

CUNYfirst VisQuik guide for seeing your assigned academic advisees

Last update: November 6, 2014

Need help? Contact Jay Edelman at...
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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

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”)

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
 - ▷ 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"/>			View Student Details
2	<input type="checkbox"/>			View Student Details
3	<input type="checkbox"/>			View Student Details
4	<input type="checkbox"/>			View Student Details

[VIEW DATA FOR OTHER STUDENTS](#)

Individual
student info
can be
accessed

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

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....

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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](#)

other academic...

This Week's Schedule

	Class	Schedule
3	CHEM 20100-GH LEC (47245)	MoWe 6:00PM - 7:50PM NAC 1/203
1	MATH 0900-JW LEC (3305)	MoWe 8:00PM - 9:40PM NAC 1/202
1	PHIL 0200-P	TuTh 2:00PM - 3:15PM

Holds

Advisement
Advisement
Do Not Canc

To Do List

2. Select student using drop-down menu.

3. Click "change"

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

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

Jay Edelman

[details](#) >

A student (and you) can
see their advisor here