

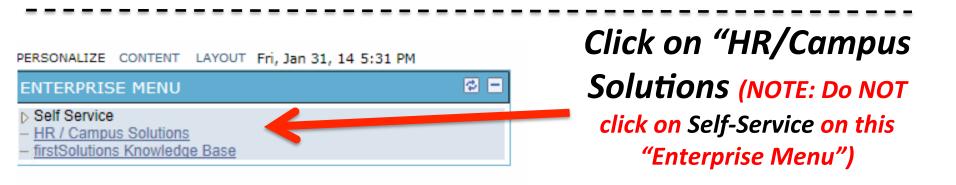
CUNYfirst VisQuik guide for seeing your assigned academic advisees

Last update: November 6, 2014

Need help? Contact Jay Edelman at... jedelman@ccny.cuny.edu

Do you wish to see your assigned advisees on CUNYfirst?

- CUNYfirst allows those with the proper Role to assign advisors to students. Please see your Chair or your CUNYfirst Dept. Point Person if you would like to have a caseload assigned to you that is accessible using CUNYfirst
- 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







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

Jay Edelman **Faculty Center Advisor Center** Search my advisees student center transfer credit academics general info **My Advisees** Find | 📮 | 🛗 Notify Name ID **View Student Details** View Student Details View Student Details View Student Details View Student Details notify selected advisees notify all advisees

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

Individual student info can be accessed

1. Navigate to Self Service

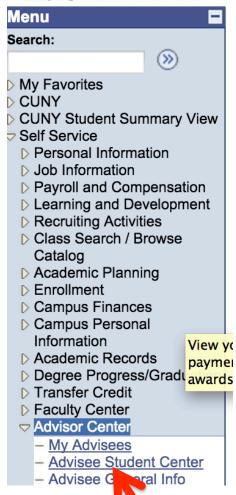
VIEW DATA FOR C

HER STUDENTS

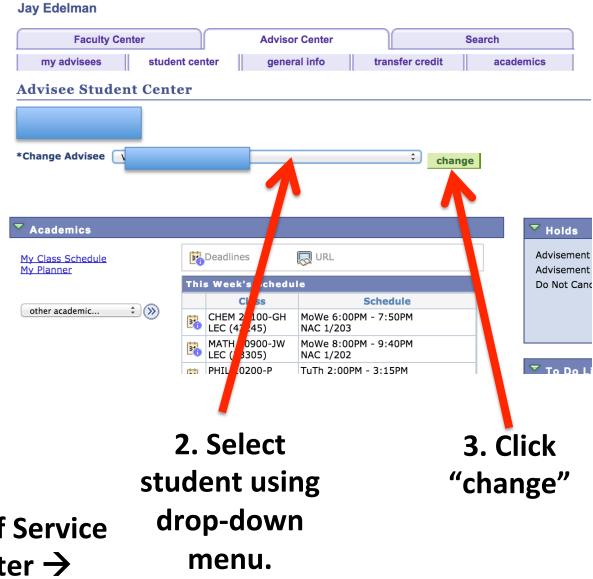
→ Advisor Center → My
Advisees

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

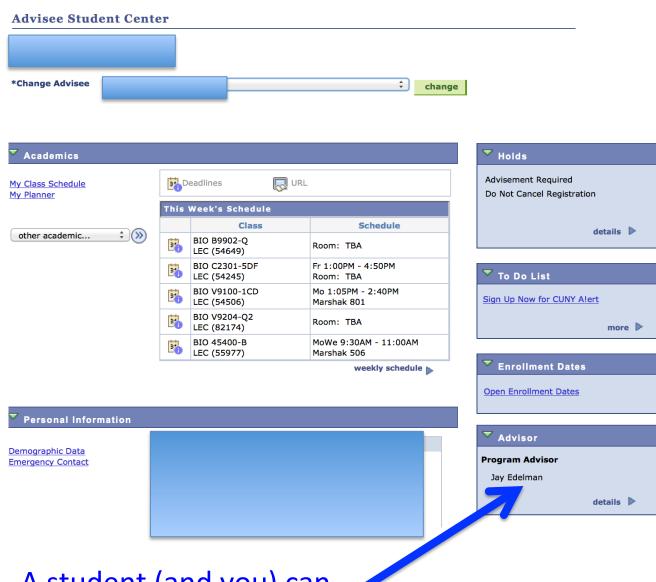




Or you can do it this way....



Navigate to Self Service
 → Advisor Center
 → Advisee Student Center



A student (and you) can see their advisor here