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: <u>http://support.ccny.cuny.edu/cunyfirst/?page_id=1960</u>

FERPA training

- Before you look at student records using CUNYfirst PLEASE complete the FERPA training module at....
 - <u>https://apps.ccny.cuny.edu/ferpa</u>
- 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).



CUNYfirst username and EMPLID



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.cny.cuny.edu/cunyfirst/?page_id=1269





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

Depending on your Personalize Content | Layout permissions, you'll see Menu 🗢 – X some subset of the Search: (\mathcal{D}) commands shown to My Favorites CUNY the left.... CUNY Student Summary View Self Service Manager Self Service Recruiting Campus Community Records and Enrollment Curriculum Management Student Financials Academic Advisement This is your "base" menu – Set Up HRMS Set Up SACR we'll be returning here again > Worklist Reporting Tools PeopleTools and again.... firstSolutions Knowledge Base



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



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



My Favorites
CUNY

Self Service

Recruiting

Manager Self Service

Campus Community

CUNY Student Summary View

Student Summary View



View"



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): 300 | |
| ID: begins with V | |
| National ID: begins with 🗸 | |
| Last Name: begins with V | |
| First Name: begins with V 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 Las | t Name First Name Middle Name |
| 1 | ephanie M |
| 2 <u>bhanie</u> <u>Female 09/13</u> *** <u>55 SSN</u> | ephanie (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



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

Sor "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





 \otimes

Menu

Search:



Enter any information you have and click Search. Leave fields blank 1



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 A | All | | | | | | | | | First 🔣 | 1-4 of 4 |
|--------|------|------------------|---------------|---------------|------------------|-------|-----------|---------------------|-----------------------|-----------|----------|
| ID | Nama | | Gender | Date of Birth | us ID | Natio | onal ID | National ID Country | NID Short Description | Last Nama | Fir |
| 12116 | | Stephanie A | Fenale | 11/02 | (blank) | **** |)4 | USA | <u>SSN</u> | | DST |
| 12237 | | Stephanie M | | 01/19 | (blank) | **** | <u>78</u> | USA | <u>SSN</u> | | D ST |
| 12239 | | Stephanie | Female | <u>07/31</u> | (blank) | **** | 36 | <u>USA</u> | <u>SSN</u> | | D ST |
| 23059 | | <u>Stephanie</u> | Female | 08/29 | (<u>blank</u>) | **** | <u>51</u> | USA | <u>SSN</u> | | D ST |
| | | | | | | | | | | | |

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

Advisee Student Center



This will expand the dialog box.





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

1. Click "studentcenter" to get backto the last view....





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



Advisee Unofficial Transcript



Academic Institution

Report Type

Choose an institution and report type and press View Report



Advisor Unofficial Copy

City College

1. Enter "City College" and "Advisor Unofficial Copy", like **SO**....

VIEW ALL REQUESTED REPORTS 2. Then click "view report" Faculty Center Advisor Center Search My Advisees Student Center General Info Transier Creuic ACQUEITIN

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



Search for Classes

Enter Search Criteria Search for Classes Institution City College Image: City College Term 2014 Spring Term Image: City College Select at least 2 search criteria. Click Search to view your search results.

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) 25



Do you just want to show open classes?

The following classes match your search criteria Course Subject: **Biology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**



BIO 10004 - HUMAN BIOLOGY

| | | | | First 🚺 1-3 of 3 🚺 Las |
|----------|----------------------|--------------------|-------------------------|-------------------------|
| Section | 06-LEC(57671) | not shown to stude | ^{nts} Status 🥚 | |
| Session | Regular | | · · · · · | |
| Requirem | ent Designation Requ | uired Core - Line | Physical Sciences | |
| | Days & Times | Room | Insu | Meeting Dates |
| | Tu 11:00AM - 11:50AM | ТВА | Staff | 21/27/2014 - 05/23/2014 |
| | Th 11:00AM - 11:50AM | ТВА | Staff | 01/27/2 05/23/2014 |
| | Th 1:00PM - 2:50PM | ТВА | Staff | 01/27/2014 - 05/2 0014 |

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 | ТВА | 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

Session Regular

| Requirement Designation | Required Core - Life and Physical Sciences |
|-------------------------|--|
| Requirement Designation | |

| Days & Times | Room | Instructor | Meeting Dates | | |
|----------------------|------|------------|-------------------------|--|--|
| Th 11:00AM - 11:50AM | ТВА | Staff | 01/27/2014 - 05/23/2014 | | |
| TH 6-20DM - 9-20DM | TDA | Ctoff | 01/27/2014 - 05/22/2014 | | |

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

Function #3: Browsing the course catalog



Curriculum Management

| Menu | 0 | - | × |
|---------------------------|--------------|---|---|
| Search: | | | |
| | | | |
| My Favorites | | | |
| D CÚNY | | | |
| CUNY Student Symmary View | | | |
| > Self Service | | | |
| D Manager Self Service | | | |
| Recruiting | | | |
| Campus Community | | | |
| N Records and Enrollment | | | |

Browsing the course catalog

Click to expand "Self Service"

Then click to expand "Search"

Then click on "Browse Course Catalog"

Menu -Search: (∞) My Favorites CUNY CUNY Student Summary View Self Service Personal Information Job Information Payroll and Compensation Learning and Development Recruiting Activities Faculty Center Advisor Center **Class Search** Browse Course Catalog **Review Transactions Community Directory**



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



Departmental Class Rosters

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



View Rosters By Subject BIO

Biology

| De | pa | artm | enta | I Clas | ss Rost | ters | | <u>Find</u> 🖾 🛗 First 🚺 1-71 of 71 | 💵 Last |
|----|----|------|------|--------|--------------------|---------------|--|--|----------|
| | | | | Class | s Data | | <u>Title</u> | Instructor | Enrolled |
| · | 1 | | 88 | BIO | ¹ Clicl | k column head | ing to sort ascending ^{cture}) | Samms,Michael | 25 |
| 2 | 2 | | 88 | BIO | 10004 | (57667.02) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 25 |
| 1 | 3 | | 8 | BIO | 10004 | (57668.03) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 25 |
| 4 | 1 | | 8 | BIO | 10004 | (57669.04) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 25 |
| ę | 5 | | 8 | BIO | 10004 | (57670.05) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 25 |
| 6 | 3 | | 8 | BIO | 10004 | (57674.09) | HUMAN BIOLOGY (Lecture) | Capainolo,Peter | 25 |
| | 7 | | 88 | BIO | 10004 | (57675.10) | HUMAN BIOLOGY (Lecture) | Capainolo,Peter | 25 |
| 8 | 3 | | 8 | BIO | 10004 | (57676.11) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 7 |
| ę | 9 | | 8 | BIO | 10004 | (57677.12) | HUMAN BIOLOGY (Lecture) | Samms,Michael | 23 |
| 10 | ו | | 8 | BIO | 10100 | (57636.01) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 11 | 1 | | 8 | BIO | 10100 | (57637.02) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 12 | 2 | | 1 | BIO | 10100 | (57638.03) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 13 | 3 | | 1 6 | BIO | 10100 | (57639.04) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 14 | 1 | | 88 | BIO | 10100 | (57640.05) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 19 |
| 1, | | | 8 | BIO | 10100 | (57641.06) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| l. | 5 | | 8 | BIO | 10100 | (57642.07) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 17 | 7 | | 8 | BIO | 10100 | (57643.08) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |
| 18 | 3 | | ĥ | BIO | 10100 | (57644.09) | FOUND OF BIOLOGY 1 (Lecture) | Firooznia,Fardad | 20 |

Click on multicolored icon to get rosters

Indicates class enrollment

▼ <u>BIO 10100 - 03 (57638)</u>

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

| 1 | siologi | cal Four | idations I (Leo | cture) | | | | , | | |
|----|---------|----------|-----------------|-------------|----|-----------|----------------------------------|----------------------|--------------------|-----------------|
| | Days | and Tim | nes | Room | | | Instructor | spreads | sheet w | ith the roster. |
| - | Tu 2:0 | 0PM-4:5 | 50PM | Marshak 503 | | | Fardad Firooznia | 05/23/20 | 14 | |
| | We 5: | 00PM-6: | 15PM | ТВА | | | Staff | 01/27/20 | 14 - 14 | |
| | Mo 5:(| 00PM-6: | 15PM | ТВА | | | Staff | 01/27/20 05/23/20 | 14 - 14 | |
| D | epart | tmenta | l Roster | | | Find | | First 🚺 1-20 of | 20 🖸 Last | |
| | | ID | 1 | I. | do | e Unit | s Program and | Plan | শ্ব | |
| 1 | | 12274 | | | r | 4.0 | 0 Undergraduate Undergraduate | e - Undeclared Major | Upper Sophomore | |
| 2 | | 16097 | | | 1 | 4.0 | 0 Undergraduate | e - Physics (BS) | Upper Sophomore | |
| 3 | | 16008 | | | 1 | 4.0 | 0 Undergraduate (BE) | e - Electrical Engr | Upper Sophomore | Click here |
| 4 | | 12204 | | | 1 | 4.0 | 0 Undergraduate | e - Psychology (BS) | Lower Sophomore | navigate |
| 5 | | 15202 | | | 1 | 4.0 | 0 Undergraduate Undergraduate | e - Undeclared Major | Lower Freshman | differen |
| 6 | | 23019 | | | 1 | 4.0 | 0 Undergraduate Undergraduate | e - Undeclared Major | Upper Sophomore | sections o |
| 7 | | 23172 | | | , | 4.0 | 0 Undergraduate Undergraduate | e - Undeclared Major | Lower Freshman | the cours |
| 8 | | 15226 | | | , | 4.0 | 0 Undergraduate (BE) | e - Biomedical Engr | Upper Freshman | |
| 9 | | 16088 | | | , | 4.0 | 0 Undergraduate | e - Psychology (BS) | Upper Freshman | |
| 10 | | 14223 | | | , | 4.0 | 0 Undergraduate | e - Psychology (BA) | Upper Sophomore | |
| 11 | | 23155 | | | , | 4.0 | 0 Undergraduate Undergraduate | e - Undeclared Major | Upper Freshman | |
| 12 | | 16011 | | | , | 4.0 | 0 Undergraduate | - Psychology (BS) | Upper | |

Click here to navigate to different sections of the course

Clicking on grid icon will allow

vou to download an Excel

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....



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 y ues.

Find an Existing Value

Search Criteria

Use Saved Search:

| Academic Institution: | = 🖨 | CTY01 | Q |
|------------------------|----------------|-------|----|
| Term: | = 🖨 | 1179 | Q |
| Subject Area: | = | BIO | Q |
| Catalog Nbr: | begins with 🖨 | 10200 |] |
| Academic Career: | = 🛟 | | \$ |
| Campus: | begins with 🖨 | | Q |
| Description: | begins with 🖨 | |] |
| Course ID: | begins with \$ | | Q |
| Course Offering Nbr: | = | | Q |
| Academic Organization: | begins with \$ | |] |

\$]

Case Sensitive



Note: **1179** indicates Fall 2017

century

21st 2017 Semester starts in Sept. (9th month)

> Another e.g: 1182 = Spring 2018

| Permission to Add | Permission to Drop | | | |
|-------------------------------|--------------------------|---------------------------|--|--------------------------|
| Course ID: | 043534 | Course Offering Nbr: | 1 | |
| Term: | 2017 Fall Term | Undergrad | | These |
| Subject Area: Catalog Nbr: | BIO 10200 | BIO - Biology | | THC3C |
| Class Section Data | 10200 | | Find View All First | settings |
| Session: 1 | Regular Academic Session | n Class Nbr: 22259 | Class Status: Active | 56661185 |
| Class Section: 2PS | i | Class Type: Enrollment S | ection | control tho |
| Component: Lect | ure | Instructor: Grigoryev, Ye | vgeniy Aleksandrovich | control the |
| Student Specific Pe | ermissions | Enrl Cap: 22 Tot | Enrl: 22 | default |
| | | Wait Cap: 8 Wa | it Tot: 2 | |
| Defaults | 08/30/2017 | | | Permissions |
| Permission Valid F | For: | | | 1 CITII3510115 |
| Closed Class | Requisites | Not Met | Career Restriction | (settings here will |
| | | | | control default settings |
| Assign More Permiss | ions: Generate | | | |
| Class Permission Da | ta | Persona | alize Find 🖾 🛗 🛛 First 🚺 | TOr all new Permissions |
| General Info Perr | mission Comments Upo | dated By | | — Permissions are |
| Seq # Number ID | Name | Status | Permission Use Date Expiration Date | described on next page |
| | | Netlland | | |

Save Return to Search Notify

Permission to Add | Permission to Drop

The meaning of Permissions

| | ▼ Def | aults | | | | | | | | | | | |
|----------|-----------------------------|--------------|-----------------|---------------------|------------|------------------------|-----------------|-------------|--|--|--|--|--|
| | Expiration Date: 05/23/2018 | | | | | | | | | | | | |
| Г | Per | mission Vali | d For: | Desivisites Net Met | | | | | | | | | |
| | | | <u>s</u> | | | | | | | | | | |
| <u> </u> | | | | | | | | | | | | | |
| | Assign | More Perm | issions: G | enerate | | | | | | | | | |
| | Class | Permission | Data | | Personaliz | <u>ze Find </u> | 🛗 🛛 First 🗖 1 d | of 1 🔟 Last | | | | | |
| | Gene | eral Info | Permission Comn | nents Updated By | | | | | | | | | |
| | Seq # | Number | ID | Name | Status | Permission Use Date | Expiration Date | | | | | | |
| | 1 | | Q | | Not Used | | 31 | + - | | | | | |

| Permission Type | Description |
|---------------------------|---|
| Closed Class | 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. |
| Requisites Not | Select to indicate that the student may enroll in the class even though |
| Met | he/she does not have all of the required pre or co-requisites. |
| Consent Required | Select to override the consent restriction set when creating the course. |
| | (SIMS permissions) |
| Career Restriction | 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 Academic Institution: City College | Course Offering Nbr: 1 | If students |
| Term: 2017 Fall Term | Undergrad | already h |
| Subject Area: BIO | BIO - Biology | uncuuy s |
| Catalog Nbr: 10200 | Found Of Biology 2 | aiven nermi |
| Class Section Data | Find View All First 🚺 1 of 10 | |
| Session: 1 Regular Academic Sessi | on Class Nbr: 22259 Class Status: Active | for the sec |
| Class Section: 2PS | Class Type: Enrollment Section | |
| Component: Lecture | Instructor: Grigoryev, Yevgeniy Aleksandrovich | сиск тре |
| | | correspondi |
| ✓ Student Specific Permissions | Enrl Cap: 22 Tot Enrl: 22 | correspondi |
| | Wait Cap: 8 Wait Tot: 2 | student at |
| ✓ Defaults | | |
| Expiration Date: 08/30/2017 3 | | bottom to c |
| Permission Valid For: | | |
| Closed Class Requisite | s Not Met Consent Required Career Restriction | 🔳 🔰 a new perm |
| | | ling |
| Concente | | - Ine. |
| Assign More Permissions: Generate | | |
| | Personalize Find 🗠 🗰 First 🔜 1 of 1 🞑 | Last |
| General Info Permission Comments U | pdated By | |
| Seq # Number ID Name | Status Use Date Expiration Date | |
| 1 | Not Used 🗾 🛐 🛨 | |
| | | |
| Save Return to Search Notify | | |
| | 1) Enton CONVID of a | tudant ar Clia |
| Permission to Add <u>Permission to Drop</u> | I = I = I = I = I = I = I = I = I = I = | iudeni, or che |
| | | |
| | "search glass" to se | arcn by name |

dents have ady been permissions ne section, k the '+' ponding to ent at the *n to create* permission line.

| ▼ Defaults | | | |
|------------------------------|----------------------------|----------------------------|--|
| Expiration Date: 05/23/2 | 2018 🛐 | | |
| Permission Valid For: | | | |
| Closed Class | Requisites Not Me | et <u>Consent Required</u> | Career Restriction |
| | | | |
| Assign More Permissions: | Generate | | |
| Class Permission Data | | Personali | ize Find 🖾 🛗 First 🚺 1 of 1 🚺 Last |
| General Info Permission | Comments Updated B | y 💷 | |
| Seq # Number ID | Name | Statue | Permission Use Date Expiration Date |
| 1 | Q | Not Used | 📃 📑 🛨 🖃 |
| | | 1 | |
| • | | | Note Expiration Date |
| Note the fou | ır tabs: | | of Permission, which |
| 1) General Info (v | view shown above) , | Indicates | you can change |
|) Permissions 3 | Comments | whether the | you can change. |
| رد ,دانانی از ا م+مهما (۸ | d Du | Permission | For "Closed Class" |
| <i>4) 0µuuuu</i> | u by | hachaan | Permissions (over-tally |
| | | | this should be set to the |
| | | used | current day or next da |

| ▼ Defaults | | | | | | | | | |
|-----------------------------|--------------------|--------------------|------------------|------------------------|-------------------------|--|--|--|--|
| Expiration Date: 05/23/2018 | | | | | | | | | |
| Permission Valid For: | | | | | | | | | |
| Closed Clas | <u>ss</u> | Requisites Not Met | Consent Required | <u>(</u> | Career Restriction | | | | |
| | | | | | | | | | |
| Assign More Perm | issions: Ge | enerate | | | | | | | |
| Class Permission | Data | | Personaliz | <u>e Find</u> 🗷 | 🛗 First 🖬 1 of 1 🚺 Last | | | | |
| General Info | Permission Comm | ents Updated By | | | | | | | |
| Seq # Number | ID | Name | Status | Permission Use Date | Expiration Date | | | | |
| 1 | Q | | Not Used | | H | | | | |
| | 1 Not Used 🛐 🕂 🖃 | | | | | | | | |
| Clicking | g on " Perm | ission" tab will | allow you | | | | | | |
| to set p | permissior | ns for individual | students | | | | | | |
| (reg | gardless of | how defaults a | re set) | | | | | | |

Over-tally

| Class F | Permission Da | ıta | | Persona | lize Find 🖾 | First 📕 | 1 of 1 | Las |
|---------|---------------|------------------|--------------|--------------------|---------------------|-----------------------|--------|-----|
| Gener | ral Info Perr | nission Comments | Updated By | • | | | | |
| | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
| Seq # | in an incom | | | | | | | |

Waiving pre/coreqs

Sample permissions

| 4 | | 10125126 | | 9 | | 0 | |
|---------|----------------|-------------------|--------------|--------------------|---------------------|-----------------------|--------------|
| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | |
| Gene | al Info Perm | ission Comments U | odated By | | | | |
| Class I | Permission Dat | ta | | Personal | ize Find 🖾 | 📶 🛛 First 🕷 | 🛿 1 of 1 🔽 L |
| Assign | More Permissi | ons: Generate | | | | | |

Over-tally AND Waiving pre/coreqs

| Assign | More Permission | ons: Oenerate | | - | | 11 mar 1 | | |
|--------|-----------------|----------------------|--------------|--------------------|---------------------|-----------------------|------|---|
| Gener | ral Info Perm | - Ission Comments | Updated By | Personal | | - Filst | 1011 | |
| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
| 1 | | 12135126 Q | | | | 0 | Ŧ | = |

Granting Instructor Permission

| 2 | | | | | | | | |
|---------|------------------|------------------|--------------|--------------------|---------------------|-----------------------|--------|-----|
| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
| Gener | al Info 🎽 Permis | sion Comments Up | dated By |) | | | | |
| Class F | Permission Data | | | Personal | lize Find 🖾 | 📔 🛛 First 🛙 | 1 of 1 | Las |
| ssign | More Permissio | ns: Generate | | | | | | |

Undergrad taking grad course (or vice versa)

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|---------|-----------------|------------------|--------------|--------------------|---------------------|-----------------------|--------|------|
| Sea # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
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| Assign | More Permissio | Generate | | | | | | |

| ▼ Defaults | | |
|---|--|--|
| Expiration Date: 05/23/2018 | | |
| Permission Valid For: | | |
| Closed Class Requisites Not Met | Consent Required | Career Restriction |
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| Assign More Permissions: Generate | | |
| Class Permission Data | Personalize | Find 🖾 🛗 First 🚺 1 of 1 🚺 Last |
| General Info Permission Comments Updated By Image: Comments Seq ID Image: Comments Image: Comments 1 12135126 Took equivalent of Bio 10100 at the second | at Jedi Academy | |
| Return to Search Notify Permission to Add Permission & Drop 1. After setting Permissions, click on "Comments" tab | 2. Enter reas Permission. C THAT YOU | on for granting the CONY POLICY STATES MUST DO THIS. |

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
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| Class Permission Data | | <u>Personalize</u> <u>Fi</u> | nd 🖾 🛗 🛛 First 🚺 1 of 1 🔟 |
| General Info Permission | Comments Updated By | | |
| Seq # Number | ID | Updated By | |
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| Save Return to Search | o Drop | The "Updated E | By" tab will gave the |

| Permission to Add | Permission to Drop | | | |
|--|--|---|--|-------------------|
| Course ID: Academic Institution: Term: | 043534 City College 2018 Spring Term | Course Offering Nbr: Undergrad | 1 | Use arrows |
| Subject Area: | BIO | BIO - Biology | | |
| Catalog Nbr: | 10200 | Found Of Biology 2 | | here for |
| Class Section Data | | | Find View All First 🚺 1 of 10 🗳 Las | |
| Session: 1 | Regular Academic Session | Class Nbr: 24075 | Class Status: Active | multiple |
| Class Section: 1GJ | | Class Type: Enrollment Se | ection | |
| Component: Lect | lure | Instructor: Grigoryev, Yev Bobe, Daija Tia | geniy Aleksandrovich ane | section courses |
| ✓ Student Specific Pe | ermissions | Enrl Cap: 21 Tot E | inrl: 0 | |
| | | Wait Cap: 0 Wait | t Tot: 0 | |
| ▼ Defaults | | | | |
| Expiration Date: | 05/23/2018 | | | Also: see |
| Permission Valid F | or: | | | |
| Closed Class | Requisites Not Me | t <u>Consent Required</u> | Career Restriction | next slide |
| | | | | next shac |
| Assign More Permiss | ions: Generate | | | |
| Class Permission Da | ta | Personali | ize Find 🖾 🛗 First 🚺 1 of 1 🔯 Last | |
| General Info Perm | nission Comments Updated B | y 💷 | | |
| Seq # Number | ID | Updated By | | |
| 1 | 12135126 | Edelman,Jay | | |
| Save Return to S | earch Notify | | 7 | _ |

Permission to Add | Permission to Drop

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

| Defaults Expiration Date: 05/23/2018 | | | | | | | |
|--|------------------|----------|-----------------|------------------|--------------|--------|---|
| Permission Valid For: | | | | | | | |
| 0 | Closed Class Red | | uisites Not Met | Consent Required | Career Restr | iction | |
| | | | Message | | | | |
| Assign More Permissions: General Operation Comments Would you like to apply class permission for this student for all sections of this course? (30002,211) | | | | | | | |
| 1 | | 12135126 | ٩ | Edelman,Jay | | • | |
| Save Return to Search Notify | | | | | | | _ |

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 (Overtallies), you should ALWAYS click "No." For other Permissions, you can click "Yes," though depts. may inform you of exceptions

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





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