Advisor Center

**Navigation:** Login to CUNYfirst, HR/Campus Solutions, Self Service, Advisor Center

Note: Faculty and advisors need to make sure that they are not clicking on the Self Service that is located on the main page because that is designated for students only. In order for them to see their information, they need to click on HR/Campus Solutions first and then Self Service.

When you reach this page, you will see that there are five choices to choose from:

1. My Advisees
2. Advisee Student Center
3. Advisee General Info
4. Advisee Transfer Credit
5. Advisee Academics
My Advisees

My Advisees allows you to access your advisee roster and view details including academic information, class schedules, degree progress, and grades.

**To Send Information to Advisees:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the <strong>Notify</strong> column, click the checkbox icon of each advisee to be sent a notification.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Notify Selected Advisees</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>In the <strong>Message Text</strong> box, enter the body of the notice.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Send Notification</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>View <strong>Send Notification Result</strong>.</td>
</tr>
</tbody>
</table>
Advisee Student Center

On the Advisee Student Center page, enter search criteria into any of the following fields:

- ID (CUNY ID)
- Campus ID
- National ID (Social Security)
- Last Name
- First Name

Click the search button.

Note: More than one student can be a possible match for the entered search criteria. Make sure to click on the correct advisee's role.
The Advisee Student Center area will display a summary of their advisees Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

1. **Academics**
   The Academics section links to My Class Schedule that displays classes by term.

   If you click on the other academic dropdown box icon, you can also view the:

   - Course History
   - Exam Schedule
   - Grades
   - Transcript: View Unofficial
   - Transfer Credit: Report
2. Personal Information

In the Personal Information section, you can view the home and mailing addresses, their mobile phone, their campus email, and a link for their emergency contact.

3. Holds
Lists positive and negative service indicators with links to details of:
- Institution
- Start term and/or date
- End term and/or date
- Amount
- Department that placed the hold

4. To Do List
Describes outstanding checklist items with links to details of:
- Institution
- Due date
- Functional area of item

5. Enrollment Dates
Use the details link to view the student’s enrollment appointment date and time and maximum academic load.
Advisee General Info

On the Advisee General Info pages, you can find links related to:

- Service Indicators
- Initiated Checklists
- Student Groups
- Personal Data
- National ID
- Names
- Addresses
- Phones
- Email Addresses
Advisee Transfer Credit allows you to see a student’s:

- Course Credits
- Test Credits
- Other Credits
Advisee Academics

The Advisee Academics page includes:

1. **The Institution/Career/Program**

   ### Institution / Career / Program

   - **Program:** UGRD Undergraduate
   - **Student Career Nbr:** 0
   - **Status:** Active as of 06/01/2008
   - **Admit Term:** 1086 2008 Summer Term
   - **Expected Graduation:** 1112 2011 Spring Term
   - **Approved Load:** Full-Time
   - **Load Determination:** Base On Units
   - **Level Determination:** Base On Units
   - **Plan:** LA-AA Liberal Arts and Sciences AA
   - **Requirement Term:** 1086 2008 Summer Term

2. **Term Summary Links**

   ### Term Summary

   - **QCC01 - Queensborough CC**
     - **UGRD - Undergraduate**
       - **2011 Spring Term**
         - **Eligible to Enroll:** Yes
         - **Primary Program:** UGRD Undergraduate
         - **Academic Standing Status:** Data unavailable

   - **Level / Load**
     - **Academic Level - Projected:** Upper SO
     - **Academic Level - Term Start:** Upper SO
     - **Academic Level - Term End:** Upper SO
     - **Approved Academic Load:** Full-Time
     - **Academic Load:** Enrolled Full-Time

   - **Classes**
     - **Quick Enrollment**

   - **Statistics**

Term Summary Links include:
- Academic Level and Load
- Classes
- Credit
- GPA statistics
In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes

In the “Class” portion click on the “Quick Enrollment” link.
Step 3 - Class Enrollment Tab:

**Quick Enrollment**

- **Action and a drop down menu:**
  - **Enroll** – If you are enrolling a student
  - **Drop** – If you are dropping a student from a class
  - **Swap** – If you are replacing a student from one class and placing them into another

- **Class Nbr** – The class code

- **Magnify Glass** – Use to search for the class if you don’t know the code.

We will ignore the “Unit and Grade” and “Other Class Info” Tab.
Step 4 – General Overrides Tab:

**Quick Enrollment**

- **Appointment** – Used to override student enrollment appointment date, time and maximum enrollment units
- **Unit Load** – Used to skip all unit limit check
- **Time Conflict** – Used to disable time conflict checking for class sections.
- **Career** – Used to override academic career pointers and career pointers exception rules for the student’s academic career.
- **Requisites** – Bypasses requisite checking.
Step 5 – Class Overrides Tab:

Quick Enrollment

- **Closed Class** – Used to indicate the class is closed due to capacity size

- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.

- **Class Units** – Used to override the *Units Taken* field value for both fixed and variable unit classes.

- **Grading Basis** – Used 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** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.

- **Dynamic Dates** – Not being used at this time.

- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student’s position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.
Step 6 – Submitting the Changes:

Once you’ve finished selecting all the overrides on each of the tabs select the submit button.

Submit