

# CUNYfirst VisQuik guide for assigning advisors to students

Last update: October 1, 2015

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

# Do you wish to assign advisors to students?

- CUNYfirst allows those with the proper role (CU\_CSSR\_Acad\_Advisor\_Maintain) to assign advisors to students.
- Note that only Chairs, Department Point People, and/or select advisors may have ability to **assign** advisors
- After assignment, **all** advisors can use “My Advisees” under “Advisor Center” to see lists of their advisees. Students will also be able to see their advisors in CUNYfirst

PERSONALIZE CONTENT LAYOUT Fri, Jan 31, 14 5:31 PM



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

**Menu**

Search:  

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Campus Community
- ▽ Records and Enrollment
  - ▷ Career and Program Information
  - ▷ Term Processing
  - ▷ Transfer Credit Evaluation
  - ▽ Student Background Information
    - Student Advisor
- ▷ Curriculum Management
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Set Up HRMS
- ▷ Set Up SACR

## Student Advisor

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:

Campus ID:

National ID:

Last Name:

First Name:

Include History    Correct History    Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**2. Enter EMPLID or name of student**

**3. Then click, "Search."**

**1. Navigate to Records and Enrollment → Student Background Information → Student Advisor**

# Student Advisor

The screenshot shows a web form for adding a student advisor. The form is divided into two sections. The top section contains fields for \*Academic Institution (CTY01 - City College) and \*Effective Date (10/21/2014). The bottom section contains fields for \*Advisor Role (Advisor), \*Advisor Number (1), \*Academic Career (UGRD - Undergraduate), \*Academic Program (UGRD - Undergraduate), Academic Plan (BIOL-BS - Biology (BS)), Academic Advisor (10866090), and Committee. There are also four checkboxes: Advised by Committee, Must Approve Enrollment, Must Approve Graduation, and Graduation Approved. At the bottom of the form are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History. Annotations include a red arrow pointing to the Effective Date field with the text '1. Change to today's date', a green arrow pointing to the '+' button next to the Advisor Number field with the text 'Click on '+' if you would like to add additional advisors', a red arrow pointing to the magnifying glass icon next to the Academic Plan field with the text '2. Fill in form. Click on magnifying glass by "Academic Plan" if you don't remember the code. Enter advisor's EMPLID (or click on glass and enter name)', and a green arrow pointing to the Save button with the text 'Click "Save."'. A green note at the bottom left says 'These will be different for grad students!'.

**1. Change to today's date**

*Click on '+' if you would like to add additional advisors*

**2. Fill in form. Click on magnifying glass by "Academic Plan" if you don't remember the code. Enter advisor's EMPLID (or click on glass and enter name)**

**Click "Save."**

*These will be different for grad students!*

-- Note: Please contact [schedule@ccny.cuny.edu](mailto:schedule@ccny.cuny.edu) if a particular advisor can't be assigned to a student -- advisors must be denoted as such on the Instructor/Advisor table for CCNY.

# To correct or delete an advisor

## Student Advisor

The screenshot shows the Student Advisor form with the following fields and options:

- \*Academic Institution:** CTY01 (City College)
- \*Effective Date:** 10/21/2014
- \*Advisor Role:** Advisor
- \*Advisor Number:** 1
- \*Academic Career:** UGRD (Undergraduate)
- \*Academic Program:** UGRD (Undergraduate)
- Academic Plan:** BIOL-BS (Biology (BS))
- Academic Advisor:** 10866090
- Committee:** (empty)
- Advised by Committee
- Must Approve Enrollment
- Must Approve Graduation
- Graduation Approved

Navigation and action buttons are located at the top and bottom of the form. A red arrow points to the minus sign in the top right corner of the form area. Another red arrow points to the 'Correct History' button in the bottom right navigation bar.

To delete all advisors,  
you must click here

Save Return to Search Notify

Update/Display Include History Correct History

2. Click Save

1. Click on "Correct History," then  
make changes

# To check one's list of advisees....

**Menu**

Search:

- ▷ My Favorites
- ▷ CUNY
- ▷ CUNY Student Summary View
- ▽ Self Service
  - ▷ Personal Information
  - ▷ Job Information
  - ▷ Payroll and Compensation
  - ▷ Learning and Development
  - ▷ Recruiting Activities
  - ▷ Class Search / Browse Catalog
  - ▷ Academic Planning
  - ▷ Enrollment
  - ▷ Campus Finances
  - ▷ Campus Personal Information
  - ▷ Academic Records
  - ▷ Degree Progress/Graduation awards
  - ▷ Transfer Credit
  - ▷ Faculty Center
  - ▽ **Advisor Center**
    - **My Advisees**
    - Advisee Student Center
    - Advisee General Info

View your payment awards



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Faculty Center    Advisor Center    Search

my advisees    student center    general info    transfer credit    academics

**My Advisees**

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	[REDACTED]	[REDACTED]	<a href="#">View Student Details</a>
2	<input type="checkbox"/>	[REDACTED]	[REDACTED]	<a href="#">View Student Details</a>
3	<input type="checkbox"/>	[REDACTED]	[REDACTED]	<a href="#">View Student Details</a>
4	<input type="checkbox"/>	[REDACTED]	[REDACTED]	<a href="#">View Student Details</a>

notify selected advisees    notify all advisees

VIEW DATA FOR OTHER STUDENTS

Results will look something like this (except for the blue rectangles)....

Individual student info can be accessed

Use dialogs to email some/all of one's advisees

1. Navigate to Self Service
- Advisor Center → My Advisees

*Or you can do it this way....*

**Menu**

Search:

- My Favorites
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  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation awards
  - Transfer Credit
  - Faculty Center
  - Advisor Center**
    - My Advisees
    - Advisee Student Center**
    - Advisee General Info

View your  
payment  
awards

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Faculty Center    Advisor Center    Search

my advisees    student center    general info    transfer credit    academics

**Advisee Student Center**

\*Change Advisee  **change**

**Academics**

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

Deadlines    URL

**This Week's Schedule**

Class	Schedule
CHEM 20100-GH LEC (47245)	MoWe 6:00PM - 7:50PM NAC 1/203
MATH 0900-JW LEC (13305)	MoWe 8:00PM - 9:40PM NAC 1/202
PHIL 0200-P	TuTh 2:00PM - 3:15PM

other academic...

**Holds**

- Advisement
- Advisement
- Do Not Canc

**To Do List**

**1. Navigate to Self Service  
→ Advisor Center →  
Advisee Student Center**

**2. Select  
student using  
drop-down  
menu.**

**3. Click  
"change"**

## Advisee Student Center



\*Change Advisee

change

### Academics

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

other academic... >>

Deadlines [URL](#)

This Week's Schedule	
Class	Schedule
BIO B9902-Q LEC (54649)	Room: TBA
BIO C2301-5DF LEC (54245)	Fr 1:00PM - 4:50PM Room: TBA
BIO V9100-1CD LEC (54506)	Mo 1:05PM - 2:40PM Marshak 801
BIO V9204-Q2 LEC (82174)	Room: TBA
BIO 45400-B LEC (55977)	MoWe 9:30AM - 11:00AM Marshak 506

[weekly schedule](#)

### Holds

Advisement Required  
Do Not Cancel Registration

[details](#)

### To Do List

[Sign Up Now for CUNY Alert](#)

[more](#)

### Enrollment Dates

[Open Enrollment Dates](#)

### Personal Information

[Demographic Data](#)  
[Emergency Contact](#)



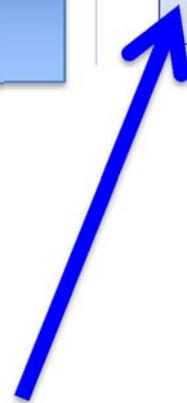
### Advisor

Program Advisor

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[details](#)

A student (and you) can see their advisor here



*To get a listing of your Majors with their assigned advisors (along with other info), you may send a request by email to [subcc@ccny.cuny.edu](mailto:subcc@ccny.cuny.edu)*

*A template for such a request is available on this website....*