

# An introductory guide to CUNYfirst for departmental advising and administration

Last update: August 3, 2017

# (CUNY)first Things first

- **Preferred browsers:**
  - Firefox, Chrome
- You may find CUNYfirst non-intuitive in many ways, particularly as you start.
  - Many of the names menus and dialogs will use jargon unfamiliar to academics. Part of this is because the system was adapted from an Oracle system used in the corporate world.
  - So, at times, you will just have to take a deep breath, and..... Be patient..... We are here to help..... 😊

# CUNYfirst Campus Solutions is used for.....

- Dept. advising/administration functions
  - Access of transcripts
  - Access of class schedules and browsing course catalog
  - Enrollment permissions (over-tallies, waiving prerequisites, etc.)
  - Monitoring course enrollment
  - And much more.....
- General faculty functions
  - Supplying textbook information for students
  - Accessing class rosters
  - Attendance verification
  - Entering grades

# What this guide covers....

1. Activating your CUNYfirst account (if you haven't already done so)
2. Logging in to your CUNYfirst account
3. **Function #1A:** Accessing student records through the Student Summary View
4. **Function #1B:** Accessing student records through the Advising Center
5. **Function #2:** Viewing the Schedule of Classes
6. **Function #3:** Viewing the Course Catalog
7. **Function #4:** Viewing Departmental Rosters (and class enrollment totals)
8. **Function #5:** Granting Enrollment Permissions

# *Do you have the CUNYfirst “Roles” you need?????*

- To perform the various departmental advising and administrative functions described here, you will need to be set up in CUNYfirst with the proper CUNYfirst “Roles” (i.e. permissions).
- If you do not have access to the functions needed to do your job, please contact your CUNYfirst Liaison, who can help you get the Roles you need
  - To find your CUNYfirst Liaison, visit here:  
[http://support.ccny.cuny.edu/cunyfirst/?page\\_id=1960](http://support.ccny.cuny.edu/cunyfirst/?page_id=1960)

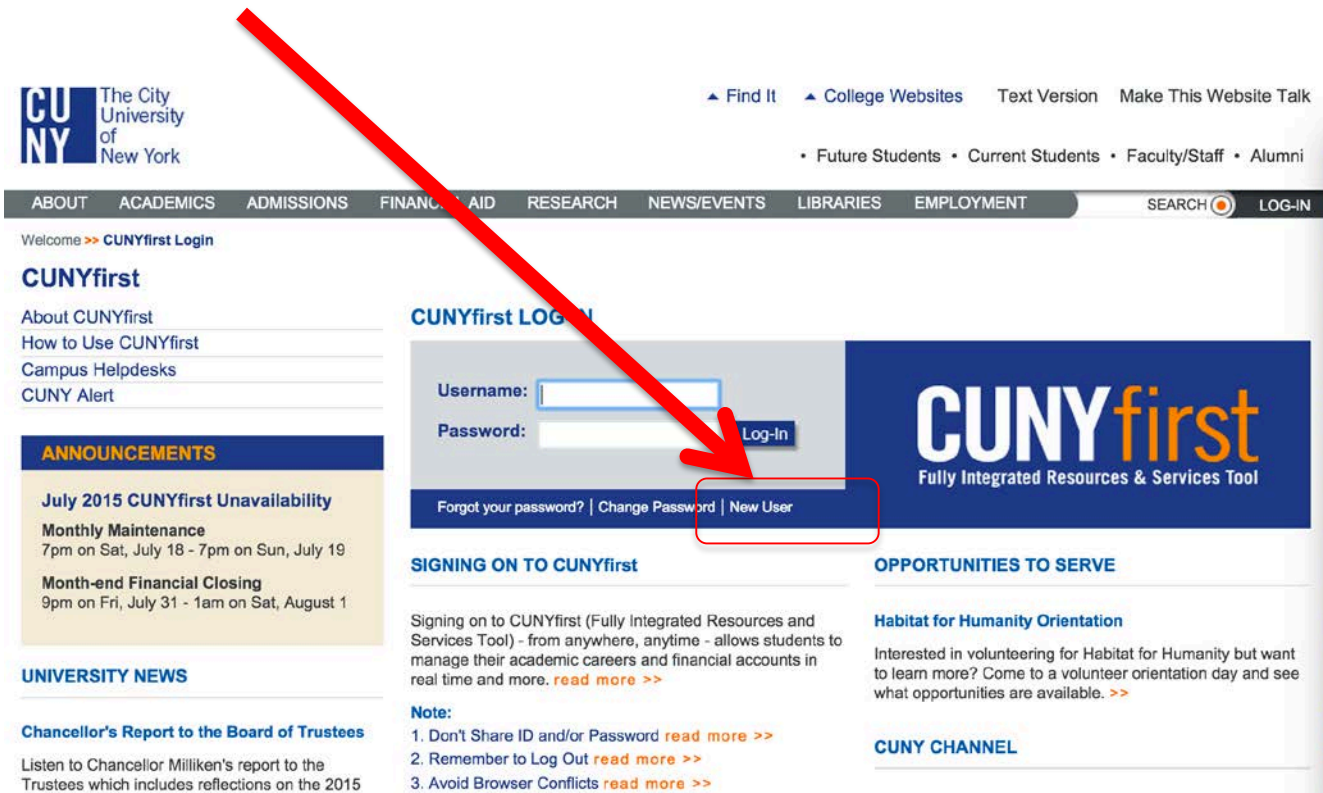
# FERPA training

- Before you look at student records using CUNYfirst PLEASE complete the FERPA training module at....
  - <https://apps.ccny.cuny.edu/ferpa>
- You will only need to do this once....
- It doesn't take that long.....
- Use your CCNY userid and password (used for email, library, etc)
- By the way...
  - FERPA: Federal Educational Rights and Privacy Act
- TROUBLESHOOTING
  - If you forgot your CCNY userid/password...go to...
    - <https://accountlookup.ccny.cuny.edu/>

# Activating your CUNYfirst account

(if you haven't already done so)

- Enter this address in the address bar of your browser:
  - <https://home.cunyfirst.cuny.edu>
- Click on “New User” and follow the prompts (activation may take a little time)
  - As activation finishes, please note CUNYfirst username and EMPLID (see next page).



The screenshot shows the CUNYfirst website interface. A large red arrow points from the top left towards the 'New User' link in the login section. The website header includes the CUNY logo and navigation links like 'Find It', 'College Websites', 'Text Version', and 'Make This Website Talk'. Below the header is a navigation bar with links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', 'EMPLOYMENT', 'SEARCH', and 'LOG-IN'. The main content area features a 'CUNYfirst LOGIN' section with fields for 'Username:' and 'Password:', a 'Log-In' button, and links for 'Forgot your password?', 'Change Password', and 'New User'. The 'New User' link is highlighted with a red box. To the left of the login section, there are links for 'About CUNYfirst', 'How to Use CUNYfirst', 'Campus Helpdesks', and 'CUNY Alert'. Below these are 'ANNOUNCEMENTS' and 'UNIVERSITY NEWS' sections. The 'ANNOUNCEMENTS' section includes 'July 2015 CUNYfirst Unavailability', 'Monthly Maintenance', and 'Month-end Financial Closing'. The 'UNIVERSITY NEWS' section includes 'Chancellor's Report to the Board of Trustees'. To the right of the login section, there are sections for 'SIGNING ON TO CUNYfirst', 'OPPORTUNITIES TO SERVE', and 'CUNY CHANNEL'.

CUNY The City University of New York

Find It College Websites Text Version Make This Website Talk

Future Students Current Students Faculty/Staff Alumni

ABOUT ACADEMICS ADMISSIONS FINANCIAL AID RESEARCH NEWS/EVENTS LIBRARIES EMPLOYMENT SEARCH LOG-IN

Welcome >> CUNYfirst Login

**CUNYfirst**

About CUNYfirst  
How to Use CUNYfirst  
Campus Helpdesks  
CUNY Alert

**ANNOUNCEMENTS**

**July 2015 CUNYfirst Unavailability**  
**Monthly Maintenance**  
7pm on Sat, July 18 - 7pm on Sun, July 19  
**Month-end Financial Closing**  
9pm on Fri, July 31 - 1am on Sat, August 1

**UNIVERSITY NEWS**

**Chancellor's Report to the Board of Trustees**  
Listen to Chancellor Milliken's report to the Trustees which includes reflections on the 2015

**CUNYfirst LOGIN**

Username:   
Password:  Log-In

Forgot your password? | Change Password | **New User**

**SIGNING ON TO CUNYfirst**

Signing on to CUNYfirst (Fully Integrated Resources and Services Tool) - from anywhere, anytime - allows students to manage their academic careers and financial accounts in real time and more. [read more >>](#)

**Note:**  
1. Don't Share ID and/or Password [read more >>](#)  
2. Remember to Log Out [read more >>](#)  
3. Avoid Browser Conflicts [read more >>](#)

**OPPORTUNITIES TO SERVE**

**Habitat for Humanity Orientation**  
Interested in volunteering for Habitat for Humanity but want to learn more? Come to a volunteer orientation day and see what opportunities are available. >>

**CUNY CHANNEL**

# CUNYfirst username and EMPLID

User Activation Completed Successfully!

Your username is: `FirstName.LastName##`

Your EMPLID is: `#####`

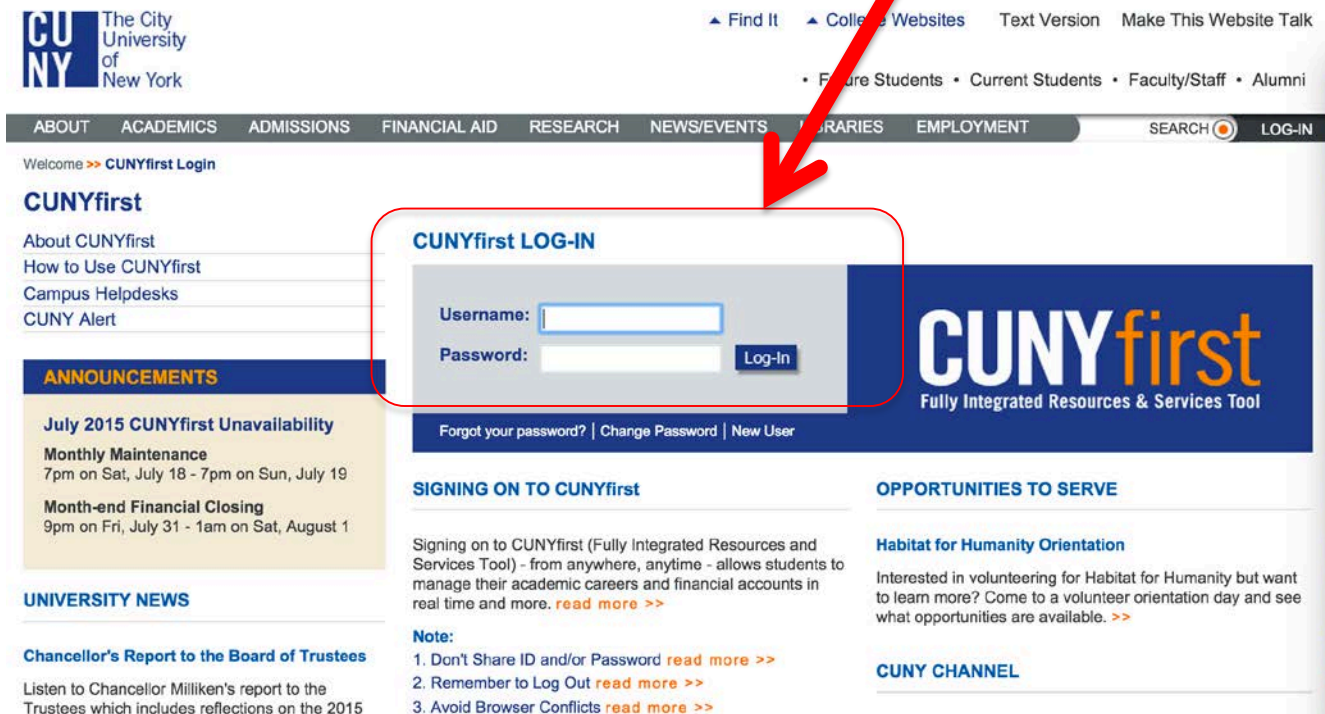
When activation is complete you will be shown your username (which you'll need to log in) and your EMPLID (which is useful in certain situations).

**Please write down this information!!!**



# Now... login to your CUNYfirst account

- Enter **exact** address below in address bar
  - <https://home.cunyfirst.cuny.edu>
  - Enter your CUNYfirst username and password...
- If you have login problems, please see [http://support.cuny.cuny.edu/cunyfirst/?page\\_id=1269](http://support.cuny.cuny.edu/cunyfirst/?page_id=1269)



The screenshot shows the CUNYfirst website interface. At the top, there is a navigation bar with links like 'Find It', 'College Websites', 'Text Version', and 'Make This Website Talk'. Below this is a secondary navigation bar with links for 'Future Students', 'Current Students', 'Faculty/Staff', and 'Alumni'. The main navigation bar includes links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', 'EMPLOYMENT', 'SEARCH', and 'LOG-IN'. The 'LOG-IN' link is highlighted with a red arrow pointing to the 'CUNYfirst LOG-IN' form. The form has fields for 'Username:' and 'Password:', and a 'Log-In' button. Below the form are links for 'Forgot your password?', 'Change Password', and 'New User'. The page also features a 'CUNYfirst' logo, a 'Fully Integrated Resources & Services Tool' banner, and sections for 'ANNOUNCEMENTS', 'SIGNING ON TO CUNYfirst', 'OPPORTUNITIES TO SERVE', 'UNIVERSITY NEWS', and 'CUNY CHANNEL'.

**CUNYfirst**  
The City University of New York

Find It College Websites Text Version Make This Website Talk

Future Students Current Students Faculty/Staff Alumni

ABOUT ACADEMICS ADMISSIONS FINANCIAL AID RESEARCH NEWS/EVENTS LIBRARIES EMPLOYMENT SEARCH LOG-IN

Welcome >> **CUNYfirst Login**

**CUNYfirst**  
About CUNYfirst  
How to Use CUNYfirst  
Campus Helpdesks  
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Username:   
Password:  **Log-In**

[Forgot your password?](#) | [Change Password](#) | [New User](#)

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Interested in volunteering for Habitat for Humanity but want to learn more? Come to a volunteer orientation day and see what opportunities are available. >>

**CUNY CHANNEL**



**Click on “HR/Campus Solutions” (NOTE: Do NOT click on Self-Service on this “Enterprise Menu”)**



Depending on your permissions, you'll see some subset of the commands shown to the left....

This is your “base” menu – we'll be returning here again and again....



You can access your “Favorites,” and edit them, by expanding the “My Favorites” section on the upper left



## ***Special Note:*** **“Favorites”**

If you would like to bookmark a particular function, click “Add to Favorites” on upper right part of screen

# Function #1: Viewing Student Records

## **Method A – CUNY Student Summary View**

# Accessing student records– Method 1

***1. Click to expand “CUNY Student Summary View”***



***2. Then click on “Student Summary View”***



Menu

Search: >>

- > My Favorites
- > CUNY
- > CUNY Student Summary View
  - Student Summary View
- > Self Service
- > Manager Self Service
- > Recruiting
- > Campus Community
- > Records and Enrollment
- > Curriculum Management
- > Student Financials
- > Academic Advisement
- > Set Up HRMS
- > Set Up SACR
- > Worklist
- > Reporting Tools
- > PeopleTools

### Student Summary View - Campus

Enter any information you have and click Search. Leave fields blank if you are unsure.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

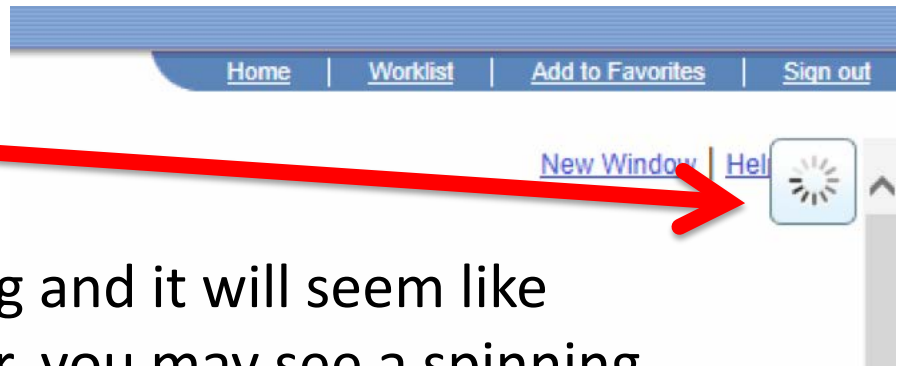
**Search** Clear Basic Search Save Search Criteria

*Blanked out for reasons of confidentiality*

**1. Enter a student's first and last name and click "Search"**

• **Special Note:** "The CUNYfirst spinning wheel"

- Often, you'll click on something and it will seem like nothing is happening. However, you may see a spinning "wheel" towards the **upper right** of the page. This is an indication that CUNYfirst is searching (often slowly)





## Student Summary View - Campus

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):

ID:

National ID:

Last Name:

First Name:  Stephanie

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

### Search Results

| View All            |             |        |               |             |                       |           |            |             |  |
|---------------------|-------------|--------|---------------|-------------|-----------------------|-----------|------------|-------------|--|
| First 1-2 of 2 Last |             |        |               |             |                       |           |            |             |  |
| ID                  | Name        | Gender | Date of Birth | National ID | NID Short Description | Last Name | First Name | Middle Name |  |
| 1                   | Stephanie M | Female | 02/03         | ***         | 40 SSN                | Stephanie | Stephanie  | M           |  |
| 2                   | Stephanie   | Female | 09/13         | ***         | 55 SSN                | Stephanie | Stephanie  | (blank)     |  |

You will now see all the students currently enrolled at CCNY with the name you specified. If several are listed, to find the right student, you must click through the possible students, or else get other info, such as their CUNY ID# (on left), birthday, or last four of SSN.

*Note: It might be a good idea to get students to routinely append their CUNY ID to all emails*

***Click on one of the students***

**Menu**

Search:

- > My Favorites
- > CUNY
- > CUNY Student Summary View
- Student Summary View**
- > Self Service
- > Manager Self Service
- > Recruiting
- > Campus Community
- > Records and Enrollment
- > Curriculum Management
- > Student Financials
- > Academic Advisement
- > Set Up HRMS
- > Set Up SACR
- > Worklist
- > Reporting Tools
- > PeopleTools
- > firstSolutions Knowledge Base

**Click on the triangles to see/hide the section.....**

**Stephanie**

**Birthdate:** 02/03 **National ID:** \*\*\*\_\*\*\*\_

- ▶ **Affiliation Information**
- ▶ **External System Id**
- ▶ **Enrollment Information**
- ▶ **Class Meeting Pattern (Curr & Future Terms)**
- ▶ **Term History Information**
- ▶ **Degree Information**
- ▶ **Residency Information**
- ▶ **Service Indicator Information**
- ▶ **Students Groups**
- ▶ **Academic Standing**
- ▶ **Testing Information**
- ▶ **Addresses (Current)**
- ▶ **Email Addresses**
- ▶ **Phones**
- ▶ **Name History Information**

[Return to Search](#) [Previous in List](#) [Next in List](#)

Each of the ~15 items can be revealed/hidden by clicking on the triangles at left (I've hid them for confidentiality).

**Sort by:**

**"Affiliation Information"** shows CUNY schools attended

**"Enrollment Information"** shows grades for every class taken in a sortable list

**"Term History Information"** shows GPA and credits taken for each semester

**"Service Indicator Information"** indicates Stops/Holds on registration

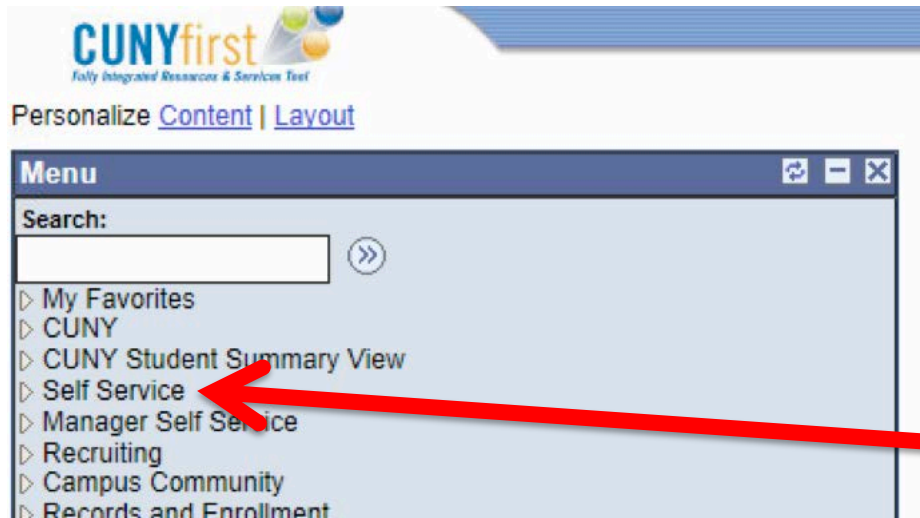
**"Testing Information"** indicates Stops/Holds on registration



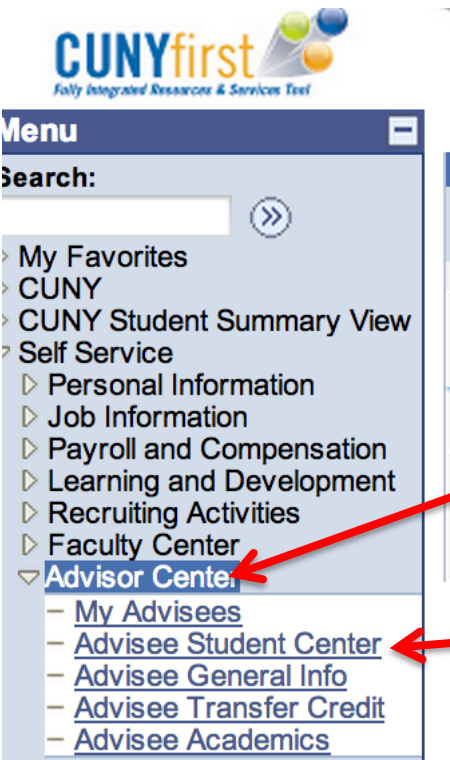
# Function #1: Viewing Student Records

## **Method B – The Advisor Center**

# Accessing student records– Method 2



***1. Click to expand  
“Self Service”***



***2. Then click to expand  
“Advisor Center”***

***3. Then click on  
“Advisee Student  
Center”***

**Menu**

Search:  [»](#)

- My Favorites
- CUNY
- CUNY Student Summary View
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- [firstSolutions Knowledge Base](#)

## Advisee's Student Center

Enter any information you have and click Search. Leave fields blank if

### Find an Existing Value

Maximum number of rows to return (up to 300):

ID:  [Search](#)

Campus ID:

National ID:

Last Name:  [Search](#)

First Name:  Stephanie

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

**1. Now, enter the student's name, and click "Search."**

After the "wheel" spins for a bit, you'll see all the Stephanie  at CUNY, not just at CCNY (!!!!) This is again why it's useful to have other info... **2. Click again on one of the students**

## Search Results

View All First [1-4 of 4](#)

| ID    | Name        | Gender | Date of Birth | Campus ID | National ID | National ID Country | NID Short Description | Last Name | First Name |
|-------|-------------|--------|---------------|-----------|-------------|---------------------|-----------------------|-----------|------------|
| 12116 | Stephanie A | Female | 11/02         | (blank)   | ****04      | USA                 | SSN                   |           |            |
| 12237 | Stephanie M | Female | 01/19         | (blank)   | ****78      | USA                 | SSN                   |           |            |
| 12239 | Stephanie   | Female | 07/31         | (blank)   | ****36      | USA                 | SSN                   |           |            |
| 23059 | Stephanie   | Female | 08/29         | (blank)   | ****31      | USA                 | SSN                   |           |            |

The default view for the student includes their schedule for the week..... Also, Stops are indicated under “Holds” at right

**Advisee Student Center**  
Stephanie

**Academics**

[My Class Schedule](#)  
[My Planner](#)

other academic... >>

**This Week's Schedule**

| Class       | Schedule  |
|-------------|-----------|
| BIO V LEC ( | 2:40PM    |
| BIO V LEC ( | 7:00PM    |
| BIO 4 LEC ( | 12:15PM   |
| PSY 3 LEC ( | - 11:50AM |
| PSY 3 LEC ( | - 11:50AM |
| THTR LEC (  | 11:50AM   |
| THTR LEC (  | 4:50PM    |
| THTR LEC (  | CG310     |

weekly schedule ▶

**Holds**  
No Holds.

**To Do List**  
[Description](#)  
No To Do's.

**Enrollment Dat**  
**Enrollment ApPOINT**  
You may begin er  
the 2014 Fall Terr  
Academic Session  
February 3, 2014.

**1. Click here.....**  
to get other  
kinds of info ....

This will  
expand the  
dialog box.....

**Advisee Student C**  
Stephanie

Course History  
Exam Schedule  
Grades  
Transcript: View Unofficial  
Transfer Credit: Report  
✓ other academic...

**2. Click on**  
“Course  
History”...

**3. Then click**  
on the “>>”

[My Class Schedule](#)  
[My Planner](#)

Course History >>

You should now see a list of courses (which I've blocked out), with sortable columns

**1. Click “student center” to get back to the last view....**

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

### Advisee Course History

Stephanie M [Name]

Select display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by [Dropdown]

Then by [Dropdown]

sort

Legend: ✓ Taken ← Transferred ◇ In Progress

| Institution | Course    | Description | Term             | Grade     | Units | Status | Requirement Designation  |
|-------------|-----------|-------------|------------------|-----------|-------|--------|--------------------------|
| CTY01       | [Blocked] | [Blocked]   | 2011 Fall Term   | [Blocked] | 3.00  | ✓      | Regular Non-Liberal Arts |
| CTY01       | [Blocked] | [Blocked]   | 2011 Spring Term | [Blocked] | 3.00  | ✓      | Regular Non-Liberal Arts |
| CTY01       | [Blocked] | [Blocked]   | 2012 Spring Term | [Blocked] | 3.00  | ✓      | Regular Non-Liberal Arts |
| CTY01       | [Blocked] | [Blocked]   | 2012 Fall Term   | [Blocked] | 3.00  | ✓      | Regular Non-Liberal Arts |
| CTY01       | [Blocked] | [Blocked]   | 2012 Fall Term   | [Blocked] | 3.00  | ✓      | Regular Non-Liberal Arts |

### Advisee Student Center

Stephanie M [Name]

- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- ✓ other academic...

**2. Go back to the little dialog box to the left, pick “Transcript: View Unofficial”**

**3. Then click on the “>>”**

[My Class Schedule](#)  
[My Planner](#)

Transcript: View Un [Dropdown] >>

## Advisee Unofficial Transcript

Stephanie [Redacted]

Choose an institution and report type and press View Report

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

|  |  |
|--|--|
| Academic Institution                       | <input type="text" value="City College"/>            |
| Report Type                                | <input type="text" value="Advisor Unofficial Copy"/> |
| <input type="button" value="view report"/> |  |

[VIEW ALL REQUESTED REPORTS](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

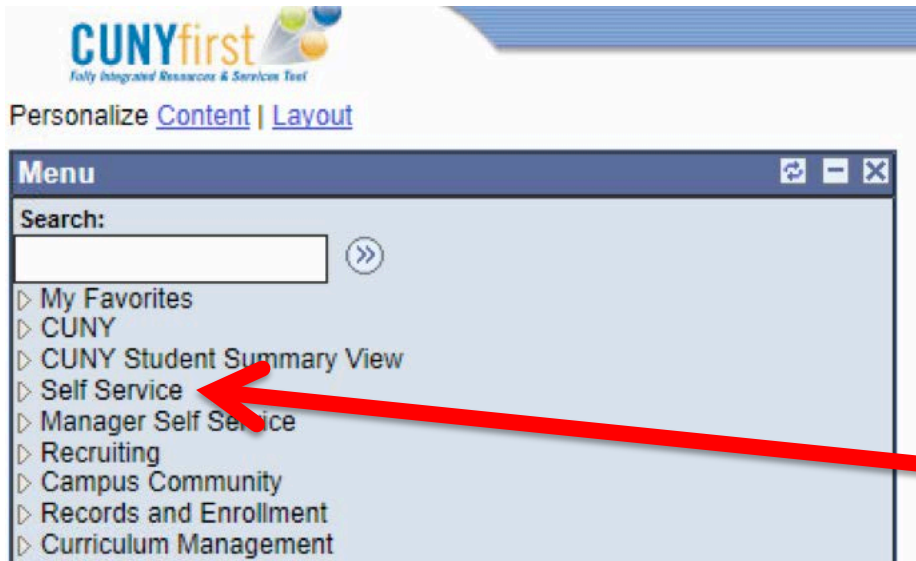
**1. Enter “City College” and “Advisor Unofficial Copy”, like so.....**

**2. Then click “view report”**

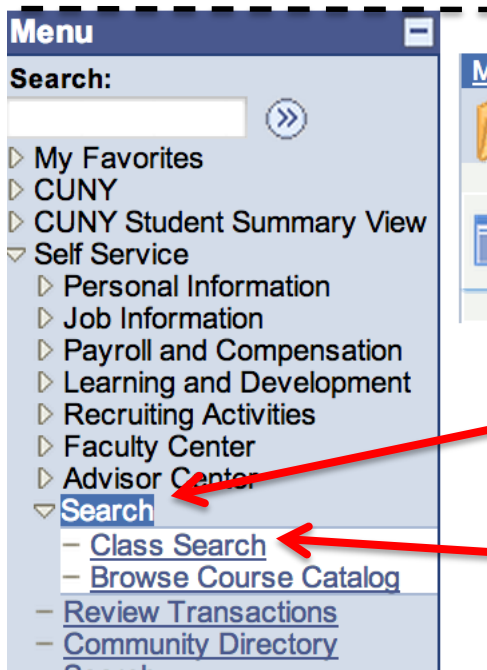
This should generate a nice PDF of the transcript, **but note that if pop-ups are blocked you will get nothing!!!!** If the PDF doesn't appear, allow pop-ups (look near top of screen) and then click “view report” again.

## Function #2: Accessing a Schedule of Classes

# Accessing the Schedule of Classes



*Click to expand  
“Self Service”*



*Then click to expand  
“Search”*

*Then click on  
“Class Search”*



## Search for Classes

### Enter Search Criteria

#### Search for Classes

Institution

City College

Term

2014 Spring Term

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

#### Class Search

Course Subject

Biology

Course Number

is exactly

Course Career

Undergraduate

Course Attribute

Course Attribute Value

Requirement Designation

☒ Show Open Classes Only

#### Additional Search Criteria

Session

Mode of Instruction

Meeting Start Time

greater than or equal to

Meeting End Time

less than or equal to

Days of Week

include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr



**1. Select “City College” and pick semester (Term)**

*Note that at least two search criteria must be entered. I’ve entered values for “Course Subject” and “Course Career.”*

**2. Select dept. (“Course Subject”) and course level (“Course Career”)**

**3. Click “Search” (Look for button towards bottom of screen)**

*Do you just want to show open classes?*

NEW SEARCH

MODIFY SEARCH

☒ Open

☐ Closed

☐ Wait List

▼ BIO 10004 - HUMAN BIOLOGY

First 1-3 of 3 Last

Section [06-LEC\(57671\)](#) Section not shown to students Status ☒

Session Regular

Requirement Designation Required Core - Life and Physical Sciences

| Days & Times         | Room | Instructor | Meeting Dates           |
|----------------------|------|------------|-------------------------|
| Tu 11:00AM - 11:50AM | TBA  | Staff      | 01/27/2014 - 05/23/2014 |
| Th 11:00AM - 11:50AM | TBA  | Staff      | 01/27/2014 - 05/23/2014 |
| Th 1:00PM - 2:50PM   | TBA  | Staff      | 01/27/2014 - 05/23/2014 |

Section [07-LEC\(57672\)](#) Section not shown to students Status ☒

Session Regular

Requirement Designation Required Core - Life and Physical Sciences

| Days & Times         | Room | Instructor | Meeting Dates           |
|----------------------|------|------------|-------------------------|
| Tu 11:00AM - 11:50AM | TBA  | Staff      | 01/27/2014 - 05/23/2014 |
| Th 6:30PM - 8:20PM   | TBA  | Staff      | 01/27/2014 - 05/23/2014 |
| Th 11:00AM - 11:50AM | TBA  | Staff      | 01/27/2014 - 05/23/2014 |

Section [08-LEC\(57673\)](#) Section not shown to students Status ☒

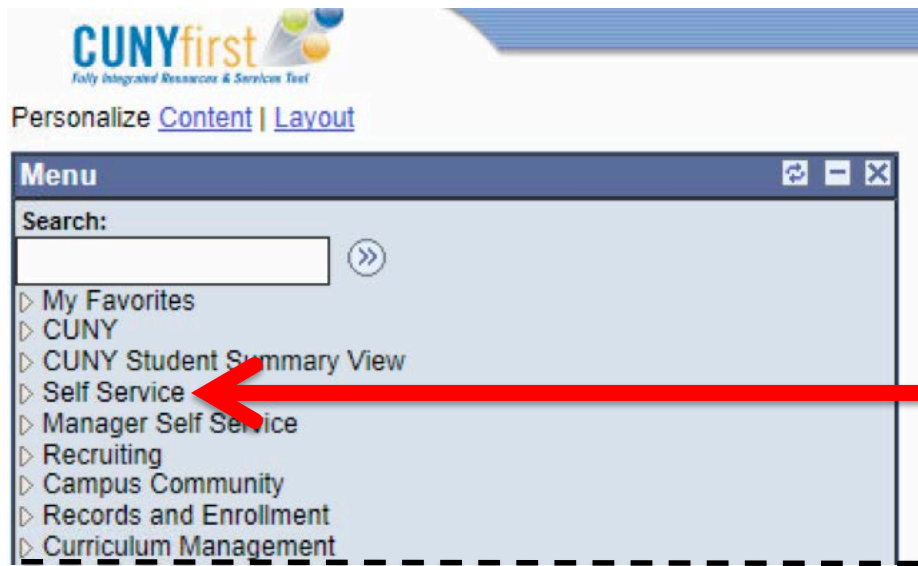
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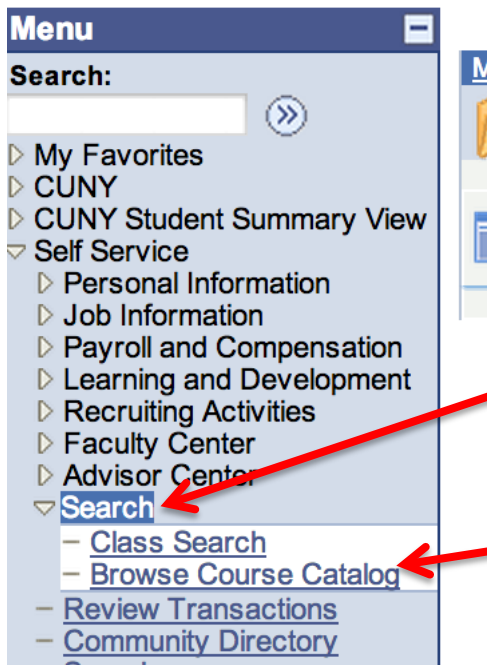
*Click on a course  
(section) to get  
more info, including  
enrollment limit and  
number of seats  
available*

# Function #3: Browsing the course catalog



# Browsing the course catalog

*Click to expand “Self Service”*



*Then click to expand “Search”*

*Then click on “Browse Course Catalog”*

Select Institution

City College

change

*Select City College,  
and click "change"*

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL

EXPAND ALL

*Then click first letter of  
department name*

Select subject code to display or hide course information.

▶ BCH - Biochemistry

▶ BCHM - Biochemistry

▶ BENG - Bengali

▼ BIO - Biology

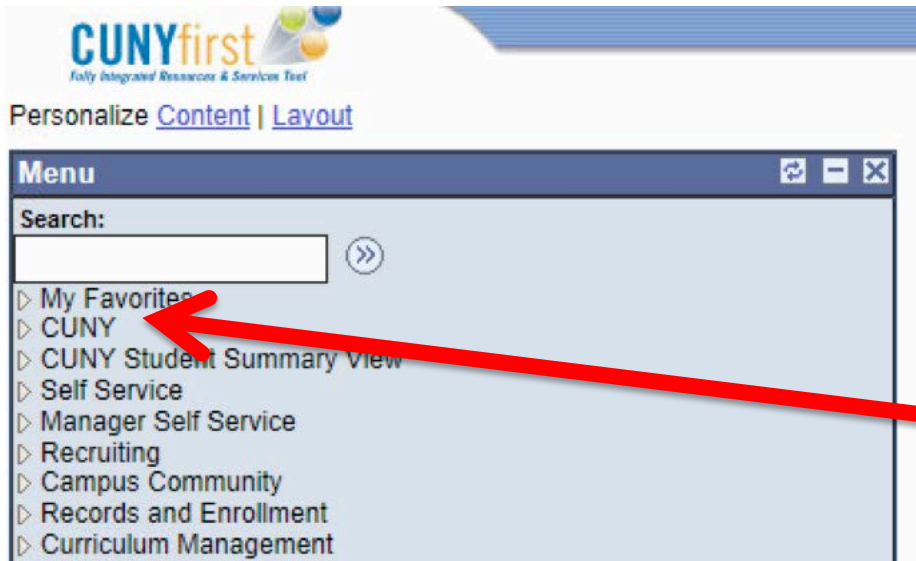
*Then click on  
department*

The (long?)  
list of courses  
will appear.  
**Select your  
course!!!**

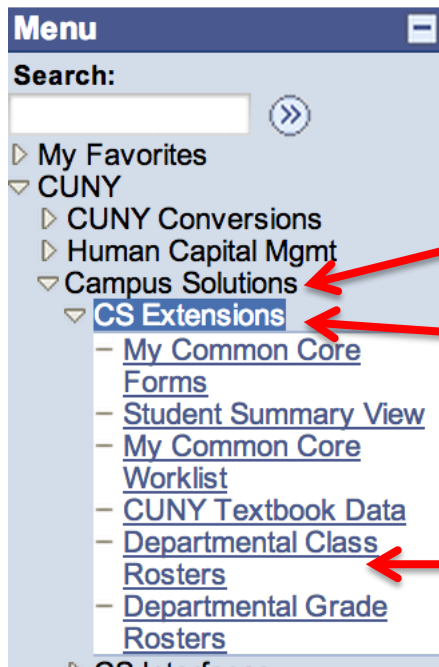
| Course Nbr            | Course Title                         | Typically Offered |
|-----------------------|--------------------------------------|-------------------|
| <a href="#">A1105</a> | <a href="#">ISS IN CONSERVATION</a>  | Fall, Spring      |
| <a href="#">A1405</a> | <a href="#">NEUROBIOL-BHVRL BIO</a>  | Fall, Spring      |
| <a href="#">A1600</a> | <a href="#">ADVNCES:ENDOCRINOLGY</a> | Fall, Spring      |
| <a href="#">A1605</a> | <a href="#">CONFOCAL MICROSCOPY</a>  | Fall, Spring      |
| <a href="#">A1700</a> | <a href="#">VIROLOGY</a>             | Fall,             |

## Function #4: Accessing class rosters (and seeing enrollment totals)

# Accessing class rosters



**1. Click to expand "CUNY"**



**2. Then click to expand "Campus Solutions"**

**3. Then click to expand "CS Extensions"**

**4. Then click on "Departmental Class Rosters"**

## Departmental Class Rosters

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):

Academic Institution:

= ▾

Academic Career:

= ▾

Term:

= ▾

Session:

= ▾

Academic Organization:

begins with ▾

[Basic Search](#)

[Save Search Criteria](#)

**1. Click on the magnifying glasses to enter info ....**

**2. Click Search**



















*Note: Most entries can also be directly typed...*

*Note: Search criteria can be saved...*



**View Rosters By Subject**

BIO

| Departmental Class Rosters |                          |   |                      |                              |                  | Find     |  |  | First | 1-71 of 71 | Last |
|----------------------------|--------------------------|---|----------------------|------------------------------|------------------|----------|--|--|-------|------------|------|
|                            |                          |   | Class Data           | Title                        | Instructor       | Enrolled |  |  |       |            |      |
| 1                          | <input type="checkbox"/> |  | BIO 10004 (57667.02) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 25       |  |  |       |            |      |
| 2                          | <input type="checkbox"/> |  | BIO 10004 (57668.03) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 25       |  |  |       |            |      |
| 3                          | <input type="checkbox"/> |  | BIO 10004 (57669.04) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 25       |  |  |       |            |      |
| 4                          | <input type="checkbox"/> |  | BIO 10004 (57670.05) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 25       |  |  |       |            |      |
| 5                          | <input type="checkbox"/> |  | BIO 10004 (57674.09) | HUMAN BIOLOGY (Lecture)      | Capainolo,Peter  | 25       |  |  |       |            |      |
| 6                          | <input type="checkbox"/> |  | BIO 10004 (57675.10) | HUMAN BIOLOGY (Lecture)      | Capainolo,Peter  | 25       |  |  |       |            |      |
| 7                          | <input type="checkbox"/> |  | BIO 10004 (57676.11) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 7        |  |  |       |            |      |
| 8                          | <input type="checkbox"/> |  | BIO 10004 (57677.12) | HUMAN BIOLOGY (Lecture)      | Samms,Michael    | 23       |  |  |       |            |      |
| 9                          | <input type="checkbox"/> |  | BIO 10100 (57636.01) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 10                         | <input type="checkbox"/> |  | BIO 10100 (57637.02) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 11                         | <input type="checkbox"/> |  | BIO 10100 (57638.03) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 12                         | <input type="checkbox"/> |  | BIO 10100 (57639.04) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 13                         | <input type="checkbox"/> |  | BIO 10100 (57640.05) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 19       |  |  |       |            |      |
| 14                         | <input type="checkbox"/> |  | BIO 10100 (57641.06) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 15                         | <input type="checkbox"/> |  | BIO 10100 (57642.07) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 16                         | <input type="checkbox"/> |  | BIO 10100 (57643.08) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 17                         | <input type="checkbox"/> |  | BIO 10100 (57644.09) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20       |  |  |       |            |      |
| 18                         | <input type="checkbox"/> |  |                      |                              |                  |          |  |  |       |            |      |

*Click on multi-colored icon to get rosters*

*Indicates class enrollment*

▼ **BIO 10100 - 03 (57638)**

Biological Foundations I (Lecture)

| Days and Times   | Room        | Instructor       |
|------------------|-------------|------------------|
| Tu 2:00PM-4:50PM | Marshak 503 | Fardad Firooznia |
| We 5:00PM-6:15PM | TBA         | Staff            |
| Mo 5:00PM-6:15PM | TBA         | Staff            |

*Clicking on grid icon will allow you to download an Excel spreadsheet with the roster....*

*Click on a box (or boxes) then click "Notify Selected Students" at bottom of page to email students*

| Departmental Roster |       |       |  |                 |            |      |
|---------------------|-------|-------|--|-----------------|------------|------|
|                     |       | Find  |  | First           | 1-20 of 20 | Last |
|                     | ID    | Units | Program and Plan                               | Level           |            |      |
| 1                   | 12274 | 4.00  | Undergraduate - Undeclared Major Undergraduate | Upper Sophomore |            |      |
| 2                   | 16097 | 4.00  | Undergraduate - Physics (BS)                   | Upper Sophomore |            |      |
| 3                   | 16008 | 4.00  | Undergraduate - Electrical Engr (BE)           | Upper Sophomore |            |      |
| 4                   | 12204 | 4.00  | Undergraduate - Psychology (BS)                | Lower Sophomore |            |      |
| 5                   | 15202 | 4.00  | Undergraduate - Undeclared Major Undergraduate | Lower Freshman  |            |      |
| 6                   | 23019 | 4.00  | Undergraduate - Undeclared Major Undergraduate | Upper Sophomore |            |      |
| 7                   | 23172 | 4.00  | Undergraduate - Undeclared Major Undergraduate | Lower Freshman  |            |      |
| 8                   | 15226 | 4.00  | Undergraduate - Biomedical Engr (BE)           | Upper Freshman  |            |      |
| 9                   | 16088 | 4.00  | Undergraduate - Psychology (BS)                | Upper Freshman  |            |      |
| 10                  | 14223 | 4.00  | Undergraduate - Psychology (BA)                | Upper Sophomore |            |      |
| 11                  | 23155 | 4.00  | Undergraduate - Undeclared Major Undergraduate | Upper Freshman  |            |      |
| 12                  | 16011 | 4.00  | Undergraduate - Psychology (BS)                | Upper           |            |      |

*Click here to navigate to different sections of the course*

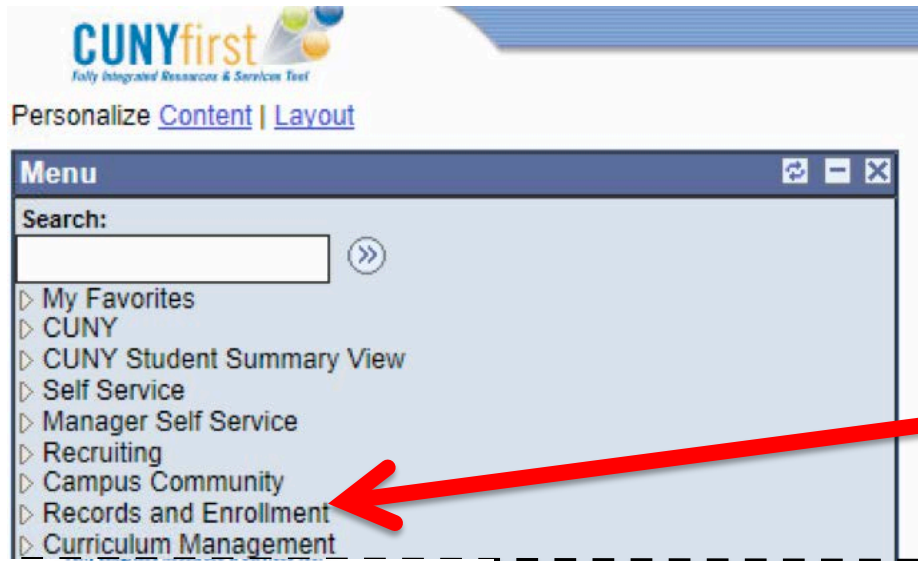
## Function #5: Granting enrollment permissions

*(the trickiest part of CUNYfirst – many dept. advisers will not be doing this)*

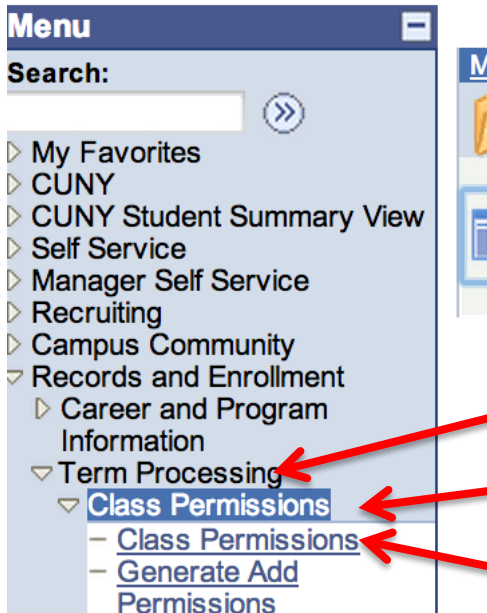
# NOTE: How enrollment will work under CUNYfirst

- Students will enroll with CUNYfirst (bye, bye, eSIMS)
- For special cases (overtallies, waiving prereqs, etc), advisors/administrators will no longer enroll students....
- Instead, they will use CUNYfirst to give **permissions** to students to enroll in individual courses
- The students must then execute the permission, generally within a short time-frame
- *In very special cases (e.g. students wishing to retake a course for which they received a passing grade), students may have to be enrolled by a professional advisor with “Quick Enroll” access....*

# Granting enrollment permissions



**1. Click to expand  
“Records and Enrollment”**



**2. Then click to expand  
“Term Processing”**

**3. Then click to expand  
“Class Permissions”**

**4. Then click on “Class  
Permissions” *again!!!***

**1. Click on the magnifying glasses (or type directly) to enter the info shown below....**

#### Class Permissions

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

Find an Existing Value

#### Search Criteria

Use Saved Search:

|                        |             |                                    |                                  |
|------------------------|-------------|------------------------------------|----------------------------------|
| Academic Institution:  | =           | <input type="text" value="CTY01"/> | <input type="button" value="🔍"/> |
| Term:                  | =           | <input type="text" value="1179"/>  | <input type="button" value="🔍"/> |
| Subject Area:          | =           | <input type="text" value="BIO"/>   | <input type="button" value="🔍"/> |
| Catalog Nbr:           | begins with | <input type="text" value="10200"/> |                                  |
| Academic Career:       | =           | <input type="text"/>               |                                  |
| Campus:                | begins with | <input type="text"/>               | <input type="button" value="🔍"/> |
| Description:           | begins with | <input type="text"/>               |                                  |
| Course ID:             | begins with | <input type="text"/>               | <input type="button" value="🔍"/> |
| Course Offering Nbr:   | =           | <input type="text"/>               | <input type="button" value="🔍"/> |
| Academic Organization: | begins with | <input type="text"/>               |                                  |

☐ Case Sensitive

Search

Clear

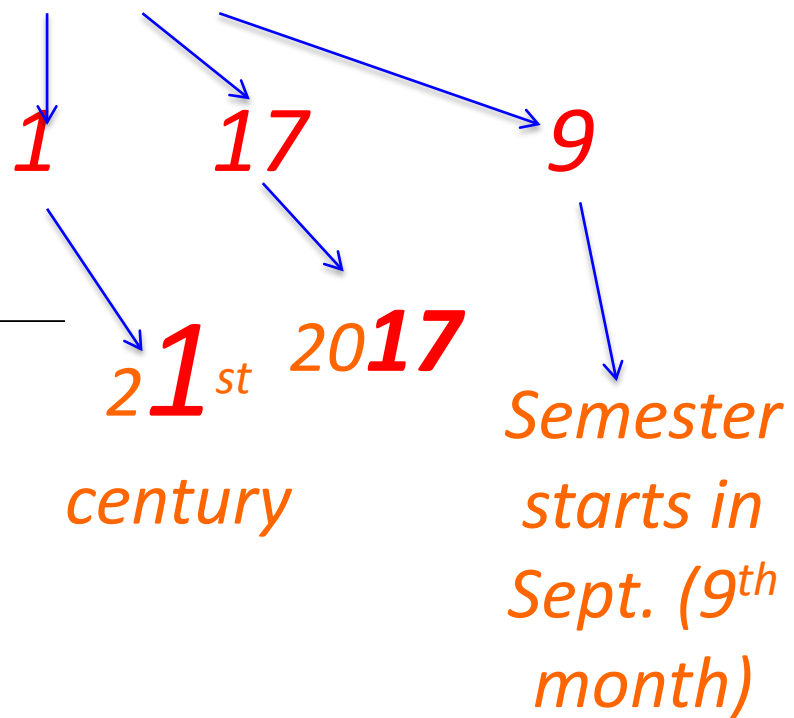
[Basic Search](#)



[Save Search Criteria](#)

[Delete Saved Search](#)

Note: **1179** indicates Fall 2017



Another e.g: 1182 = Spring 2018

**2. Click Search**

**Note: You can save searches!!!**

[Permission to Add](#)[Permission to Drop](#)

Course ID: 043534 Course Offering Nbr: 1  
Academic Institution: City College  
Term: 2017 Fall Term Undergrad  
Subject Area: BIO BIO - Biology  
Catalog Nbr: 10200 Found Of Biology 2

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 22259 Class Status: Active  
Class Section: 2PS Class Type: Enrollment Section  
Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

☒ Student Specific Permissions Enrl Cap: 22 Tot Enrl: 22  
Wait Cap: 8 Wait Tot: 2

**Defaults**

Expiration Date: 08/30/2017

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:  Generate

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

| Seq # | Number | ID                   | Name | Status   | Permission Use Date | Expiration Date      |                                  |                                  |
|-------|--------|----------------------|------|----------|---------------------|----------------------|----------------------------------|----------------------------------|
| 1     |        | <input type="text"/> |      | Not Used |                     | <input type="text"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

[Permission to Add](#) | [Permission to Drop](#)

These settings control the default Permissions (settings here will control default settings for all new Permissions – *Permissions are described on next page*)

# The meaning of Permissions

**Defaults**

Expiration Date: 05/23/2018

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

**General Info** | **Permission** | **Comments** | **Updated By**

| Seq # | Number | ID                   | Name | Status   | Permission Use Date | Expiration Date      |                                  |                                  |
|-------|--------|----------------------|------|----------|---------------------|----------------------|----------------------------------|----------------------------------|
| 1     |        | <input type="text"/> |      | Not Used |                     | <input type="text"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

| Permission Type           | Description   |
|---------------------------|---|
| <b>Closed Class</b>       | Select to indicate that the student may enroll in the class even though it is closed due to capacity size (similar to SIMS overtally). Note that CUNYfirst does not have a secondary limit field as SIMS did. |
| <b>Requisites Not Met</b> | Select to indicate that the student may enroll in the class even though he/she does not have all of the required pre or co-requisites.  |
| <b>Consent Required</b>   | Select to override the consent restriction set when creating the course. (SIMS permissions)   |
| <b>Career Restriction</b> | Select to allow the student to take a course that violates their degree requirements – such as allowing an undergraduate student to take a graduate course.   |

Think of each of the four permission types as a **roadblock** that **may** or **may not** be preventing enrollment

Checking the box **removes** that roadblock...

*Please only apply those permissions that you want your student to have. This will make sure that students will not receive any unnecessary permissions.*



Permission to Add

Permission to Drop

Course ID: 043534 Course Offering Nbr: 1  
Academic Institution: City College  
Term: 2017 Fall Term Undergrad  
Subject Area: BIO BIO - Biology  
Catalog Nbr: 10200 Found Of Biology 2

Class Section Data

Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 22259 Class Status: Active  
Class Section: 2PS Class Type: Enrollment Section  
Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

☒ Student Specific Permissions

Enrl Cap: 22 Tot Enrl: 22  
Wait Cap: 8 Wait Tot: 2

Defaults

Expiration Date: 08/30/2017

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:  Generate

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

| Seq # | Number | ID                   | Name                 | Status   | Permission Use Date | Expiration Date      |   |
|-------|--------|----------------------|----------------------|----------|---------------------|----------------------|---|
| 1     |        | <input type="text"/> | <input type="text"/> | Not Used |                     | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

Save Return to Search Notify

Permission to Add | [Permission to Drop](#)

*If students have already been given permissions for the section, click the '+' corresponding to student at the bottom to create a new permission line.*

**1) Enter CCNY ID of student, or Click "search glass" to search by name**

▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First 1 of 1 Last

General Info | Permission | Comments | Updated By 

| Seq # | Number | ID   | Name                 | Status   | Permission Use Date | Expiration Date  |   |   |
|-------|--------|--|----------------------|----------|---------------------|--|---|---|
| 1     |        | <input type="text"/>  | <input type="text"/> | Not Used |                     | <input type="text"/>  |  |  |



Note the four tabs:

- 1) *General Info* (view shown above),
- 2) *Permissions*, 3) *Comments*,
- 4) *Updated By*




Indicates whether the Permission has been used



Note Expiration Date of Permission, which you can change.

**For "Closed Class" Permissions (over-tally), this should be set to the current day or next day**

▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

Class Permission Data

Personalize | Find |   First  1 of 1  Last

General Info **Permission** Comments Updated By 

| Seq # | Number | ID   | Name | Status   | Permission Use Date | Expiration Date  |   |   |
|-------|--------|--|------|----------|---------------------|--|---|---|
| 1     |        | <input type="text"/>  |      | Not Used |                     | <input type="text"/>  |  |  |

Clicking on “**Permission**” tab will allow you to set permissions for individual students (regardless of how defaults are set)

## Over-tally

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

| Seq # | Number | ID       | Closed Class                        | Requisites Not Met       | Consent Required         | Career Restriction       |  |  |
|-------|--------|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|--|--|
| 1     |        | 12135126 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |

## Waiving pre/coreqs

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

| Seq # | Number | ID       | Closed Class             | Requisites Not Met                  | Consent Required         | Career Restriction       |  |  |
|-------|--------|----------|--------------------------|-------------------------------------|--------------------------|--------------------------|--|--|
| 1     |        | 12135126 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |

## Over-tally AND Waiving pre/coreqs

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

| Seq # | Number | ID       | Closed Class                        | Requisites Not Met                  | Consent Required         | Career Restriction       |  |  |
|-------|--------|----------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--|--|
| 1     |        | 12135126 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |  |

## Granting Instructor Permission

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

| Seq # | Number | ID       | Closed Class             | Requisites Not Met       | Consent Required                    | Career Restriction       |  |  |
|-------|--------|----------|--------------------------|--------------------------|-------------------------------------|--------------------------|--|--|
| 1     |        | 12135126 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |

## Undergrad taking grad course (or vice versa)

Assign More Permissions:


**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

| Seq # | Number | ID       | Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction                  |  |  |
|-------|--------|----------|--------------------------|--------------------------|--------------------------|-------------------------------------|--|--|
| 1     |        | 12135126 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |  |

Sample  
permissions



**Defaults**


Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First 1 of 1 Last

[General Info](#) [Permission](#) [Comments](#) [Updated By](#) 


| Seq # | Number | ID       | Comments                                     |                                  |                                  |
|-------|--------|----------|--|----------------------------------|----------------------------------|
| 1     |        | 12135126 | Took equivalent of Bio 10100 at Jedi Academy | <input type="button" value="+"/> | <input type="button" value="-"/> |

[Permission to Add](#) | [Permission to Drop](#)

1. After setting Permissions, click on "Comments" tab

2. Enter reason for granting the Permission. **CCNY POLICY STATES THAT YOU MUST DO THIS.**





**▼ Defaults**


Expiration Date: 05/23/2018 




Permission Valid For:




| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First  1 of 1  Last

[General Info](#) [Permission](#) [Comments](#) **Updated By** 

| Seq # | Number | ID   | Updated By   |   |   |
|-------|--------|--|--------------|---|---|
| 1     |        | 12135126  | Edelman, Jay |  |  |

 Save  Return to Search  Notify

[Permission to Add](#) | [Permission to Drop](#)

The “Updated By” tab will indicate who gave the permission.

Course ID: 043534 Course Offering Nbr: 1  
 Academic Institution: City College  
 Term: 2018 Spring Term Undergrad  
 Subject Area: BIO BIO - Biology  
 Catalog Nbr: 10200 Found Of Biology 2

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 24075 Class Status: Active  
 Class Section: 1GJ Class Type: Enrollment Section  
 Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich  
 Bobe, Daija Tiane

☒ Student Specific Permissions Enrl Cap: 21 Tot Enrl: 0  
 Wait Cap: 0 Wait Tot: 0

**Defaults**  
 Expiration Date: 05/23/2018  
 Permission Valid For:

| Closed Class             | Requisites Not Met       | Consent Required         | Career Restriction       |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:  Generate

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Comments | Updated By

| Seq # | Number | ID       | Updated By   |   |   |
|-------|--------|----------|--------------|---|---|
| 1     |        | 12135126 | Edelman, Jay | + | - |

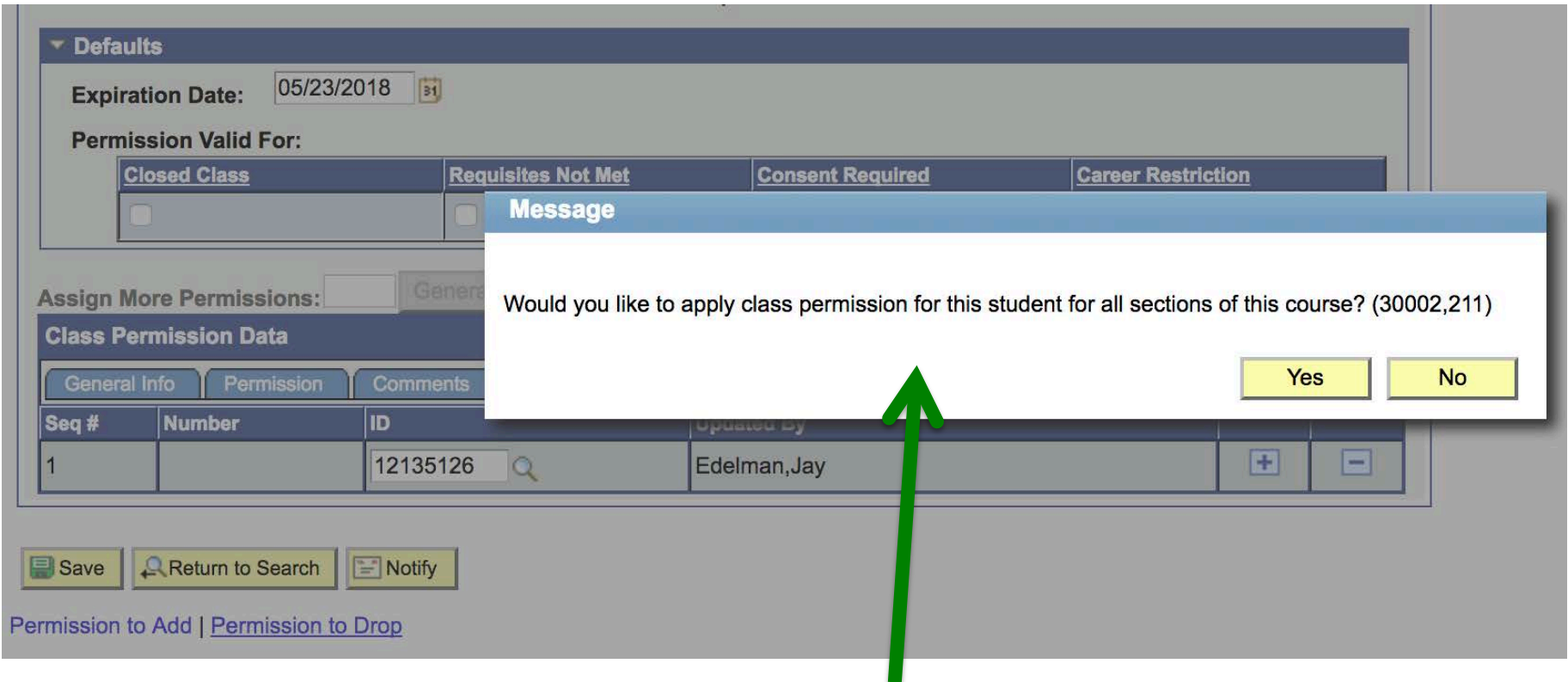
Save | Return to Search | Notify

Permission to Add | [Permission to Drop](#)

Use arrows here for multiple section courses

Also: see next slide

When done, click '+' to add another student, or click "Save" to.... Save! But, before saving, SEE NEXT SLIDE

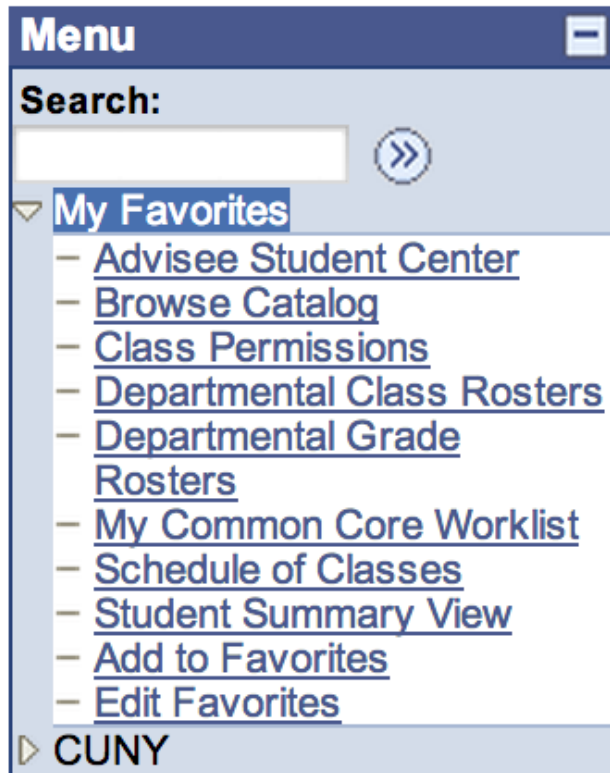


Clicking on “Save” will bring up a dialog box that allows the permissions you entered to be set for all sections of the course. *This only happens the **FIRST** time you Save for a particular student in a particular course, .....SO BE CAREFUL!*

**SUPER IMPORTANT NOTE: For “Closed Class” Permissions (Over-tallies), you should ALWAYS click “No.” For other Permissions, you can click “Yes,” though depts. may inform you of exceptions**



That's all for now!!!!!!



***Special Note  
Reminder:***

Don't forget to use  
"Add to Favorites."

*Here's what my "My  
Favorites" looks like!!!*

Need help? Comments?  
Questions?

Contact Jay Edelman at...  
[jedelman@ccny.cuny.edu](mailto:jedelman@ccny.cuny.edu)