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>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the 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

- **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. **Advisee Student Center**

   - **Academics**
     - My Class Schedule
     - Shopping Cart
     - My Planner

   - **Declarations**
     - URL

   - **This Week’s Schedule**
     - | Class               | Schedule                      |
       |---------------------|-------------------------------|
       | BALA 302W-03        | TuTh 1:40 PM - 2:55 PM        |
       | LEC (2709)         | Honors 17                     |
       | FREH 111-02         | TuTh 10:15 AM - 12:05 PM      |
       | LEC (2148)         | Kiely Hall 326                |
       | ITAL 111-02         | MoWe 10:15 AM - 12:05 PM      |
       | LEC (2354)         | Kiely Hall 312                |
       | SEYS 350-02         | Tu 4:10 PM - 7:00 PM          |
       | LEC (4848)         | Room: TBA                     |
       | SPAN 280-01         | MoWe 3:05 PM - 4:20 PM        |
       | LEC (4612)         | Kiely Hall 319                |

   - **other academic...**

   On the **Advisee Student Center** page in the **Academics** section, click the **My Planner** link.

7. **Advisee Planner**

   - **Unassigned Courses**
     - **Course** | **Description** | **Prereq** | **Units** | **Typically Offered**
     - SEYS 364   | METH FOR LANG MTHS | yes       | 3.00      |
     - SEYS 374   | STUD TEACH FOR LANG | yes      | 4.00      |
     - SEYS 384   | CURR/ASSMT TCH FR LC | yes | 3.00      |
     - SPAN 280   | SURV SPAM LIT 1 | yes       | 3.00      |
     - SPAN 290   | SURV SPAM LIT 11 | yes      | 3.00      |
     - SPAN 310   | CULT & CIV OF SPAN | yes     | 3.00      |
     - SPAN 312   | CUL/CIV OF LAT AMER | yes | 3.00      |
     - SPAN 337   | ADV GRAM & PHONOLOGY | yes | 3.00      |
     - SPAN 338   | FOUND SPAN LING | yes       | 3.00      |
     - SPAN 341   | INTRO TO TRANSLATION | yes  | 3.00      |
     - SPAN 341   | LANG & LING SEMINAR | yes  | 3.00      |

   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.
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.