

CUNYfirst – Introduction to the Simulation Environment for Advisors

Sign in – <https://cnyeptst.cunyfirst.cuny.edu>

Click “HR / Campus Solutions” (opens new tab/window)

Self Service—Advisor Center—Advisee Student Center (‘Add to Favorites’)

Advisor Center

My Advisees

This is for departments that have assigned caseloads.

Student Center

Transcript*, Course Schedule, Weekly Schedule

Personal Information

General Info

Service Indicators—Adding, Removing*

Student Groups*

Personal Information

Transfer Credit

Summary by School – actual credit should be found on transcript

Academics

Summary by term

Search

Search for Classes

Browse Course Catalog

CUNY Student Summary View—Student Summary View

Much of the same information on one page plus test scores

Records & Enrollment—Term Processing—Class Permissions—Class Permissions

In the simulation environment, this only works on BIO 10100 & BIO 10200

CUNYfirst Vocabulary and Codes

Term = Semester

Program, Career = Undergrad, Grad, Non-Degree, etc.

Plan = Major or Minor

Sub-Plan = Concentration

Holds, Service Indicators = Stops

Groups = similar to Program Codes

The school code for City College is “CTY01”

Term numbers are derived from their dates in a unique way:

The term number in CUNYfirst for Fall 2014 is 1149.

The term number in SIMS for Fall 2014 is 09/2014.

09/2014 >> 2014/09 >> 21st century/14th year/9th month >> 1149

Summer 2014 =

06/2014 >> 2014/06 >> 21st century/14th year/6th month >> 1146

Spring 2014 = 02/2014 >> 2014/02 >> 21st century/**14**th year/**2**nd month >> 1142
Fall 2013 = 09/2013 >> 2013/09 >> 21st century/**13**th year/**9**th month >> 1139