


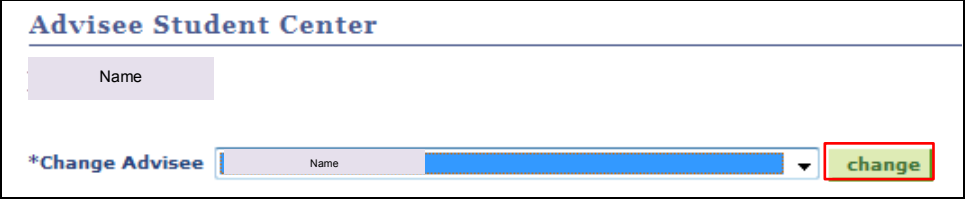

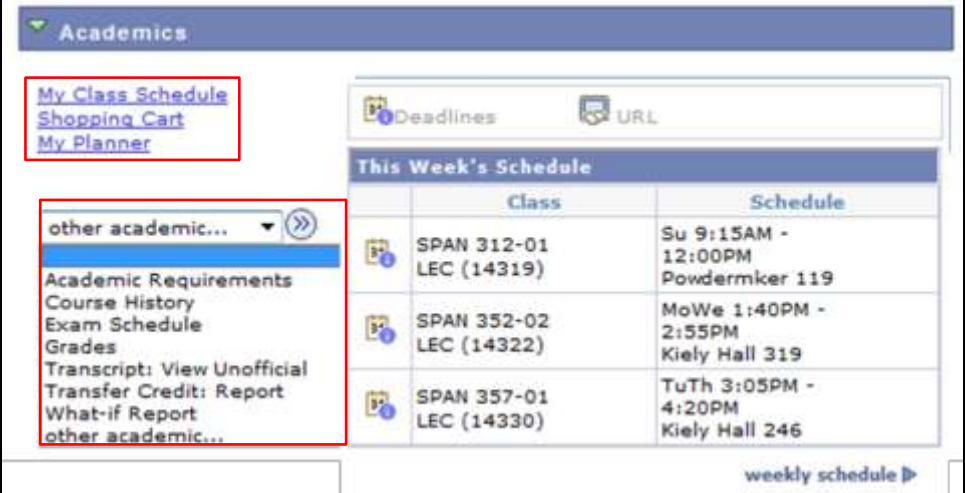




View Advisee Student Center

The Advisee Student Center component provides a summary of an advisee's Academics, Personal Information, Holds, To Do List, Enrollment Dates, and assigned Advisor/s. From this page, Advisors drill down to get details. The display is very similar to that which the student sees.

Note: Parts of images may be obscured for security reasons.

Step	Action																																																																																																
1.	Enter https://cnyeptst.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 																																																																																																
2.	Navigate to: <i>Self Service > Advisor Center > Advisee Student Center.</i>																																																																																																
3.	<div data-bbox="391 667 1357 1171"> <p>Advisee's Student Center Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>ID: <input type="text" value="begins with"/> <input type="text"/> </p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text" value="Name"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> </div> <p>On the Advisee's Student Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.</p>																																																																																																
4.	Click the Search button.																																																																																																
5.	<div data-bbox="391 1318 1357 1539"> <p>Search Results</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> <th>National ID</th> <th>National ID</th> <th>Country</th> <th>RII</th> <th>Short Description</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Male</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>#####</td> <td>Last, First Name</td> <td>Female</td> <td>###/##/####</td> <td>(blank)</td> <td>#####</td> <td>#####</td> <td>USA</td> <td>###</td> <td></td> <td>Last Name</td> <td>First Name</td> </tr> </tbody> </table> </div> <p>If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee's row.</p>	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	RII	Short Description	Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Male	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name	#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	RII	Short Description	Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Male	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						
#####	Last, First Name	Female	###/##/####	(blank)	#####	#####	USA	###		Last Name	First Name																																																																																						

<p>6.</p>	 <p>Advisees that are assigned to you are listed on the Change Advisee  dropdown box icon. Select an advisee and then click the change button to view that advisee's student center.</p>
<p>7.</p>	 <p>On the left in the student center is the Academics section with links to:</p> <ul style="list-style-type: none"> My Class Schedule that displays classes by session with selected class details. My Planner where students list courses to take in the future. <p>Note: Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool.</p>
<p>8.</p>	<p>Also on the left in the Academics section, click the other academic  dropdown box icon; and then select either Course History, Exam Schedule, Grades, Transcript: View Unofficial, or Transfer Credit: Report information.</p> <p>Note: Academic Requirements and What-if Report are not currently in use.</p>
<p>9.</p>	<p>To view the selected information, click the  Go icon.</p>

10.

Personal Information

Demographic Data
Emergency Contact

Contact Information

Home Address
Address

Mailing Address
Address

Mobile Phone
None


Campus Email
Email

In the **Personal Information** section, view the Home and Mailing Addresses, Mobile Phone, and Campus Email.

Select the **Demographic Data** link to view:

- Advisee's ID, gender, date of birth, birth country and state, marital and military statuses.
- National Identification Number – Country is 'United States', National ID Type is SSN and National ID shows only the last four digits of SSN.
- Citizenship Information – Description of advisee's citizenship status and country of that status.
- Driver's License Number – Number, Country and State.
- Visa or Permit Data – Advisee's visa type and associated country.

Note: *Most correspondence to students will now be sent to their campus email address.*

<p>11.</p>	 <p>The sections on the right in the student center are:</p> <p>Holds – Lists positive and negative service indicators with links to details of institution, start term and/or date, end term and/or date, amount and department that placed the hold.</p> <p>To Do List – Lists outstanding administrative checklist items with links to details of institution, due date, and functional area of item.</p> <p>Enrollment Dates – View the student’s enrollment appointment date and time and maximum academic load.</p> <p>Advisor - View the contact details of assigned advisor/s.</p>
<p>End of Procedure.</p>	