

## Frequently Asked Questions for Faculty/Staff in Academic Departments

### SIMS after shutdown on March 21, 2014

#### [Question: What happens with SIMS after the shutdown on Friday, March 21, 4 pm?](#) ▼

**Answer:** After a maintenance period (and maybe as early as March 23) SIMS will become available again, but with all access rights involving data input or modification (like SUS and RUS) stripped for all users in academic departments. The old login information will still work but access will be restricted to "look up" only, e.g., you can look up a student transcript, but it will be frozen and no updates can be done. All future modifications will have to be done in CUNYfirst. But if you need to look up a student transcript, do so in SIMS when available again; do not rely on information retrieved from the simulation/training environment. (3/14/14)

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### Effect on Blackboard (Bb)

#### [Question: Is Blackboard affected by the transition to CUNYfirst?](#) ▼

**Answer:** Student enrollment and instructor names are refreshed (daily) based on data pulled from SIMS (the process is known as "running snapshot"). With SIMS being frozen on March 21 there is no new information available in SIMS going forward and thus no updates as to students adding (really late, isolated special cases) or dropping. And given that the naming of classes (like the institution prefix is now "CTY01") is different in CUNYfirst, the date feed from CUNYfirst cannot be used either. Starting with the summer 2014 term, the daily Blackboard update will resume as class naming/numbering will be consistent again between CUNYfirst and Blackboard.

For the rest of spring 2014, students added late (by the registrar's office) will be added manually to Blackboard rosters by the Hunter Blackboard support group. However, student drops will not appear in the Blackboard roster. Consult your class roster in CUNYfirst (after go live) for any such changes. (3/14/14)

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### Student status (withdrawal) information

#### [Question: Where can I see whether a student has officially withdrawn from a class?](#) ▼

**Answer:** If you are interested in a particular student, access the student's "course history" via the "Advisor Center" (see how; should be available to all full-time faculty). Withdrawal information is also available via the class roster. Class rosters have an additional column labeled "Status notes" -- but only if at least one student has such a note. As a design feature, empty columns are not shown. (3/14/14)

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## Student major/minor/concentration information

### [Question: Where can I find information on a student's concentration? ▼](#)

**Answer:** All "plan" and "sub-plan" (CUNYfirst lingo) information is included on the unofficial transcript -- in plain English, not as numerical codes (as in SIMS). However, there are no specific fields. So, if a student does not have a concentration, it simply does not show; there is no empty field labeled "concentration" or "sub-plan". (3/14/14)

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## Transcripts for different programs/careers

### [Question: Where can I select whether I want the unofficial undergraduate or the graduate transcript for a student? ▼](#)

**Answer:** All available transcripts are made available in one pdf document via the "Advisor Center" (should be available to most full-time faculty). Just scroll through the document and notice the change in headers and page numbering. (3/14/14)

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## Access to transcripts for students at other CUNY schools

### [Question: Will we be able to access transcripts of students not at City College? ▼](#)

**Answer:** Yes. However, it is important to use the path via the "Advisor Center"; another administrative path via "Record & Enrollments/Transcripts" (typically not accessible to faculty advisors anyway) will only work for transcript of CCNY students. (3/14/14)

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## Permits

### [Question: Where do we give permits to attend a class at another school in CUNYfirst? ▼](#)

**Answer:** Students and faculty will continue to use e-Permit which can be accessed by logging in to the CUNY portal. No change. All CUNYfirst processing will be done by staff in the Registrar's office. (3/14/14)

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## Quick overview of seats taken per section (CIQ/CSQ option in SIMS)

### [Question: What is the equivalent function in CUNYfirst? ▼](#)

**Answer:** Use the "departmental class rosters" menu item (available to "super users") to get such a quick overview (matching quick guide). In contrast to SIMS, these are real time figures, no time delay. (3/14/14)

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