



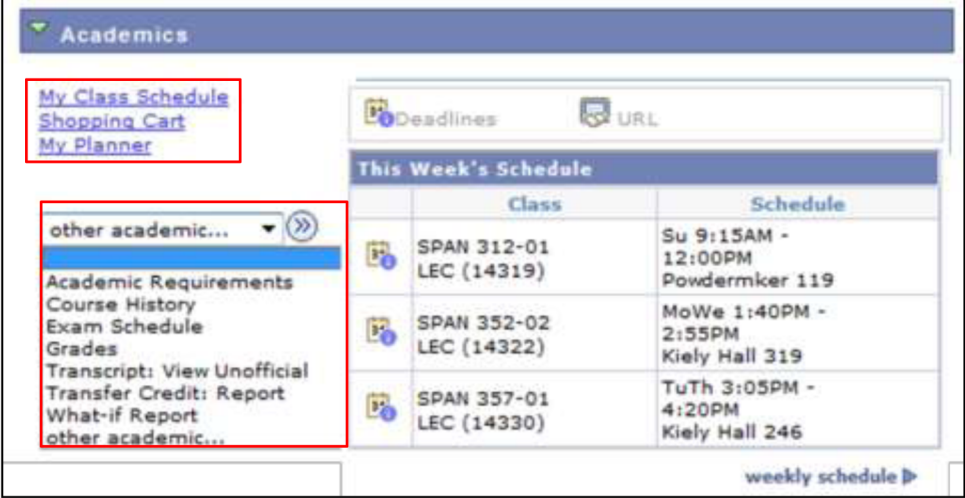




View Advisee Student Center

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: <u>Self Service > Advisor Center > Advisee Student Center.</u>																																																																																
3.	<div><h3>Advisee's Student Center</h3><p>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"/> </p><p>Campus ID: <input type="text" value="begins with"/></p><p>National ID: <input type="text" value="begins with"/></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"/></p><p><input type="checkbox"/> Case Sensitive</p><p>Search 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><h3>Search Results</h3><table><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 Country</th><th>NID Short Description</th><th>Last Name</th><th>First Name</th></tr><tr><td>#####</td><td>Last, First Name</td><td>Female</td><td>##/##</td><td>(blank)</td><td>#####</td><td>USA</td><td>SSN</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>USA</td><td>SSN</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>USA</td><td>SSN</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>USA</td><td>SSN</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>USA</td><td>SSN</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>USA</td><td>SSN</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>USA</td><td>SSN</td><td>Last Name</td><td>First Name</td></tr></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	NID Short Description	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Male	##/##	(blank)	#####	USA	SSN	Last Name	First Name	#####	Last, First Name	Female	##/##	(blank)	#####	USA	SSN	Last Name	First Name
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6.	<div data-bbox="397 304 1356 499"> <h3>Advisee Student Center</h3> <div> Name </div> <div> *Change Advisee <div> Name </div> <div>change</div> </div> </div> <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>								
7.	<div data-bbox="397 661 1356 1155">  <p>The screenshot shows the 'Academics' section with links: My Class Schedule, Shopping Cart, My Planner, and a dropdown menu for 'other academic...'. The dropdown menu includes: Academic Requirements, Course History, Exam Schedule, Grades, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, and other academic... The 'This Week's Schedule' table is also visible.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>SPAN 312-01 LEC (14319)</td> <td>Su 9:15AM - 12:00PM Powdermker 119</td> </tr> <tr> <td>SPAN 352-02 LEC (14322)</td> <td>MoWe 1:40PM - 2:55PM Kiely Hall 319</td> </tr> <tr> <td>SPAN 357-01 LEC (14330)</td> <td>TuTh 3:05PM - 4:20PM Kiely Hall 246</td> </tr> </tbody> </table> </div> <p>On the left in the student center is the Academics section with links to:</p> <p>My Class Schedule that displays classes by session with selected class details.</p> <p>My Planner where students list courses to take in the future.</p> <p>Note: Some CUNY colleges have as policy that students use DegreeWorks as an educational planning tool.</p>	Class	Schedule	SPAN 312-01 LEC (14319)	Su 9:15AM - 12:00PM Powdermker 119	SPAN 352-02 LEC (14322)	MoWe 1:40PM - 2:55PM Kiely Hall 319	SPAN 357-01 LEC (14330)	TuTh 3:05PM - 4:20PM Kiely Hall 246
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8.	<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>								
9.	<p>To view the selected information, click the  Go icon.</p>								

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10.

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.*

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<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>