- **Closed Class:** Select to override a class closed due to capacity size.
- **Class Links:** Select to allow students to add and drop class sections without doing so for the required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple student enrollments in a course.
- **Class Units:** Select to override the Units Taken value for both fixed and variable unit classes.
- **Grading Basis:** Select to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission:** Select to override general permission and student specific permission requirements, academic career pointers, and career pointer exception rules.
- **Wait List Okay:** Provided space is available on the wait list and the last date to wait list has not passed, select to allow the student onto the wait list in a class section.
- **Wait List Pos** link displays the student’s position on the waiting list.

Click the **Submit** button.

**Note:** In most instances, one may enter the class number and then submit the request.
There are three possible results:

- **Success**: The enrollment request was a Success. No further action is necessary.
- **Message**: The request has been successful and there is a Message associated with your enrollment request.
- **Error**: An Error has occurred and the enrollment request was not processed. To review the details of the error, click the “Errors” link.

**Note**: The Errors Text displays the reason that the enrollment action was not processed. If appropriate, general or class overrides may be applied to enroll the student in the class.

If the enrollment request is not successful and further work will be done on this request at a future time, then click the **OK** button and then the **Save** button.

**End of Procedure.**
Student Enrollment – Quick Drop
Student drop enrollment actions may be processed using the **Quick Enroll a Student** component. In most instances, students use Self Service to drop courses in which they are enrolled.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 **Go** icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Academics**. |
| 3.   | **Academic Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

[Find an Existing Value](#)  
Maximum number of rows to return (up to 300): 300  
ID: begins with  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with  
[Case Sensitive](#)  

[Search] Clear Basic Search Save Search Criteria |

On the **Advisee’s Student 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the Advisee Academics page at the bottom of the Term Summary area, click the Quick Enrollment link.

7. On the Quick Enrollment page, the Class Enrollment tab displays. Click the Action dropdown box icon; and then select Drop.

Note: In the creation of a new enrollment request, the Request ID will be all zeroes until the data is saved.

Note: To identify the impacts or consequences of dropping the class on today’s date, refer to Academic Calendar Deadlines.

- **Drop - Delete Record:** A class dropped on or before this date does not appear on their academic record or on their academic transcript.
- **Drop - Retain Record:** A class dropped on or before this date does appear on their academic record with a status of dropped but does not appear on their academic transcript.
- **Drop with Penalty:** A class dropped on or before this date does appear on their academic record with a status of withdrawn and does appear on their academic transcript.

Note: For additional Quick Enrollment actions click the Add a new row button as needed.
8. In the **Class Nbr** field, enter the class number of the class to be dropped.

9. **Enrollment Request**

   **Enrollment Listing**

     | Subject  | Catalog | Section/unit Taken | Class Nbr | Status | Reason | Grading Basis | Grade | Session |
     |----------|---------|---------------------|-----------|--------|--------|---------------|-------|---------|
     | BANA     | 302W    | 03                  | 2769      | Enrolled |        | Graded        |       |         |
     | LAW/ETHCS | IN BUS  | Lecture             |           |         |        |               |       |         |
     | SPAN     | 280     | 01                  | 4612      | Enrolled | Enrolled| Graded        |       |         |
     | SURV SP AM LIT | 1 | Lecture             |           |         |        |               |       |         |
     | SEYS     | 350     | 02                  | 4848      | Enrolled | Enrolled| Graded        |       |         |
     | COG/THCH & INST | Lecture |               |           |         |        |               |       |         |
     | ASTR     | 1       | 01                  | 4075      | Enrolled | Enrolled| Graded        |       |         |
     | GENERAL ASTRONOMY | Lecture |               |           |         |        |               |       |         |

   Alternatively, click the **Class Nbr** Look Up icon and select the checkbox (uncheck the checkbox) of the enrollment listing to be dropped; and then select the **Return** button.

10. **Quick Enrollment**

    The **Quick Enrollment** page displays with the Class Nbr of the class to be dropped.

11. Click the **Submit** button.
There are three results possible:

- **Success**: The enrollment request was a Success. No further action is necessary.
- **Message**: The request is successful and there is a Message associated with your enrollment request.
- **Error**: An Error has occurred and the enrollment request was not processed. To review the details of the error, click the "Errors" link.

*Note: The Error Text displays the reason that the enrollment action was not processed.*
Student Enrollment – Quick Swap

When an advisee needs an advisor’s assistance, enrollment actions may be processed using the Quick Enroll a Student component.

Quick Swap enables students to swap a class in which they are enrolled for a different class with a single enrollment request. The seat in the class in which they are enrolled is retained until a seat in a different class is successfully obtained.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > Advisee Academics. |
| 3.   | Navigate to: Self Service > Advisor Center > Advisee Academics. |
|      | **Academic Summary**  
      | Enter any information you have and click Search. Leave fields blank for a list of all values.  
      | **Find an Existing Value**  
      | Maximum number of rows to return (up to 300): [300]  
      | ID: [begins with ▼] [ ]  
      | Campus ID: [begins with ▼] [ ]  
      | National ID: [begins with ▼] [ ]  
      | Last Name: [begins with ▼] [ ]  
      | First Name: [begins with ▼] [ ]  
      | [Case Sensitive] |
|      | [Search] [Clear] [Basic Search] [Save Search Criteria] |
| 4.   | Click the Search button. |
| 5.   | Search Results  
      | ![Search Results Table](image)  
      | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the **Advisee Academics** page at the bottom of the **Term Summary** area, click the **Quick Enrollment** link.

7. On the **Class Enrollment** tab, click the **Action** dropdown box icon; and then select **Swap**.

   **Note:** *Enroll is the default action.*

   **Note:** *In the creation of a new enrollment request, the Request ID will be all zeroes until the data is saved.*

   **Note:** *The data on the Quick Enrollment page displays on five tabs. To display all the data on these tabs click the Show All Columns button.*

   **Note:** *For additional Quick Enrollment actions click the Add a new row button as needed.*

8. In the **Class Nbr** field, enter the four or five digit class number of the class to be dropped.
9. Alternatively, click the **Class Nbr** Look Up icon.

10. Select the **check box** (uncheck the checkbox) of the enrollment listing to be dropped.

**Note:** To identify the impacts or consequences of dropping the class on today’s date, refer to Academic Calendar Deadlines.

- **Drop - Delete Record:** A class dropped on or before this date does not appear on their academic record or on their academic transcript.
- **Drop - Retain Record:** A class dropped on or before this date does appear on their academic record with a status of dropped but does not appear on their academic transcript.
- **Drop with Penalty:** A class dropped on or before this date does appear on their academic record with a status of withdrawn and does appear on their academic transcript.

11. The **Quick Enrollment** page displays with the **Class Nbr** of the class to be dropped.

12. In the **Change To** field, enter the four or five digit class number of the class to be dropped.
<table>
<thead>
<tr>
<th>13.</th>
<th>Alternatively, click the Change To Look Up icon.</th>
</tr>
</thead>
</table>
| 14. | **Quick Enrollment**  
**Enter Search Criteria**  
Queens College | 2013 Spring Term  
Select at least 2 search criteria. Click Search to view your search results.  
| | ![Class Search Criteria](image)  
Class Search Criteria  
Course Subject: Computer Science  
Course Number: is exactly  
Course Career: Undergraduate  
Show Open Classes Only  
Show Open Entry/Exit Classes Only  
Use Additional Search Criteria to narrow your search results.  
Additional Search Criteria  
<table>
<thead>
<tr>
<th>Return to Quick Enrollment</th>
<th>Clear Criteria</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the Enter Search Criteria page in the Class Search Criteria section, click the Course Subject dropdown box icon; and then click the correct subject.</td>
<td><strong>Note:</strong> At least two search Class Search Criteria must be selected in this section.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Enter the Course Number shown in the Course Catalog.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Click the Course Career dropdown box icon, and then select the correct career.</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Uncheck the Show Open Classes Only checked checkbox to view both open and closed sections.</td>
<td></td>
</tr>
</tbody>
</table>
| 18. | To narrow the search results, click the Additional Search Criteria disclosure triangle and add additional criteria.  
**Note:** Class Nbr is the four or five digit section code shown in parentheses after a Course Number. |
| 19. | Click the Search button. |
On the Quick Enrollment Search Results page in the Search Results area, class sections display in alphabetical order. Section details display including: Section, Status, Session, Days & Times, Room, Instructor and Meeting Dates.

**Note:** Status displays as either an open icon or a closed icon.
## Quick Enrollment

### Class Detail

**CSCI 80 - 02 PBMS SOLVE W/CMPS**  
Queens College | 2013 Spring Term | Lecture

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>14402</td>
<td>Dates</td>
<td>1/28/2013 - 5/24/2013</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td>Grading</td>
<td>Undergraduate Letter</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td>Grades</td>
<td>Grades</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
<td>Location</td>
<td>Main - Queens College</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture , Required</td>
<td>Campus</td>
<td>Queens College</td>
</tr>
</tbody>
</table>

### Meeting Information

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tu 9:15AM - 10:05AM</td>
<td>C205</td>
<td>Name</td>
<td>01/28/2013 - 05/24/2013</td>
</tr>
<tr>
<td>Tu 10:15AM - 11:05AM</td>
<td>B131</td>
<td>Name</td>
<td>01/28/2013 - 05/24/2013</td>
</tr>
</tbody>
</table>

### Enrollment Information

**Enrollment Requirements**  
PRE: CSCI 012 with a minimum grade of C

**Class Attributes**  
Day Class

### Class Availability

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Enrollment Total</th>
<th>Wait List Capacity</th>
<th>Wait List Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)
22. Click the **Section** link to display the class detail including Class Details, Meeting Information, Enrollment Information, Class Availability, Notes, Description and Textbook/Other Materials.

### Instruction Modes

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully online</td>
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**Note:** Students may enroll in classes for which the pre-requisite course is in progress. After grades are posted, the Registrar completes a Post Enrollment Requirement checking process. Students who do not satisfy the enrollment requirements are dropped from that class and notified by the Registrar’s Office.

23. Click the **Select Class** section to auto-fill the **Class Nbr**.

24. On the **Quick Enrollment** page, click the **Units and Grade** tab.

25. If needed click the **Requirement Designation Option** dropdown box icon; and then click the correct option.

26. Click the **Other Class Info** tab.

27. Click the **Create Transcript Note** link to enter free-form text that appears on the student’s enrollment transcript.
28. Click the **General Overrides Tab** and, if needed, click the correct ☐ checkbox/es to override Appointment, Unit Load, Time Conflict, Action Date, Requirement Designation, Career, Service Indicator, and Requisites.

*Note: If an advisor has security access, then while adhering to enrollment policy at their college or school, an override may be applied as needed.*

- **Appointment:** Select to override the student's enrollment appointment date and time.
- **Unit Load:** Select to override all unit limit checks - term and session units load, term and session course count, term and session grade point average, term and session audit units, and minimum unit enrollment check.
- **Time Conflict:** Select to disable class section time conflicts.
- **Action Date:** Select to make available the action date field for processing this enrollment transaction.
- **Career:** Select to override student’s academic career pointers and career pointer exceptions.
- **Service Indicator:** Select to override the student’s service holds.
- **Requisites:** Select to bypass requisite checking for the enrollment request.

29. Click the **Class Overrides Tab** and, if needed, click the correct ☐ checkbox/es to override Closed Class, Class Links, Class Units, Grading Basis, Class Permissions, Dynamic Dates, and Waitlist Okay.

*Note: If an advisor has security access, then while adhering to enrollment policy at their college or school, an override may be applied as needed.*

- **Closed Class:** Select to override a class closed due to capacity size.
- **Class Links:** Select to allow students to add and drop class sections without doing so for the required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple student enrollments in a course.
- **Class Units:** Select to override the Units Taken value for both fixed and variable unit classes.
- **Grading Basis:** Select to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission:** Select to override general permission and student specific permission requirements, academic career pointers, and career pointer exception rules.
- **Wait List Okay:** Provided space is available on the wait list and the last date to wait list has not passed, select to allow the student onto the wait list in a class section.
- **Wait List Pos** link displays the student’s position on the waiting list.

30. Click the **Submit** button.
31. There are three possible results:
   - **Success:** The enrollment request was a Success. No further action is necessary.
   - **Message:** The request has been successful and there is a Message associated with your enrollment request.
   - **Error:** An Error has occurred and the enrollment request was not processed. To review the details of the error, click the “Errors” link.

   *Note: The Errors Text displays the reason that the enrollment was not processed. If appropriate, general or class overrides may be applied to enroll the student in the class.*

32. If the enrollment request is not successful and further work will be done on this swap request at a future time, then click the **Save** button.

   **End of Procedure.**
Enrollment Records
A printer friendly "Study List" page provides details of enrolled and dropped courses.

In CUNYfirst, details of every successful Enrollment Request are available.

Back to Table of Contents
View/Print Study List
Advisors may view or print a filtered list of courses with details as a reference for the advisee of their academic commitments for a semester or session.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Advisor Center > Advisee Academics. |
| 3.   | Academic Summary  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

- **Find an Existing Value**  
  Maximum number of rows to return (up to 300): 300  
  ID: begins with  
  Campus ID: begins with  
  National ID: begins with  
  Last Name: begins with  
  First Name: begins with  
  Case Sensitive  

On the Academic Summary page, enter search criteria into any of the following fields:  
ID (CUNY ID), Last Name, and First Name.  

4. | Click the Search button.  
5. | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. On the **Advisee Academics** page at the bottom of the **Term Summary** area, click the **Quick Enrollment** link.

7. On the **Quick Enrollment** page, click the **Study List** link.

---

On the **Advisee Academics** page at the bottom of the **Term Summary** area, click the **Quick Enrollment** link.

On the **Quick Enrollment** page, click the **Study List** link.
The **Student Study List** displays enrolled and dropped classes.
To narrow the view, uncheck the **Show Enrolled Classes**, **Show Waitlisted Classes**, and/or **Show Dropped Classes** checkboxes; and then click on the **Refresh Class Schedule** button.
10. On the **Student Study List**, click the **Course Number** link to view Class Details.
11. 

**Student Study List**

**Class Detail**

**SPAN 312 - 01  The Culture and Civilization of Latin America**  
Queens College | 2013 Spring Term | Lecture

[Return to Student Study List]

**Class Details**

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>14319</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Units</td>
<td>4 units</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Career**  Undergraduate
**Dates**  1/28/2013 - 5/24/2013
**Grading**  Undergraduate Letter Grades
**Location**  Main - Queens College
**Campus**  Queens College

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor Name</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su 9:15AM - 12:00PM</td>
<td>Powdermker 119</td>
<td></td>
<td>01/28/2013 - 05/24/2013</td>
</tr>
</tbody>
</table>

**Enrollment Information**

| Enrollment Requirements | PRE: SPAN 200 |
| Class Attributes        | Day Class     |

**Class Availability**

| Class Capacity | 25 | Wait List Capacity | 0 |
| Enrollmnet Total | 20 | Wait List Total | 0 |
| Available Seats  | 15  |

**Description**

Attention to ethnic, political, and artistic aspects.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)

On the Student Study List page, Class Details display including Class Details, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials.
12. **View My Schedule**

**Academic Calendar Deadlines**

**Name**

Undergraduate

<table>
<thead>
<tr>
<th>2013 Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic Session</td>
</tr>
<tr>
<td><strong>SPAN 312</strong> 01 <strong>CUL/CIV OF LAT AMER</strong></td>
</tr>
<tr>
<td><strong>Class Start Date:</strong> 01/26/2013  <strong>End Date:</strong> 05/24/2013</td>
</tr>
</tbody>
</table>

**Drop Calendar**

- **Drop - Delete Record:** 01/27/2013
  - A class dropped on or before this date will be deleted from your academic record.
- **Drop - Retain Record:** 02/15/2013
  - A class dropped on or before this date will be retained on your academic record with a status of dropped.
- **Drop with Penalty:** 04/12/2013
  - A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

**Cancel & Withdrawal Calendar**

- **Cancel:** 01/27/2013
  - Classes within a session, canceled on or before this date will not appear on your transcript.
- **Withdraw without Penalty:** 02/15/2013
  - Classes within a session, withdrawn on or before this date will not appear on your transcript.
- **Withdraw with Penalty:** 04/12/2013
  - Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the class.

(Notes: Academic Calendar dates are subject to change)

Return to View My Schedule

On the **Student Study List**, click on the **Academic Deadlines** icon to view the deadlines for a class.

13. On the **Student Study List**, click on the **Printer Friendly Page** link and follow your browser’s prompts to print the page.

End of Procedure.
View Enrollment Request Search
The enrollment engine keeps a history of all enrollment requests that it processes successfully.

Enrollment Requests may be searched and viewed according to search criteria entered in the Enrollment Request Search component. For example, a search may be conducted to find out how a student was dropped from a class, or to display a list of students enrolled in a class that has been cancelled, etc.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Records and Enrollment > Enroll Students > Enrollment Request Search |
| 3.   | **Enrollment Request**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

Find an Existing Value  

Maximum number of rows to return (up to 300): 300  
**Academic Institution:** begins with |

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
<th>Basic Search</th>
<th>Save Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On the Enrollment Request page, enter or click the Academic Institution Look Up icon; and then click any link on the correct Search Results row.

*Note: The Institution must be selected on the User Default page under Set Up SACR in order to perform this process.*

| 4.   | Click the Search button. |
On the **Enrollment Request Search** page, enter search criteria into at least two of the following fields: Academic Career, Term, Enrollment Request ID, Enrollment Request Source, Enrollment Request Action, Enrollment Action Reason, User ID, EmpID (CUNY ID), and Class Nbr.

6. Click the **Search** button or move to the next step to narrow the **Enrollment List** search results.

7. To narrow the **Enrollment List** results, in the **Enrollment Action Range** section click the **From Date** choose a date icon.

   On the calendar, click:
   
   a. the left dropdown box icon, and then click the correct month;
   
   b. the right dropdown box icon, and then click the correct year; and lastly
   
   c. the correct day of the month.

8. In the **Enrollment Action Range** section, click the **End Date** choose a date icon.

    On the calendar, click:
    
    a. the left dropdown box icon, and then click the correct month;
    
    b. the right dropdown box icon, and then click the correct year; and lastly
    
    c. the correct day of the month.

9. To narrow the **Enrollment List** results, in the **Last Update Range** section enter the **From Date Time** and **Thru Date Time**.

10. Click the **Search** button.
In the Enrollment List section, each row provides the fields of a successful enrollment request. Select Fields tabs to view the variety of data related to Enrollment Requests. Click the column header to sort the data in ascending order. Click the column header again to sort the date in descending order.

**End of Procedure.**
Appendix A: Getting Started in CUNYfirst

CUNYfirst is an Internet-based application built on the PeopleSoft Enterprise platform. You may access this application at any location with Internet access.

An Identity Management System secures all of the data. You will be assigned a User ID and you will create your own password.

Security access allows you to use all of the functionality that you need. Your access is restricted from any functionality that you do not need.

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Claim Your CUNYfirst Account
In order to utilize CUNYfirst, student must activate or claim their account first through the identity Management System (IMS).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>First time users</strong>&lt;br&gt;Click on First time users link.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Account Activation</strong>&lt;br&gt;Please provide the required information in the following fields to activate your CUNY account:&lt;br&gt;First Name*:&lt;br&gt;Last Name*:&lt;br&gt;D.O.B. (mm/dd/yyyy)<em>:&lt;br&gt;SS# (last 4 digits)</em>:&lt;br&gt;OK&lt;br&gt;*Denotes required field&lt;br&gt;&lt;br&gt;Note: Use your name of record with correct capitalization for the First Name and Last Name fields.&lt;br&gt;Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978. Enter the forward slashes as well as the digits.&lt;br&gt;Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the OK button.</td>
</tr>
</tbody>
</table>
On the **Challenge Questions and Answers** page, select or create five questions and enter answers for security in the event you forget your password.

*Note: In CUNYfirst users may reset their own password by answering Challenge Questions and Answers questions. For each of the five required questions that you selected, enter your personal answer.*

6. Click the **OK** button.
7. **Choose a Password**

Choose a password below. For password policy details, please [click here](#).  

- **Password**: 
  - Enter your password.  
- **Confirm Password**: 
  - Re-enter your password.  

*Denotes required field

Once submitted, the update process may take a couple minutes. Please wait...

On the **Choose a Password** page, enter and confirm your password.  

**Note:** The two entries must match or the user will have to re-enter both fields.  

**Note:** CUNY Password Policy when choosing a password:  
- 8 or more characters  
- 1 or more uppercase letters  
- 1 or more numeric or special characters  

**Note:** CUNY Password Reset Policy  
- No change for 5 days after last password change  
- Not one of 4 previous passwords  
- Expires 90 days after the last password change  
  
An email notification will be sent to users whose password is going to expire in the next 7 days.  

Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password.  

At 90 plus days, CUNYfirst will require the user to change their password.

8. Click the **OK** button to submit the password.

9. **User Activation Completed Successfully**

Your username is: FirstName.LastName##  
Your EMPLID is: #######

On the **User Activation Completed Successfully** page, your EmplID ID (CUNY ID) is displayed as in the example below.

**Note:** The eight digit Employee ID (CUNY ID) is used to identify you in CUNYfirst. This ID will be requested and not the nine digit National ID (SSN).

End of Procedure.
Log into CUNYfirst
CUNYfirst is an internet-based application. Signing into CUNYfirst is just like opening a password-protected page of a website on the Internet.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <code>https://home.cunyfirst.cuny.edu</code> in your browser’s address bar.</td>
</tr>
</tbody>
</table>
| 2.   | Username: 
Password:  

Enter your Username and Password and click the **Go** icon.  

*Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.* |
| 3.   | From the **Enterprise Menu**, select the **HR/Campus Solutions** link.  

End of Procedure. |
Sign Out of CUNYfirst
To protect your privacy and prevent unauthorized use of your account, be sure to sign out and close all web browser windows to end your session.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Sign Out link in the upper right corner of the screen.</td>
</tr>
<tr>
<td>2.</td>
<td>You have successfully ended your session in CUNYfirst.</td>
</tr>
<tr>
<td>3.</td>
<td>Close all web browser windows to clear the session information.</td>
</tr>
</tbody>
</table>

End of Procedure.

Back to Table of Contents
Change Your CUNYfirst Password
A user may change their password for the CUNYfirst Portal using the Identity Management System.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td><a href="#">Change Password</a></td>
</tr>
</tbody>
</table>
| 3.   | **Password Change**  
  Please provide the required information in the following fields to reset your password  
  For password policy detail, please [click here](#)  
  - User ID:  
  - OR  
  - CUNY ID:  
  - Old Password*:  
  - Password*:  
  - Confirm Password*:  
  - OK  
  *Denotes required field  
  On the Password Change page, enter the correct value for either the User ID or CUNY ID fields.  
  **Note:**  
  - **User ID** is your CUNYfirst Username e.g. John.Smith27.  
  - **CUNY ID** is your unique eight digit Identification number e.g. 23008527. |
5. Enter identical values for the **Password** and **Confirm Password** fields.

   *Note: The two entries must match or the user will have to re-enter both fields.*

   *Note: CUNY Password Policy when choosing a password:*
   - 8 or more characters
   - 1 or more uppercase letters
   - 1 or more numeric or special characters

   *Note: CUNY Password Reset Policy*
   - No change for 5 days after last password change
   - Not one of 4 previous passwords
   - Expires 90 days after the last password change
   - An email notification will be sent to users whose password is going to expire in the next 7 days.
   - Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password
   - At 90 plus days, CUNYfirst will require the user to change their password.

6. Click the **OK** button.

   *Note: Once submitted, the process may take a couple minutes.*

7. **Challenge Questions And Answers**

   If you would like to change your challenge questions and answers, please select again from each of the drop down menus below:

   - **Question 1**: What is the name of your pet? [ ]
     - **Answer**: Pat the Dog
   - **Question 2**: What is your maternal grandmother's first name? [ ]
     - **Answer**: Jasmine
   - **Question 3**: What is the city of your birth? [ ]
     - **Answer**: Rigby
   - **Question 4**: What is your favorite color? [ ]
     - **Answer**: Sky Blue
   - **Question 5**: What is your mother's maiden name? [ ]
     - **Answer**: Stravinski

   On the **Challenge Questions and Answers** page, you may also change any or all of the **Questions 1-5** and **Answer(s)** fields.

8. Click the **OK** button.

   *Note: Once submitted, the process may take a couple minutes.*
9. **Your Password Has Been Changed Successfully!**

   **Your username is:** FirstName.LastName#
   **Your CUNY ID is:** ######

   *[Return to Log-in Page]*

When the process is completed, then the following confirmation message appears.

10. To login to CUNYfirst, click the *Return to Log-in Page* link.

   *[End of Procedure]*
I Forgot My CUNYfirst Password

This procedure describes how a user retrieves their forgotten password for the CUNYfirst Portal using the Identity Management System (IMS).

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Forgot your password?</strong> link.</td>
</tr>
</tbody>
</table>
| 3.   | **Forgot Password**

Please provide the required information in the following fields to change your password:

User ID: 

OR

CUNY ID: 

**OK**

On the **Forgot Password** page, enter the correct value for either the **User ID** or **CUNY ID** fields.

**Note:**
- *User ID* is your CUNYfirst Username e.g. John.Smith27.
- *CUNY ID* is your unique eight digit Identification number e.g. 23008527.

| 4.   | Click the **OK** button. |

**Note:** *Once submitted, the process may take a couple minutes.*

| 5.   | **Answer To Challenge Questions**

Please answer the following questions to reset your password.

What is the name of your pet*: 

What is your maternal grandmother’s first name*: 

What is the city of your birth*: 

**OK**

*Denotes required field

On the **Answer To Challenge Questions** page, on the right questions are displayed. To the left of a question enter your answer.
6. Click the OK button.
   *Note: Once submitted, the process may take a couple minutes.

7. Choose New Password

Choose a new password below. For password policy details please click here

Password*: [●●●●●●●●]
Confirm Password*: [●●●●●●●●]

*Denotes required field

On the Choose New Password page, enter the identical values for the Password and Confirm Password fields.

*Note: The two entries must match or the user will have to re-enter both fields.
*Note: CUNY Password Policy when choosing a password:
  • 8 or more characters
  • 1 or more uppercase letters
  • 1 or more numeric or special characters

*Note: CUNY Password Reset Policy
  • No change for 5 days after last password change
  • Not one of 4 previous passwords
  • Expires 90 days after the last password change
  An email notification will be sent to users whose password is going to expire in the next 7 days.
  Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password
  At 90 plus days, CUNYfirst will require the user to change their password.

8. Click the OK button.
   *Note: Once submitted, the process may take a couple minutes.

9. Your Password Has Been Changed Successfully!

Your username is: [FirstName.LastName##]
Your CUNY ID is: [●●●●●●]

Return to Log-in Page

When the process is completed, then the following confirmation message appears.

10. To login to CUNYfirst, click the Return to Log-in Page link.

End of procedure.
# Managing Mozilla Firefox Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

*Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Options</strong>.</td>
</tr>
</tbody>
</table>
3. Select the **Content** panel.

4. Click the **Exceptions** button.
5. To add a website to the Exceptions list, on the **Allowed Sites – Pop-ups** dialogue box in the **Address of web site** field, enter `home.cunyfirst.cuny.edu`.

<table>
<thead>
<tr>
<th>Site</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Click the **Allow** button.
7. To add another website to the Exceptions list, on the **Allowed Sites – Pop-ups** dialogue box in the **Address of website** field, enter *elm.cunyfirst.cuny.edu*.

8. Click the **Allow** button.
9. Click the **Close** button.
10. Click the **OK** button.

![Options settings window](image)

**End of Procedure.**

[Back to Table of Contents]
Managing Microsoft Internet Explorer Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> icon.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Internet Options" /></td>
</tr>
<tr>
<td></td>
<td><strong>Print</strong></td>
</tr>
<tr>
<td></td>
<td><strong>File</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Zoom (100%)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Safety</strong></td>
</tr>
<tr>
<td></td>
<td><strong>View downloads</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Manage add-ons</strong></td>
</tr>
<tr>
<td></td>
<td><strong>F12 developer tools</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Go to pinned sites</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Internet options</strong></td>
</tr>
<tr>
<td></td>
<td><strong>About Internet Explorer</strong></td>
</tr>
<tr>
<td>2.</td>
<td>From the menu, select <strong>Internet options</strong>.</td>
</tr>
</tbody>
</table>
Select the **Privacy** tab.
Select the **Turn on Pop-Up Blocker** checkbox.
Select the **Settings** button.
6. In the field **Address of website to allow**, enter the url address [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu).

7. Click the **Add** button.
8. In the field **Address of website to allow**, enter the url address **elm.cunyfirst.cuny.edu**.

9. Click the **Add** button.
10. Click the Close button.

End of Procedure.
Managing Apple Safari Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

*Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image" alt="Safari menu" /> To allow pop-ups in Safari, select Safari on the main tool bar.</td>
</tr>
<tr>
<td>2.</td>
<td>If the <strong>Block Pop-Up Windows</strong> option is checked, select it to uncheck it and unblock pop-up windows. <em>Note: This applies to all websites. There is no site specific option in Safari.</em></td>
</tr>
</tbody>
</table>

End of Procedure.

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Add a Favorite
My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
|      | • From the Enterprise Menu, select Self Service and then select the HR/Campus Solutions link. |
| 2.   | When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click on the Add to Favorites link. |
| 3.   | On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component. |
| 4.   | Click the OK button. |

End of procedure.

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Delete a Favorite
My Favorites allows you to delete a bookmark.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: My Favorites > Edit Favorites. |
| 3.   | On the Edit Favorites page, to remove a favorite click the Delete button on that favorite’s row. |
| 4.   | On the Message from webpage window to confirm the favorite is to be deleted, click the OK button. |
| 5.   | Click the Save button.  
   *Note: The favorite will not be deleted until you complete this step.* |

End of procedure.

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Sequence Favorites
On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites.

My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

<table>
<thead>
<tr>
<th>Step</th>
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</thead>
</table>
| 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 ➡️ Go icon.  
  • From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: My Favorites > Edit Favorites. |
| 3.   | On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite.  
  
  *Note: The number ‘1’ is the first favorite on the revised list.* |
| 4.   | Click the Save button.  
  
  *Note: The sequence of favorites will not be done until this step is completed.* |

End of procedure.
Appendix B: Campus Community: Student Services Center

Campus Community is the core of CUNYfirst Campus Solutions. It provides a pathway to access of data that is shared by offices across the campus.

CUNYfirst allows administrators to view student information from the student’s point of view by navigating to the Student Services Center. The Student Services Center is an administrative ‘dashboard’, a single point of entry to view a wide range of student data.

The Student Services Center is an administrative ‘dashboard’, a single point of entry to view a wide range of student data. The Student Services Center is a collection of components:

- **Student Center** - Displays most of what the student sees on their Student Center page.
- **General Info** - Campus Community data and student groups.
- **Admissions** - Current status and program.
- **Academics** - Academic Program, Term, Enrollment data.
- **Transfer Credit** - Transfer course, test credit and other credit.
- **Finances** - Student Billing/Account & Financial Aid information. The Finances Tab displays Student Billing and Account Information not available through The Advisor Center.

The pages associated with Student Services Center provide a very similar view to the Student Center that is accessed by students using Self Service.

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Student Center Tab

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
</table>
| 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 **Go** icon.  
  - From the **Enterprise Menu**, select **Self Service** and then select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Campus Community > Student Services Ctr (Student)**. |
| 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row. |
| 6.   | View the **student center** tab that displays the Academics, Finances, Personal Information, Search for Classes, Holds, To Do List, Enrollment Dates, Advisor, CUNY Websites, Academic Advisement and Other Links sections.  
  - **Search for Classes**: Search the class schedule for classes or browse the catalog. Click the section code link to view Class Details, Meeting Information, Enrollment Information, Class Availability, Notes on permissions and prerequisites and co-requisites, 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 requirements. For example, Admissions, Financial Aid or an academic department may be using “to do” lists.  
  - **Enrollment Dates**: Information regarding enrollment dates and student enrollment appointments display. Click the **details** link to view enrollment date and time by session and term enrollment limits for this student. From the details page, click the **change** button to view enrollment dates for another term.  
  - **Advisor**: If assigned, then displays advisor/s. Click the **details** link for advisor/s email information. |
| 7.   | In the **Academics** section are **My Class Schedule** that displays the current term’s classes and **My Planner** links. |
| 8.   | In the **Academics** section:  
  - Click the **My Class Schedule** link to display a list view of the student’s schedule.  
  - Click the **My Planner** link to view the student’s Planner with the list of classes of interest until it is time to enroll for a particular term.  
  - Click the **Weekly Schedule** link to display a weekly calendar view of the class schedule.  
  
**Note**: Click the Printer Friendly page link to print the **Weekly Schedule**.
9. **In the Academics section, click the other academic dropdown box icon and then click…**
   - **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.

   To view the selected information, click the **Go** icon.

10. **The Finances section is a summary of the student’s customer account and financial aid information.**
    - **My Account** lists current term balance and future balances based on the due date; however the balance/s does not reflect anticipated aid.
    - **Account Inquiry** link leads to all finance activity.
    - **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.

    Click the **other financials…** dropdown box and then select one of the following:
    - **Account Activity:** Shows all account activity over a fixed period of time. Account activity can include any transactions that have been posted to the student's account including charges, cash, checks, or credit card payments, financial aid and refunds.
    - **Charges Due:** Shows all outstanding charges and deposits incurred to date, including charge details.
    - **Payments:** Shows all payments posted to a student’s account.
    - **Pending Financial Aid:** Shows pending or anticipated aid that has not yet been posted to student’s account. Pending financial aid amounts may be viewed by all terms or by specific terms.

    To view the selected information, click the **Go** icon.

11. **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, last four digits of national identification number (SSN), citizenship information, driver’s license, visa or permit data.
    - **Contact Information:** A variety of information displays here which may include addresses, phone numbers and email addresses.
    - **Emergency Contact:** Click here to enter or view student Emergency Contact info, if the student has entered it.

**End of Procedure.**
General Info Tab
The **general info** tab displays detailed personal information for a student. This information includes: service indicators, initiated checklists, student groups, personal data, and national ID. Contact information including addresses, phone and email addresses is also shown.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the ✨ Go icon.</td>
</tr>
<tr>
<td></td>
<td>• From the Enterprise Menu, select Self Service and then select the HR/Campus Solutions link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: Campus Community &gt; Student Services Ctr (Student).</td>
</tr>
<tr>
<td>3.</td>
<td>On the Student Services Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Search button.</td>
</tr>
<tr>
<td>5.</td>
<td>If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the general info tab.</td>
</tr>
<tr>
<td>7.</td>
<td>On the Advisee General Info tab, view links to summary details related to:</td>
</tr>
<tr>
<td></td>
<td>• Service Indicators: If the student has a current active service indicator they will display here.</td>
</tr>
<tr>
<td></td>
<td>• Initiated Checklists: If the student has an administrative item to perform, they will display here.</td>
</tr>
<tr>
<td></td>
<td>• Student Groups: The student group/s that the student is associated with display here. The student’s current status (active/inactive) in each student group along with the date/s related to each status is shown.</td>
</tr>
<tr>
<td></td>
<td>• Personal Data: Date of Birth, Gender and Marital Status.</td>
</tr>
<tr>
<td></td>
<td>• National ID: Country, National ID Type, and National ID (last four digits of SSN).</td>
</tr>
<tr>
<td></td>
<td>• Names: Name Type, Display Name and Status.</td>
</tr>
<tr>
<td></td>
<td>• Addresses: Billing, Home, Mailing, and Permanent.</td>
</tr>
<tr>
<td></td>
<td>• Phones: Phone Type, Phone Number, Extension, and Preference.</td>
</tr>
<tr>
<td></td>
<td>• Email Addresses: Campus, other known email addresses, and Preference.</td>
</tr>
</tbody>
</table>

*Note: If a student needs changes made to Personal Data, National ID, Names, Addresses, Phones and/or Email Addresses they should contact the Office of the Registrar. If a student is also on staff, then they should contact Human Resources.*

| 8.   | Click a link to hyperlink to view those summary details. |

**End of Procedure.**
Admissions Tab
The admissions tab displays information including: Institution/Career/Application Number/Program, External Education and Test Summary.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
* From the Enterprise Menu, select Self Service and then select the HR/Campus Solutions link. |
| 2.  | Navigate to: Campus Community > Student Services Ctr (Student). |
| 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.  | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row. |
| 6.  | Click the admissions tab. |
| 7.  | View the admissions tab that displays:  
* Institution/Career/Application Nbr/Program: If an application is on file with admissions, this information will display including Applicant Progression through prospect, applicant, and student stages.  
* Note: Applicant Progression fields cannot be modified.  
* External Education: Displays institution(s) attended by the student. Click the disclosure icon of a listed institution to view Transcript Information and an Education Summary for that institution.  
* Test Summary: If test information (ACT, CPE, SAT, CPI, TOEFL, GED, REGENTS, Exemptions) is available on the student, a summary of each Test ID will display here.  
If there are more than five test scores, then click the View All link to see all of the listed test results. To narrow the test results, click one or both of the Filter data by dropdown box icons, and then click the correct filters. View test results data for Test ID, Test Component, Test Scores, Letter Score, Percentile, Test Date, Acad Level, Data Source, and Date Loaded. |

End of Procedure.
Transfer Credit Tab
The transfer credit tab shows the classes that the student has been given credit for because of previous class work in other institutions and tests.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
  - From the Enterprise Menu, select Self Service and then 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row. |
| 6.   | Click the transfer credit tab. |
| 7.   | View the transfer credit tab for an overview of transfer credit in table format. Each institution attended displays on the Model tab and a summary of the credit transferred from that institution displays on the Statistics tab.  
  - **Course Credits:** If the credit has been posted to the student’s record, then the Model Status will be posted.  
    On the Model tab view Detail, Source, Career, Institution, Program, Articulation Term and Model Status. If it shows as Complete, the credit will be posted when the applicant is admitted and matriculated. Credits that are not in Posted status do not calculate in the student's earned hours.  
    On the Statistics tab view Detail, Source, Units Transferred, Transfer Passed for GPA, Transfer Taken Not for GPA, Transfer Grade Point, and Transfer GPA.  
  - **Test Credits:** Test credits (AP, CLEP, and IB) will display if the test credit has been equated to a course.  
  - **Other Credits:** Displays exemptions and/or Lifetime Achievement credit. |
Academics Tab

The **academics tab** contains an overview of Institution/Career/Program section. Also the Term Summary section with details of academic level and load, classes and statistics displays.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter **https://home.cunyfirst.cuny.edu** in your browser’s address bar:  
  - Enter your Username and Password and click the **Go** icon.  
  - From the **Enterprise Menu**, select **Self Service** and then select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Campus Community > Student Services Ctr (Student)**. |
| 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row. |
| 6.   | Click the **academics** tab. |
| 7.   | View the **Institution/Career/Program** section.  
  - **Left Column:** Institution, active career and program information displays. The Expected Graduation Term is blank until the student applies for graduation and then the field is filled with the term for which they have applied to graduate. Requirement Term is similar to the Catalog Year for the student’s requirements.  
  If the student has multiple careers/programs, click a program in the left column to display that information in the right column.  
  - **Right Column:** The student's Program, Student Career Nbr, Status, Admit Term, Expected Graduation, Approved Load, Load Determination and Level Determination are shown. |
| 8.   | View the **Term Summary** section.  
  - **Left Column:** Institution, active career information and terms for which the student has been term activated displays. Click a term in this column and information relevant to that term displays in the right hand column.  
  - **Right Column:** General information relevant to the selected term displays here, including whether or not the student is eligible to enroll (are in an active program), their primary academic program and academic standing. Also shown is Level/Load information, Classes (if any) for which they are enrolled and term statistics with units toward GPA, units not for GPA and total GPA Calculation.  
  **Note:** **Those with security access will have a “Quick Enrollment” link at the bottom of the classes area.**  
  - The **Term History** link takes you to the **Term Statistics** page. For each term, view the Enrollments, Transfer Credit and Combined Credit Units for that term.  
  **Note:** **There is an option to send a notification to the student.** |

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Finances Tab
The Student Services Center Finances Tab provides administrators with an overview of a specific student’s financial information with easy access to financial transactions.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 Go icon.  
- From the Enterprise Menu, select Self Service and then select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Campus Community > Student Services Ctr (Student)](Campus%20Community%20%3E%20Student%20Services%20Ctr%20(Student)). |
| 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.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s correct institution and correct term row. |
| 6.   | Click the finances tab. |
| 7.   | View the finances tab that displays:  
**Tuition Calculation Summary:**  
- **Left Column:** Institution, active career and program information displays in this column. If the student has multiple careers/programs, clicking on a program in the left column determines the information that displays in the right column.  
- **Right Column:** General information about the student’s finances, including Last Date/Time Tuition was Calculated, Primary Program, Tuition Group, Total Tuition and Fees and Total Waiver displays in this column.  
**Term Summary section:**  
- **Left Column:** Campus/Institution displays in this column.  
- **Right Column:** Detailed information about student’s finances, including Account Total Balance, Deposit Due, Anticipated Aid, 1098-T data form, Detailed Due Charges, Refunds, Refundable Credits, Bills, Payment Plans and Credit History and Collection displays in this column. |

End of Procedure.