Advisement

Quick Reference Guide

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.

<table>
<thead>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://cnevptst.cunyfirst.cuny.edu](https://cnevptst.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the ➤ Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Student Center**. |
| 3.   | **Advisee’s Student Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

**Find an Existing Value**

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<td>Campus ID:</td>
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<td>National ID:</td>
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<td>First Name:</td>
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On the **Advisee’s Student Center** page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.

| 4.   | Click the **Search** button. |
| 5.   | 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. |
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.

On the left in the student center is the Academics section with links to:

My Class Schedule that displays classes by session with selected class details.

My Planner where students list courses to take in the future.

Note: Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool.

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.

Note: Academic Requirements and What-if Report are not currently in use.

To view the selected information, click the Go icon.
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.*
The sections on the right in the **student center** are:

**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.

**To Do List** – Lists outstanding administrative checklist items with links to details of institution, due date, and functional area of item.

**Enrollment Dates** – View the student’s enrollment appointment date and time and maximum academic load.

**Advisor** - View the contact details of assigned advisor/s.

**End of Procedure.**