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.

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.

| 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. |
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, or 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.*
### 11.

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds</td>
<td>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.</td>
</tr>
<tr>
<td>To Do List</td>
<td>Lists outstanding administrative checklist items with links to details of institution, due date, and functional area of item.</td>
</tr>
<tr>
<td>Enrollment Dates</td>
<td>View the student’s enrollment appointment date and time and maximum academic load.</td>
</tr>
<tr>
<td>Advisor</td>
<td>View the contact details of assigned advisor/s.</td>
</tr>
</tbody>
</table>

**End of Procedure.**