CUNYfirst

Fully Integrated Resources & Services Tool

Campus Solutions

Self Service: Student

Quick Reference Guide

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Introduction to Step Sheets

Step Sheets have five features.

1. Topic Name

The topic name indicates the purpose of the procedure.
Each topic name contains key verbs that let you know what you are able to do using that procedure.

View – display record/s
Add – create a new record/s
Update – modify an existing record/s
Delete – purge an existing record/s

2. Descriptive Paragraph

The topic name is followed by a brief descriptive paragraph that states the outcome of the procedure.
Sometimes, the context for usage is described.

3. Navigate to Component

Once you are logged in and selected the HR/Campus Solutions link, then the next step shows the navigation path to the component.
The path shown starts from the home link on the first page.
Always use the Main Menu on the left.

4. What Users Needs To Do

CUNYfirst needs only a single click.
Locate or find an item to view, add or update.
Search or Look Up the range of values for that field.
Choose the correct value or code from the Search Results or dropdown box.
Infrequently, free form text is entered.

Importantly whenever you see 'Note:', then additional information is provided to help use CUNYfirst effectively and efficiently.

5. Finding Items on a Page

Item names are **bolded**.
The item name is shown exactly as it appears on the page. Sometimes a non-standard abbreviation is shown on the page.
The item type is listed after the name.

Parts of images
may be obscured
for security reasons.

Note: Use CUNYfirst navigation to go back within the system, do not use your browser's back button.

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Getting Started in CUNYfirst

CUNYfirst is an Internet-based application built on the PeopleSoft Enterprise platform. You may access this application at any location with Internet access.

An Identity Management System secures all of the data. You will be assigned a User ID and you will create your own password.

Security access allows you to use all of the functionality that you need. Your access is restricted from any functionality that you do not need.

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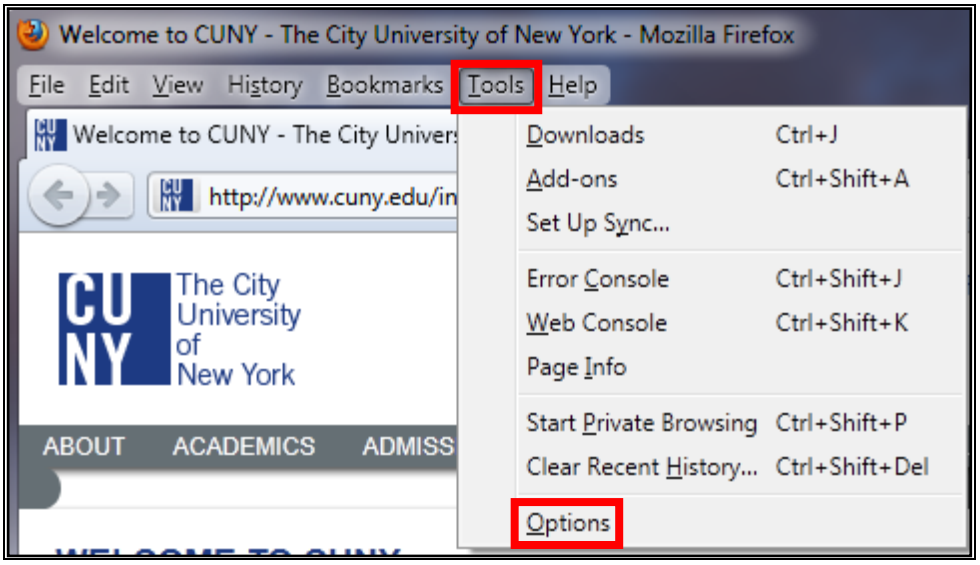
Managing Mozilla Firefox Pop Up Blockers for CUNYfirst

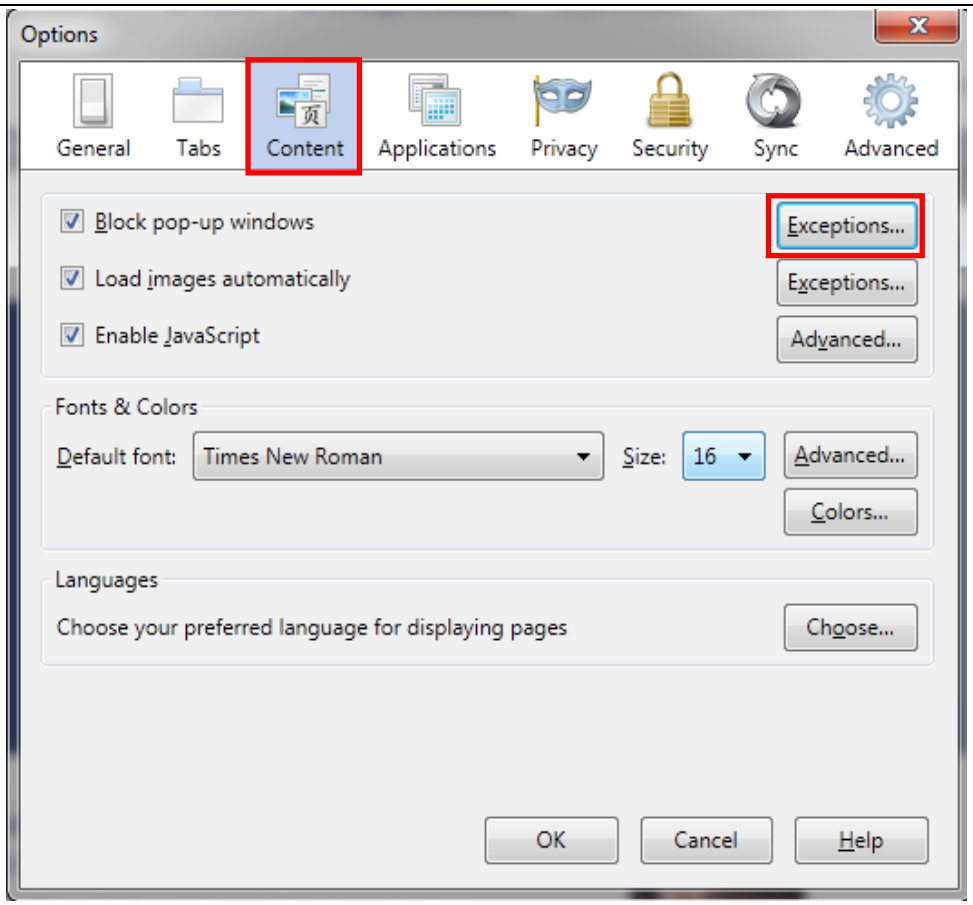
To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser's pop-up blocker is not turned off.

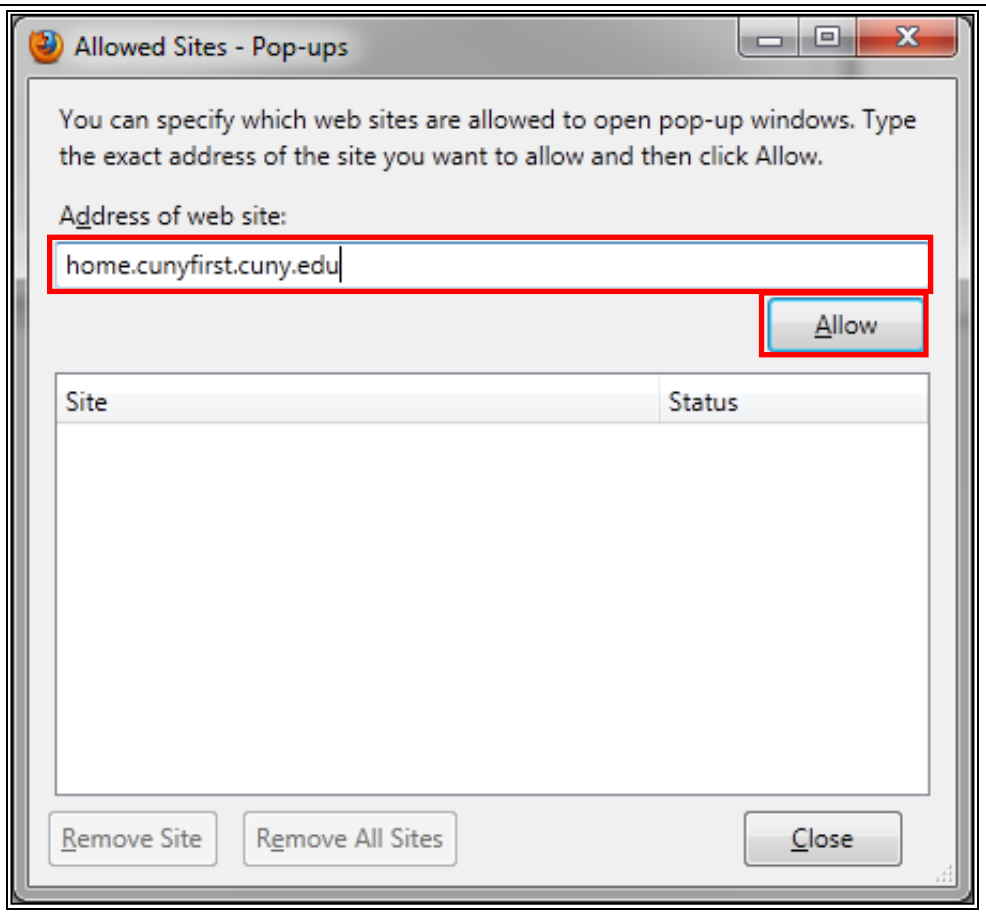
Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

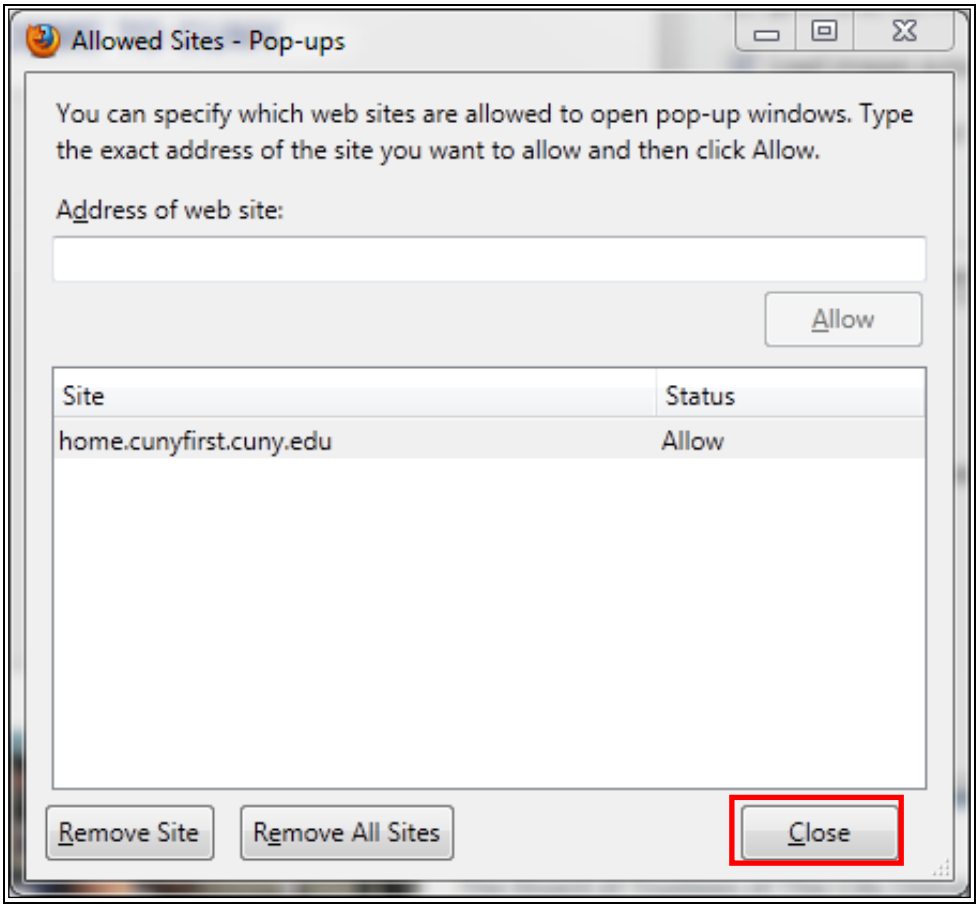
Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.

Step	Action
1.	 In the header, click the **Tools** menu.
2.	Select **Options**.

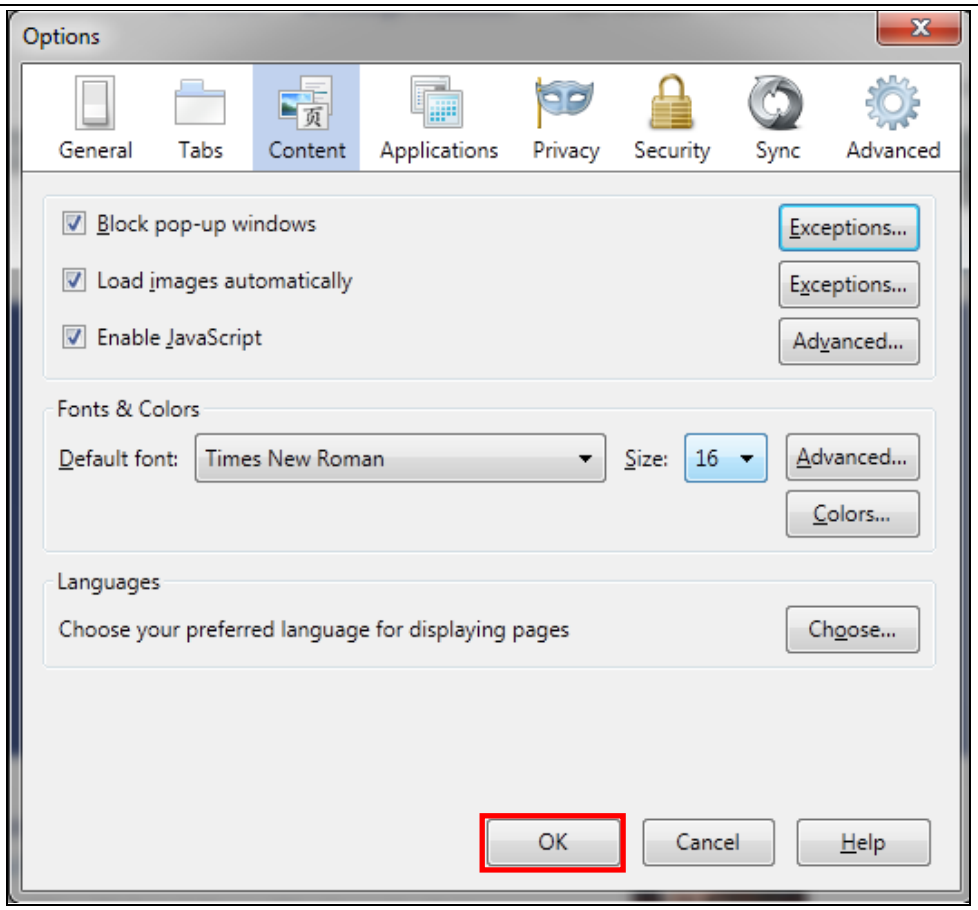
3.	 Select the **Content** panel.
4.	Click the Block pop-up windows **Exceptions** button.

5.	 To add a website to the Exceptions list, on the **Allowed Sites – Pop-ups** dialogue box in the **Address of web site** field, enter home.cunyfirst.cuny.edu.
6.	Click the **Allow** button.

7.



Click the **Close** button.

8.	 Click the **OK** button.
	End of Procedure.

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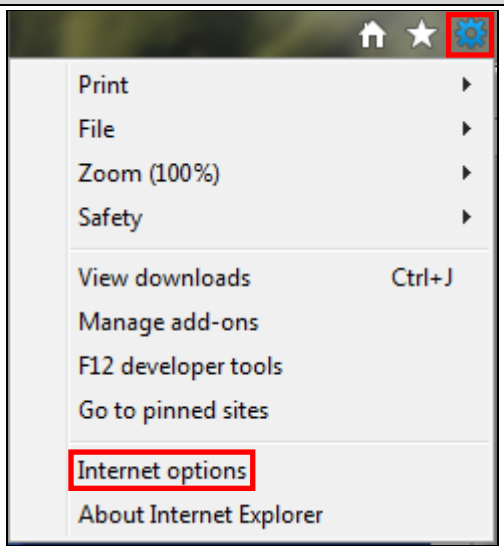
Managing Microsoft Internet Explorer Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser's pop-up blocker is not turned off.

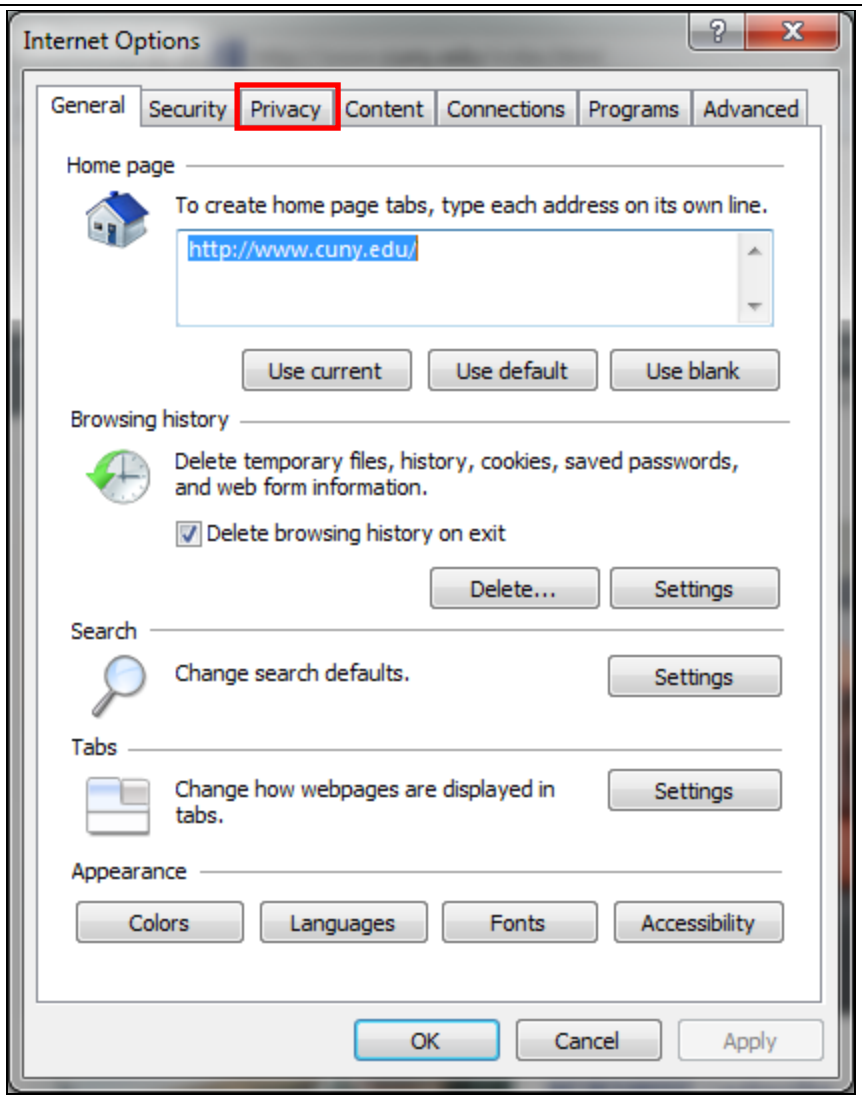
Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, and Apple Safari.

Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.

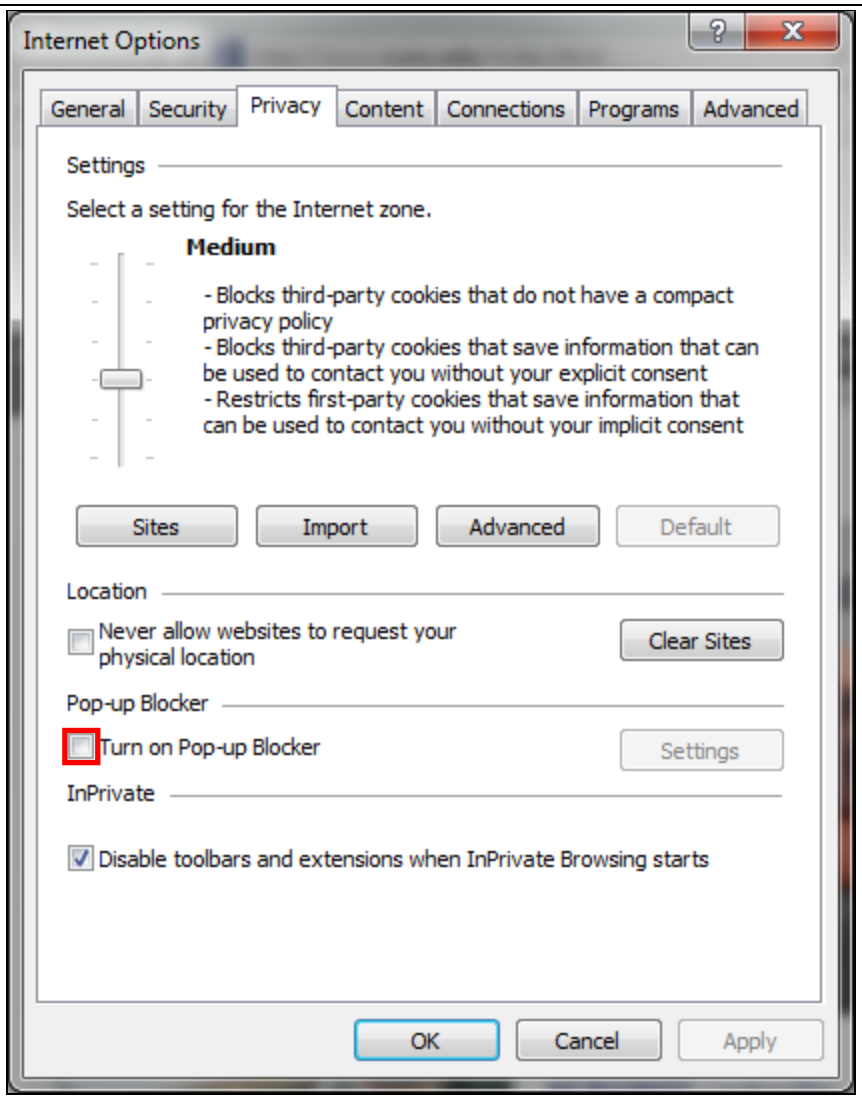
Step	Action
1.	 In the header, click the **Tools** icon.
2.	From the menu, select **Internet options**.

3.



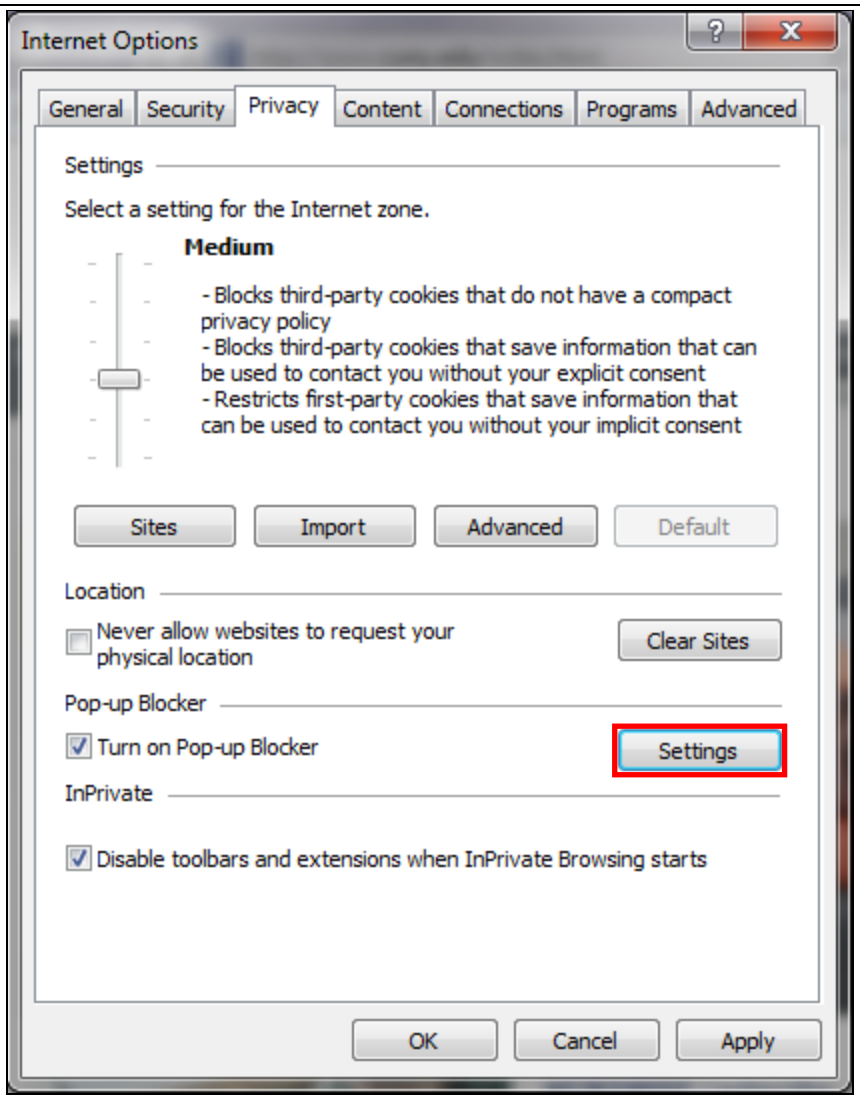
Select the **Privacy** tab.

4.

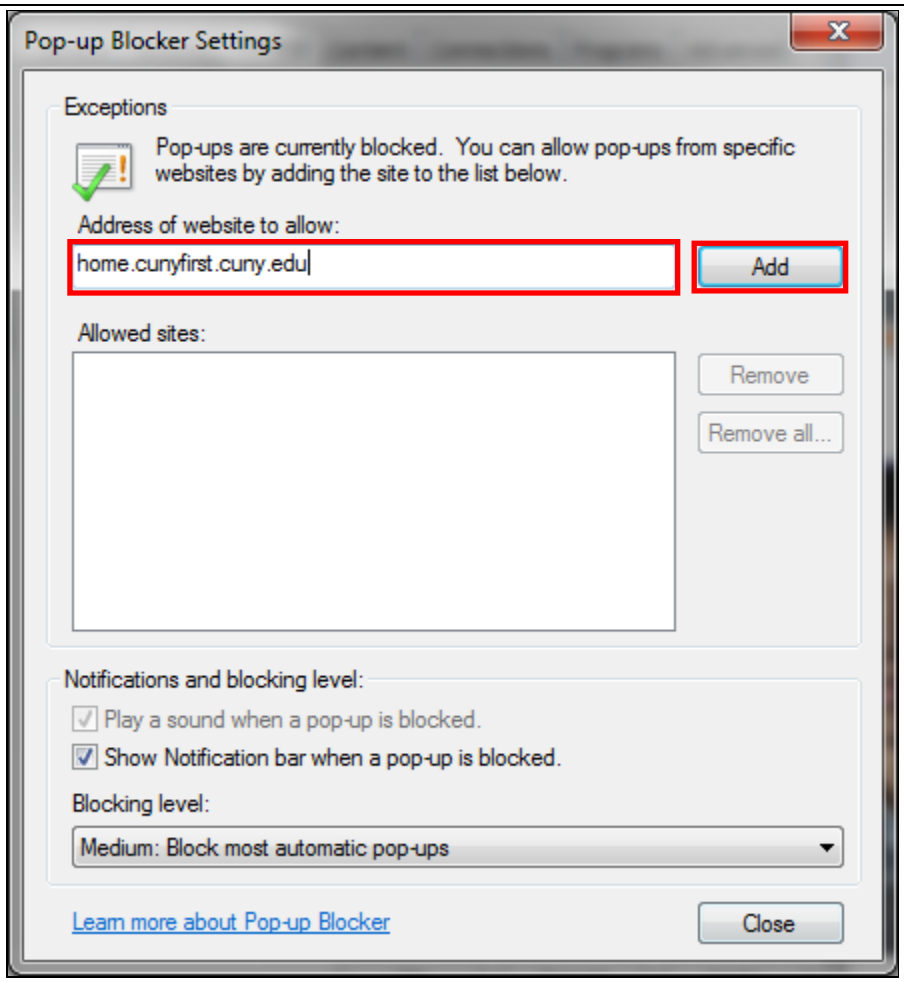


Select the ☐ **Turn on Pop-Up Blocker** checkbox.

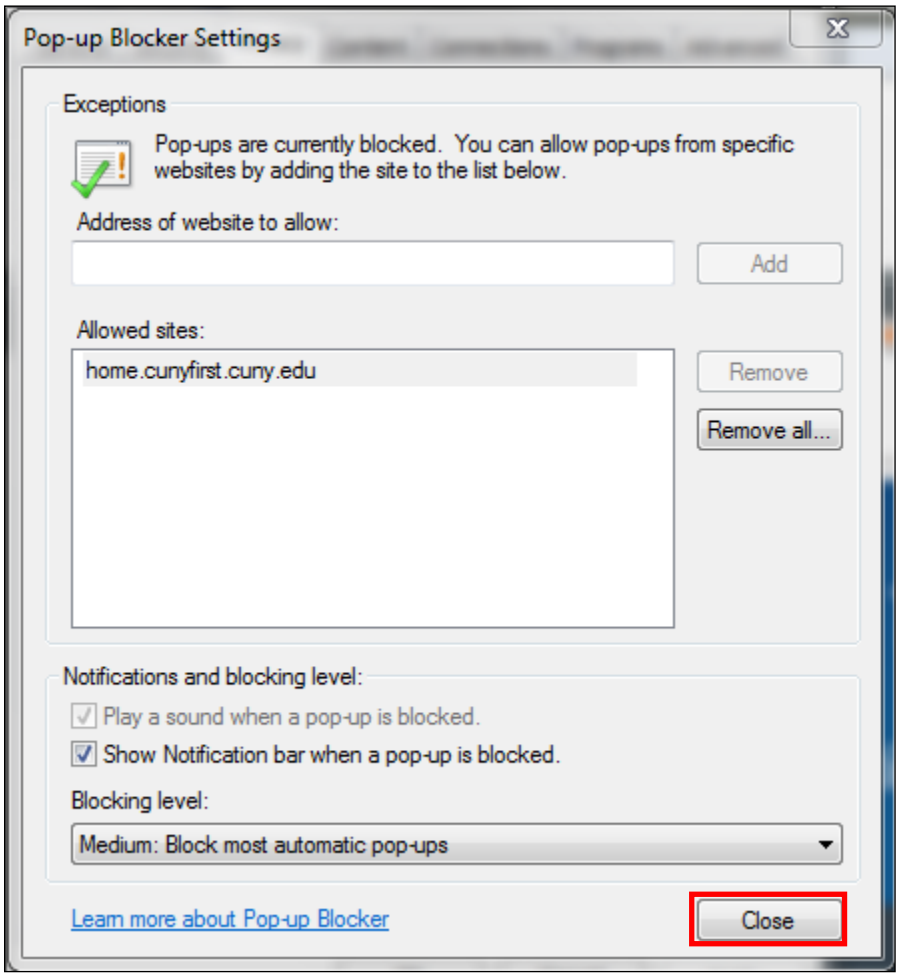
5.



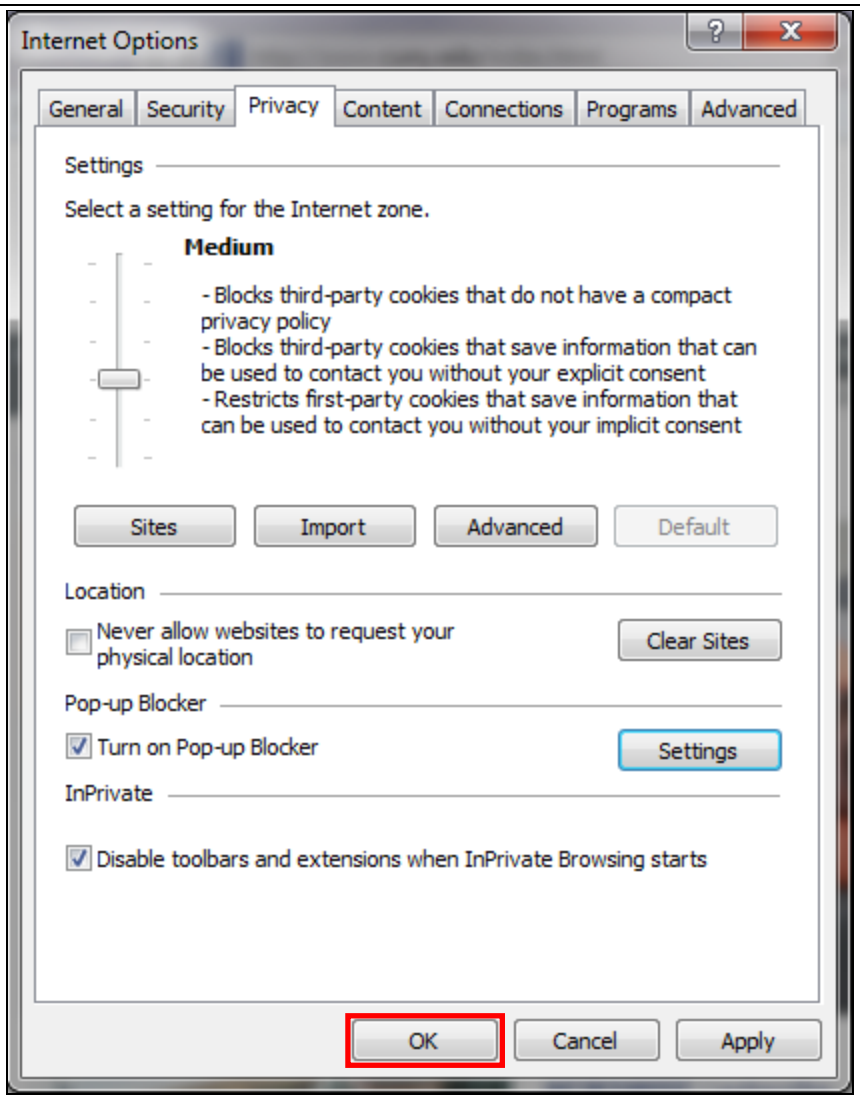
Select the **Settings** button.

6.	 In the field **Address of website to allow**, enter the url address home.cunyfirst.cuny.edu.
7.	Click the **Add** button.

8.



Click the **Close** button.

9.	 Click the **OK** button.
	End of Procedure.

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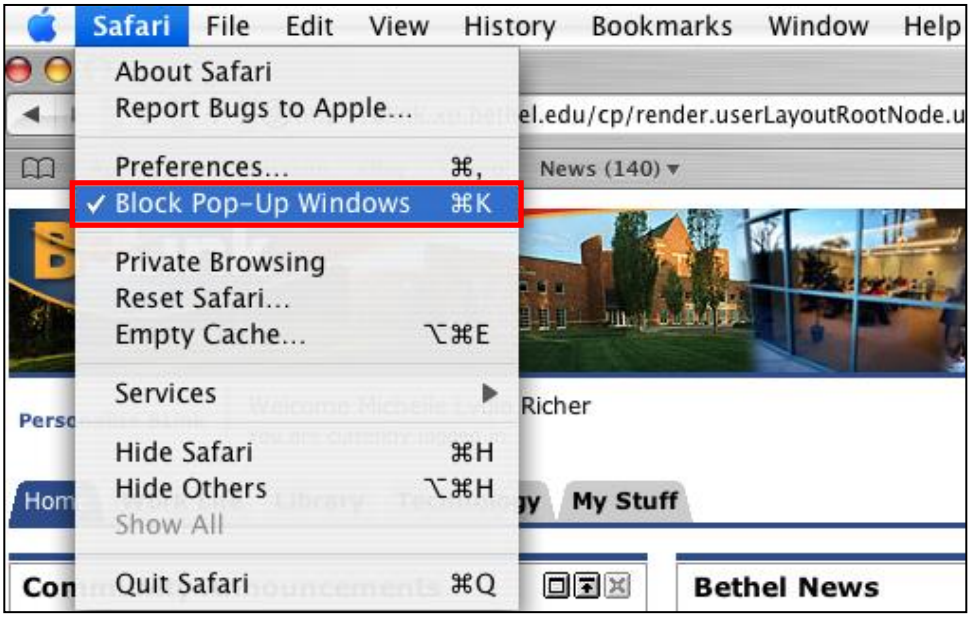
Managing Apple Safari Pop Up Blockers for CUNYfirst

To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser's pop-up blocker is not turned off.

Some browsers allow the user to automatically allow pop-ups from specific websites. Once these browsers are set, then the user will always be able to get .pdf files or print from CUNYfirst without making further adjustments.

Major browsers supported by CUNYfirst are Mozilla Firefox, Microsoft Internet Explorer, Google Chrome, and Apple Safari.

Note: Each CUNY institution schedules administrative maintenance of browser software as needed. In that event, this procedure may need to be repeated.

Step	Action
1.	 To allow pop-ups in Safari, select **Safari** on the main tool bar.
2.	If the **Block Pop-Up Windows** option is checked, select it to uncheck it and unblock pop-up windows. ***Note: This applies to all websites. There is no site specific option in Safari.***
	End of Procedure.

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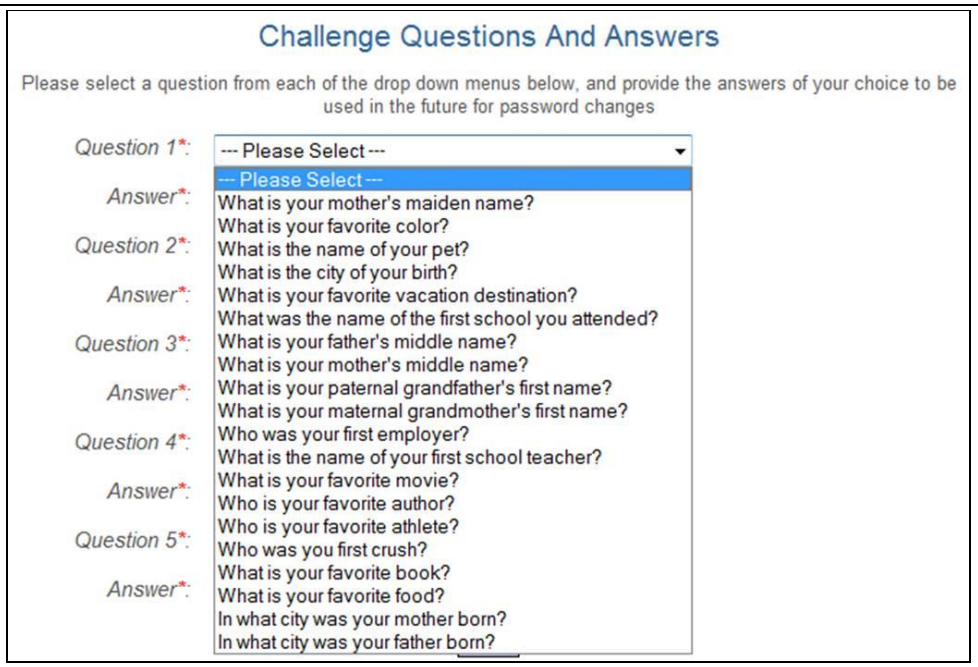
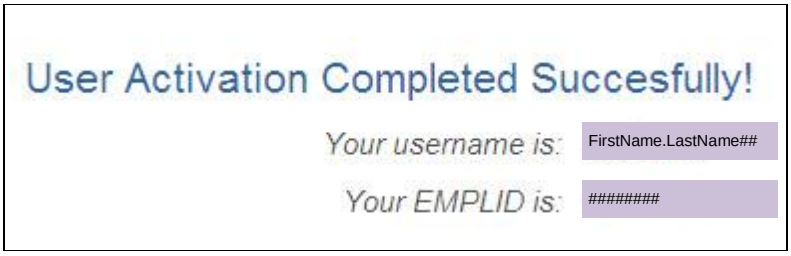
Activate My CUNYfirst Account

In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

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

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar.
2.	 On the **Login** page, click on **First time users** link.
3.	 On the **Account Activation** page, enter **First name, Last Name, Date of Birth, Last 4 digits of SS number**, and **CAPTCHA** text. ***Note: Use your name of record with correct capitalization for the First Name and Last Name fields.*** ***Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.*** ***Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.***
4.	Click the **OK** button.

5.	 On the **Challenge Questions and Answers** page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character. ***Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.***
6.	Click the **OK** button.

7.	 On the **Choose a Password** page, enter and confirm your password. ***Note: The two entries must match or the user will have to re-enter both fields.*** ***Note: CUNY Password Policy when choosing a password*** • ***8 or more characters*** • ***1 or more uppercase letters*** • ***1 or more numeric or special characters*** ***Note: CUNY Password Reset Policy*** • ***No change for 5 days after last password change*** • ***Not one of 4 previous passwords*** • ***Expires 90 days after the last password change*** ***An email notification will be sent to users whose password is going to expire in the next 7 days.*** ***Within the 7 days prior to the expiration of the current password, a screen displays for the user to change their password*** ***At 90 plus days, CUNYfirst will require the user to change their password.***
8.	To submit the password, click the **OK** button.
9.	 On the **User Activation Completed Successfully!** page, your Empl ID (CUNY ID) is displayed as in the example below. ***Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.***
10.	When you have finished, make a record of your username, Empl ID and password.
	End of Procedure.

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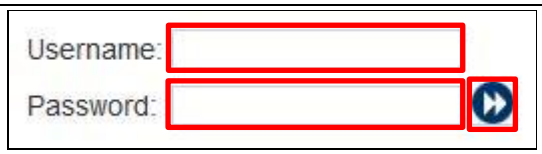
Login to My CUNYfirst Account

CUNYfirst is an internet-based application. Signing into CUNYfirst is just like opening a password-protected page of a website on the Internet.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar.
2.	 Enter your Username and Password and click the **Go** icon. ***Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.***
3.	 From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
	End of Procedure.

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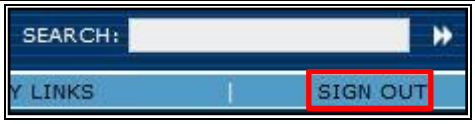
Sign Out of My CUNYfirst Account

To protect your privacy and prevent unauthorized use of your account, be sure to sign out and close all web browser windows to end your session.

Step	Action
1.	 Click the **Sign Out** link in the upper right corner of the screen.
2.	You have successfully ended your session in CUNYfirst.
3.	Close all web browser windows to clear the session information.
	End of Procedure.

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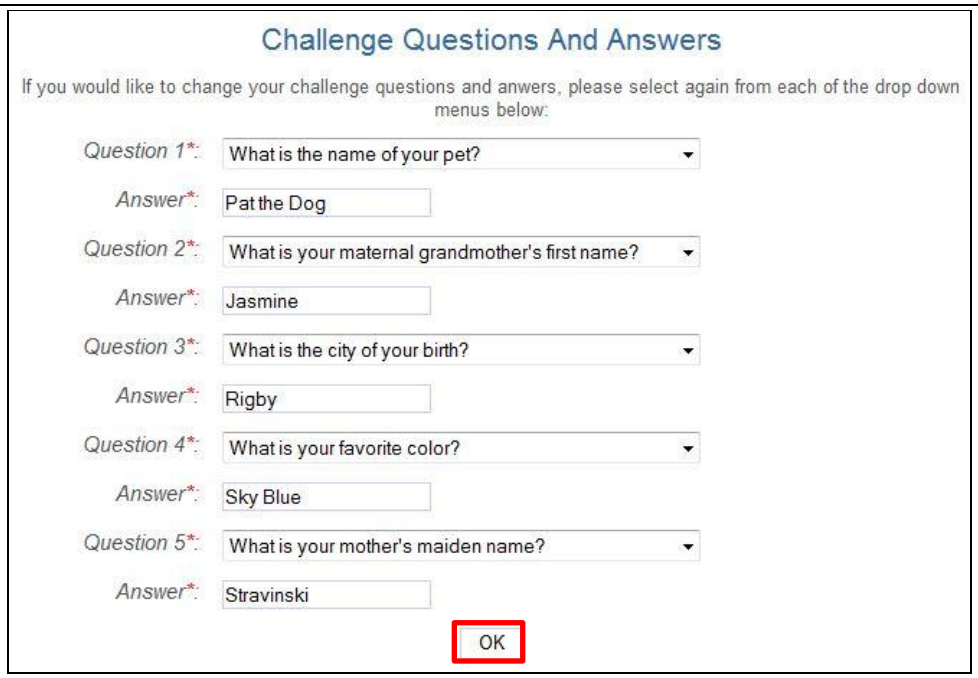
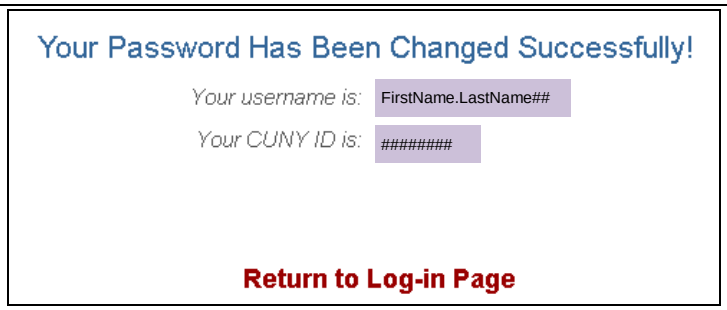
Change My CUNYfirst Password

A user may change their password for the CUNYfirst Portal using the Identity Management System.

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

Step	Action
1.	Enter the CUNYfirst URL ***https://home.cunyfirst.cuny.edu*** in your browser's address bar to access the CUNYfirst Portal Login page.
2.	 Click the **Change Password** link.
3.	 On the **Password Change** page, enter the correct value for either the **User ID** or **CUNY ID** fields. ***Note:*** • ***User ID is your CUNYfirst Username, e.g. John.Smith78.*** • ***CUNY ID is your unique eight digit Identification number, e.g. 12345678.***
4.	Enter the correct value for the **Old Password** (current password) field.

5.	Enter identical values for the **Password** and **Confirm Password** fields. ***Note: CUNY Password Policy when choosing a password:*** • ***8 or more characters*** • ***1 or more uppercase letters*** • ***1 or more numeric or special characters*** ***Note: CUNY Password Reset Policy*** • ***No change for 5 days after last password change*** • ***Not one of 4 previous passwords*** • ***Reminder sent 85 days after last password change*** • ***Expires 90 days after the last password change***
6.	Click the **OK** button.
7.	 On the **Challenge Questions and Answers** page, you may also change any or all of the **Questions 1-5** and **Answer** fields.
8.	Click the **OK** button.
9.	 When the process is completed, then the following confirmation message appears.
10.	To login to CUNYfirst, click the **Return to Log-in Page** link.
	End of Procedure.

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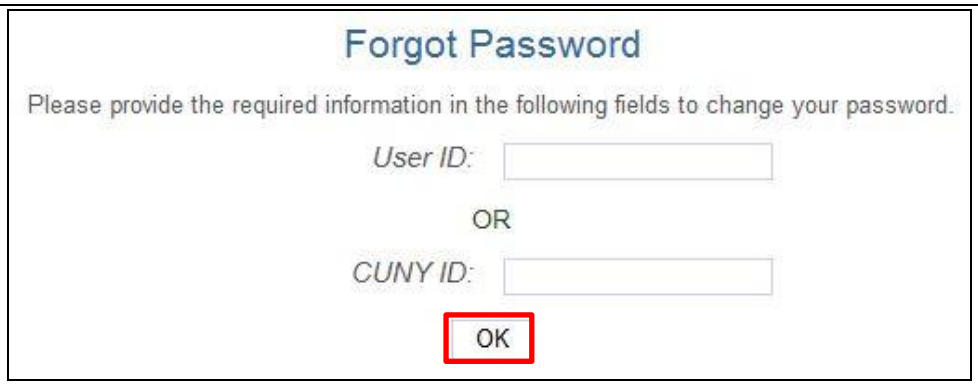
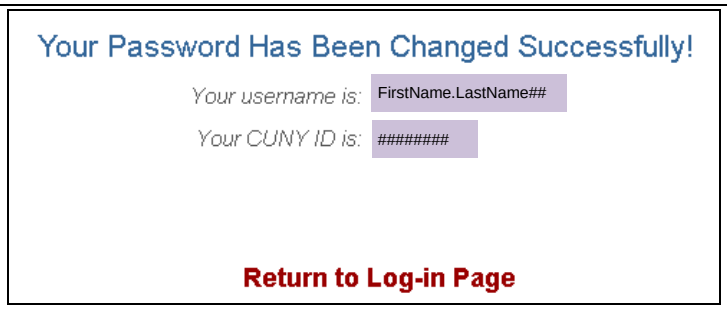
I Forgot My CUNYfirst Password

This procedure describes how a user retrieves their forgotten password for the CUNYfirst Portal using the Identity Management System (IMS).

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

Step	Action
1.	Enter the CUNYfirst URL ***https://home.cunyfirst.cuny.edu*** in your browser's address bar to access the CUNYfirst Portal Login page.
2.	 Click the **Forgot your password?** link.
3.	 On the **Forgot Password** page, enter the correct value for either the **User ID** or **CUNY ID** fields. ***Note:*** • ***User ID is your CUNYfirst Username, e.g. FirstName.LastName##.*** • ***CUNY ID is your unique eight digit identification number, e.g. 12345678.***
4.	Click the **OK** button.
5.	 On the **Answer To Challenge Questions** page three of your five Challenge Questions display. Enter your answers to the left of the displayed questions.
6.	Click the **OK** button.

7.	 On the **Choose New Password** page, enter identical values for the **Password** and **Confirm Password** fields. ***Note : CUNY Password Policy when choosing a password:*** • ***8 or more characters*** • ***1 or more uppercase letters*** • ***1 or more numeric or special characters*** ***Note: CUNY Password Reset Policy*** • ***No change for 5 days after last password change*** • ***Not one of 4 previous passwords*** • ***Reminder sent 85 days after last password change*** • ***Expires 90 days after the last password change***
8.	Click the **OK** button. ***Note: Once submitted, the process may take a couple minutes.***
9.	 When the process is completed, then the Your Password Has Been Changed Successfully confirmation message appears.
10.	To login to CUNYfirst, click the **Return to Log-in Page** link.
	End of procedure.

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Add a Favorite

My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

Step	Action
1.	Enter ***https://home.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.	When you have navigated to the first page of a frequently used component, in the **Universal Navigation Header** click on the **Add to Favorites** link.
3.	On the **Add to Favorites** page, either leave the auto-text description or enter text to create a description of the component.
4.	Click the **OK** button.
	End of procedure.

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Delete a Favorite

My Favorites allows you to delete a bookmark.

Step	Action	
	1.	Enter ***https://home.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: ***My Favorites > Edit Favorites***.	
3.	On the **Edit Favorites** page to remove a favorite, click the **Delete** button on that favorite's row.	
4.	On the **Message from webpage** window to confirm the favorite is to be deleted, click the **OK** button.	
5.	Click the **Save** button. ***Note: The favorite will not be deleted until you complete this step.***	
	End of procedure.	

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Sequence Favorites

On the My Favorites menu, bookmarks are listed in the order in which they were added to My Favorites.

My Favorites allows you to sequence bookmarks of commonly used components in My Favorites on the CUNYfirst Main Menu.

Step	Action	
	1.	Enter ***https://home.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: ***My Favorites > Edit Favorites***.	
3.	On the **Edit Favorites** page in the **Sequence** number field, enter a numeral to indicate the preferred position on the list for each favorite. ***Note: The number '1' is the first favorite on the revised list.***	
4.	Click the **Save** button. ***Note: The sequence of favorites will not be done until this step is completed.***	
	End of procedure.	

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Student Center Summary

Students use the **Student Center** to manage school related activities.

Navigate to: ***Self Service > Student Center***.

Section	Description
Academics	Provides links to academics records and enrollment self-service transactions. Your schedule displays classes in which you are enrolled for the current term as of today's date. If there are no such classes, the system looks at the next term in which the student is term activated for classes to display. In addition, a link is provided to the enrollment shopping cart, where students place sections in which they would like to enroll until their enrollment appointment. ***Note: Placing a section in the enrollment shopping cart does not hold a seat in the class and is not enrollment in a section.***
Finances	Provides links to Student Financials self-service transactions and displays account summary information. Institutions using the Financial Aid module *within* CUNYfirst provide financial aid information and allow for the processing of selected transactions.
Personal Information	Provides links to Campus Community self-service transactions. The Home Address, Mailing Address, Mobile Phone and Campus Email displays.
Holds	Provides a list of current service indicators. Students may click the ***details*** link to get more information on their service indicators.
To Do List	Provides a list of to do items. Students may click the ***details*** link to get more information on their initiated checklists items.
Enrollment Dates	Provides a list of enrollment dates. Students may click the ***details*** link to view the dates they are eligible to enroll in classes via self-service.
Advisor	Provides assigned advisor information. Students may click the ***details*** link to get the name and contact details of their assigned Advisor.

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Academics

View your weekly schedule aligned to the academic calendar on your campus.
View grades, course history, and transfer credit reports.
Contact your advisors.

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Self Service – Pathways – FAQ

Students use Self Service to submit their Opt-In to Pathways e-form.

Students who Opt-In to Pathways use self-service to search for courses and class sections in which to enroll to meet their Pathways requirements.

Your progress on those requirements display on DegreeWorks, the Course History page and the Student Unofficial Transcript.

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

Q. How do I submit the Opt-In to Pathways e-form?	On the Student Center page in the To Do List section two items display in relation to Pathways. 1. About Pathways, Find out more - provides links to both the Pathways email address and website .url for student to get more information. 2. Choose Pathway, Yes or No - provides a link to the Pathway My Choice e-form. ***Note: If you are required to see an advisor prior to deciding whether or not to Opt-In to Pathways, then the advisor will add the checklist items to your record.***
Q. How do I identify the requirement designation for courses or class sections to meet Pathways requirements?	Courses in the Catalog display the requirement designation/s for the course. The Search for Classes component includes a Class Search Criteria by Requirement Designation. The Class Detail page Enrollment Information section displays the Requirement Designation.
Q. How do I see which Pathways requirements I have completed?	On the Course History page the column to the right displays the Requirement Designation for each course. The Student Unofficial Transcript displays the Requirement Designation for each course.
Q. Now that I am in Pathways, where can I find my remaining degree requirements?	CUNY colleges students use DegreeWorks as an educational planning tool. Pathways requirements display in DegreeWorks.

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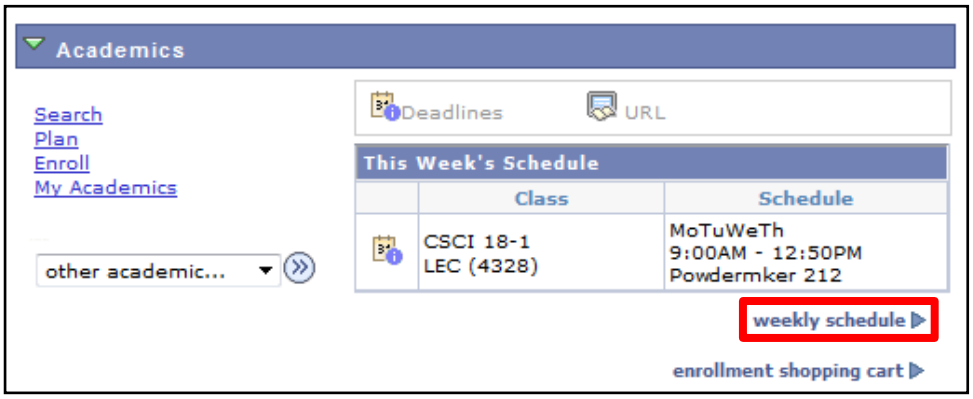
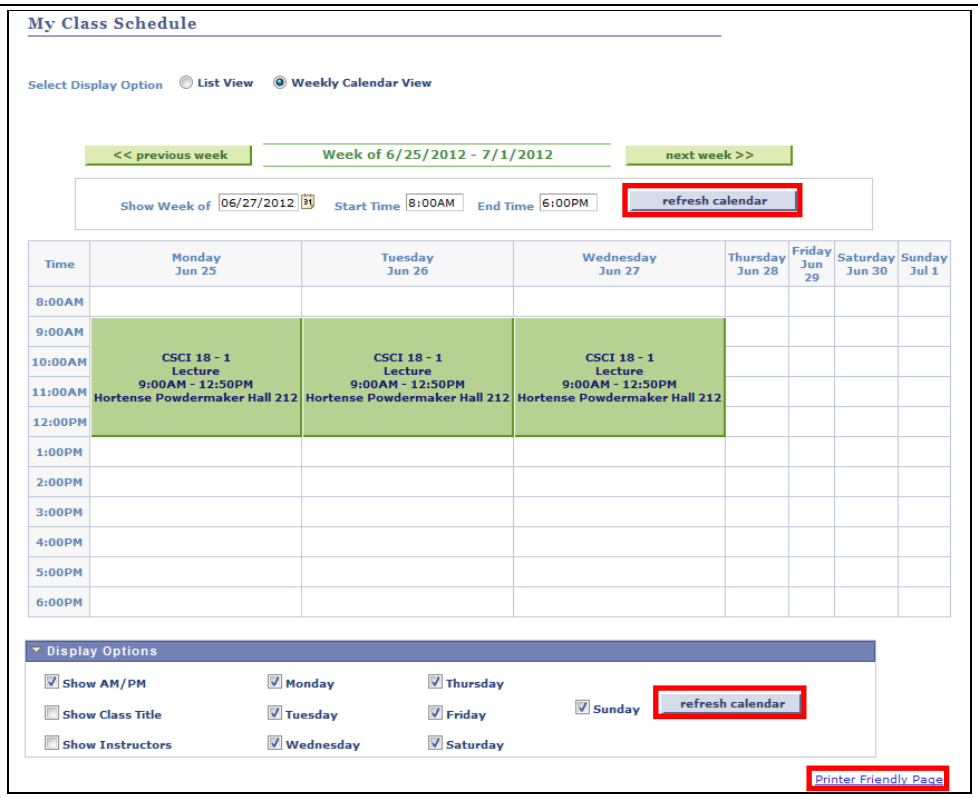
View My Weekly Schedule

Students are able to use self-service to view their weekly class schedule for a term in either a calendar or list format. The calendar format reflects the academic calendar of your primary institution.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section click the **weekly schedule** link.

4.	 ***Note: This view displays the Academic Calendar of your primary institution.***
5.	Select the **previous week** or **next week** buttons to go to those schedules.
6.	Alternatively, select the **Show Week of** calendar icon and enter the week you wish to view.
7.	As needed, enter the **Start Time** and **End Time** (format is 8:00AM or 6:00PM).
8.	Click the **refresh calendar** button.
9.	From the **Display Options** section: • Uncheck the **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00). • Check the **Show class Title** checkbox to display the course name. • Check the **Show Instructors** checkbox to display the assigned faculty. • Check the checkboxes of those days of the weeks you wish to display.
10.	Click the **refresh calendar** button.
11.	Select the **Printer Friendly Page** link and follow your browser's prompts to print the schedule.
	End of Procedure.

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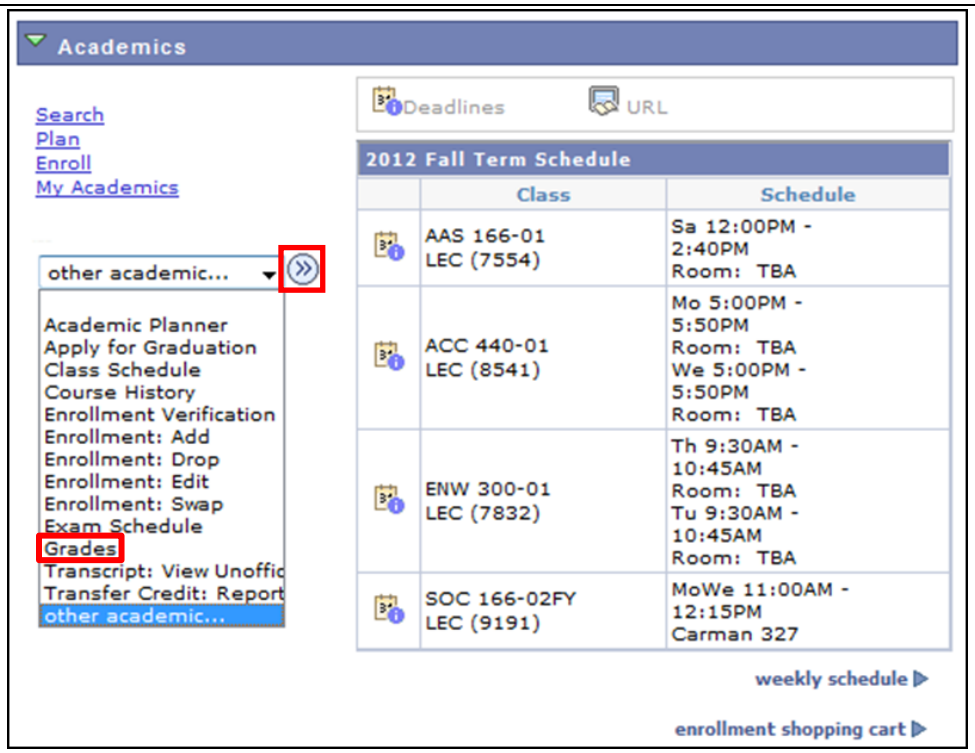
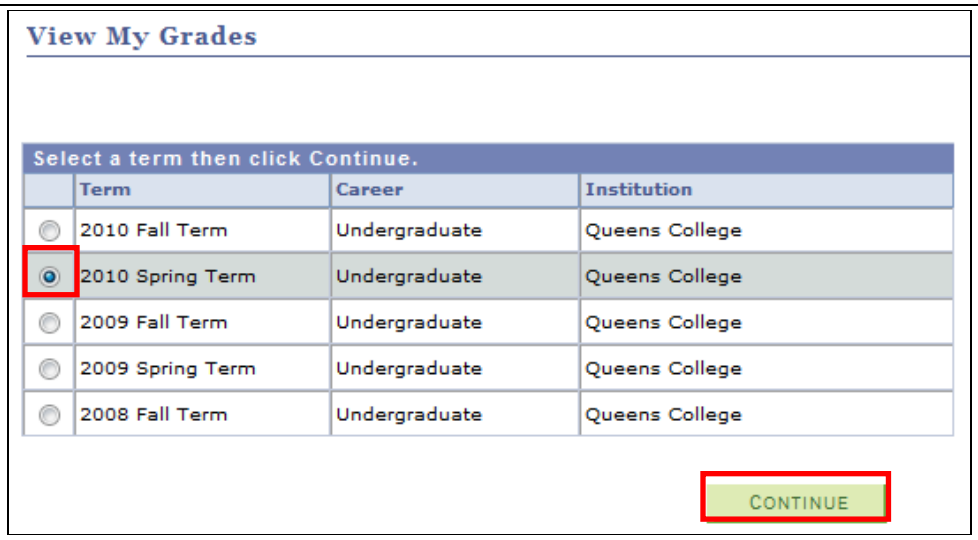
View My Grades

View or print a listing of your grades and check your current grade point average.

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

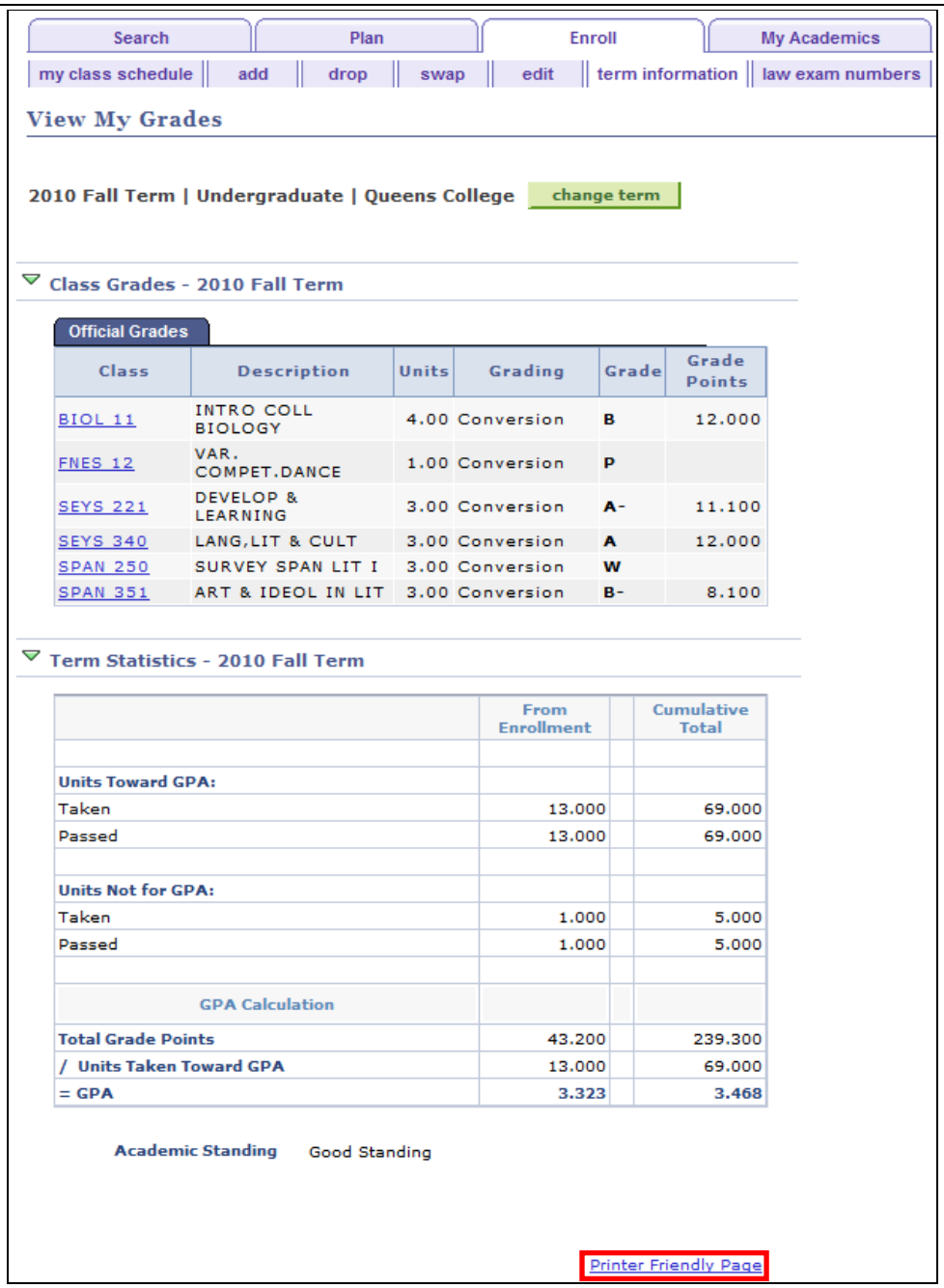
Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Grades** and then click the **Go** icon.

4.



On the **View My Grades** page, select a **term** radio button and click on **CONTINUE**

5.



Class	Description	Units	Grading	Grade	Grade Points
BIOL 11	INTRO COLL BIOLOGY	4.00	Conversion	B	12.000
FNES 12	VAR. COMPET.DANCE	1.00	Conversion	P	
SEYS 221	DEVELOP & LEARNING	3.00	Conversion	A-	11.100
SEYS 340	LANG,LIT & CULT	3.00	Conversion	A	12.000
SPAN 250	SURVEY SPAN LIT I	3.00	Conversion	W	
SPAN 351	ART & IDEOL IN LIT	3.00	Conversion	B-	8.100

	From Enrollment	Cumulative Total
Units Toward GPA:		
Taken	13.000	69.000
Passed	13.000	69.000
Units Not for GPA:		
Taken	1.000	5.000
Passed	1.000	5.000
GPA Calculation		
Total Grade Points	43.200	239.300
/ Units Taken Toward GPA	13.000	69.000
= GPA	3.323	3.468

The **View My Grades** page displays for the grades for the term:

- The term's **Official Grades** show the class by course catalog number, the description, units, grading basis, grade and grade points for the selected term.
- **Term Statistics** display showing units toward GPA, units not for GPA, and the GPA calculation for that term and the Cumulative Total, and
- Your **Academic Standing** displays.

6. Select the **Printer Friendly Page** link and follow your browser's prompts to print the page.

End of Procedure.

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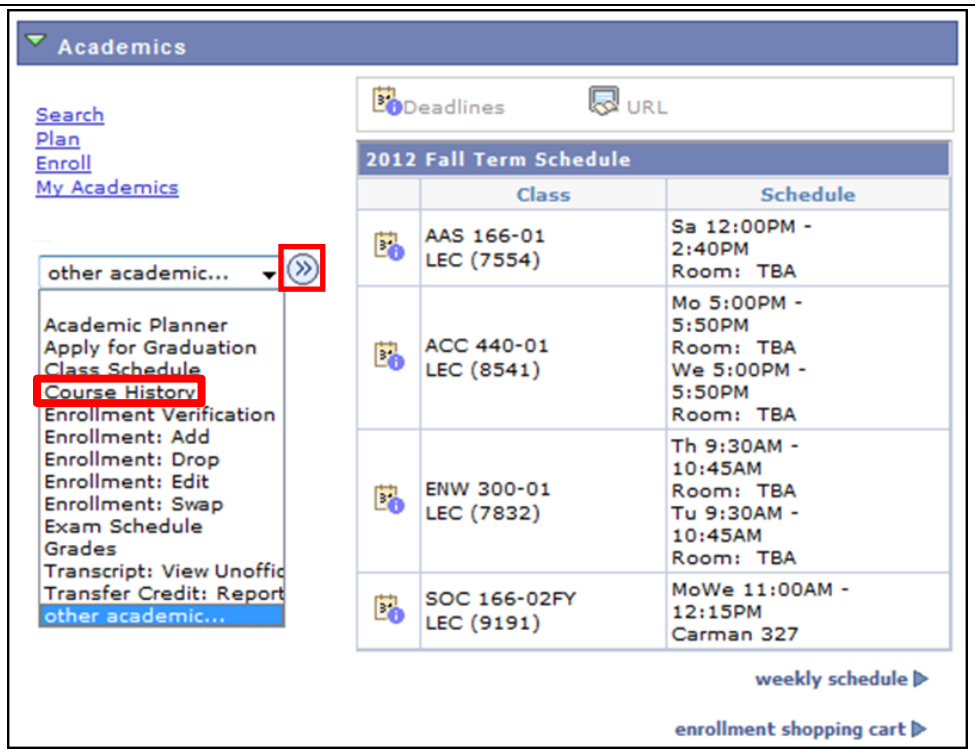
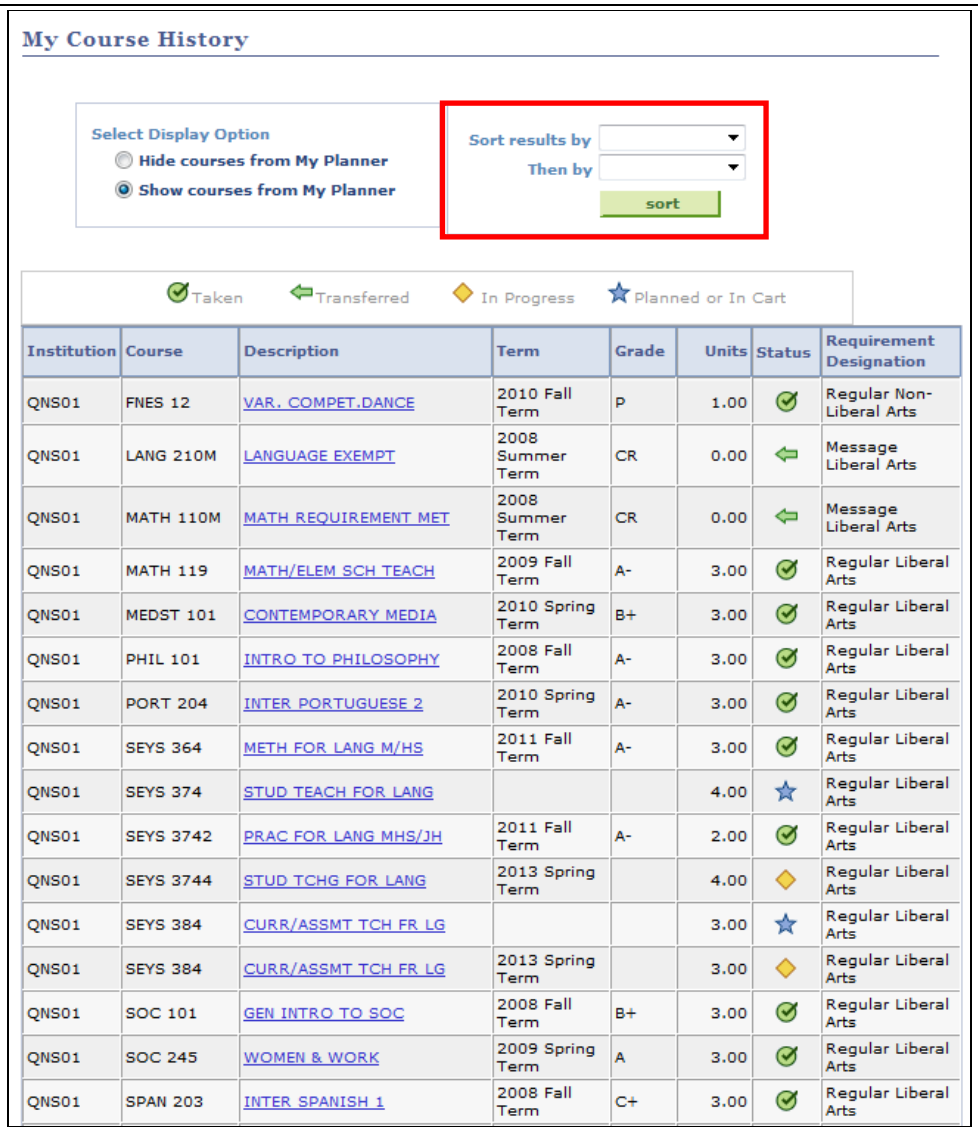
View My Course History

Students view their academic history at CUNY. Course History displays a grid of every course a student has previously taken (including transfer or test credit) with units and grade.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Course History** and then click the **Go** icon.

4.



Institution	Course	Description	Term	Grade	Units	Status	Requirement Designation
QNS01	FNES 12	VAR. COMPET.DANCE	2010 Fall Term	P	1.00		Regular Non-Liberal Arts
QNS01	LANG 210M	LANGUAGE EXEMPT	2008 Summer Term	CR	0.00		Message Liberal Arts
QNS01	MATH 110M	MATH REQUIREMENT MET	2008 Summer Term	CR	0.00		Message Liberal Arts
QNS01	MATH 119	MATH/ELEM SCH TEACH	2009 Fall Term	A-	3.00		Regular Liberal Arts
QNS01	MEDST 101	CONTEMPORARY MEDIA	2010 Spring Term	B+	3.00		Regular Liberal Arts
QNS01	PHIL 101	INTRO TO PHILOSOPHY	2008 Fall Term	A-	3.00		Regular Liberal Arts
QNS01	PORT 204	INTER PORTUGUESE 2	2010 Spring Term	A-	3.00		Regular Liberal Arts
QNS01	SEYS 364	METH FOR LANG M/HS	2011 Fall Term	A-	3.00		Regular Liberal Arts
QNS01	SEYS 374	STUD TEACH FOR LANG			4.00		Regular Liberal Arts
QNS01	SEYS 3742	PRAC FOR LANG MHS/JH	2011 Fall Term	A-	2.00		Regular Liberal Arts
QNS01	SEYS 3744	STUD TCHG FOR LANG	2013 Spring Term		4.00		Regular Liberal Arts
QNS01	SEYS 384	CURR/ASSMT TCH FR LG			3.00		Regular Liberal Arts
QNS01	SEYS 384	CURR/ASSMT TCH FR LG	2013 Spring Term		3.00		Regular Liberal Arts
QNS01	SOC 101	GEN INTRO TO SOC	2008 Fall Term	B+	3.00		Regular Liberal Arts
QNS01	SOC 245	WOMEN & WORK	2009 Spring Term	A	3.00		Regular Liberal Arts
QNS01	SPAN 203	INTER SPANISH 1	2008 Fall Term	C+	3.00		Regular Liberal Arts

Note: The Status column right displays whether the course has been taken, transferred, is in progress or is either in your planner or shopping cart.
Note: Although not shown above, the Requirement Designation column displays for Pathways.

5. Results may be sorted by selecting one or two of these criteria: course, description, grade, status, term and units from the **Sort results by** and **Then by** dropdown menus.

6. Click the **sort** button.

7. Alternatively, click a column header once to sort the data alphanumerically by that column.

Note: Click a column header twice to reverse the order.

End of Procedure.

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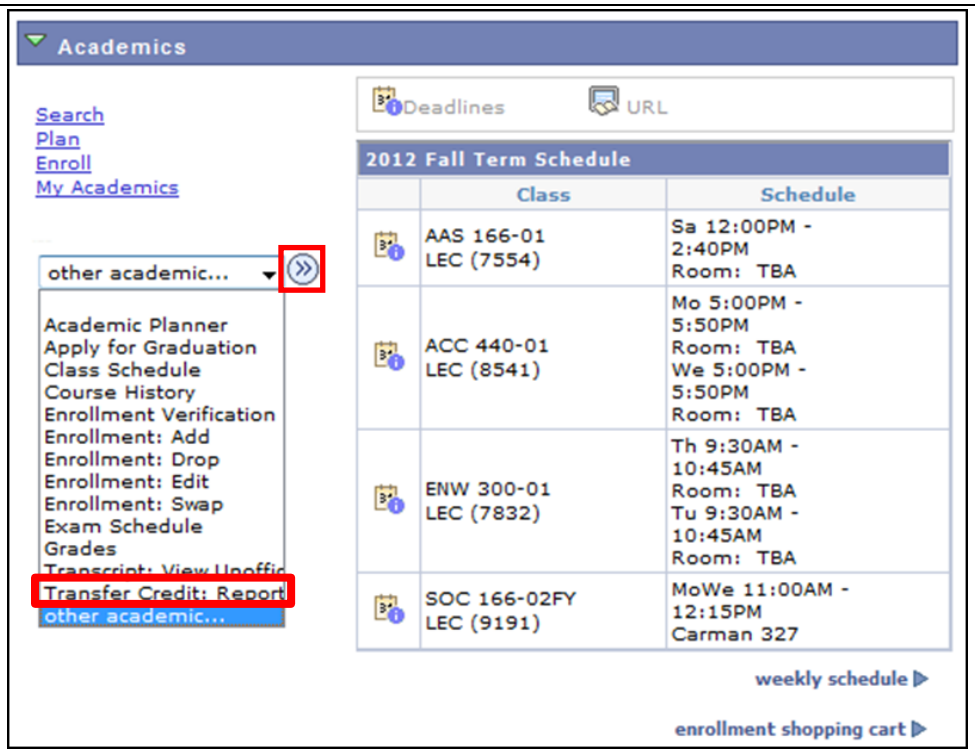
View My Transfer Credit Report

Students are able to view their Transfer Credit Report. Course Credit details display showing the Source, receiving Institution, Program, Articulation Term, Status and Units Transferred. Test Credits details include Transfer Term, Test ID, Test Component, Score, Status, Equivalent course, Units and Grade.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Transfer Credit: Report** and then click the **Go** icon.

4.

Name

go to ...

Search | Plan | Enroll | My Academics

View Transfer Credit Report

Course Credits

No course credits found.

Test Credits

Model Nbr 1 Posted
Institution Queens College
Career Undergraduate
Program Undergraduate

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade	Notes
2010 Fall Term	CPE	CPETW	48.00	Posted	ENGL 9CPEP	0.000	P	
2010 Fall Term				Posted	MATH 91M1020	0.000	P	Repeated - Prior Attempt
2010 Fall Term				Posted	MATH 92M1020	0.000	P	Repeated - Prior Attempt
2010 Fall Term				Posted	MATH 93M1020	0.000	P	Repeated - Prior Attempt
2010 Fall Term	WRIT EXEMPT	R	9999.00	Posted	ENGL 9WEX	0.000	P	
2010 Fall Term	CPE	CPET1	26.00	No Rule		0.000		Equivalency Rule not found
2010 Fall Term	CPE	CPET2	10.00	No Rule		0.000		Equivalency Rule not found
2010 Fall Term	RGNTS	MATHA	74.00	No Rule		0.000		Score out of range

Other Credits

Model Nbr 1 Posted
Institution Queens College
Career Undergraduate
Program Undergraduate

Transfer Term	Description	Status	Equivalent Course	Units	Grade
2007 Summer Term	EXEMPTIONS	Posted	MATH 110M	0.000	CR

Course Credit details display showing the Source, receiving Institution, Program, Articulation Term, Status and Units Transferred.

Note: View the Transfer Credit Report to investigate any expected credits that did not appear on your Course History.

End of Procedure.

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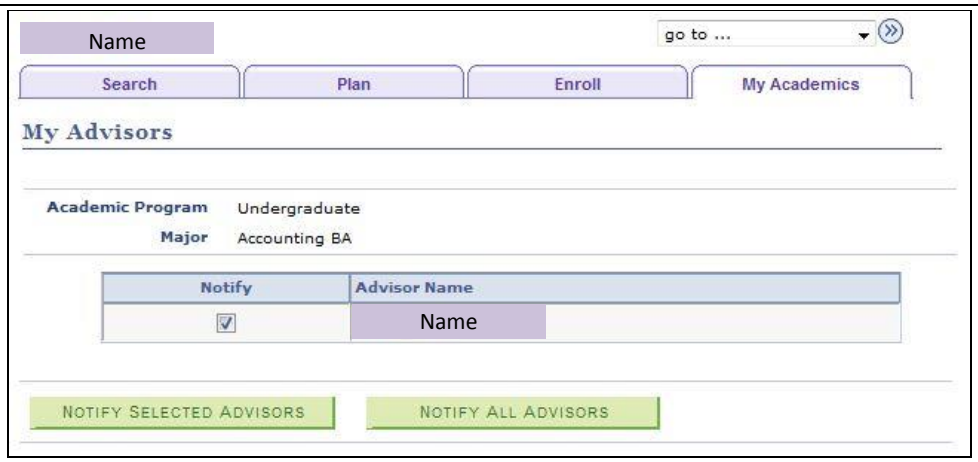
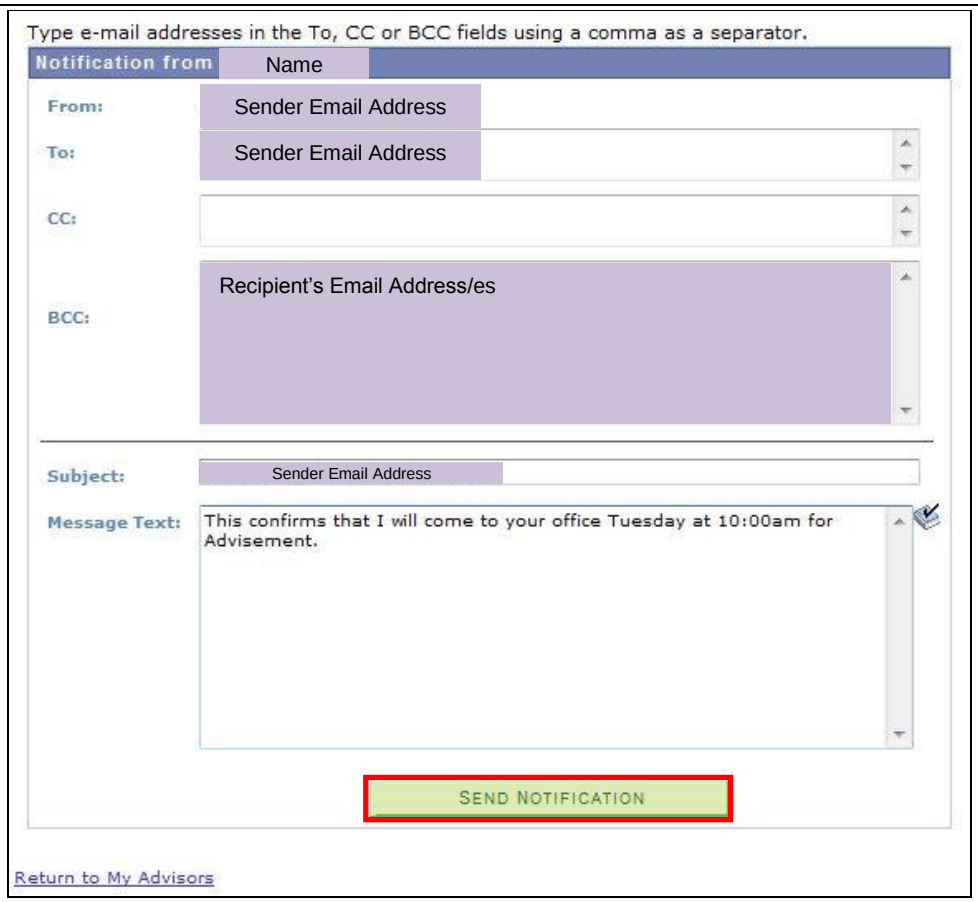
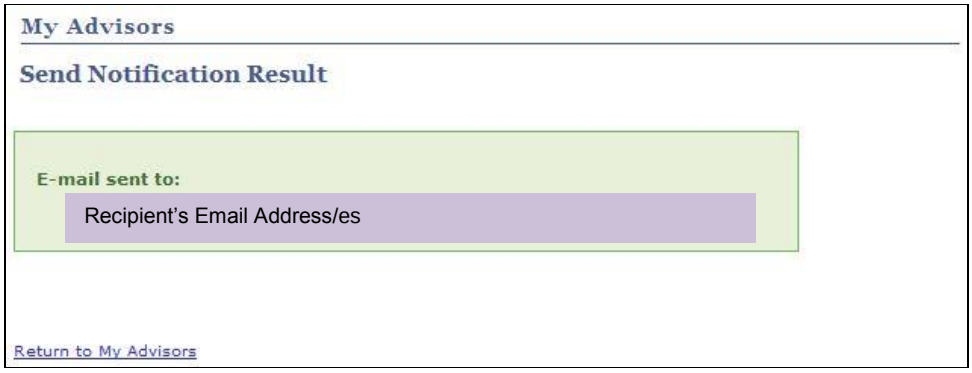
View and Notify Advisors

Students are able to use Self Service to identify and contact their advisors. Within CUNYfirst, students may send a notification to their advisor.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***. If applicable, in the **Advisor** section your Advisor/s name/s display Click the details link to notify your advisor/s.
3.	 Select the ☐ **Notify** checkbox of each Advisor to contact. ***Note: You may send a notification to one, any combination or all of your advisors at one time.***
4.	Select the **Notify Selected Advisors** button.

5.	 Enter the content of your correspondence in the **Message Text** box. ***Note: The sender also receives the notification.*** ***Note: There is no functionality to send attachments.***
6.	Click the **Send Notification** button.
7.	 The **Send Notification Result** page displays.
	End of Procedure.

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Course and Class Search

View college catalogs and search the schedule of classes for colleges in CUNYfirst. Shortlist courses and classes of interest to meet your academic objectives.

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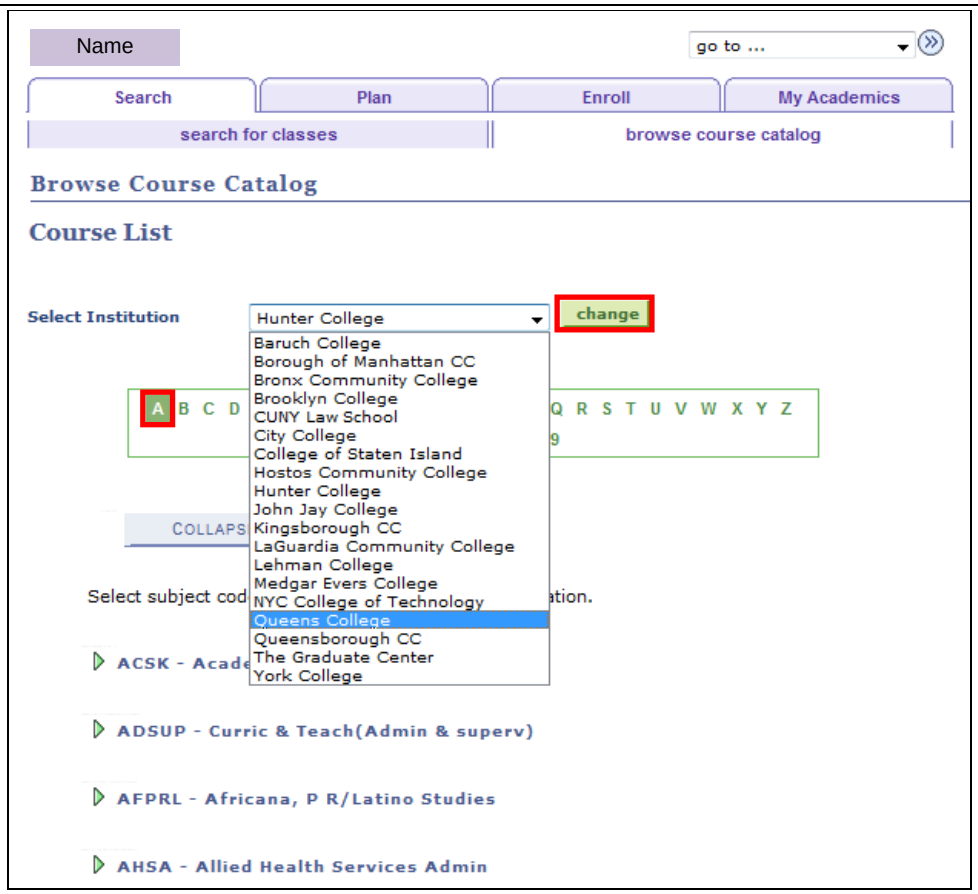
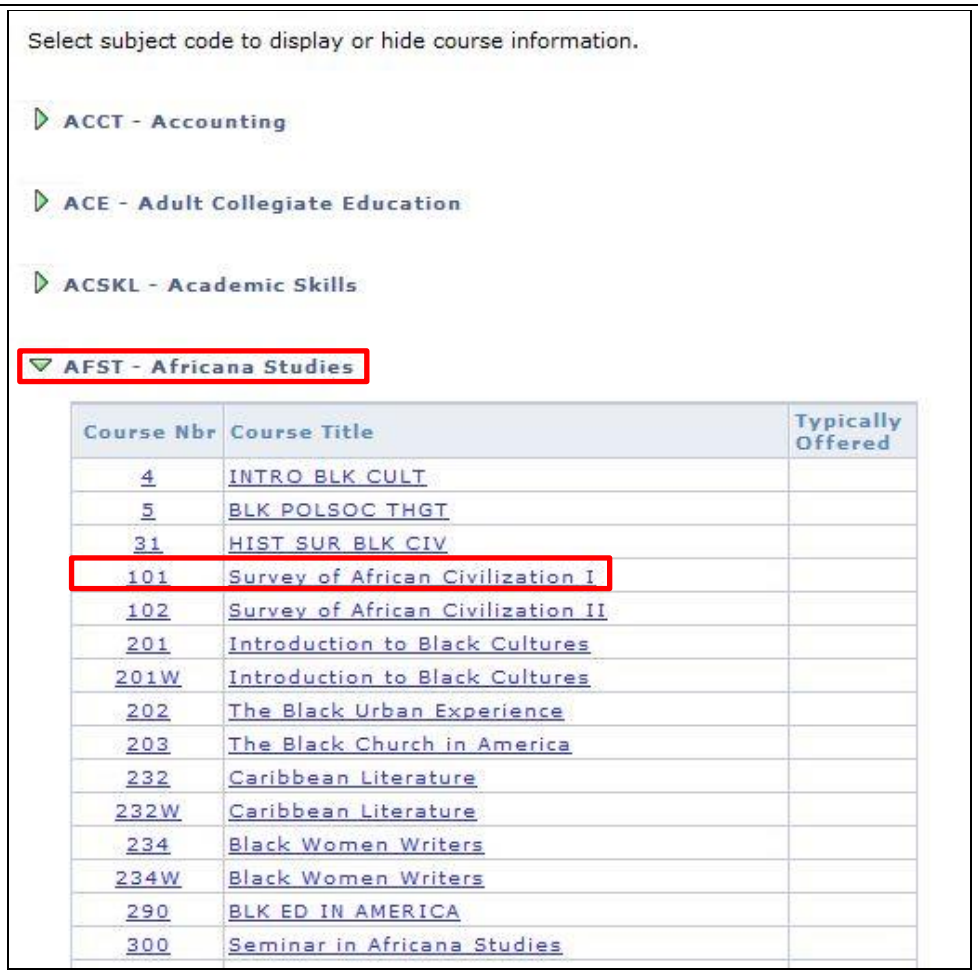
View Course Catalog

Students are able to use self-service to browse the entire course catalog and add courses to their planner to take sometime in the future to complete their degree requirements.

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

Step	Action
1.	Enter ***https://home.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 > Class Search/Browse Catalog > Browse Course Catalog***.
3.	 On the Select Institution dropdown menu, select the name of the correct college or school.
4.	Click the **change** button.
5.	On the **Browse Course Catalog** page, click the first letter in a subject's name.

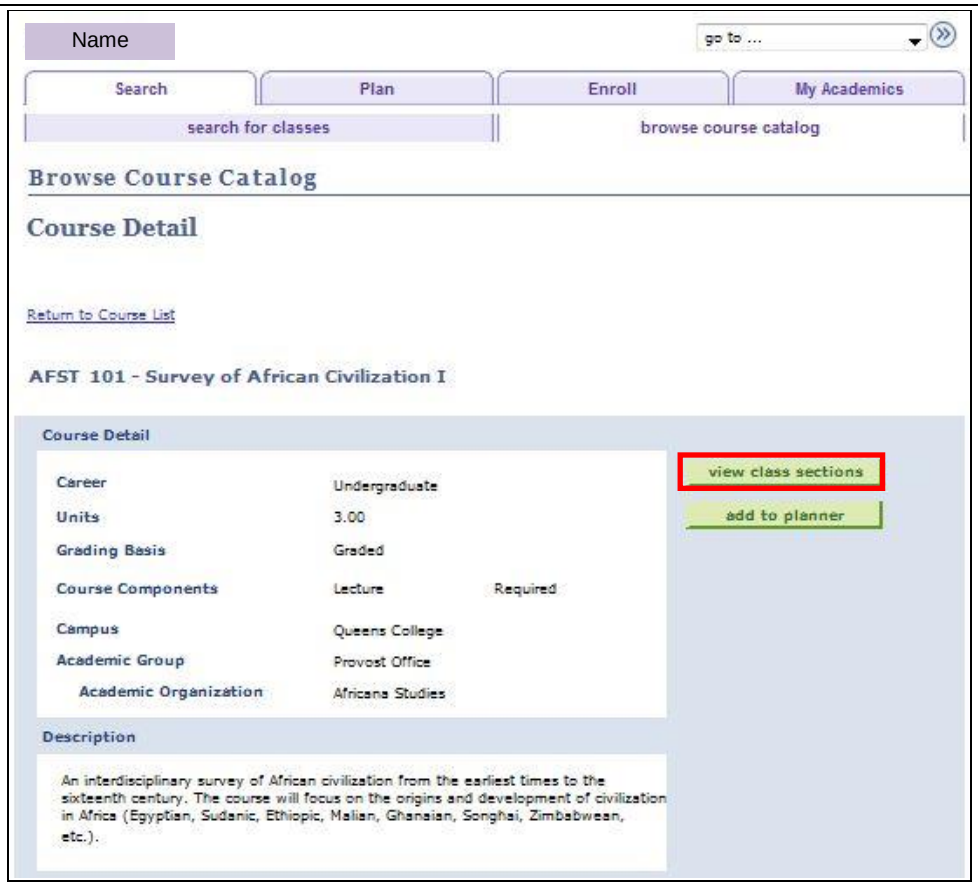
6.



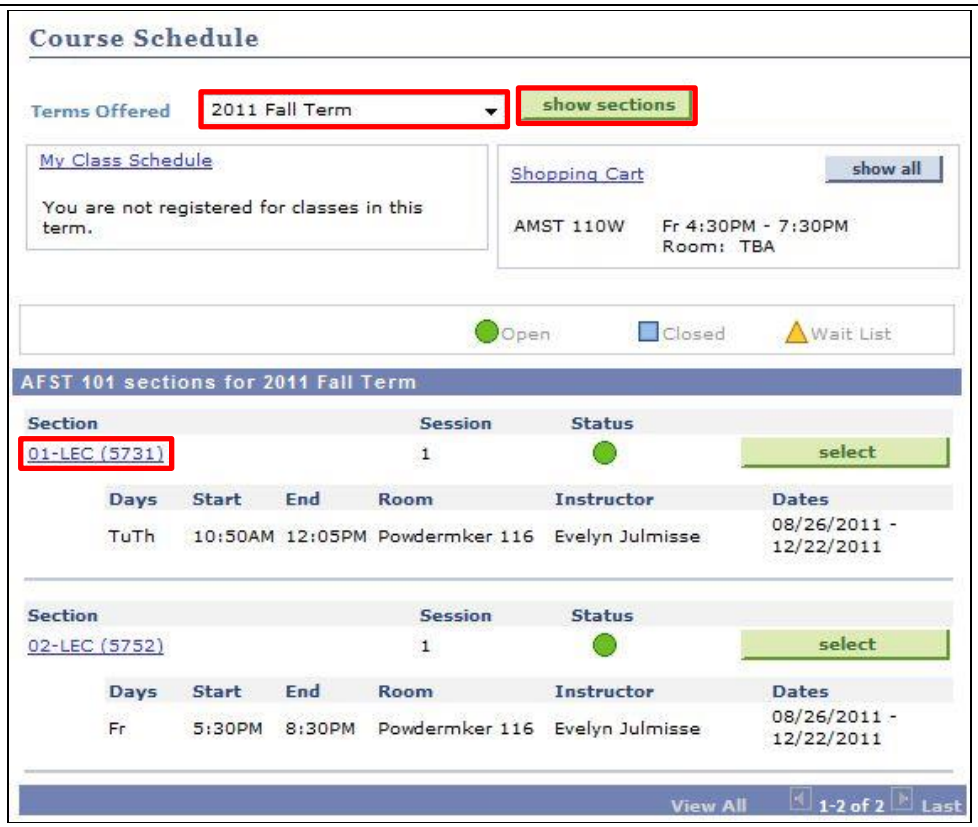
Click the correct subject code link to display courses for that subject.

7. Click either the **Course Nbr** or **Course Title** to view the Course Detail.

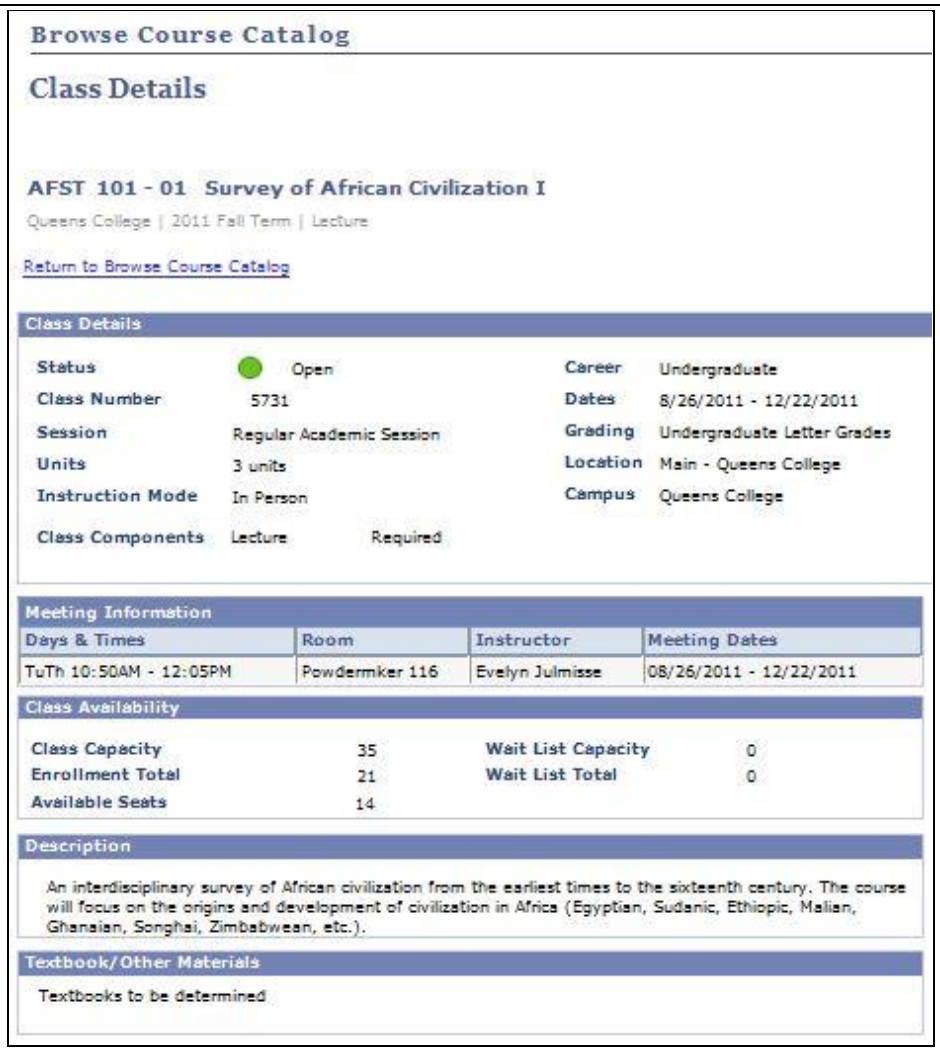
8.



If the class is scheduled, then click the **view class sections** button.

9.	 Beneath the **Course Detail**, the **Course Schedul**e displays. Click the **Terms Offered** dropdown arrow; and then select the correct term.
10.	Click the **show sections** button.
11.	Click the **Section** link to display class details

12.



Browse Course Catalog

Class Details

AFST 101 - 01 Survey of African Civilization I

Queens College | 2011 Fall Term | Lecture

Return to Browse Course Catalog

Class Details

Status	Open	Career	Undergraduate
Class Number	5731	Dates	8/26/2011 - 12/22/2011
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	3 units	Location	Main - Queens College
Instruction Mode	In Person	Campus	Queens College
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:50AM - 12:05PM	Powdermker 116	Evelyn Julmisse	08/26/2011 - 12/22/2011

Class Availability

Class Capacity	35	Wait List Capacity	0
Enrollment Total	21	Wait List Total	0
Available Seats	14		

Description

An interdisciplinary survey of African civilization from the earliest times to the sixteenth century. The course will focus on the origins and development of civilization in Africa (Egyptian, Sudanic, Ethiopic, Malian, Ghanaian, Songhai, Zimbabwean, etc.).

Textbook/Other Materials

Textbooks to be determined

The **Class Details** page displays including Class Details, Meeting Information, Enrollment Information, Class Availability, Description and Textbook/Other Materials.

Note: In the Class Details section the Instructor Mode is shown.

Instructor Mode	Description
In-Person	No course content or assignments are delivered online.
Web-enhanced	Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online.
Partially online	Some class work is online.
Hybrid (Blended)	20-80% of class meeting time is either online activity or virtual meetings.
Online	Greater than 80% of class meeting time is either online activity or virtual meetings.
Fully online	All class work is online.

End of Procedure.

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My Academic Planner

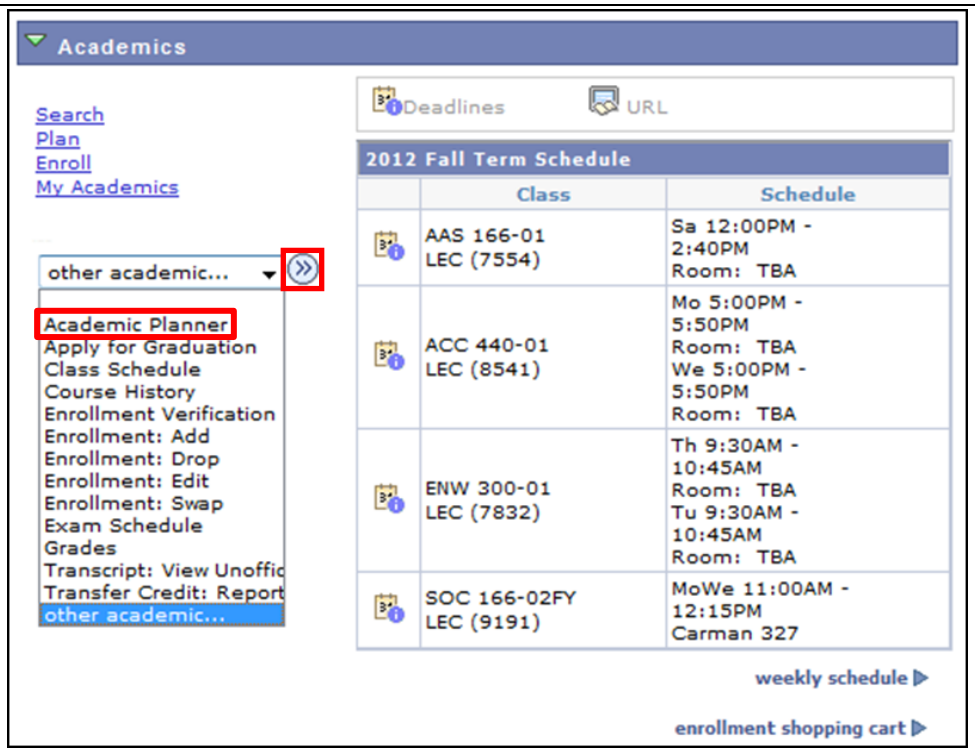
Using My Academic Planner, students may store courses to complete remaining degree requirements. Courses in the planner are selected from a Course Catalog.

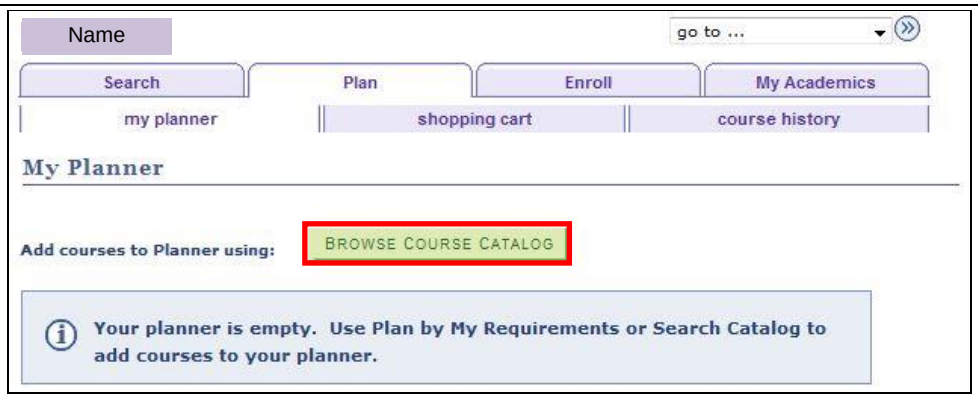
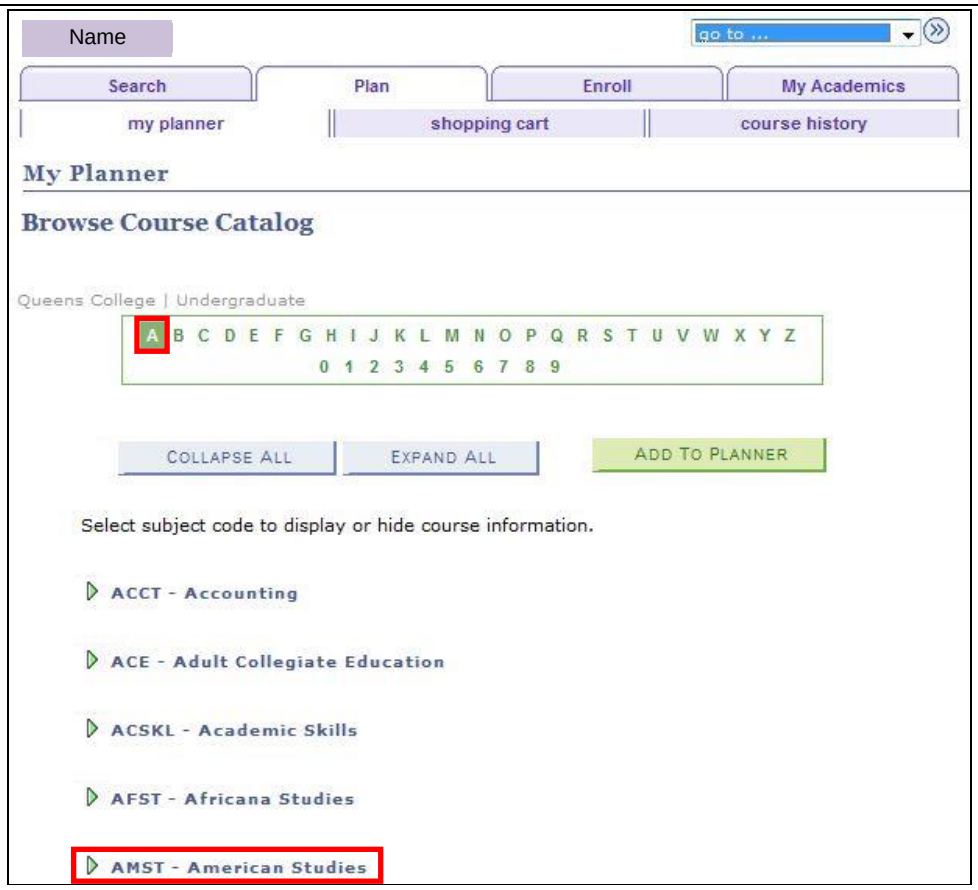
Students may assign each course in their planner to a future term with the intent of enrolling in that course once it appears in that term's Schedule of Classes.

Information in your Academic Planner may be transferred into DegreeWorks. However, information in DegreeWorks may not be transferred into your CUNYfirst Academic Planner. There is an advantage to using DegreeWorks in that it shows your progress towards your degree requirements.

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

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Academic Planner** and then click the **Go** icon.

4.	 To add courses to the Planner using, click the **Browse Course Catalog** button.
5.	 On the **Browse Course Catalog** page, click the first letter in a subject's name.
6.	Click the correct subject code link to display courses for that subject.

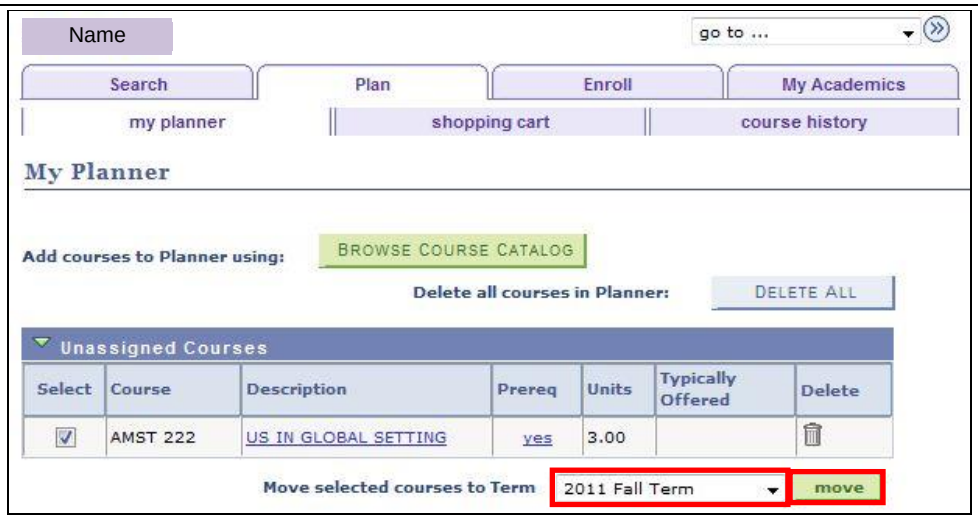
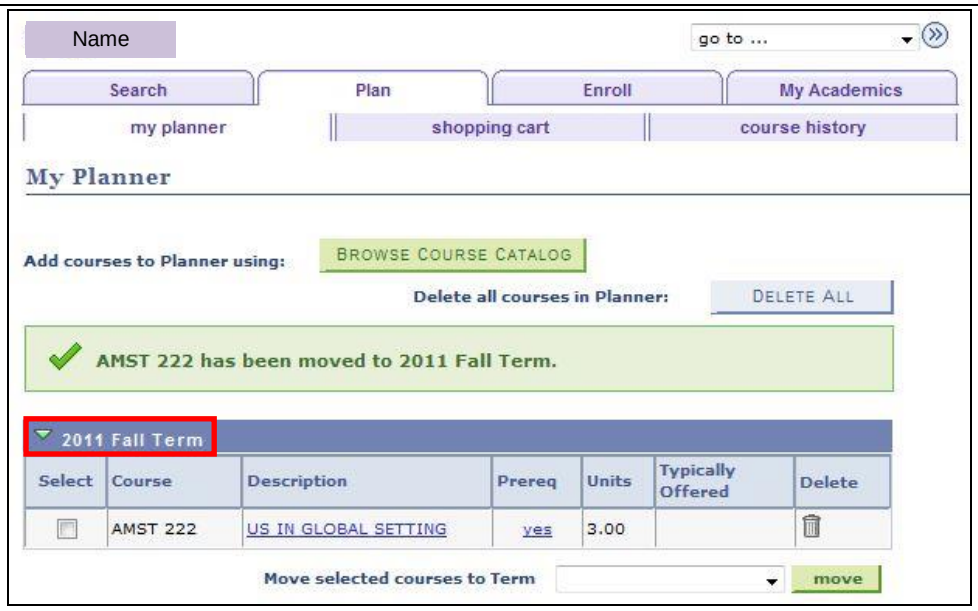
7.

AMST - American Studies

Select	Course Nbr	Course Title	Typically Offered
	10	HEROIC IDEAL AMER	
	11	TWENTIES IN AMER	
	81	GREAT JAZZ IMPROV	
	91	ORAL HIST PROJECT	
	110	INTRO TO AM CULT	
	110	Introduction to American Society and Culture	
	110W	Introduction to American Society and Culture	
	134W	Writing Tutorial	
	135W	Writing Workshop	
	210	American Lives	
	212	The Popular Arts in America	
	214	An American Decade	
	216	Myths and Ideologies in the United States	
	218	Native American History and Culture	
	220	Gender, Race, Ethnicity, and Class in the United States	
	222	The United States in Its Global Setting	

Click either the **Course Nbr** or **Course Title** to view Course Detail.

8.	 Click the **add to planner** button.
9.	Click the **Return to Browse Course Catalog** link to go back to the previous page and repeat as needed.
10.	 Click the **my planner** sub-tab.

11.	 The **My Planner** page displays a list of **Unassigned Courses**.
12.	To assign (plan to take) a course in a specific term, click the ☐ **Select** checkbox for that course.
13.	On the **Move selected course to Term** dropdown box, select the term you wish to take the selected course and then click the **move** button.
14.	 The page refreshes and you will see the selected course/s displayed in the selected term.
	End of Procedure.

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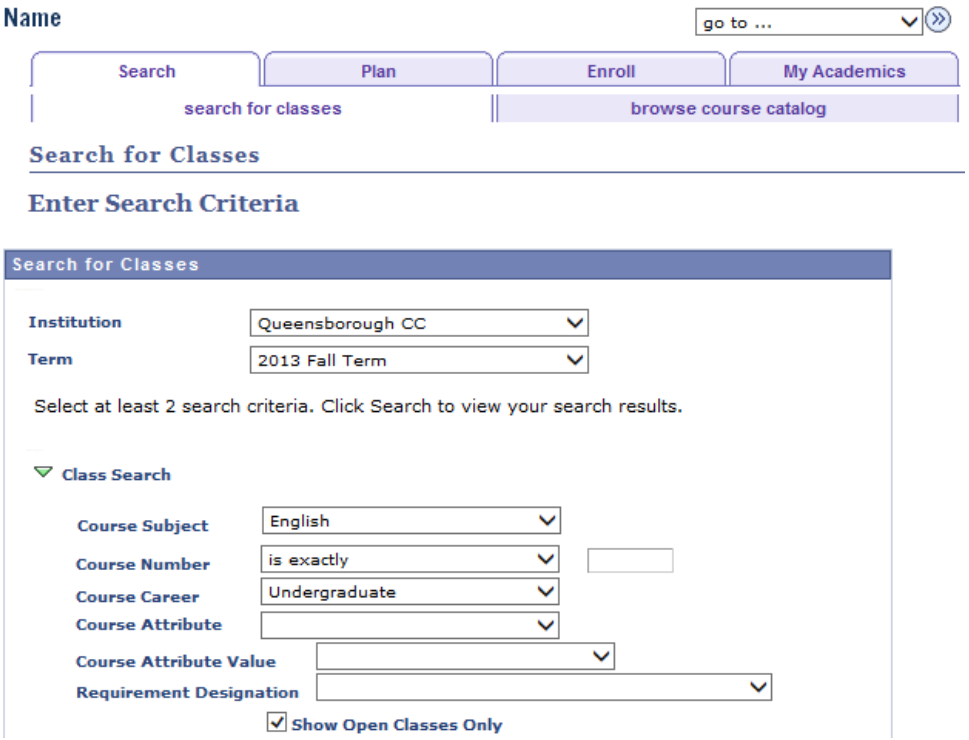
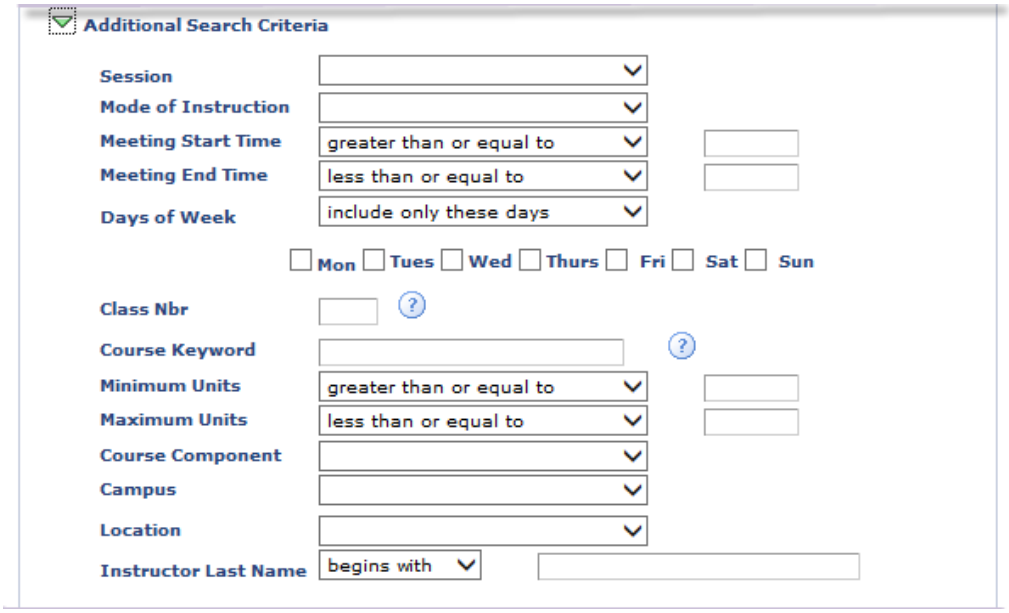
View Schedule of Classes

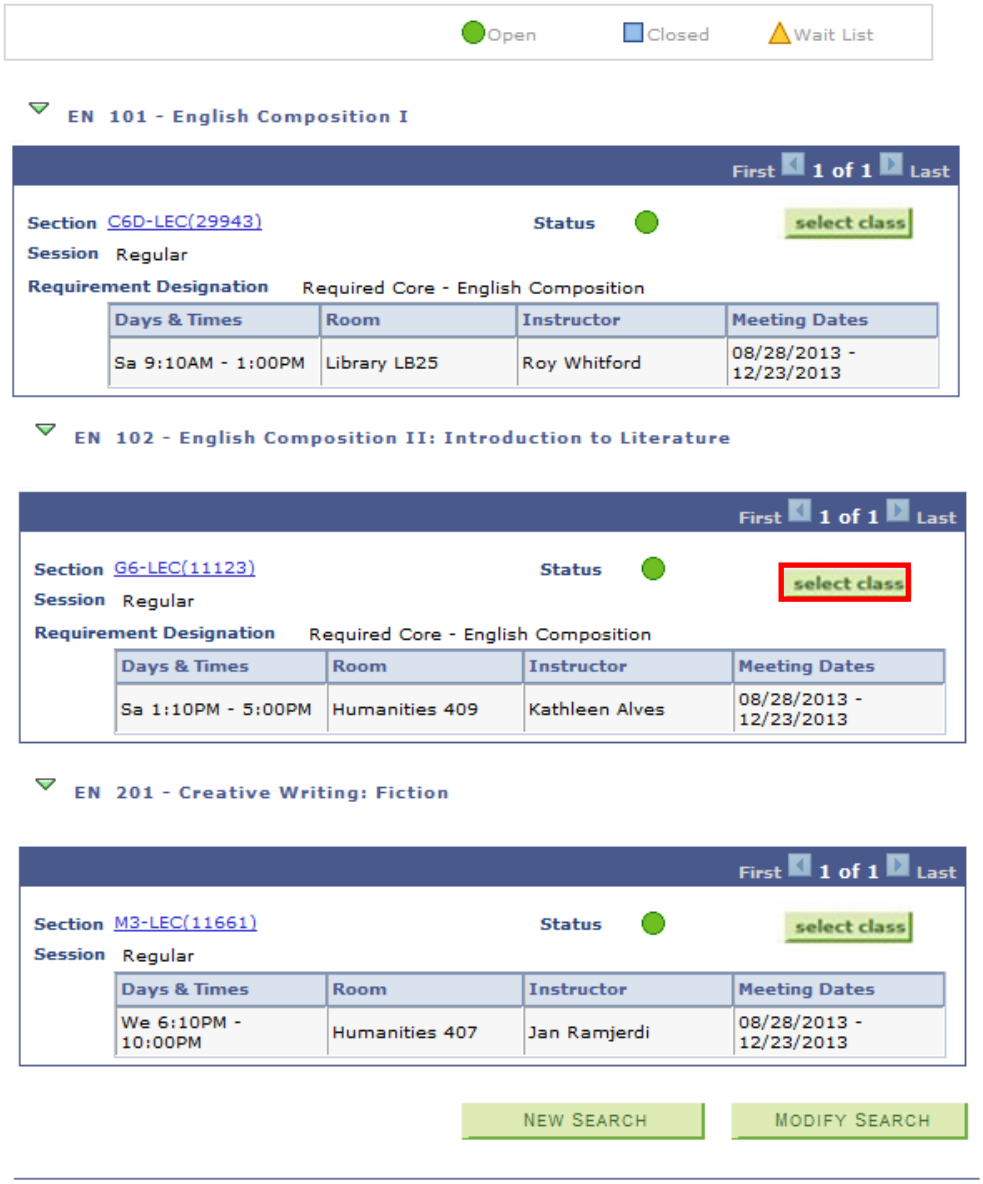
Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the upper right corner, select the **SEARCH FOR CLASSES** button.
4.	 On the **Search for Classes** page in the **Enter Search Criteria** section, from the **Institution** dropdown arrow, select the correct college or school.
5.	From the **Term** dropdown arrow, select the correct term.

6.	In the **Class Search Criteria** section from the **Course Subject** dropdown arrow, select on the correct subject. ***Note: At least two search criteria must be selected in this section.***
7.	Enter the **Course Number** shown in the Course Catalog or leave it blank to list all of that subject's courses.
8.	From the **Course Career** dropdown arrow, select the correct career. **Note: Addditional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.**
9.	Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.
10.	To narrow the search results click the **Additional Search Criteria** disclosure triangle and add additional criteria.  ***Note: Class Nbr is the section code shown in parentheses after a Course Number.***
11.	Click the **Search** button.

12.

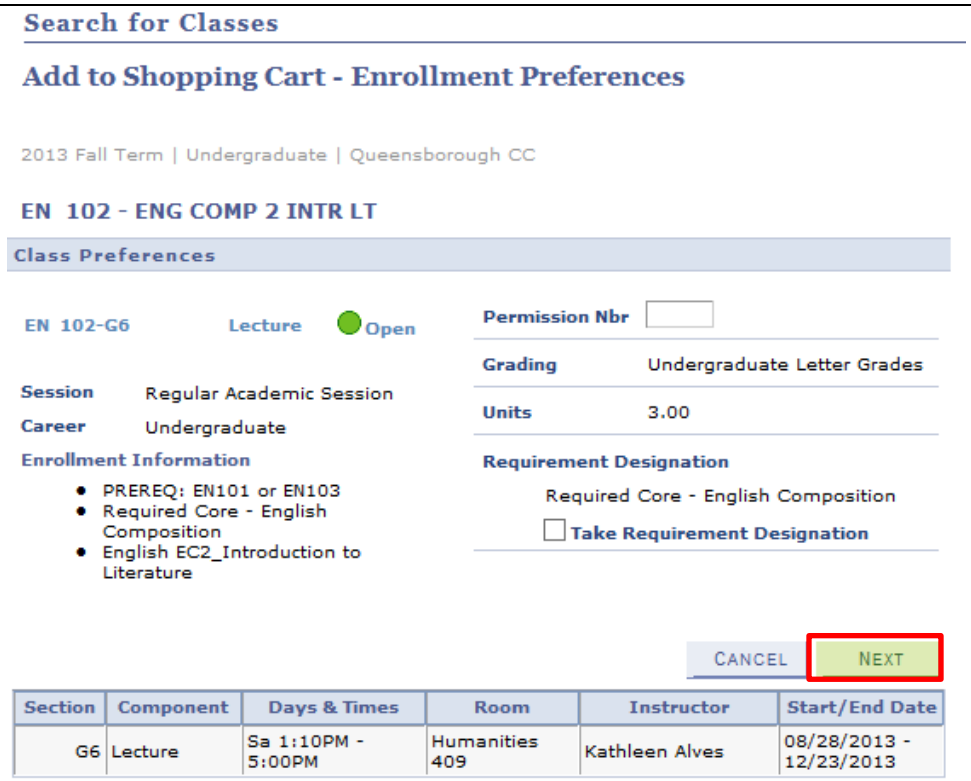


On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Use the **New Search** button to begin a new class search. Use the **Modify Search** button to specific additional for the current class search.

Note: Status displays as either an Open icon or a Closed icon.

13.

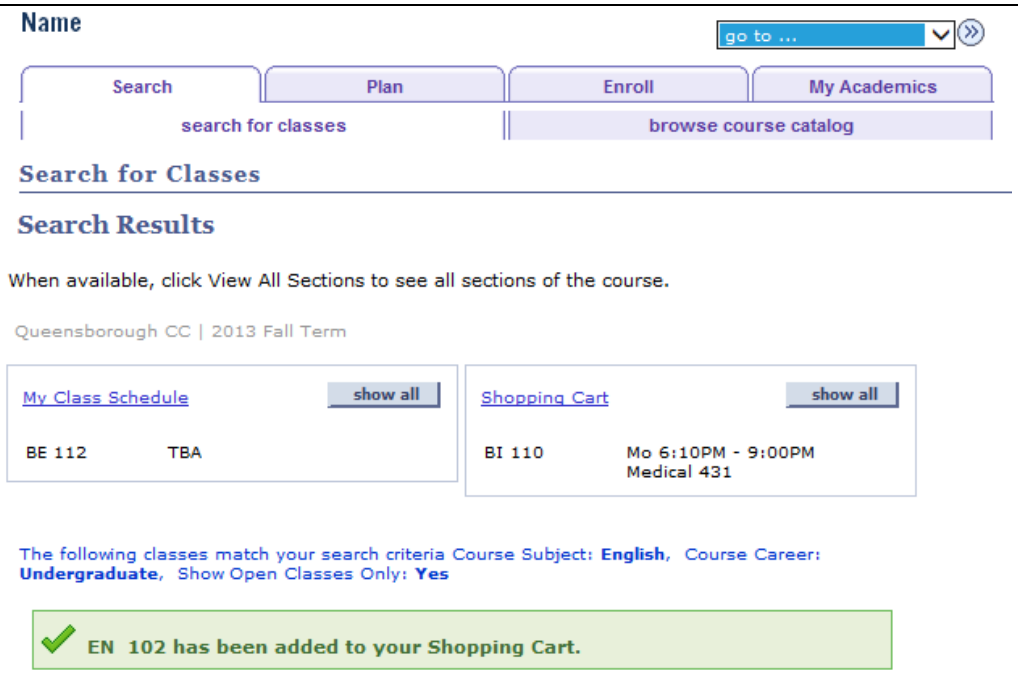


Click the **select class** button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.

Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.

14. Click the **NEXT** button to add this class section to your **Shopping Cart**.

15.	 On the **Search for Classes – Search Results** page, a message displays to indicate that the class has been added to your Shopping Cart. ***Note: Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.***
	End of Procedure.

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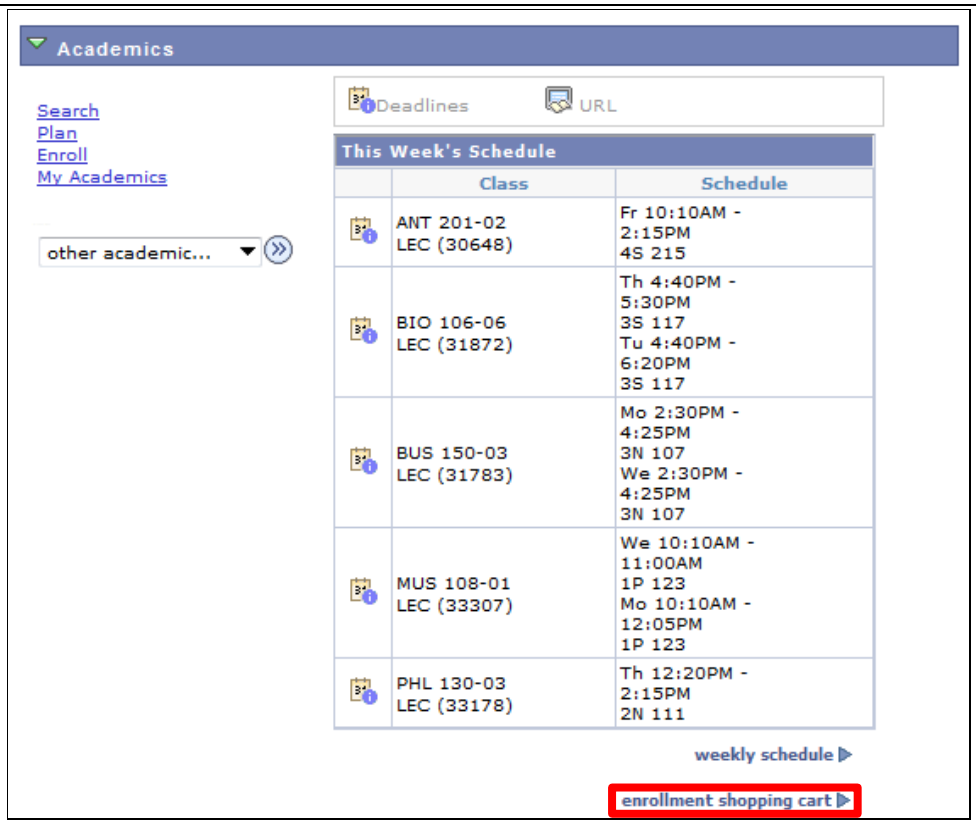
Class Shopping Cart and Validation

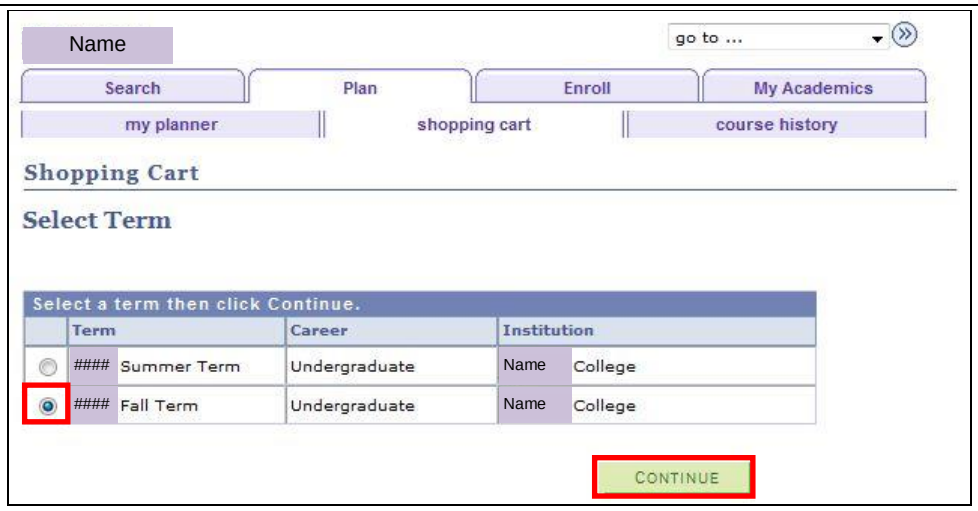
Students may use the Enrollment Shopping Cart to save a list of their preferred class sections until it is time to enroll for the term.

Students may validate both their eligibility and the availability of a seat in a class section.

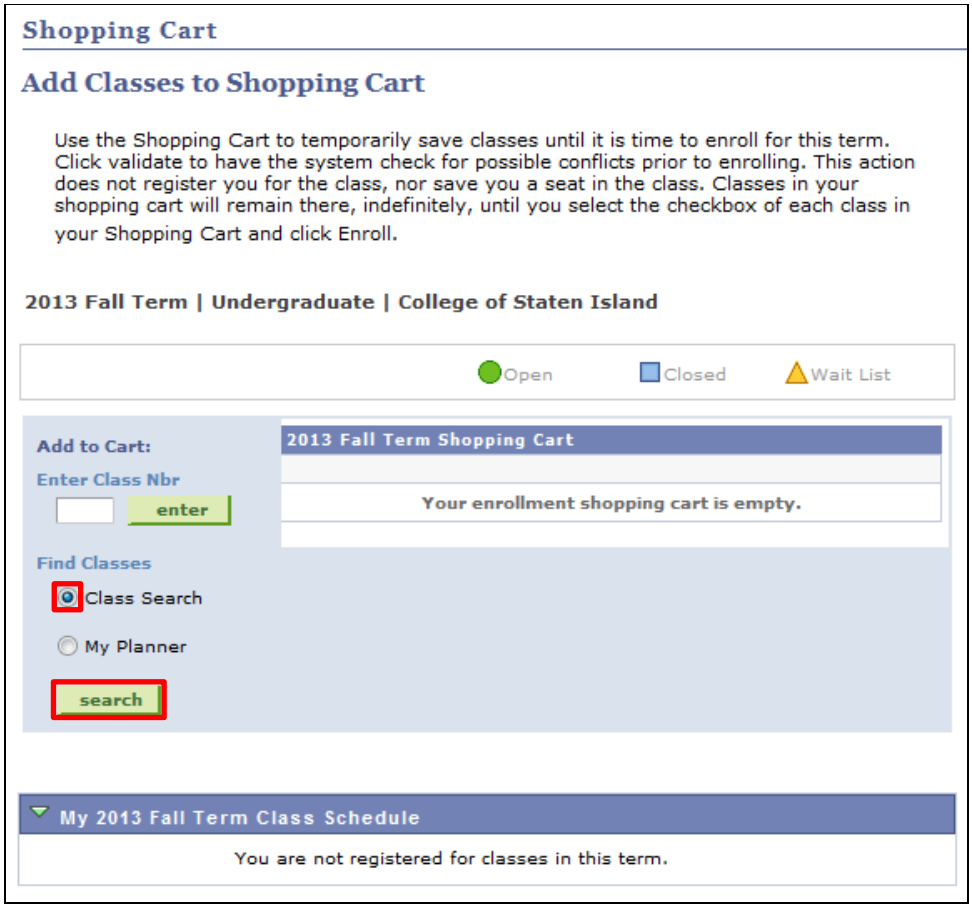
Note: Placing a section in the shopping cart does not hold a seat in the class and it does not add the class to your schedule.

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

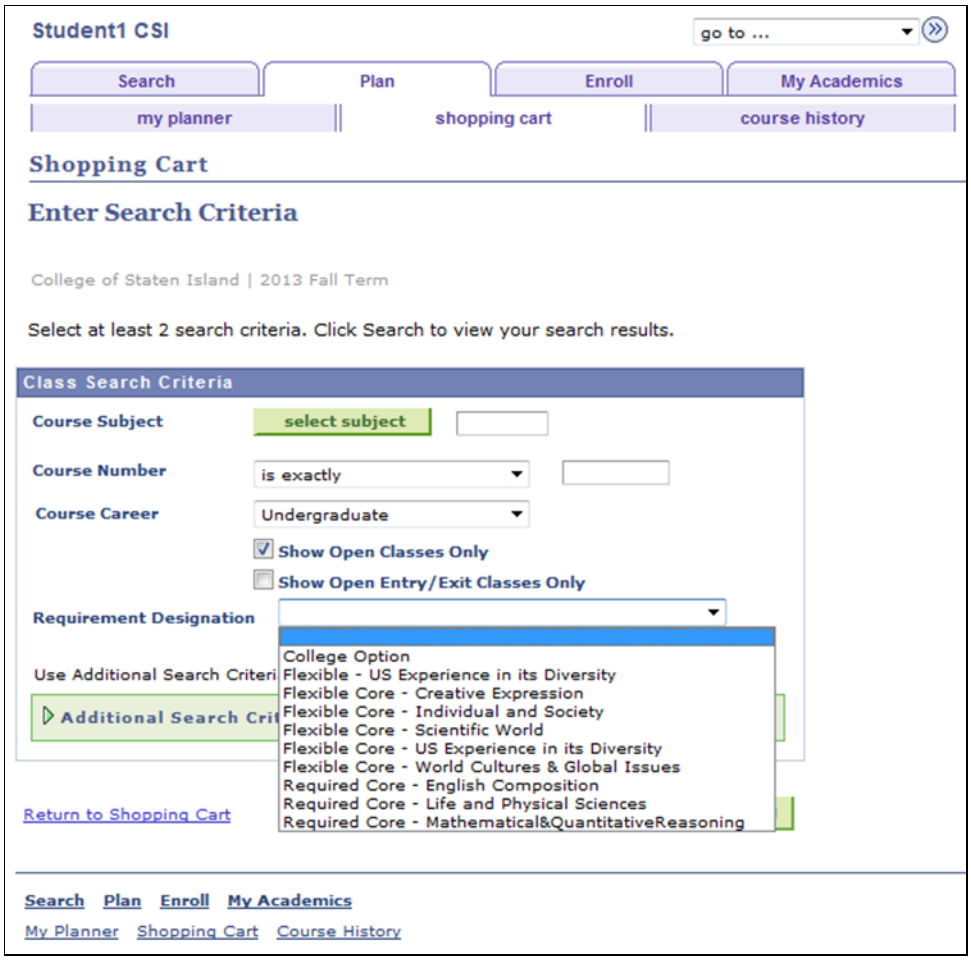
Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Academics** section, click the **enrollment shopping cart** link.

4.	 As needed, on the **Shopping Cart** page, select a **term** radio button.
5.	Click the **CONTINUE** button.

6. Class sections may be added to the shopping cart by searching for a class or entering the class number.



a. To find a class using Class Search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.



b. On the **Shopping Cart Enter Search Criteria** page in the **Class Search Criteria** section select at least two search criteria:

i. Click the **select subject** button;

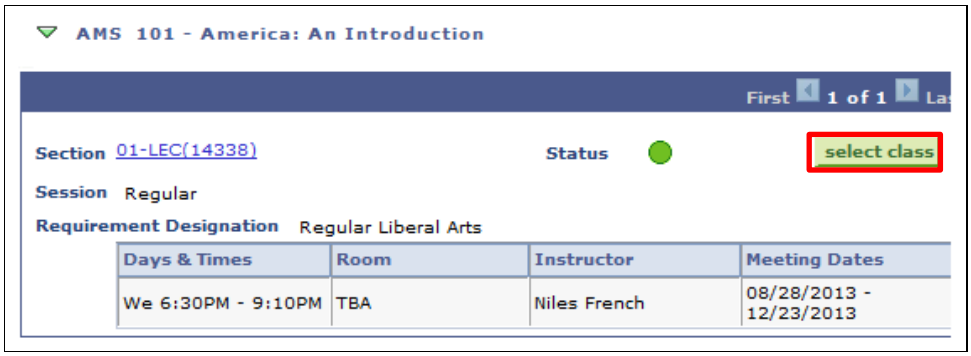
ii. enter the course number shown in the Course Catalog in the **Course Number** field or leave the field blank to list all of the subject's courses;

iii. select the **Course Career** from the dropdown list.

iv. to show all sections uncheck the **Show Open Classes Only** checkbox.

v. and/or select a Pathways category from the **Requirement Designation** dropdown list.

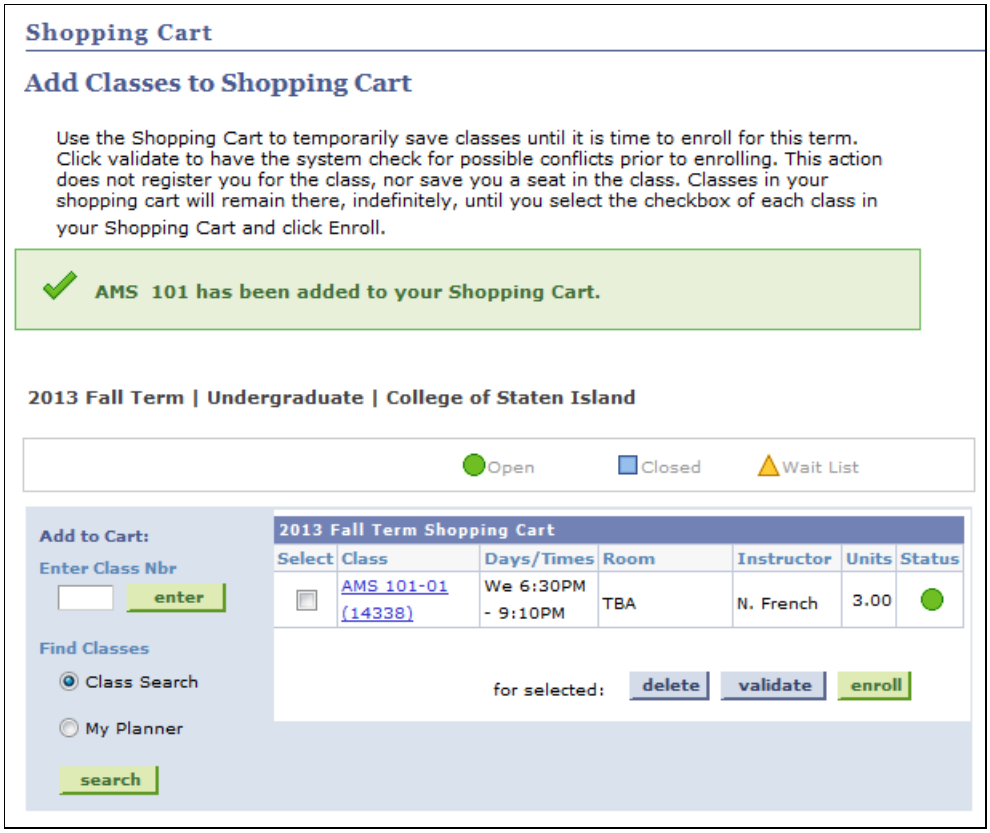
c. To narrow your search results, select the **Additional Search Criteria** link and enter additional criteria. After selecting your search criteria, then click the **Search** button.



d. On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

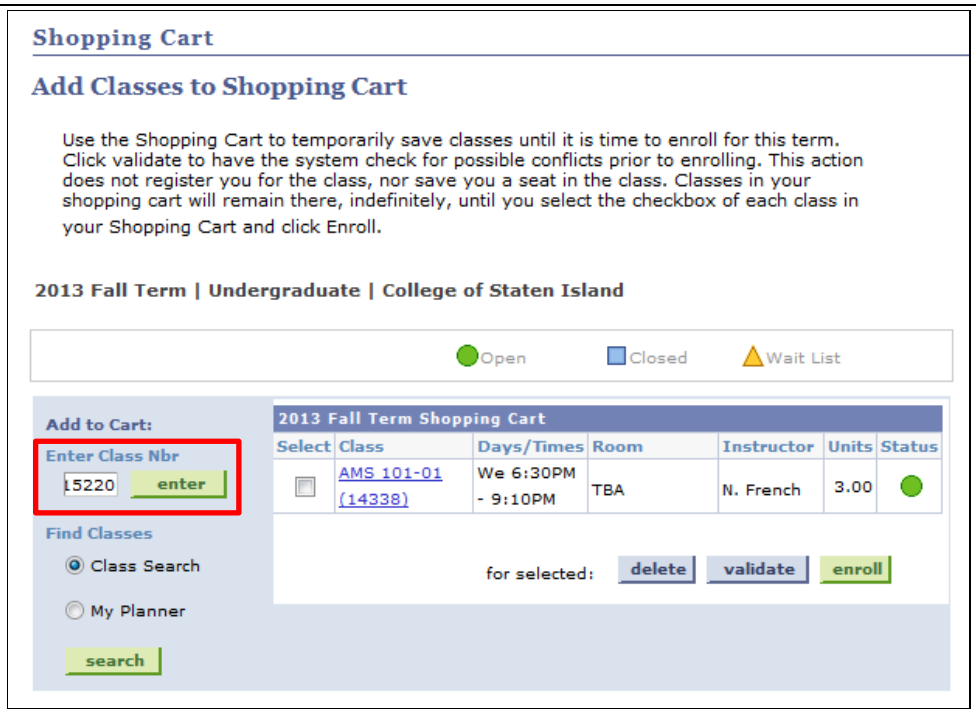
Click the **select class** button of the section to be added to your shopping cart.

Note: Status displays as either an Open icon or a Closed icon.

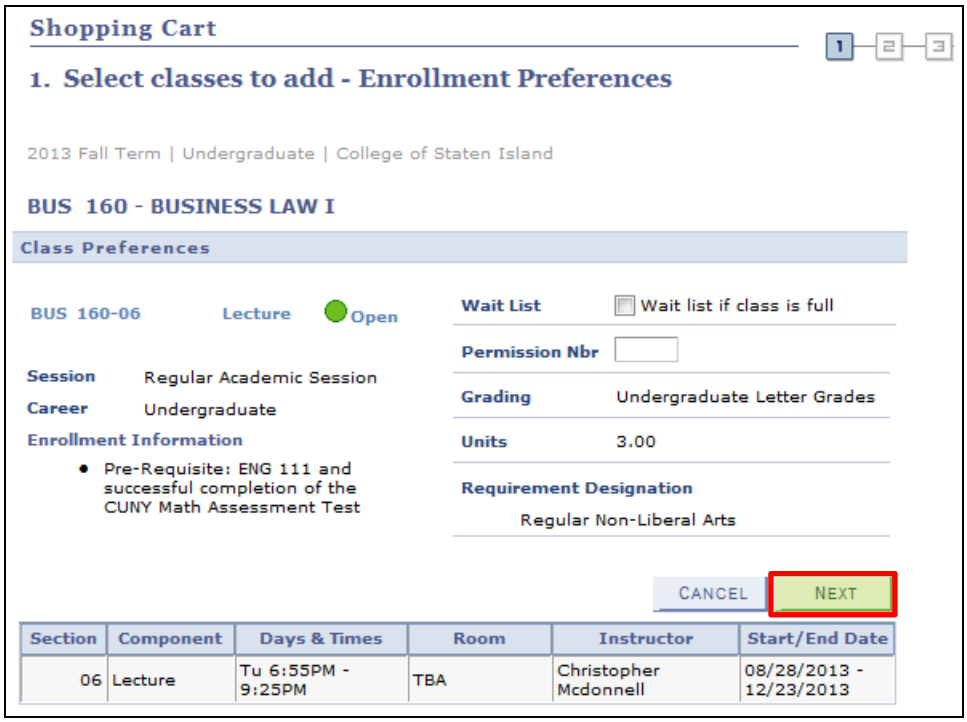


e. On the **Add Classes to Shopping** page, a message displays to indicate that the class has been added to your Shopping Cart.

7.

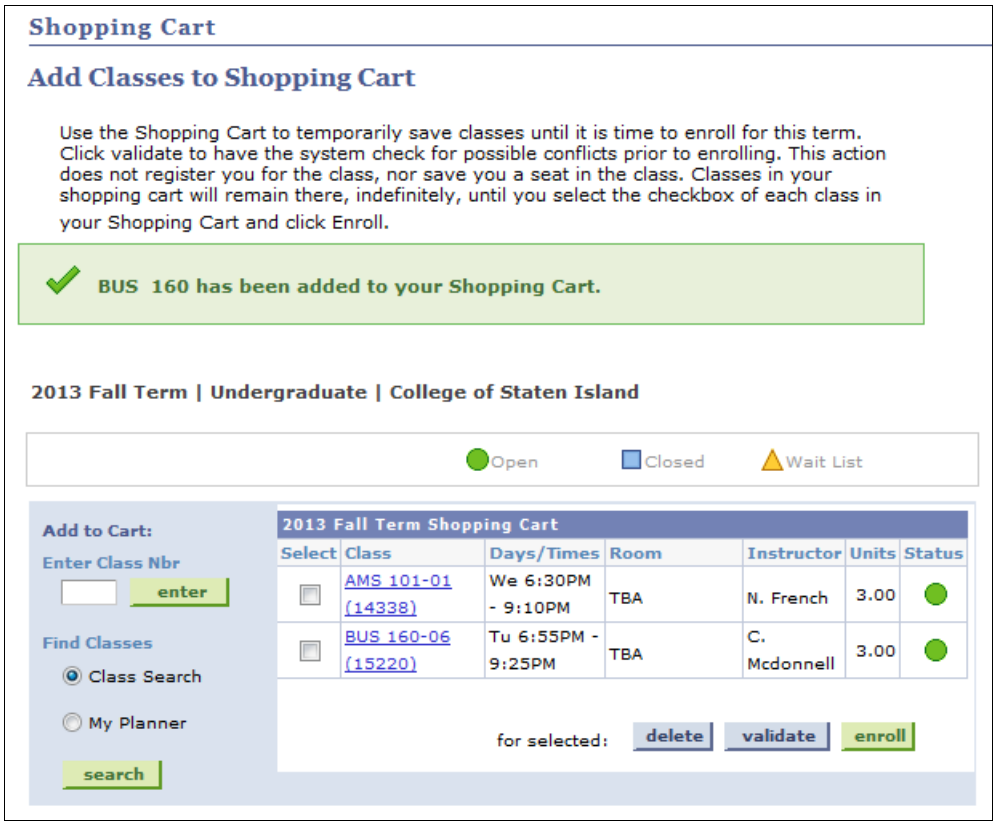


a. When the **class number** is known, then on the **Add Classes to Shopping Cart** page, enter the unique four or five digit class number in the **Enter Class Nbr** field and then click the **enter** button.



b. On the **1. Select classes to add – Enrollment Preference** page, review section information, and then click the **NEXT** button to add the class to your **Shopping Cart.**

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.

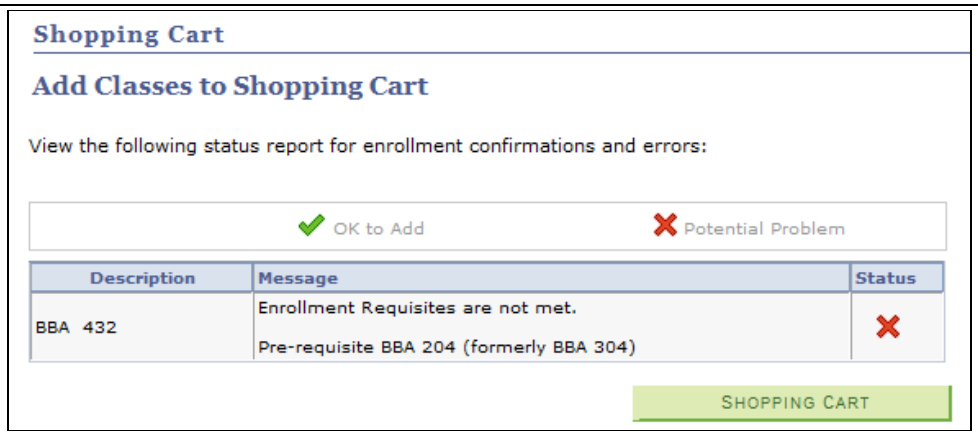


c. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**.

8.

Prior to enrollment, select the checkbox of each class in your **Shopping Cart** to confirm your eligibility (i.e. prerequisites) and their availability (i.e. time conflicts).

Select the **validate** button.

9.	 Shopping Cart Add Classes to Shopping Cart View the following status report for enrollment confirmations and errors: OK to Add Potential Problem Description: BBA 432 Message: Enrollment Requisites are not met. Pre-requisite BBA 204 (formerly BBA 304) Status: ✗ SHOPPING CART ***Note: Review the validation status report and adjust your planned schedule as needed.*** ***Note: Classes in your shopping cart remain there throughout the term, until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart displaying whether the class is open or closed.***
	End of Procedure.

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Enrollment

View appointments, enroll, drop and swap classes, and view class and exam schedules.

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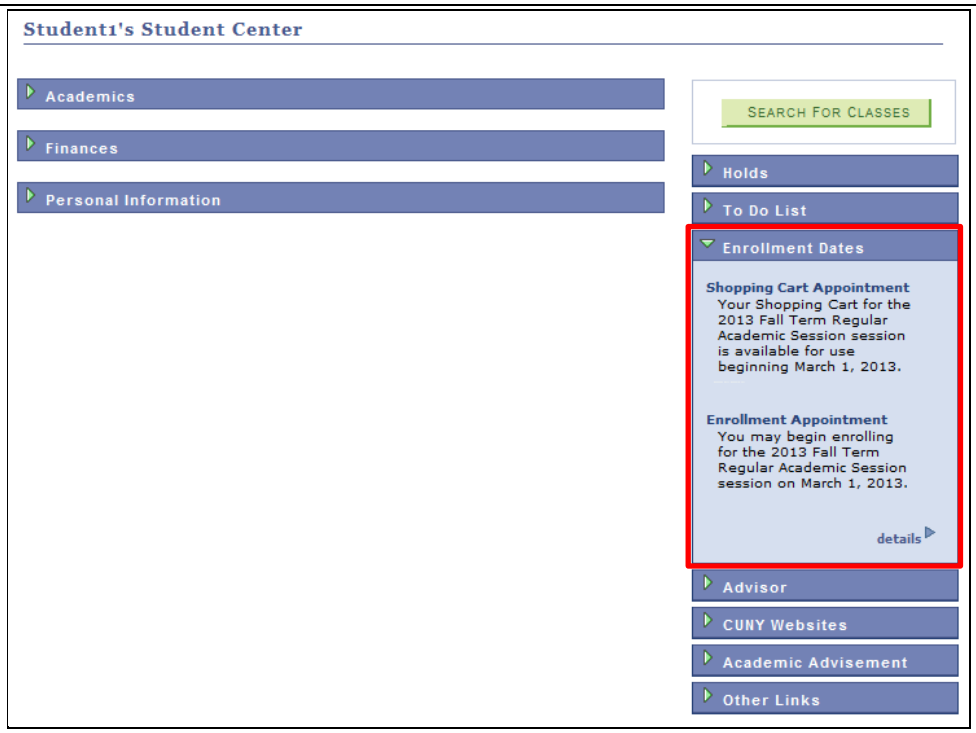
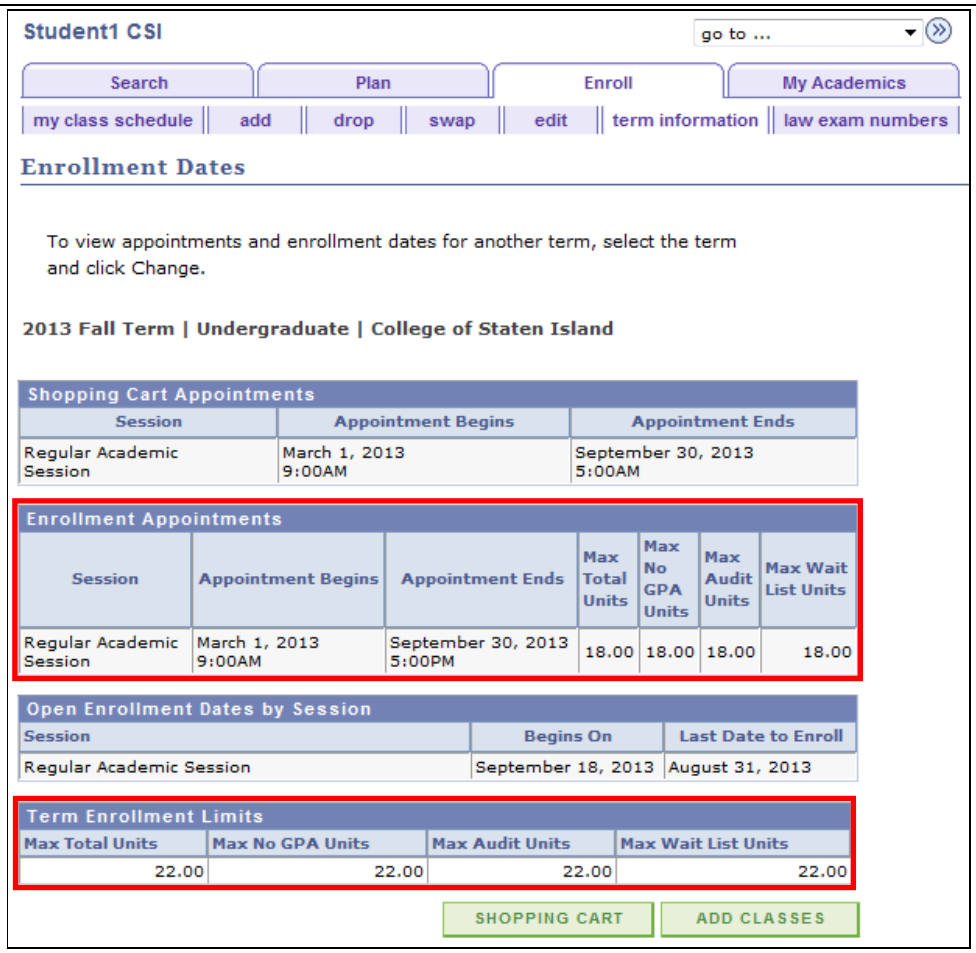
View Enrollment Appointment

Students are able to use self-service to view both their shopping cart and enrollment appointment dates. Shopping Cart Appointments enable a student to short-list those classes and sections for which they wish to enroll prior to seeing their Advisor if needed. Enrollment Dates enable a student to add, drop and swap classes up to their maximum total units.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Enrollment Dates** section, click the link to see details of your enrollment appointment.

4.



View **Shopping Cart and Enrollment Appointments** for the current term.

Note: Enrollment Dates are for both a date and a time on that day. Your enrollment limits also display.

End of Procedure.

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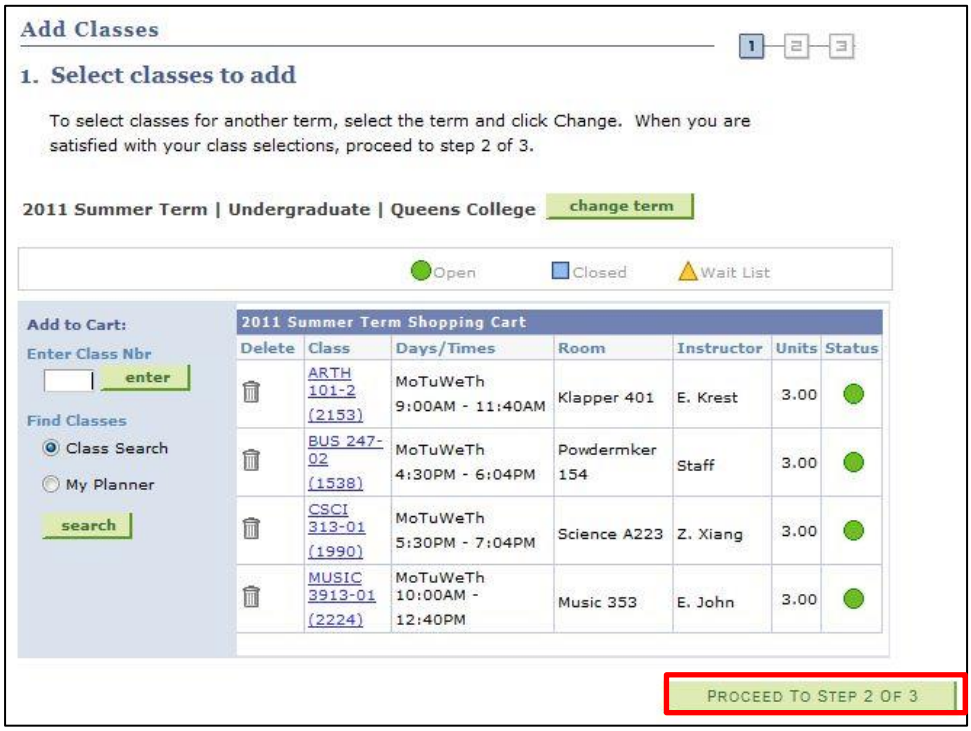
Class Enrollment

Students may use self-service to enroll in classes. A step by step wizard guides students through the enrollment process of adding classes.

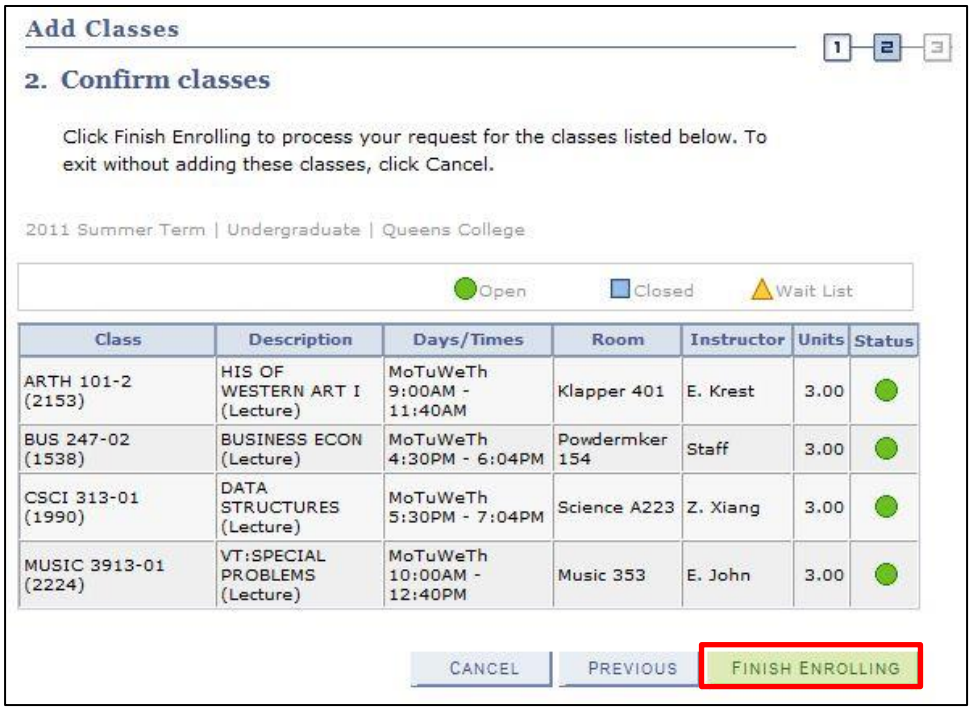
Note: Parts of images may be obscured for security reasons.

Step	Actions
1.	**Enter https://home.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 > Student Center.**
3.	 On the **Student Center** page in the **Academics** section, click the **Enroll** link.
4.	 The **Add Classes** page with the **1. Select classes to add** section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the **Classes Shopping Cart** step sheet to put additional preferred sections in your **Shopping Cart** from **My Planner**, using **Class Search** or entering class

section numbers.

5. **Click the PROCEED TO STEP 2 OF 3 button.**

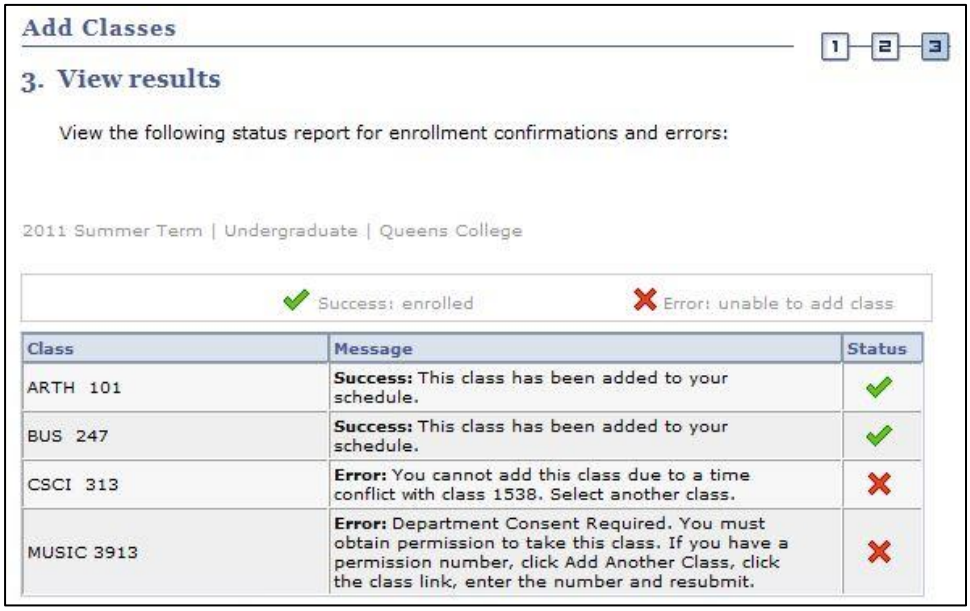
6.



Class	Description	Days/Times	Room	Instructor	Units	Status
ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	
BUS 247-02 (1538)	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	
CSCI 313-01 (1990)	DATA STRUCTURES (Lecture)	MoTuWeTh 5:30PM - 7:04PM	Science A223	Z. Xiang	3.00	
MUSIC 3913-01 (2224)	VT:SPECIAL PROBLEMS (Lecture)	MoTuWeTh 10:00AM - 12:40PM	Music 353	E. John	3.00	

The **Add Classes** page, with the **2. Confirm classes** section displays. Examine the **Status** icons to ensure your chosen classes are available. Select the **FINISH ENROLLING** button.

7.



Class	Message	Status
ARTH 101	**Success:** This class has been added to your schedule.	✔
BUS 247	**Success:** This class has been added to your schedule.	✔
CSCI 313	**Error:** You cannot add this class due to a time conflict with class 1538. Select another class.	✘
MUSIC 3913	**Error:** Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✘

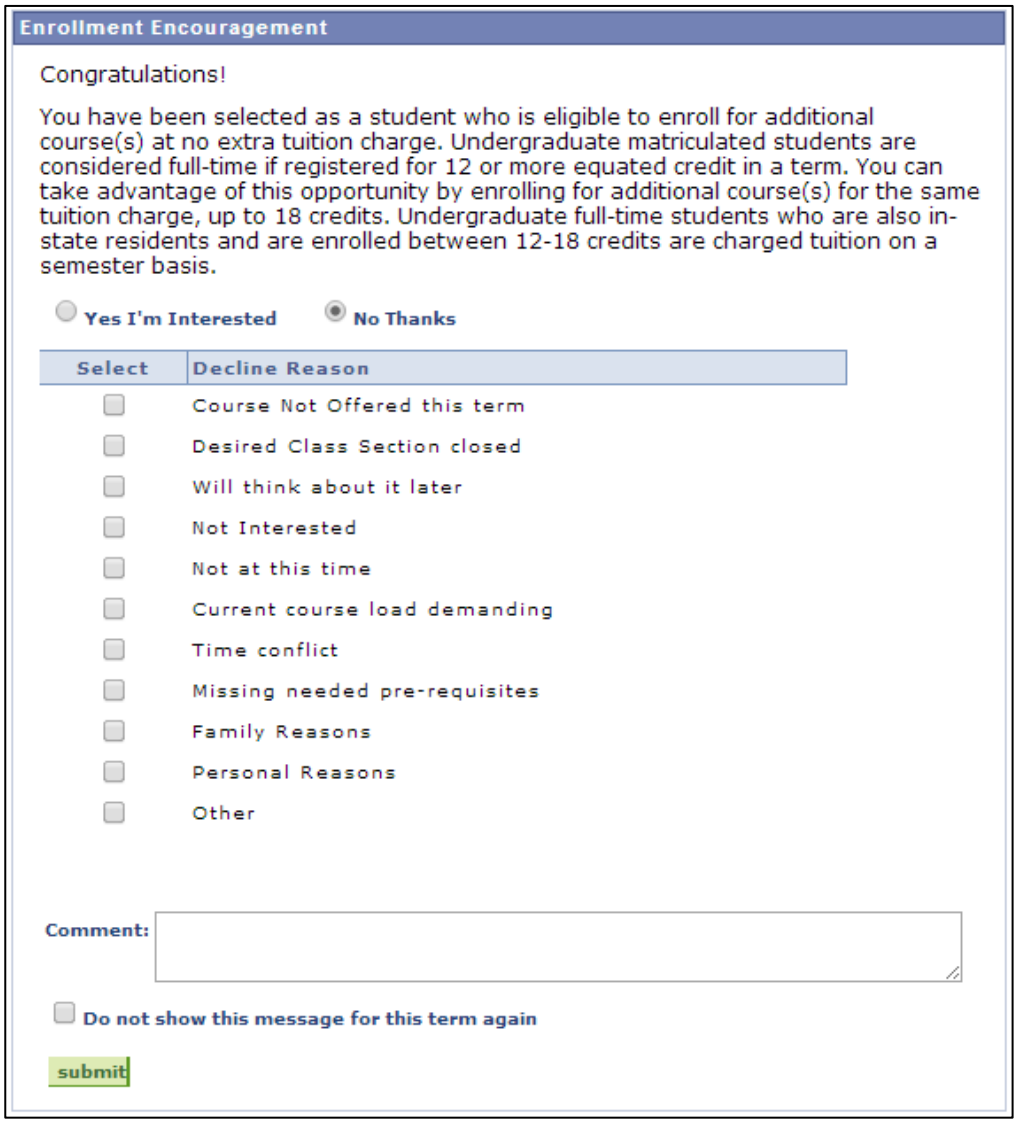
The **Add Classes** page, with the **3. View results** section displays.

Note: The Message column will indicate Success and the Status column will show a green check mark in the Status column to indicate successful registration for a class.

Note: Courses with errors remain in your shopping cart. You may take actions to correct these errors and enroll later.

Enrollment Encouragement

Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of '**View Results'** page as shown in the screenshot below.



Enrollment Encouragement

Congratulations!

You have been selected as a student who is eligible to enroll for additional course(s) at no extra tuition charge. Undergraduate matriculated students are considered full-time if registered for 12 or more equated credit in a term. You can take advantage of this opportunity by enrolling for additional course(s) for the same tuition charge, up to 18 credits. Undergraduate full-time students who are also in-state residents and are enrolled between 12-18 credits are charged tuition on a semester basis.

Yes I'm Interested No Thanks

Select	Decline Reason
☐	Course Not Offered this term
☐	Desired Class Section closed
☐	Will think about it later
☐	Not Interested
☐	Not at this time
☐	Current course load demanding
☐	Time conflict
☐	Missing needed pre-requisites
☐	Family Reasons
☐	Personal Reasons
☐	Other

Comment:

☐ Do not show this message for this term again

submit

	Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks',** which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column. Clicking on the checkbox next to the **'Do not show this message for this term again'** will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester. ***Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.*** ***Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.***
8.	Click on 'submit' to post the feedback.
	End of Procedure.

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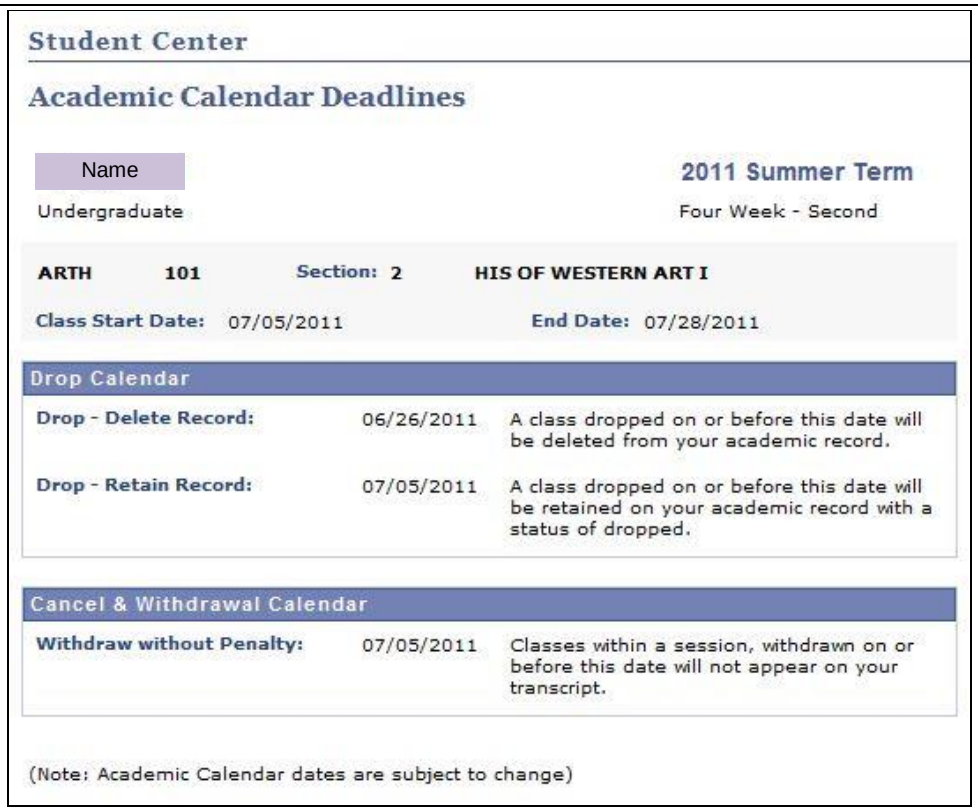
Drop Classes

Students may use self-service to drop classes from their schedule.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 Click the **Academic Calendar Deadlines** icon of the class you wish to drop in the **Upcoming Schedule** section. ***Note: Once the session has begun, then the Upcoming Schedule session would be called This Week's Schedule.***

4.



Student Center

Academic Calendar Deadlines

Name

Undergraduate

2011 Summer Term

Four Week - Second

ARTH 101 Section: 2 HIS OF WESTERN ART I

Class Start Date: 07/05/2011 End Date: 07/28/2011

Drop Calendar

Drop - Delete Record:	06/26/2011	A class dropped on or before this date will be deleted from your academic record.
Drop - Retain Record:	07/05/2011	A class dropped on or before this date will be retained on your academic record with a status of dropped.

Cancel & Withdrawal Calendar

Withdraw without Penalty:	07/05/2011	Classes within a session, withdrawn on or before this date will not appear on your transcript.

(Note: Academic Calendar dates are subject to change)

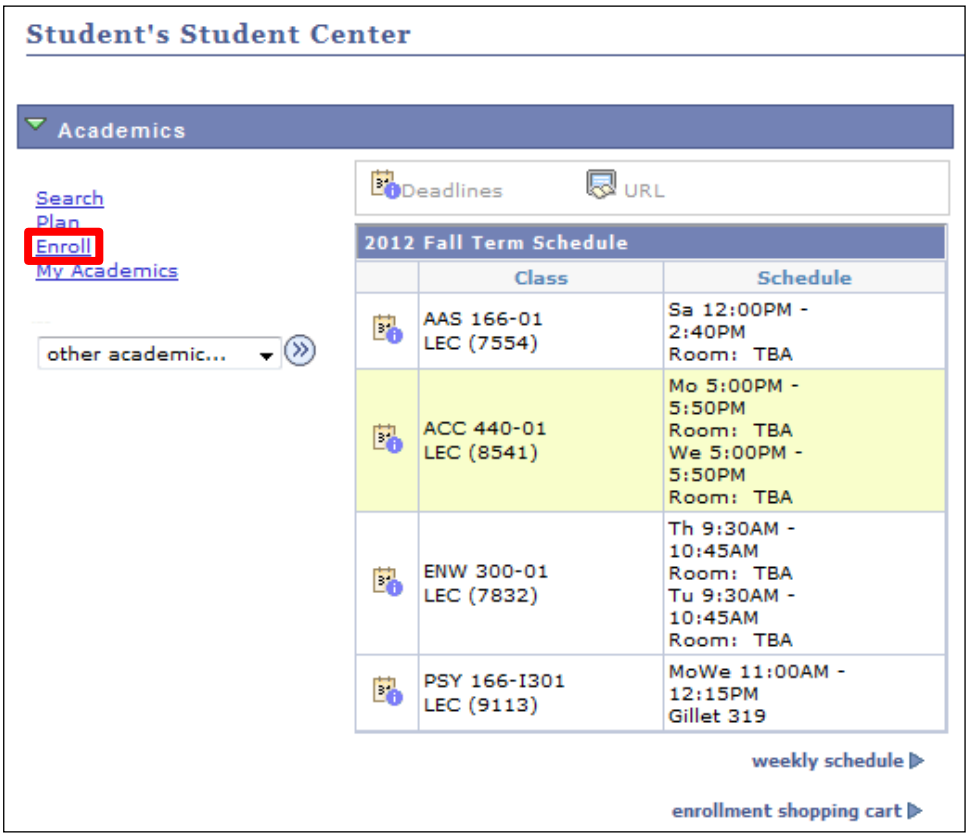
Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.

5.

Return to Student Center

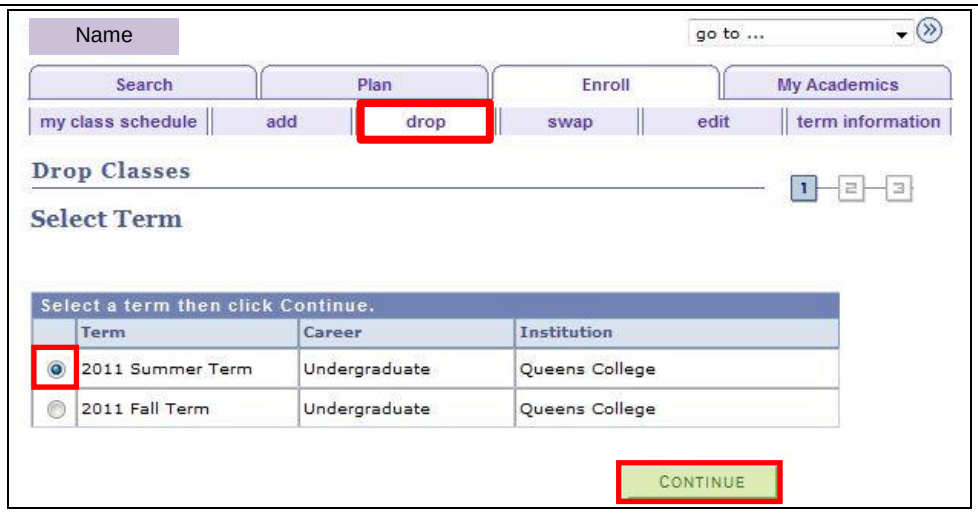
Below the **Academic Calendar Deadlines** page, select the **Return to Student Center** link.

6.



On the **Student Center** page in the **Academics** section, click the **Enroll** link.

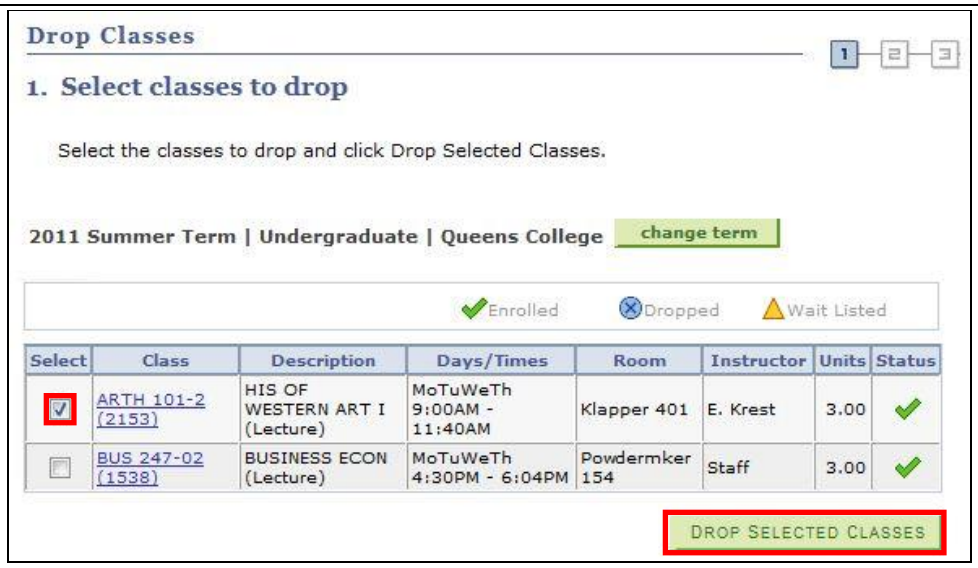
7.



Select the **drop** sub tab. As needed, select the radio button of the term in which you would like to drop a class.

8. Click the **CONTINUE** button.

9.



In the **Select** column, click the ☐ checkbox next to each class to be dropped.

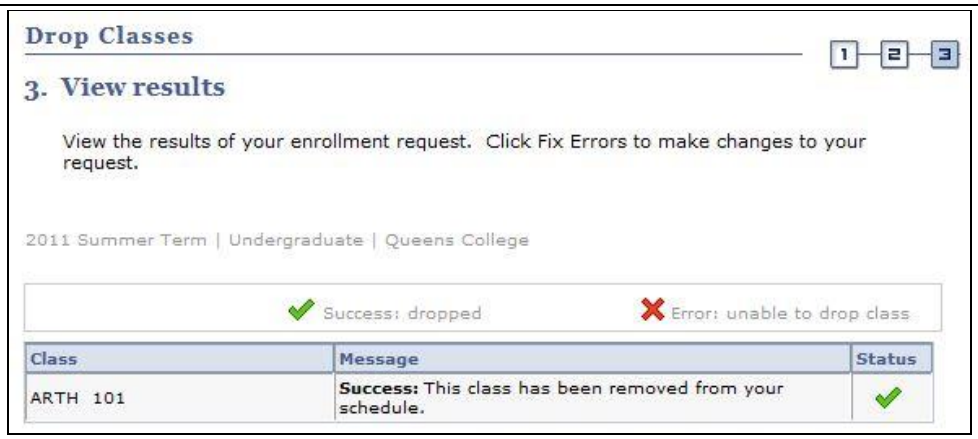
10. Click the **DROP SELECTED CLASSES** button.

11.

Review the information on the **Confirm your selection** page.

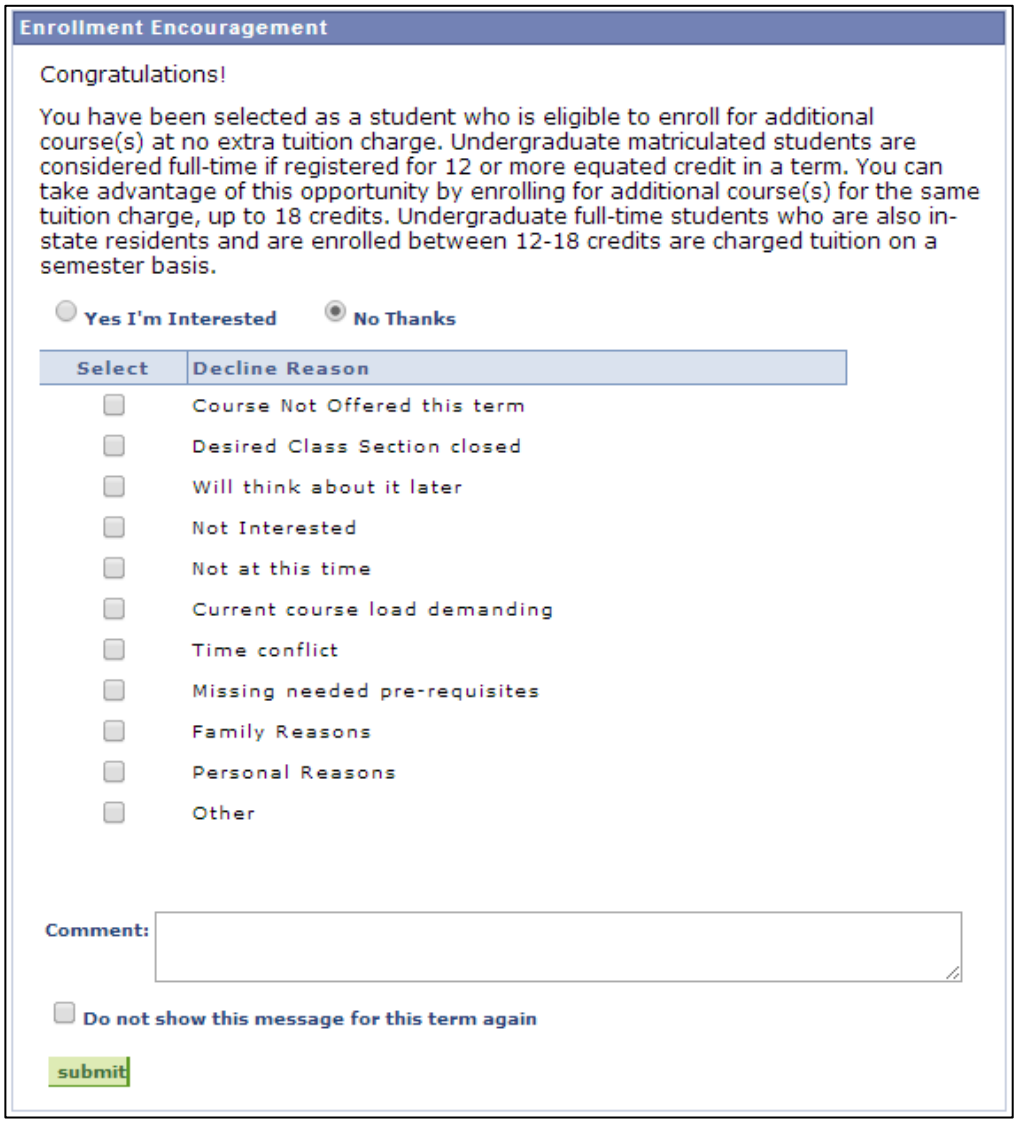
12. Click the **FINISH DROPPING** button to drop the selected classes.

13.



On the **View results** page, a green checkmark displays next to the classes that have been dropped. Review the Message(s) under the **Message** column to confirm the impacts or consequences of dropping that class.

Enrollment Encouragement
Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of '**View Results'** page as shown in the screenshot below.



Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks',** which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.

Clicking on the checkbox next to the **'Do not show this message for this term again'** will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.

Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.

	Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.
14.	Click on 'submit' to post the feedback.
	End of Procedure.

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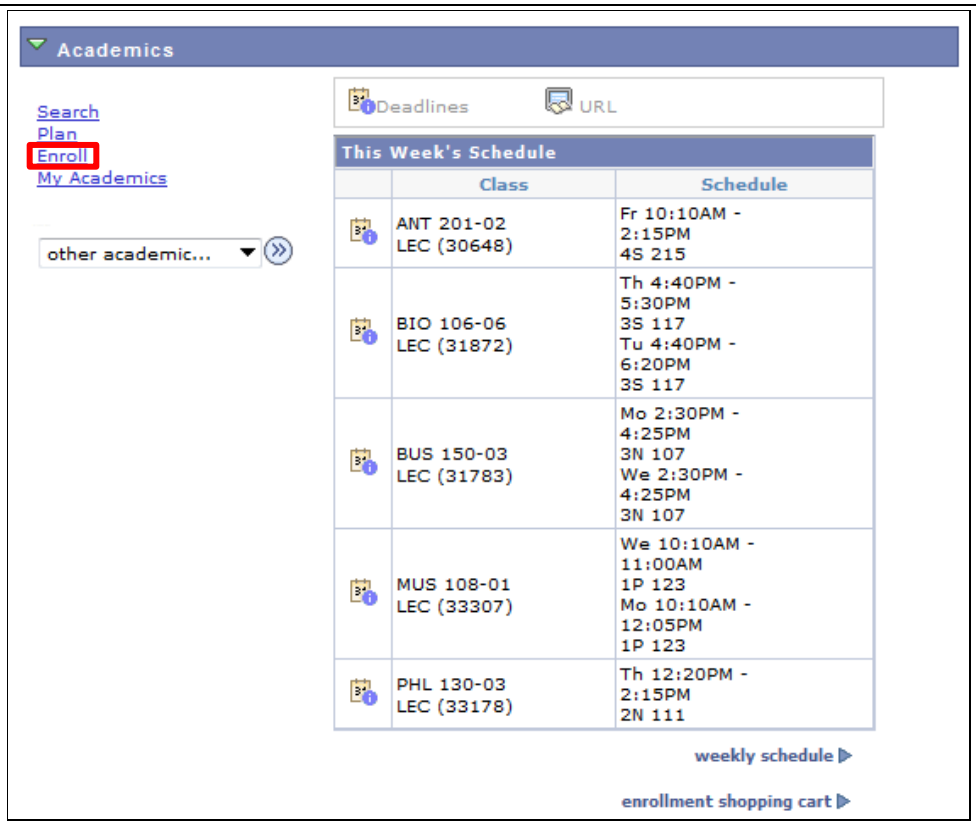
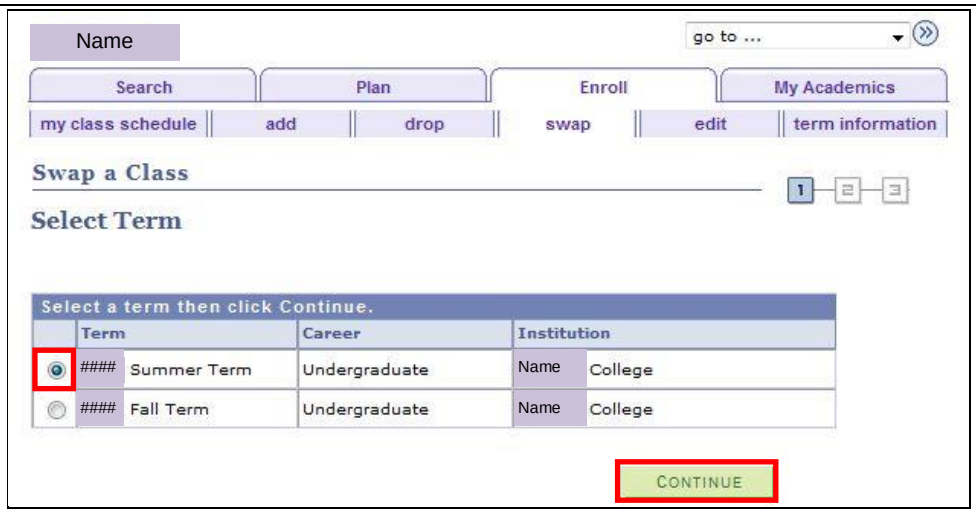
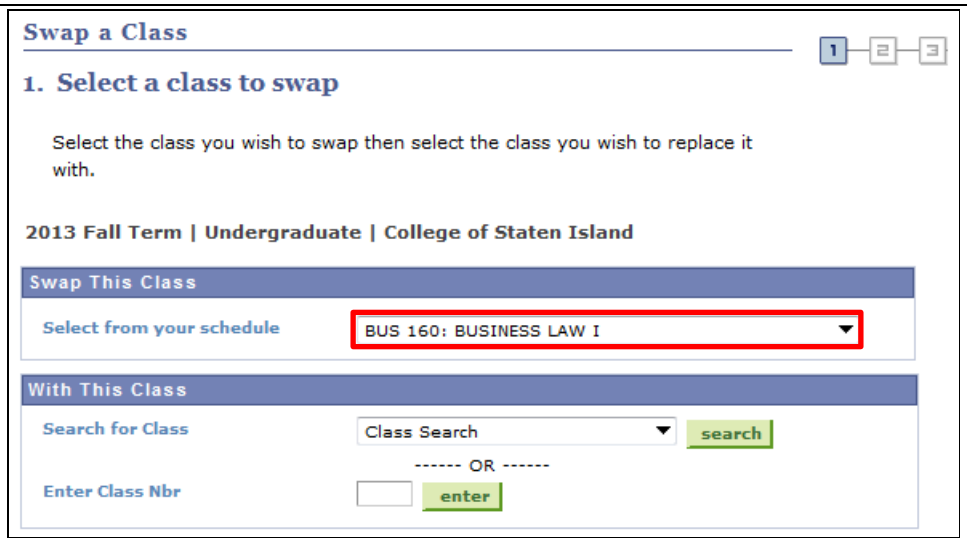
Swap Classes

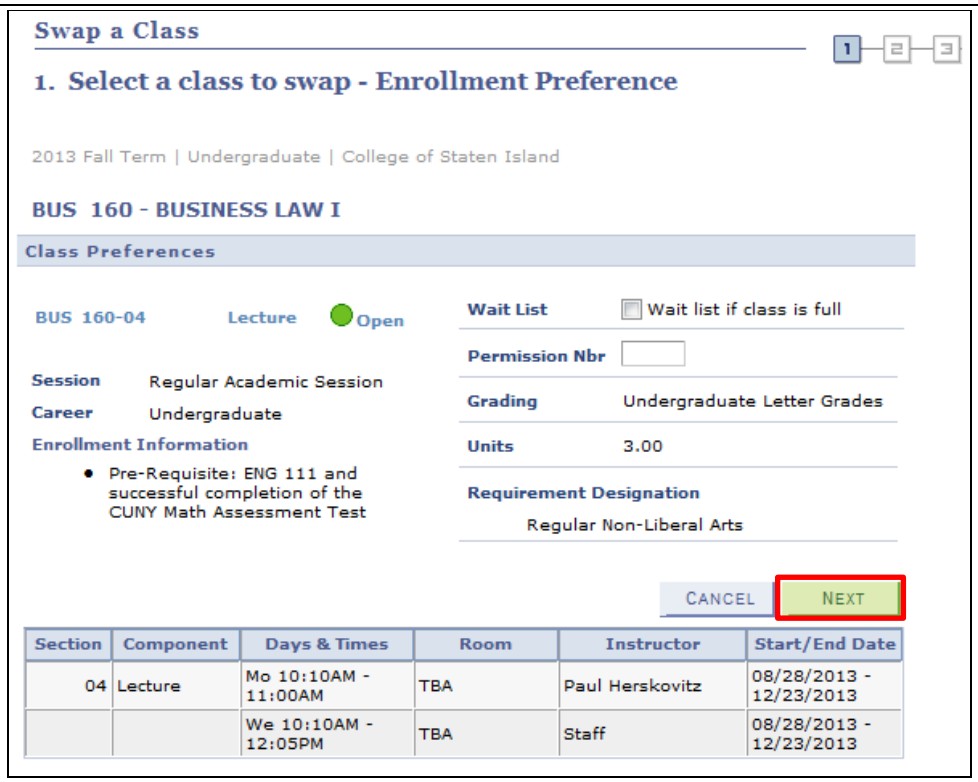
Students may use self-service to swap an existing class enrollment for a different class within a term.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 On the **Student Center** page in the **Academics** section, click the **Enroll** link.

4.	 As needed, select the radio button of the term in which you would like to swap a class.
5.	Click the **CONTINUE** button.
6.	 The **Swap a Class** page **1. Select a class to swap** section displays. In the **Swap This Class** section on the **Select from your schedule** dropdown box menu, select the class to be dropped.
7.	In the **With This Class** section find the new class using **one** of these two methods: a. From the **Search for Class** dropdown list, click the **select** button. ***Note: See the Classes Shopping Cart step sheet.*** b. Alternatively, **Enter Class Nbr** by keying in the unique four or five class number that identifies a class section and click the **enter** button.

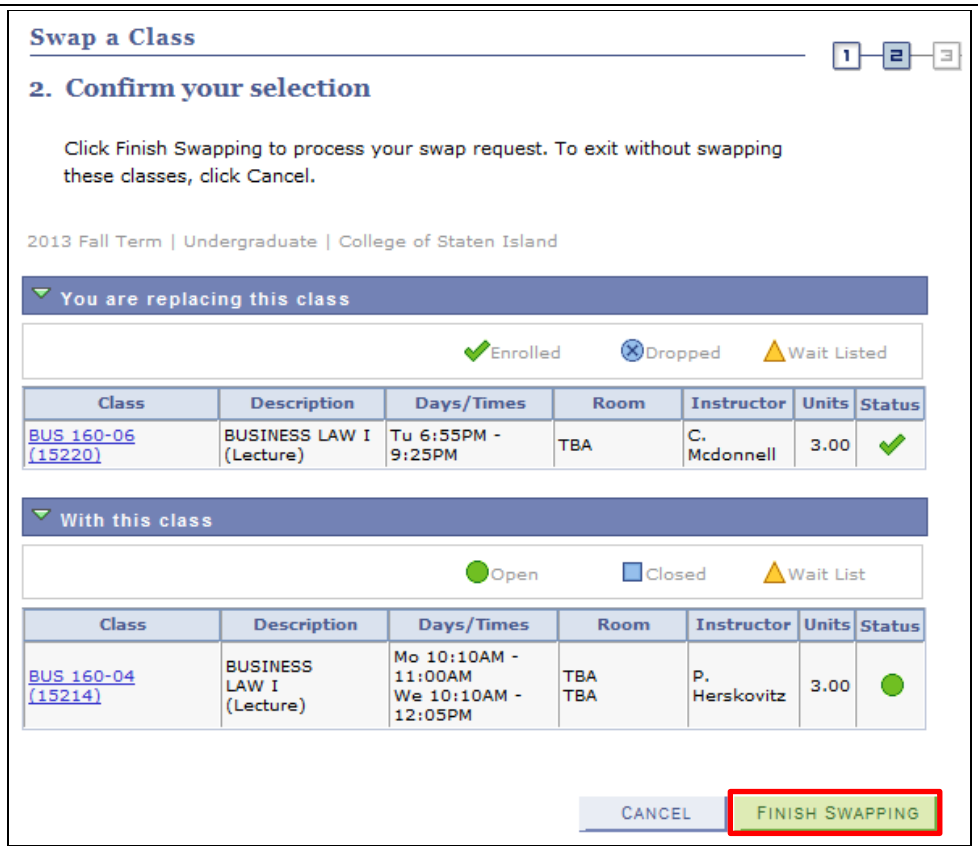
8.



The **1. Select a class to swap – Enrollment Preference** page displays. Click the **NEXT** button.

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for swapping classes. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.

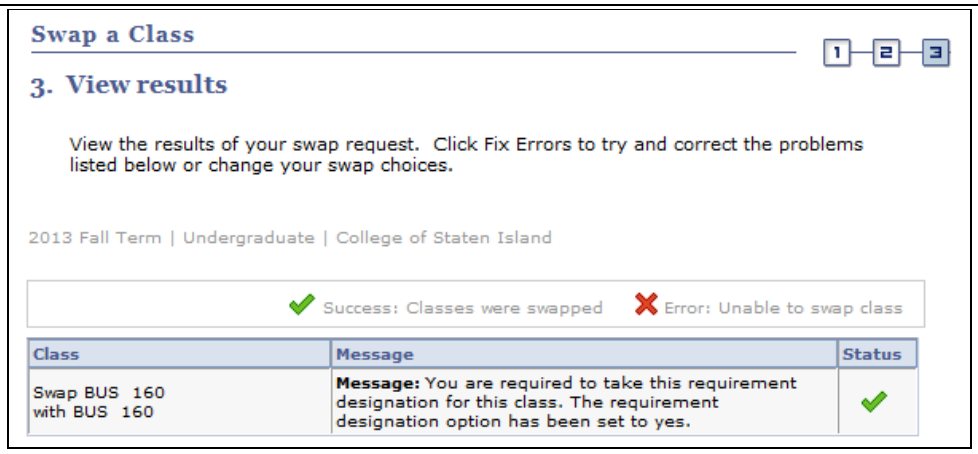
9.



The **2. Confirm your selection** page displays.

Click the **FINISH SWAPPING** button.

10.

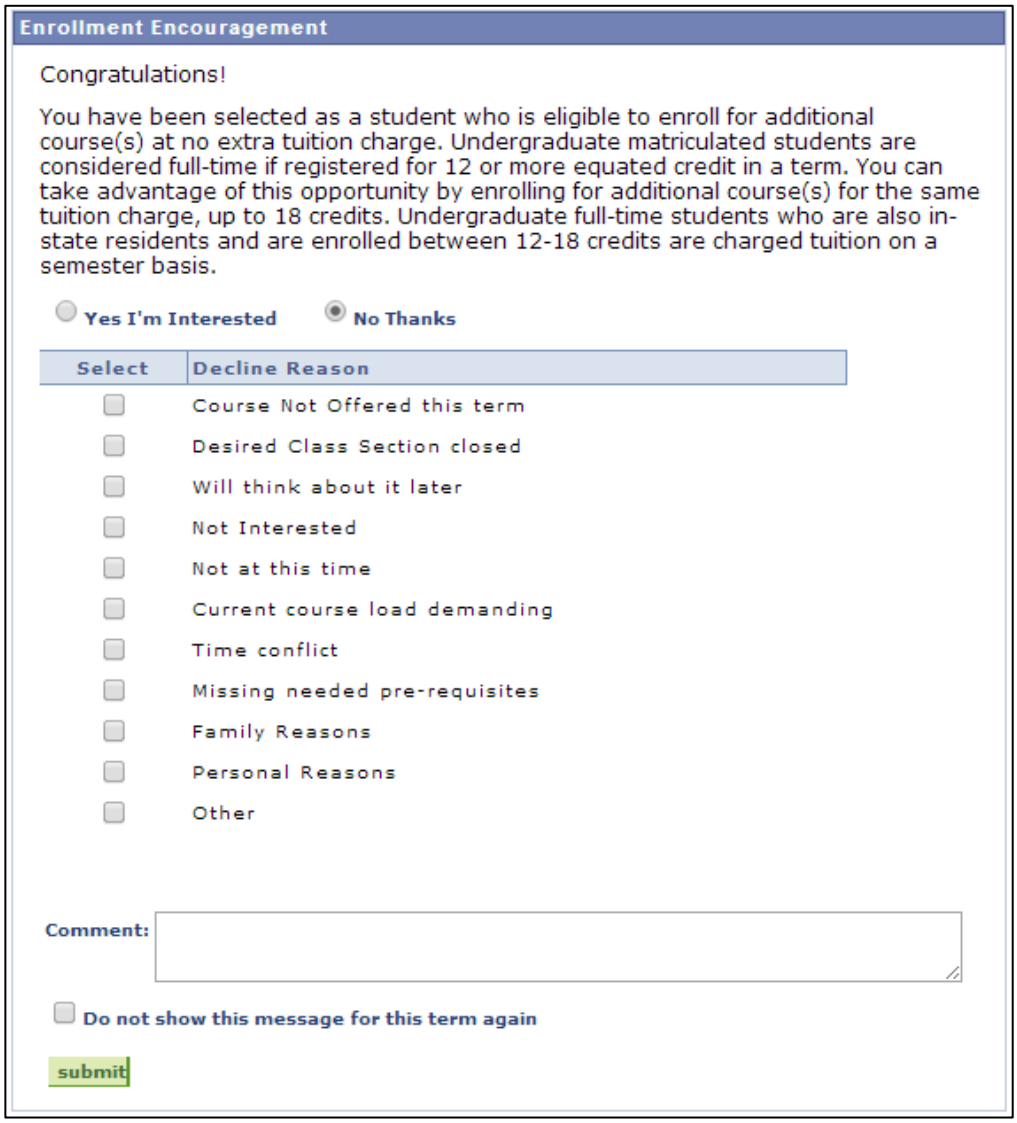


The **3. View Results** page displays.

On the **View results** page, a green checkmark under the **Status** column indicates that the classes have been swapped. Review the Message(s) under the **Message** column to confirm the impacts or consequences of swapping those classes.

Enrollment Encouragement

Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of '**View Results'** page as shown in the screenshot below.



Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks',** which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.

Clicking on the checkbox next to the **'Do not show this message for this term again'** will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.

	Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process. ***Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.***
11.	Click on 'submit' to post the feedback.
	End of Procedure.

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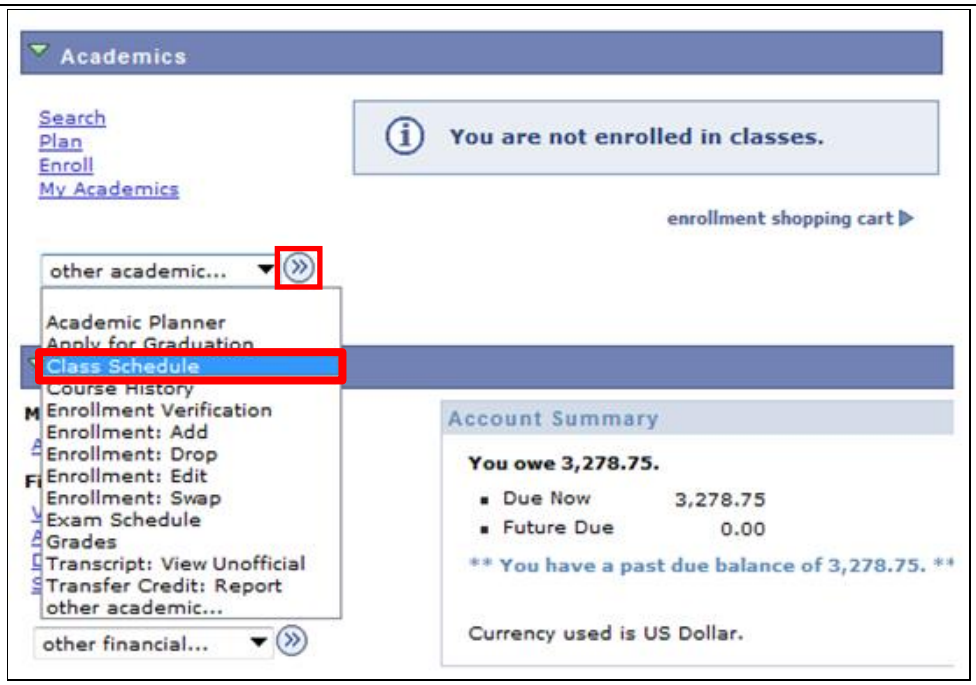
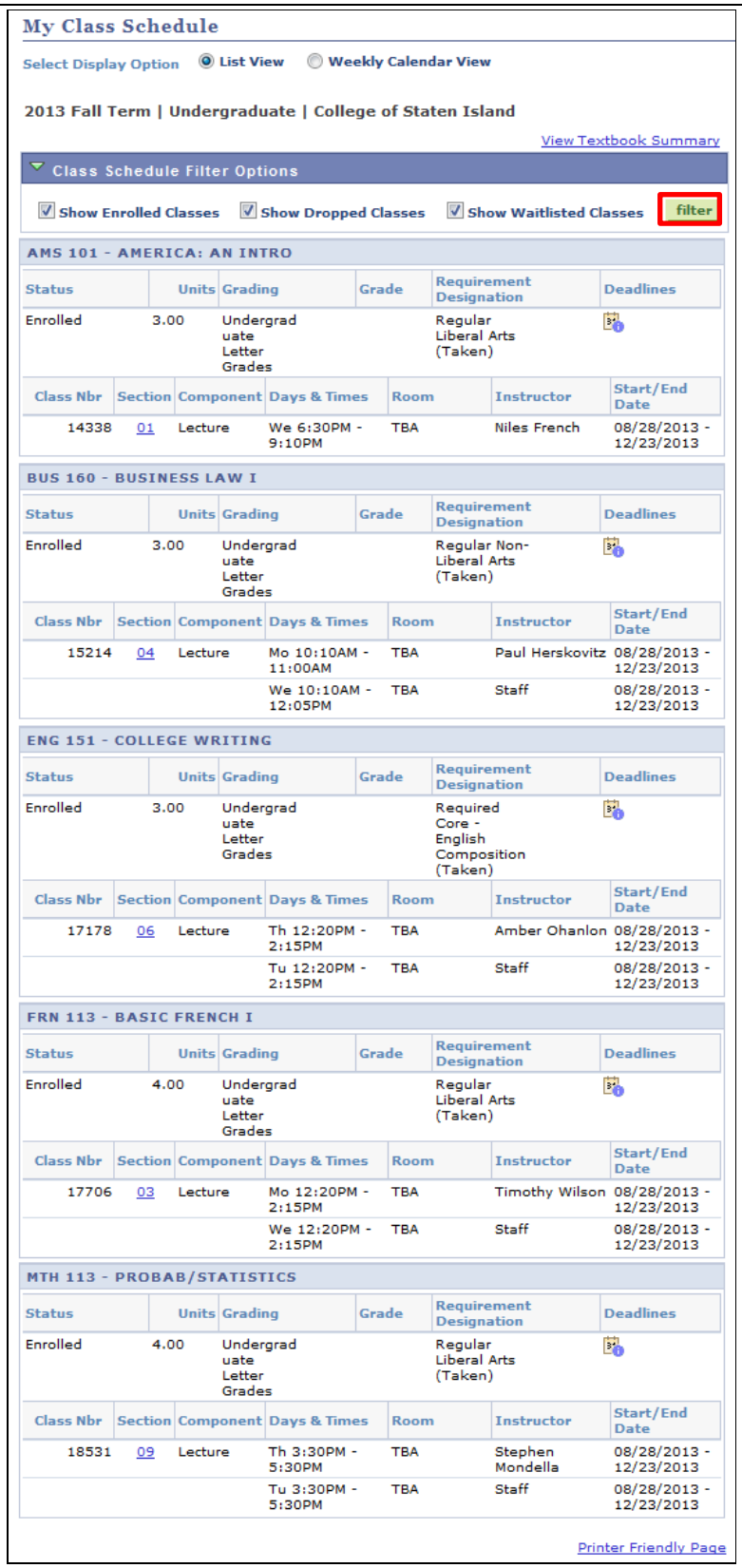
View My Class Schedule

Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Class Schedule** and then click the **Go** icon.

4.



My Class Schedule

Select Display Option ◉ List View ○ Weekly Calendar View

2013 Fall Term | Undergraduate | College of Staten Island

View Textbook Summary

Class Schedule Filter Options

☑ Show Enrolled Classes ☑ Show Dropped Classes ☑ Show Waitlisted Classes filter

AMS 101 - AMERICA: AN INTRO

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
14338	01	Lecture	We 6:30PM - 9:10PM	TBA	Niles French	08/28/2013 - 12/23/2013

BUS 160 - BUSINESS LAW I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
15214	04	Lecture	Mo 10:10AM - 11:00AM	TBA	Paul Herskovitz	08/28/2013 - 12/23/2013
			We 10:10AM - 12:05PM	TBA	Staff	08/28/2013 - 12/23/2013

ENG 151 - COLLEGE WRITING

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - English Composition (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
17178	06	Lecture	Th 12:20PM - 2:15PM	TBA	Amber Ohanlon	08/28/2013 - 12/23/2013
			Tu 12:20PM - 2:15PM	TBA	Staff	08/28/2013 - 12/23/2013

FRN 113 - BASIC FRENCH I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	4.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
17706	03	Lecture	Mo 12:20PM - 2:15PM	TBA	Timothy Wilson	08/28/2013 - 12/23/2013
			We 12:20PM - 2:15PM	TBA	Staff	08/28/2013 - 12/23/2013

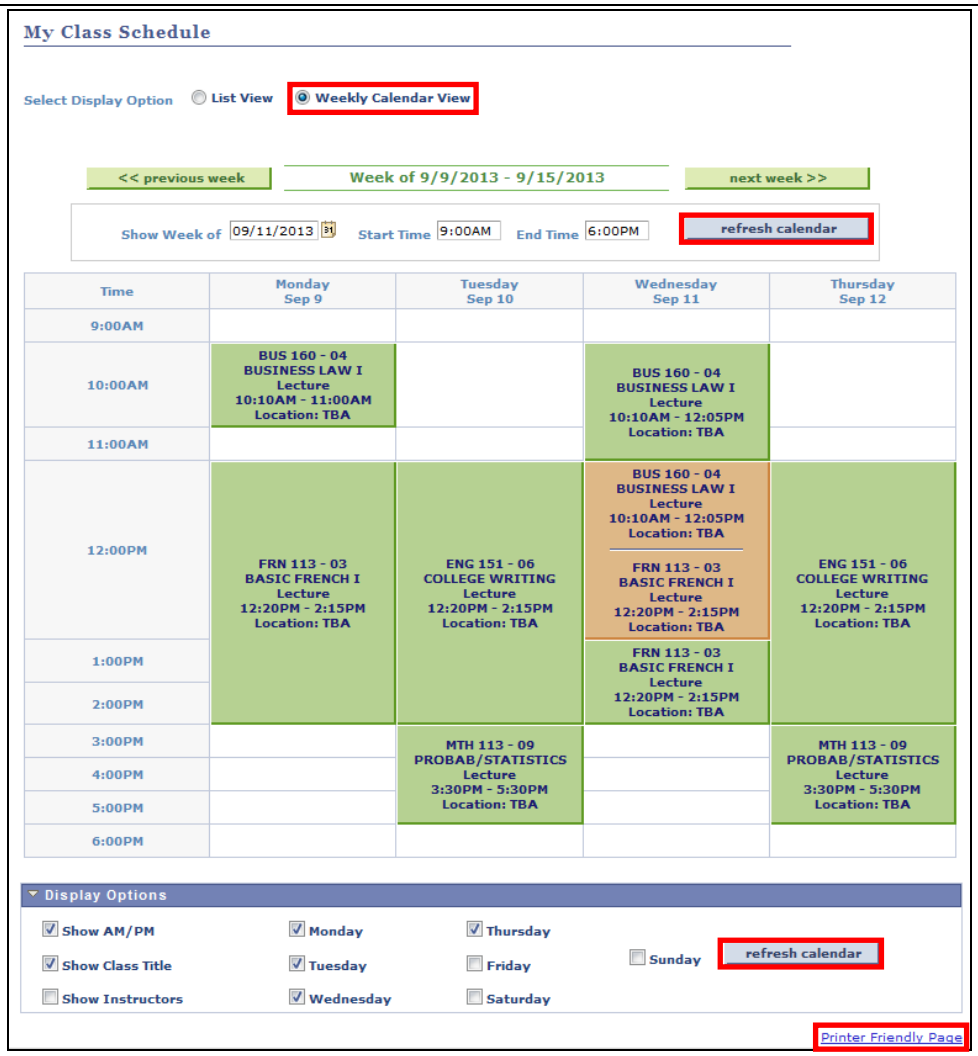
MTH 113 - PROBAB/STATISTICS

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	4.00	Undergraduate Letter Grades		Regular Liberal Arts (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
18531	09	Lecture	Th 3:30PM - 5:30PM	TBA	Stephen Mondella	08/28/2013 - 12/23/2013
			Tu 3:30PM - 5:30PM	TBA	Staff	08/28/2013 - 12/23/2013

Printer Friendly Page

The Class Schedule displays in a list format.

5.	To view only enrolled, dropped, or waitlisted classes, in the **Class Schedule Filter Options** select the ☐ checkboxes of those types of classes you wish to view and then click the **filter** button.
6.	 From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.
7.	Select the **previous week** or **next week** buttons to go to those schedules.
8.	Alternatively, select the calendar icon and select the week to view.
9.	As needed enter the **Start Time** and **End Time (**format is 8:00AM or 6:00PM) for that week.
10.	Click the **refresh calendar** button.

11.	From the **Display Options** section: • Uncheck the ☑ **Show AM/PM** checkbox to change to a 24 hour time display (6:00PM becomes 18:00). • Check the ☐ **Show class Title** checkbox to display the course name. • Check the ☐ **Show Instructors** checkbox to display the assigned faculty. • Check the ☐ checkboxes of those days of the weeks you wish to display.
12.	Click the **refresh calendar** button.
13.	In either format, select the **Printer Friendly Page** link and follow your browser's prompts to print the schedule.
	End of Procedure.

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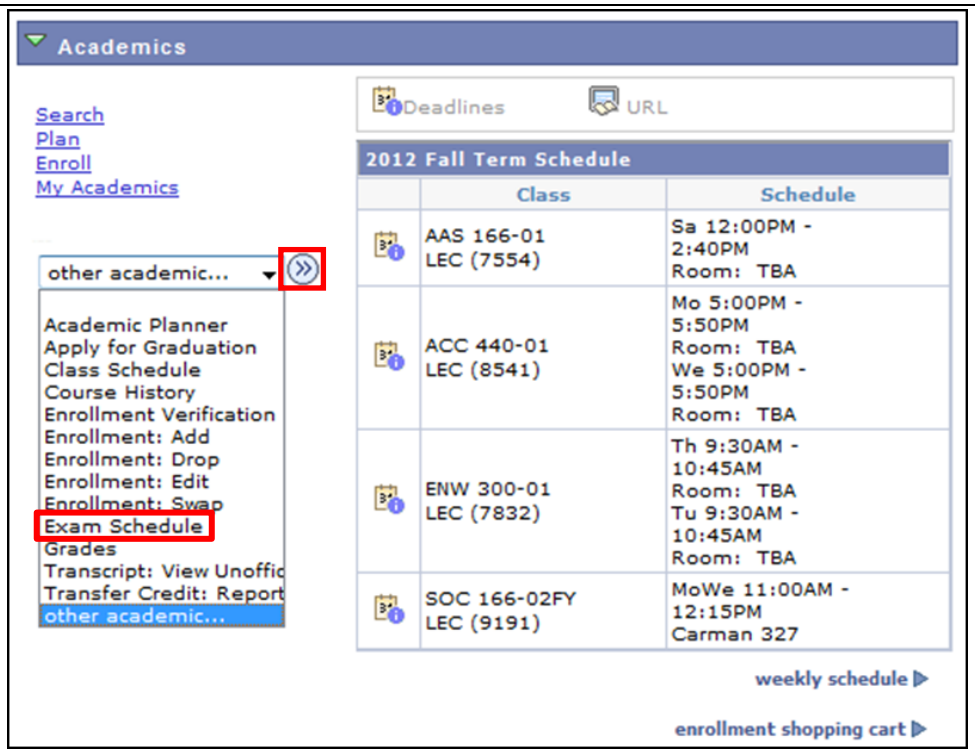
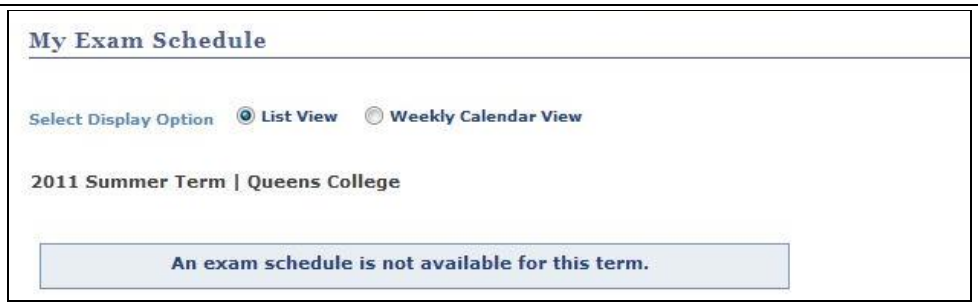
View My Exam Schedule

Students may view their exam schedule in a grid format.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Exam Schedule** and then click the **Go** icon.

4.	 The **My Exam Schedule** page displays. ***Note: If final exams have been scheduled for your classes, they are now displayed on the My Exam Schedule page.***
5.	From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.
6.	To view different terms at the same college or school or at other institutions click the change term button.
	End of Procedure.

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Student Finances

View your Customer Account with tuition, fees, payments, and Financial Aid information. Make electronic payments online.

Back to Table of Contents

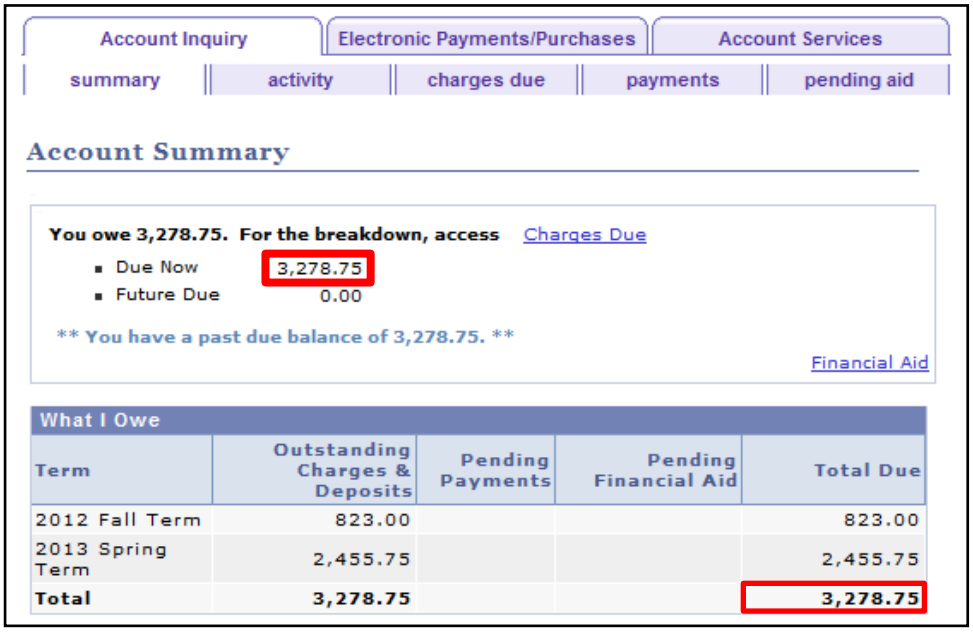
Account Inquiry – Bills, Payments and Financial Aid

Students may use self-service to view details of their financial account.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

4.



On the **Account Inquiry** tab **summary** sub-tab, the **Account Summary** page displays outstanding charges and deposits, as well as, pending financial aid (if any) and **Total Due**. In the **What I Owe** section, the **Total Due** amount to be paid is shown.

Note: Amounts listed under Pending Payments have been rejected. Please contact the Office of the Bursar.

5.

Under **Account Inquiry** tab, select the **activity** sub-plan tab to view detailed information about both charges and payments.

Note:

- ***Within the View by section, narrow the results by selecting a date range (month, year and then day) using the From and To calendar icons. To look for transactions within a specific term, ensure the date range includes the transactions for the specific term. Then select the Go button.***
- ***Displayed are ten rows of charges and payments. Select the View All link to see all rows or select the arrow to view the next set of ten rows - in reverse chronological order.***

6.

Under **Account Inquiry** tab, select the **charges due** sub-tab that displays four sections.

- **Summary of Charges by Due Date** section displays the amount due by date and total.
- **Details by Due Date** section displays charges by term.
- **Details by Charge** section displays the detailed charges, due date, term and amount.
- **Invoices Due** should be disregarded for Fall 2010 invoices. If there are questions regarding this section, please contact the Office of the Bursar.

Note: Consult the College website to verify the bill due date and any date extensions.

7.	Under **Account Inquiry** tab, select the **payments** sub-tab to view the **Payment History** page. ***Note:*** • ***All payments are listed here in reverse chronological order.*** • ***Within the View by section, narrow the results by selecting a date range (month, year and then day) using the From and To calendar icons. To look for transactions applicable to a specific term, allow for a date range two months before and after the term dates. Then select the Go button.*** • ***Posted Payments appear in sets of five in reverse chronological order. Select the View All link to see all of the payments or select the arrow to view the next set of five posted payments.***
8.	Under **Account Inquiry** tab, **Pending aid** section displays the type of award, term and amount. ***Note:*** • ***When disbursed, pending aid will appear as a payment.*** • ***Further information about any Pending Financial Aid Award may be obtained from the Office of Financial Aid.***
	End of Procedure.

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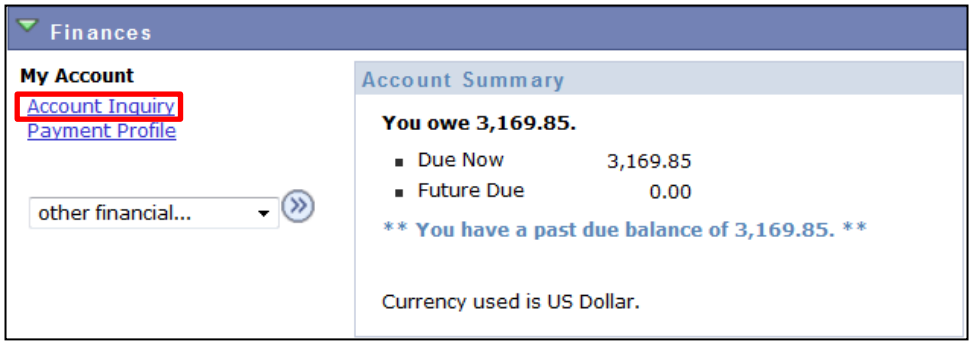
Make an On-Line Payment

Students are able to make electronic payments toward their account. Students will be able to submit payment by eCheck or credit card using American Express, Visa, MasterCard or Discover Card.

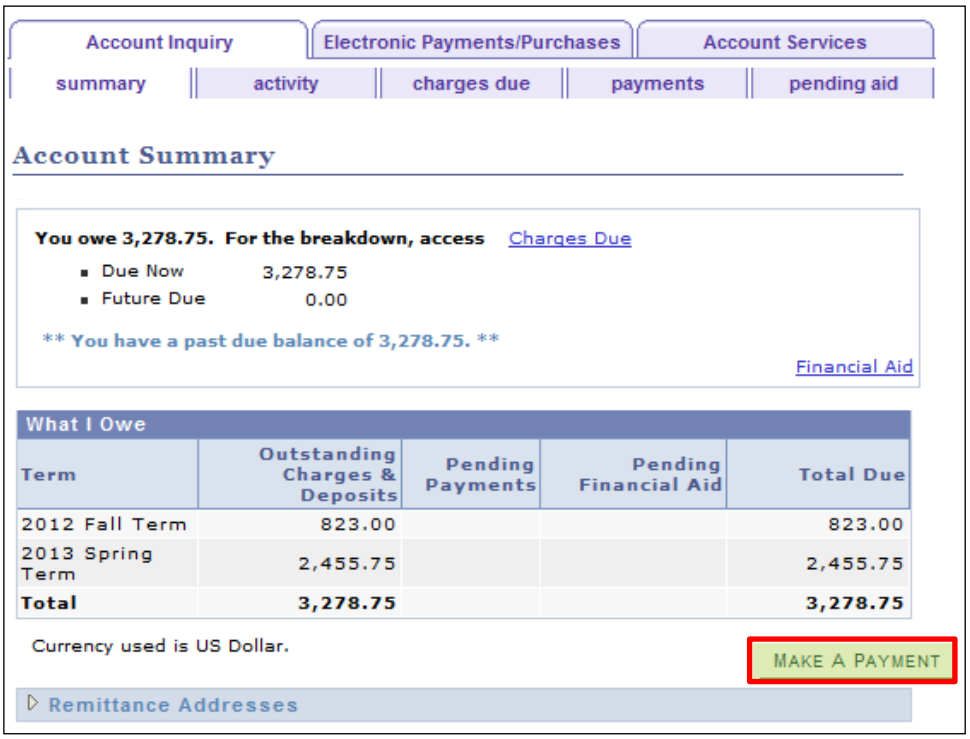
Note: If a student pays a bill using a credit card, a non-refundable convenience fee of 2.65% will be charged to their account in addition to tuition and fees.

Note: Students should contact the Bursars office if they encounter any difficulties with the online payment system.

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

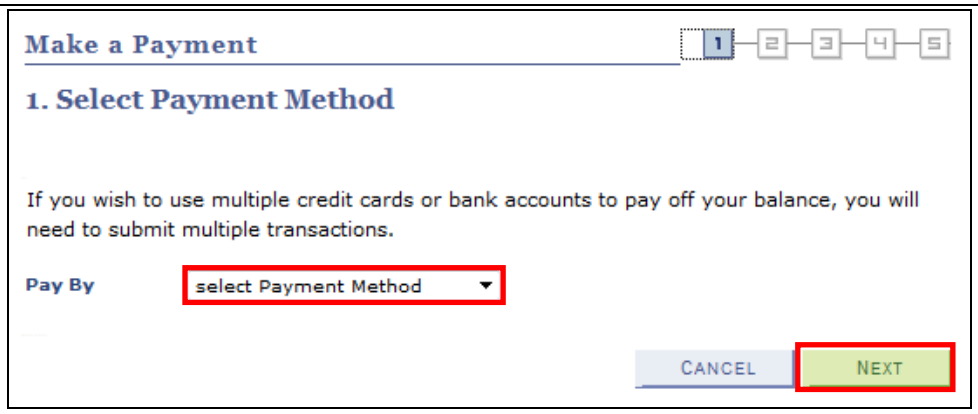
Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Finances** section, click the **Account Inquiry** link.

4.



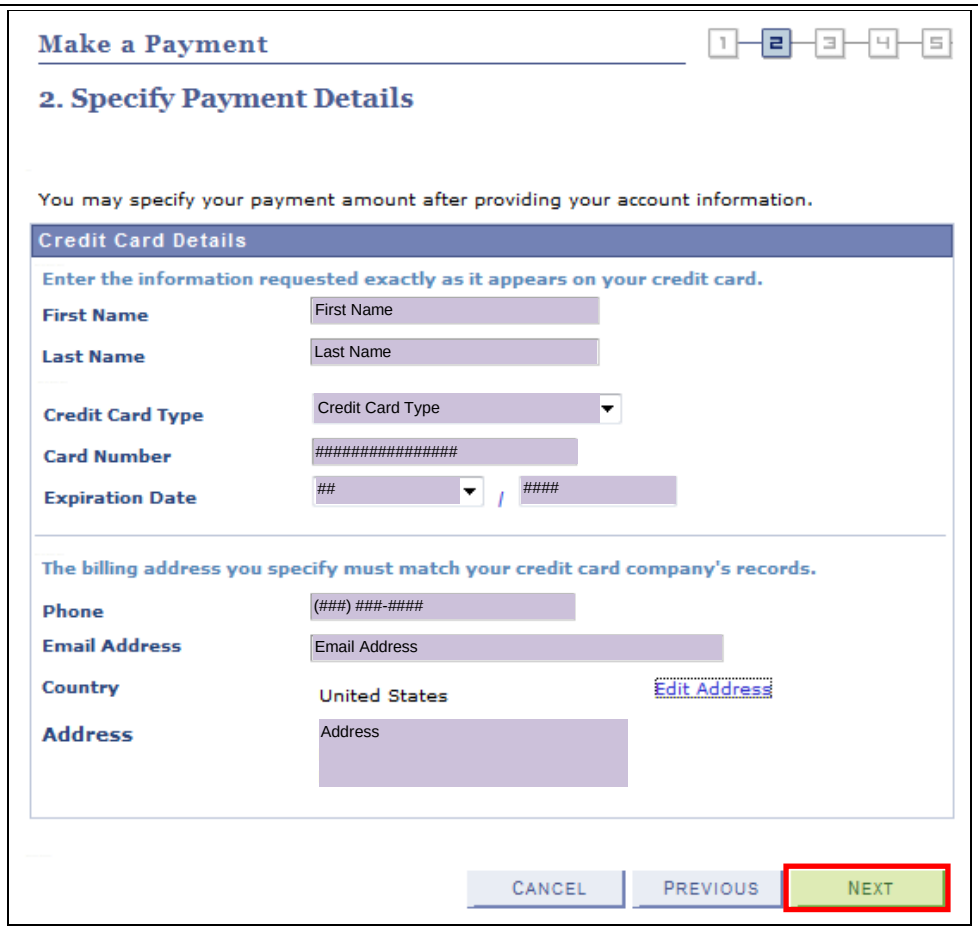
On the **Account Summary** page, select the **MAKE A PAYMENT** button.

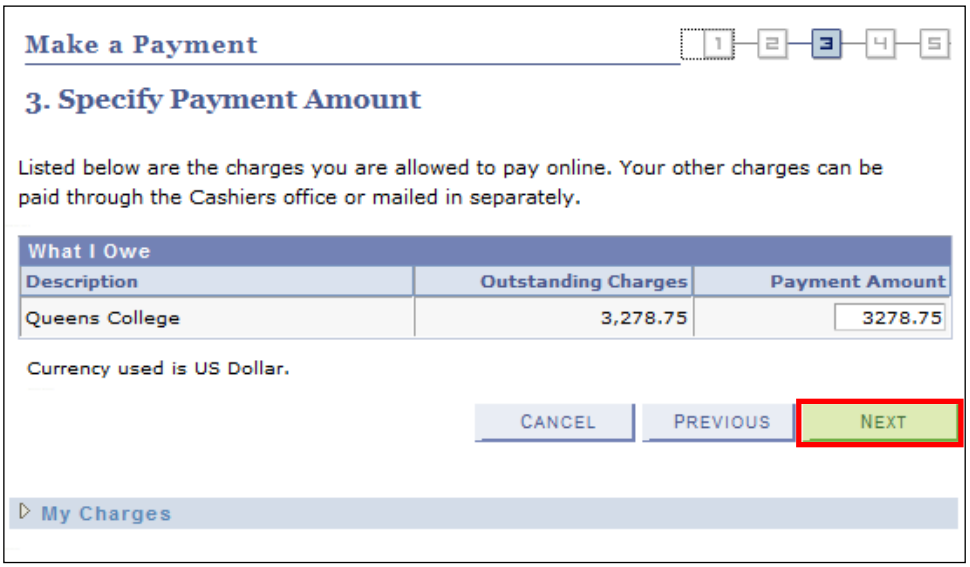
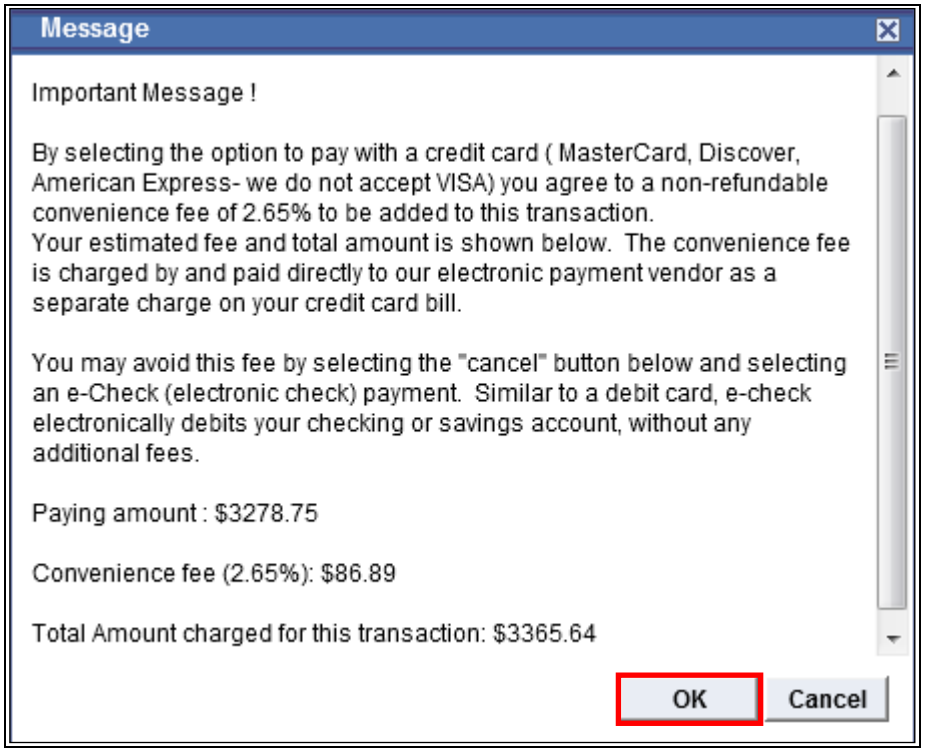
5.

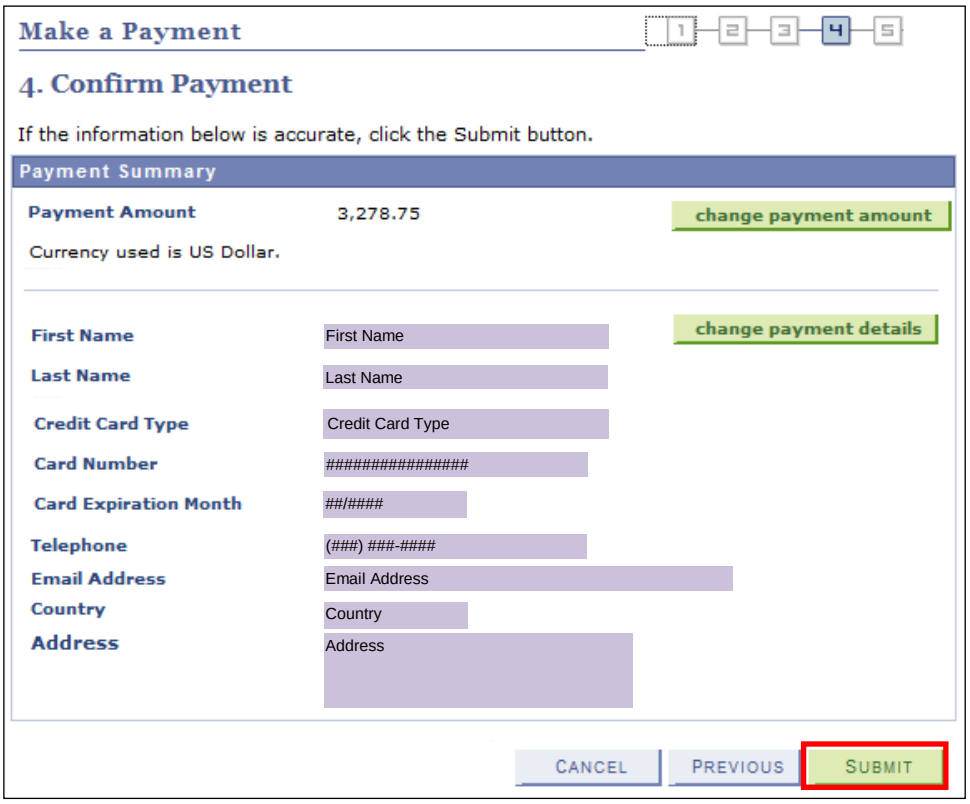


On the **1. Select Payment Method** page, on the **Pay By** dropdown box, select either Credit Card or Electronic Check.

6. Click the **NEXT** button.

7.	 On the **2. Specify Payment Details** page, carefully enter required details as shown by your financial institution or provider.
8.	Click the **NEXT** button.

9.	 On the **3. Specify Payment Amount** page, enter the dollar and cents amount in the **Payment Amount** field.
10.	Click the **NEXT** button.
11.	 Click the **OK** button.

12.	 The **4. Confirm Payment** page displays. Review the information and make changes as needed.
13.	Click the **SUBMIT** button.

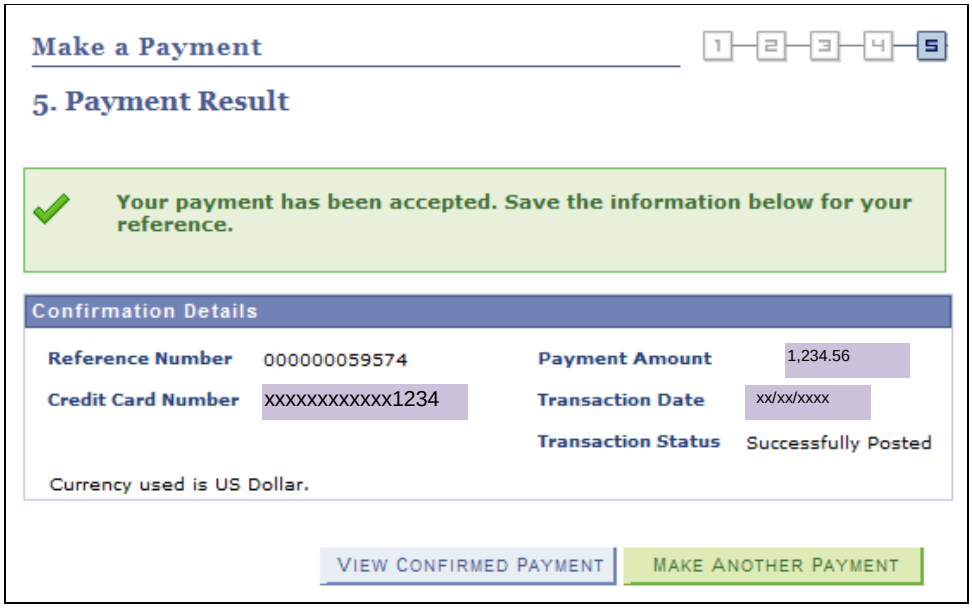
14.

The **5. Payment Result** page displays the status of the payment with **confirmation details.**

If the charge is not approved, then this message displays "Your credit card has been declined."

Note: If the payment is declined, then you may try again or use a different accepted payment method by selecting the MAKE ANOTHER PAYMENT button.

Note: Students are allowed to use multiple payment methods to meet the total amount entered in Step 5.



If the charge is approved, this this message displays "Your payment has been accepted. Save the information below for your reference."

End of Procedure.

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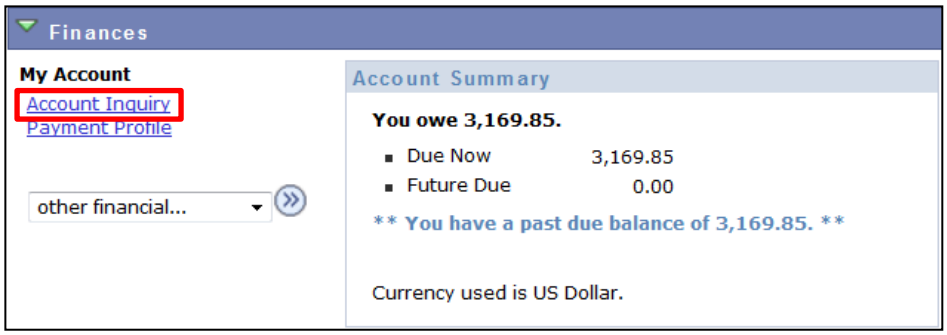
Self Service – Student Financials – FAQ

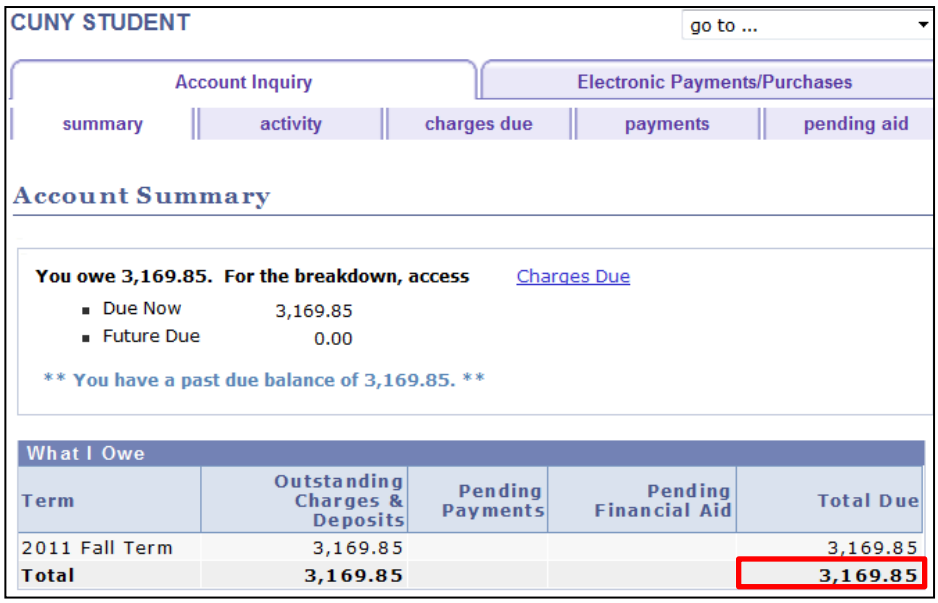
Students may use self-service to view details of their financial account.

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

Q. How can I see outstanding charges and amount owed?

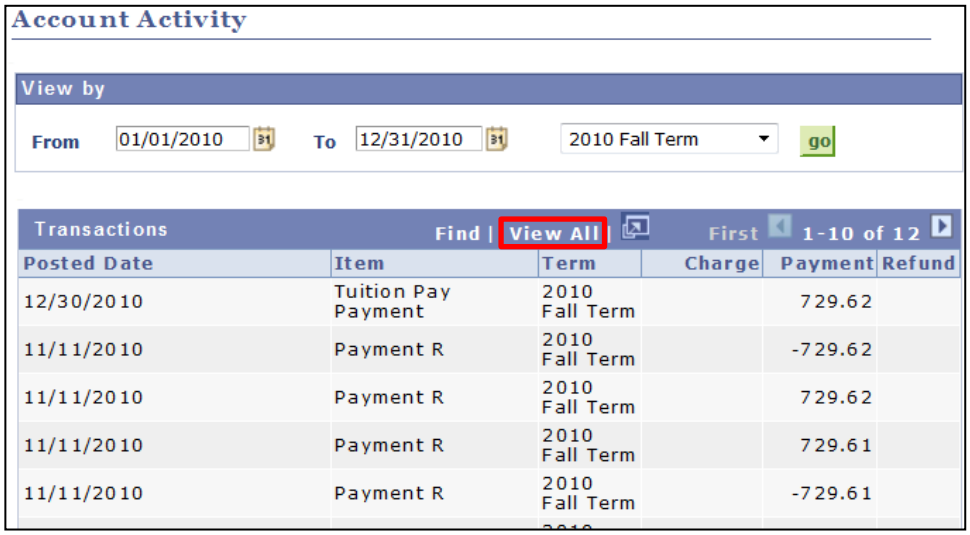


From the **Student Center** page, in the **Finances** section to see the **Account Summary** details, click the **Account Inquiry** link.



On the **Account Inquiry** tab **summary** sub-tab, the **Account Summary** page displays with outstanding charges and deposits, as well as, pending financial aid. In the **What I Owe** section, the **Total Due** amount is shown.

Q. What are "Payment R" and "Return R" items in Account Activity? and Charges?
<u>and</u>
How can I see all the transactions for a specific term?



Posted Date	Item	Term	Charge	Payment	Refund
12/30/2010	Tuition Pay Payment	2010 Fall Term		729.62	
11/11/2010	Payment R	2010 Fall Term		-729.62	
11/11/2010	Payment R	2010 Fall Term		729.62	
11/11/2010	Payment R	2010 Fall Term		729.61	
11/11/2010	Payment R	2010 Fall Term		-729.61	

'***Return R***' and '***Payment R***' entries occurred during data conversion and will balance to zero. Further information about these items may be obtained from the Office of Bursar.

Note:

- ***Within the View by section of Account Activity, narrow the results using the From and To calendar icons to select a date range (month, year and then day). To look for transactions within a specific term, ensure the date range includes the transactions for the specific term. Then select the Go button.***
- ***Charges and payments display in revere chronological order in sets of ten. Select the View All link to see all rows or select the Show next row icon to view the next set of ten rows.***

Q. How can I see details about charges for a term?

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Summary of Charges by Due Date — Find | View All | First 1 of 1 Last

Due Date	Due Amount	Running Total
07/11/2011	3,169.85	**3,169.85**

First 1 of 1 Last

Details by Due Date — Find | View All | First 1-6 of 6 Last

Due Date	Charge	Term	Due Amount	Running Total
07/11/2011	Student Senate Fee	2011 Fall Term	0.85	**0.85**
07/11/2011	CUNY Technology Fee	2011 Fall Term	100.00	**199.85**
07/11/2011	Undergrad Non-Resident Tuition	2011 Fall Term	2,970.00	**3,169.85**

First 1-6 of 6 Last

Details by Charge — Find | View All | First 1-8 of 8 Last

Charge	Due Date	Term	Amount
Student Senate Fee	07/11/2011	2011 Fall Term	0.85
CUNY Consolidated Fee	07/11/2011	2011 Fall Term	15.00
Materials/Trans Fee - INTRO ORGN CHEM	07/11/2011	2011 Fall Term	30.00

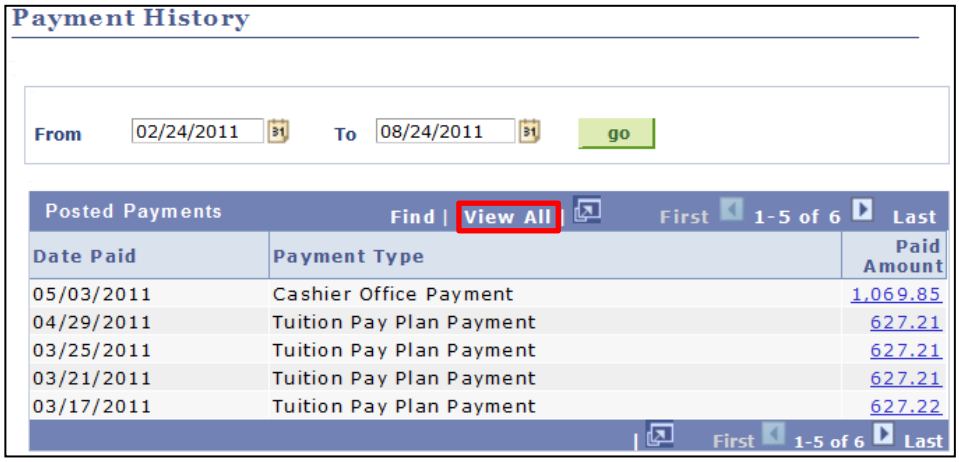
Under **Account Inquiry** tab, select the **charges due** sub-tab that displays four sections.

- **Summary of Charges by Due Date** section displays the amount due by date and total.
- **Details by Due Date** section displays charges by term.
- **Details by Charge** section displays the detailed charges, due date, term and amount.
- **Invoices Due** should be disregarded for Fall 2010 invoices. If there are questions regarding this section, please contact the Office of the Bursar.

Note: The amount to be paid is listed under the Running Total section of Summary of Charges by Due Date.

Note: Consult the College website to verify the bill due date and any date extensions.

Q. How can I see details about all payments?

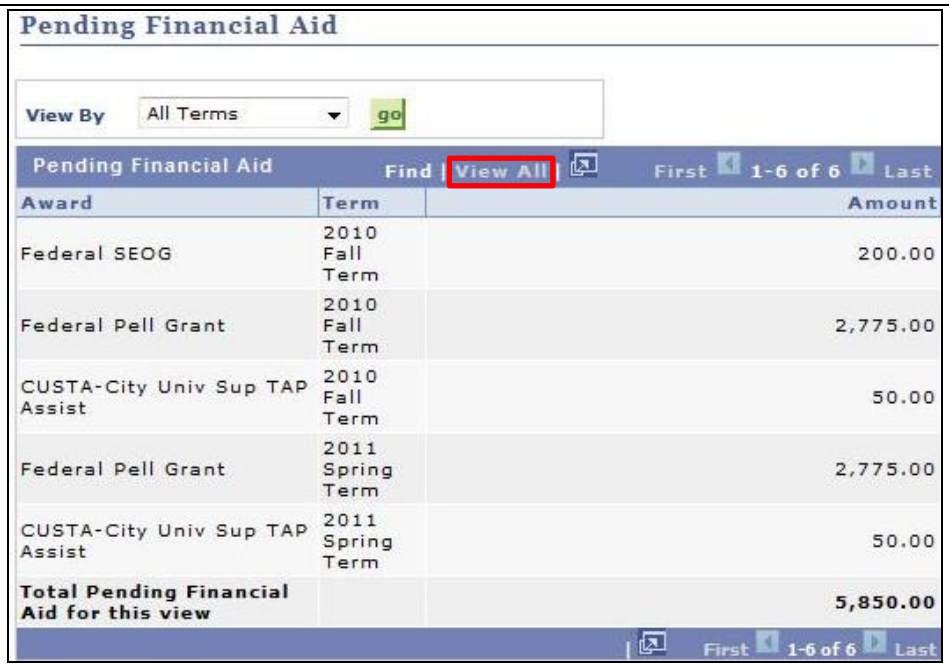


Under the **Account Inquiry** tab, select the **payments** sub-tab to view the **Payment History** page.

Note:

- ***Payments are listed reverse chronological order.***
- ***Narrow the results using the From and To calendar icons by selecting a date range (month, year and then day). Then select the Go button.***
- ***Posted Payments appear in sets of five in reverse chronological order. Select the View All link to see all of the payments or select the Show Next Row icon to view the next set of five posted payments.***

Q. How can I see detailed information about my financial aid awards?



Award	Term	Amount
Federal SEOG	2010 Fall Term	200.00
Federal Pell Grant	2010 Fall Term	2,775.00
CUSTA-City Univ Sup TAP Assist	2010 Fall Term	50.00
Federal Pell Grant	2011 Spring Term	2,775.00
CUSTA-City Univ Sup TAP Assist	2011 Spring Term	50.00
Total Pending Financial Aid for this view		**5,850.00**

Under **Account Inquiry** tab **Pending aid** sub tab types of award, disbursement term and amount displays.

Note:

- ***When disbursed, pending aid will appear as a payment.***
- ***Further information about any Pending Financial Aid Award may be obtained from the Office of Financial Aid.***

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Financial Aid (BCC, Lehman, Hostos, New Community College, QCC, CUNY Law students)

View your pending Financial Aid information including disbursement dates. Indicate your acceptance or decline of Perkins Loans and Federal Work Study awards. Complete and submit forms for Direct Loan Processing or a Perkins Loan Supplement. Complete the Loan Counseling requirement.

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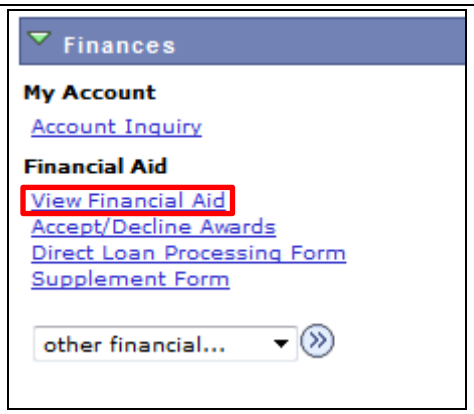
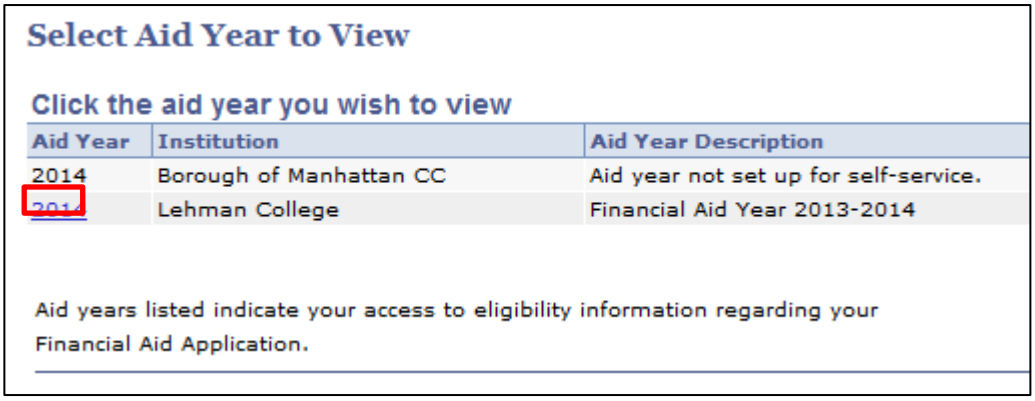
View Financial Aid

Financial Aid displays:

- by year and within that year by term,
- both amounts offered and amounts accepted, and
- total estimated budget and a breakdown by category.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Finances** section, click the **View Financial Aid** link.
4.	 On the **Select Aid Year to View** page in the **Aid Year** column, click the link for the year that you wish to view.

5.

Award Summary

Financial Aid Year 2013-2014

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Estimated Tap Spring	Grant	2,203.00	2,203.00
Estimated TAP Waiver Spring	Grant	321.20	321.20
Initial TAP Waiver Fall	Grant	321.20	321.20
Initial TAP-Fall	Grant	2,203.00	2,203.00
Aid Year Totals		**10,693.40**	**10,693.40**

Currency used is US Dollar.

Full-Yr Financial Aid Summary

ACCEPT/DECLINE AWARD

Loan Counseling

Terms

2014 Spring Term View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Estimated Tap Spring	Grant	2,203.00	2,203.00
Estimated TAP Waiver Spring	Grant	321.20	321.20
Term Totals		**5,346.70**	**5,346.70**

2013 Fall Term View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Initial TAP Waiver Fall	Grant	321.20	321.20
Initial TAP-Fall	Grant	2,203.00	2,203.00
Term Totals		**5,346.70**	**5,346.70**

Currency used is US Dollar.

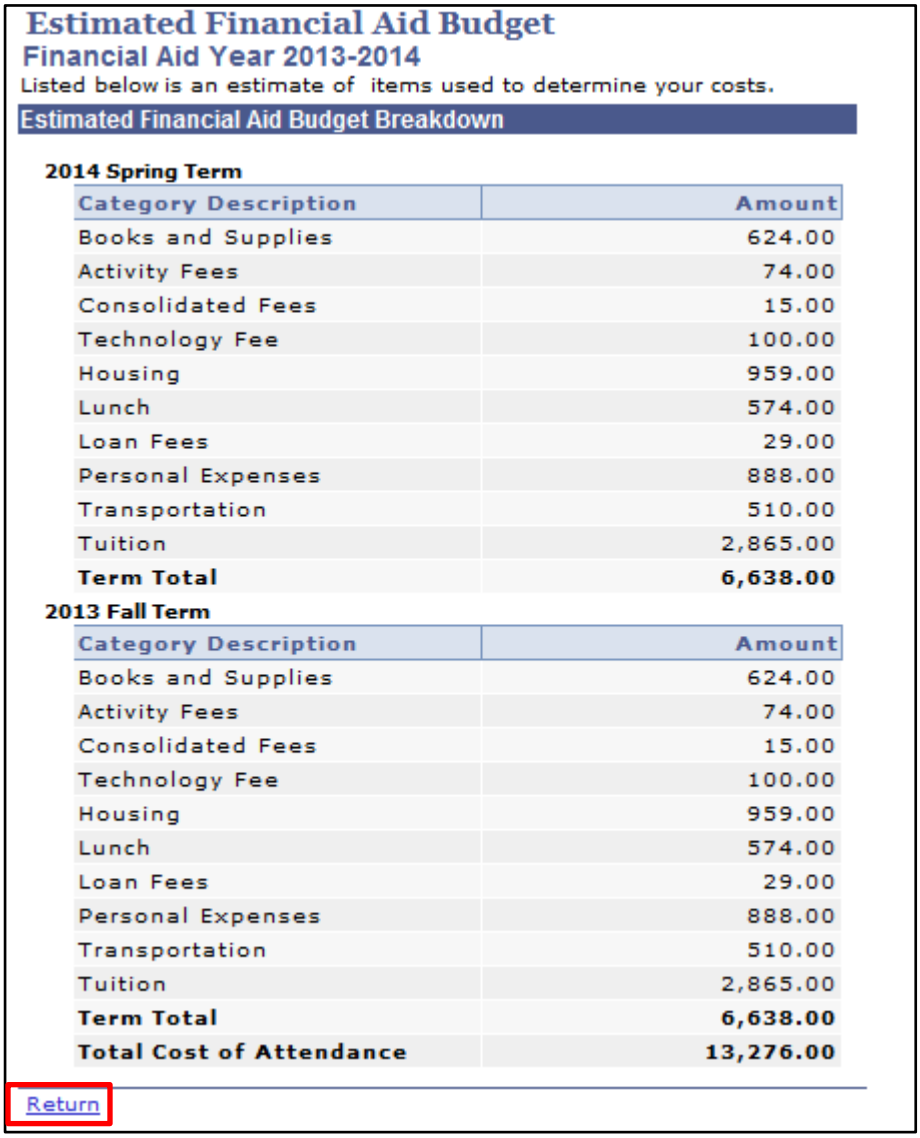
Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

On the **Award Summary** page, view the total for the year in the **Aid Year** section and the total by term in the **Terms** section.

Click the **Full-Yr Financial Aid Summary** link to display a budget total and total aid.

6.	**Full-Yr Financial Aid Summary** **Financial Aid Year 2013-2014** The information below is a calculation of your estimated need. Estimated Financial Aid Budget 13,276.00 Expected Family Contribution 0.00 - Estimated Need 13,276.00 Total Aid 10,693.40 This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year. Click **Estimated Financial Aid Budget** link displayed as an amount.

7.



Estimated Financial Aid Budget

Financial Aid Year 2013-2014

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2014 Spring Term

Category Description	Amount
Books and Supplies	624.00
Activity Fees	74.00
Consolidated Fees	15.00
Technology Fee	100.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	888.00
Transportation	510.00
Tuition	2,865.00
Term Total	**6,638.00**

2013 Fall Term

Category Description	Amount
Books and Supplies	624.00
Activity Fees	74.00
Consolidated Fees	15.00
Technology Fee	100.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	888.00
Transportation	510.00
Tuition	2,865.00
Term Total	**6,638.00**
Total Cost of Attendance	**13,276.00**

Return

The **Estimated Financial Aid Budget** displays by term with a breakdown by category.

8. Select the **Return** link on both the **Estimated Financial Aid Budget** and **Full-Yr Financial Aid Summary** pages.

9.

Award Summary

Financial Aid Year 2013-2014

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Estimated Tap Spring	Grant	2,203.00	2,203.00
Estimated TAP Waiver Spring	Grant	321.20	321.20
Initial TAP Waiver Fall	Grant	321.20	321.20
Initial TAP-Fall	Grant	2,203.00	2,203.00
Aid Year Totals		**10,693.40**	**10,693.40**

Currency used is US Dollar.

Full-Yr Financial Aid Summary

ACCEPT/DECLINE AWARD

Loan Counseling

Terms

2014 Spring Term View Scheduled Disbursement Dates

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,822.50	2,822.50
Estimated Tap Spring	Grant	2,203.00	2,203.00
Estimated TAP Waiver Spring	Grant	321.20	321.20
Term Totals		**5,346.70**	**5,346.70**

2013 Fall Term View Scheduled Disbursement Dates

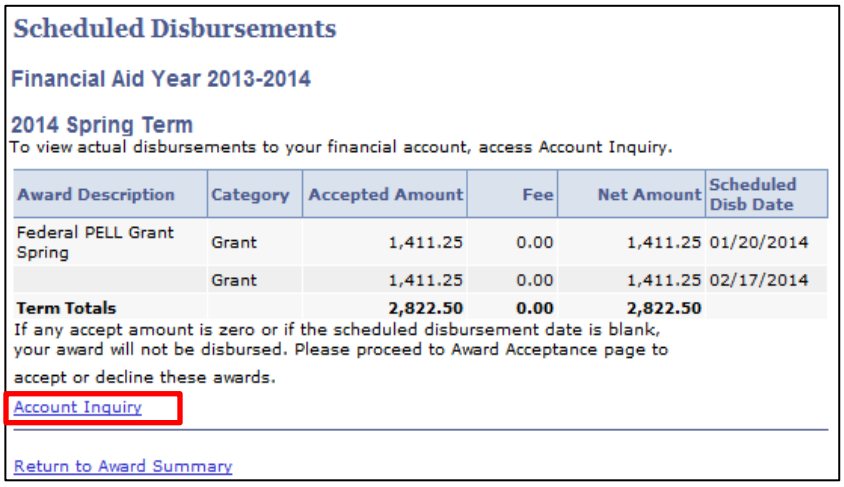
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,822.50	2,822.50
Initial TAP Waiver Fall	Grant	321.20	321.20
Initial TAP-Fall	Grant	2,203.00	2,203.00
Term Totals		**5,346.70**	**5,346.70**

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

On the **Award Summary** page in the **Terms** section, click the **View Scheduled Disbursement Dates** link.

10.



Scheduled Disbursements

Financial Aid Year 2013-2014

2014 Spring Term

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Spring	Grant	1,411.25	0.00	1,411.25	01/20/2014
	Grant	1,411.25	0.00	1,411.25	02/17/2014
Term Totals		**2,822.50**	**0.00**	**2,822.50**	

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

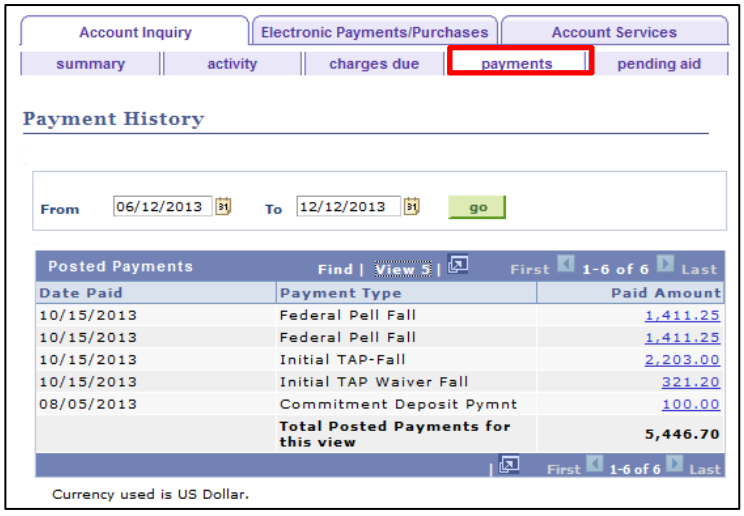
Account Inquiry

Return to Award Summary

The **Scheduled Disbursements** page displays with projected dates for award disbursements.

Click the **Account Inquiry** link to view the actual disbursements

11.



Account Inquiry | Electronic Payments/Purchases | Account Services

summary | activity | charges due | payments | pending aid

Payment History

From 06/12/2013 To 12/12/2013 go

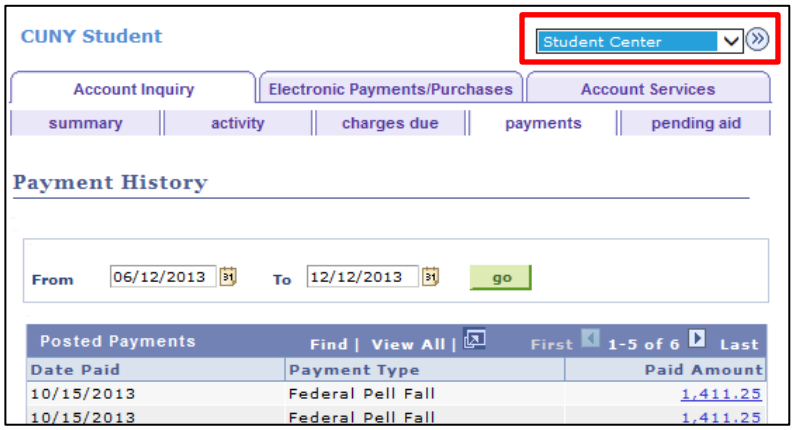
Posted Payments Find | View 5 | First 1-6 of 6 Last

Date Paid	Payment Type	Paid Amount
10/15/2013	Federal Pell Fall	1,411.25
10/15/2013	Federal Pell Fall	1,411.25
10/15/2013	Initial TAP-Fall	2,203.00
10/15/2013	Initial TAP Waiver Fall	321.20
08/05/2013	Commitment Deposit Pymnt	100.00
	Total Posted Payments for this view	**5,446.70**

First 1-6 of 6 Last

Currency used is US Dollar.

Select the **payments** tab to view all posted payments.

12.	 Select **Student Center** from the drop down menu and click the double-arrow to return to the main screen.
	End of Procedure.

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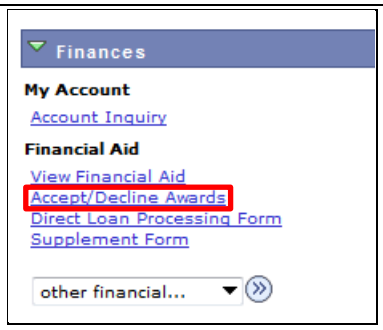
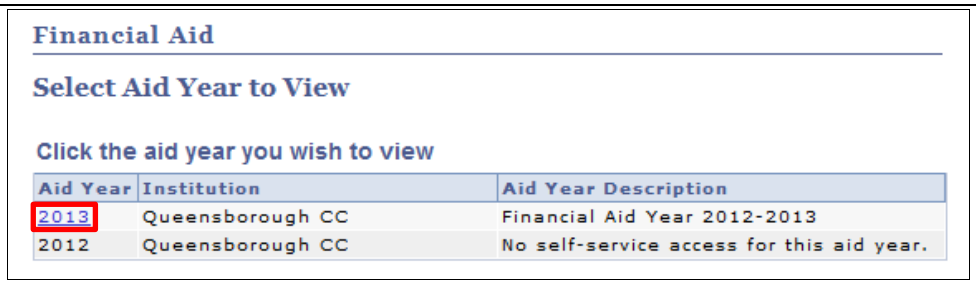
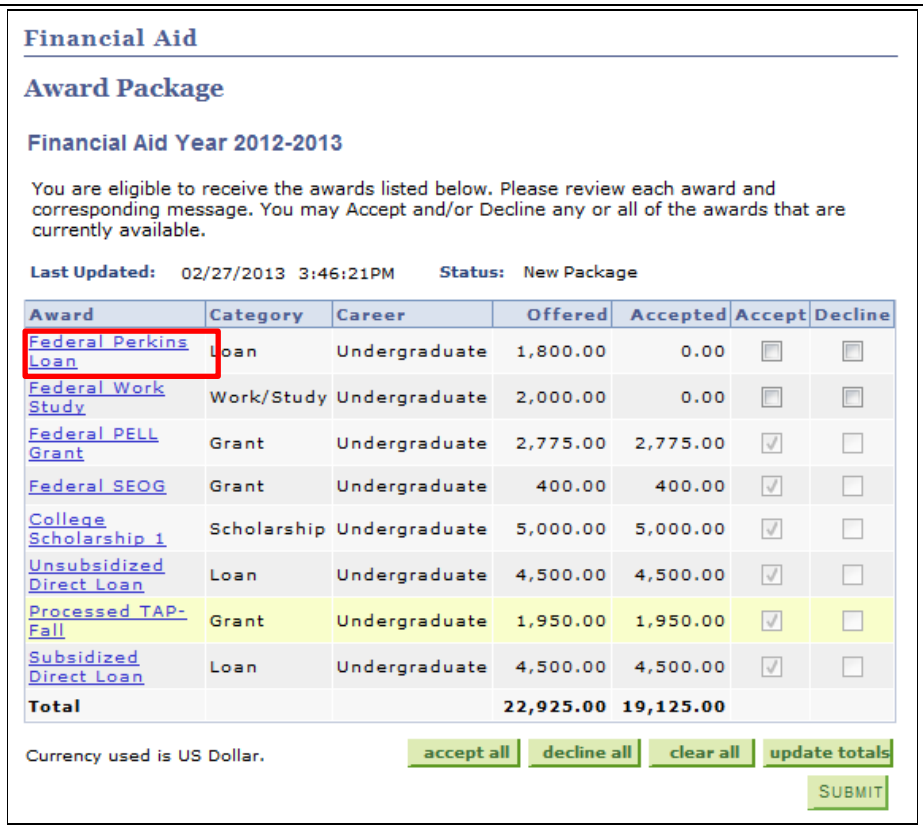
Accept/Decline Awards

Students may use Self Service to accept or decline a Perkins Loan and a Work Study Award.

Step	Action
1.	Enter *https://home.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.	 On the **Student Center** page in the **Finances** section, click the **Accept/Decline Awards** link.
3.	 On the **Financial Aid Select Aid Year to View** page, select a link in the **Aid Year** column to view all awards.

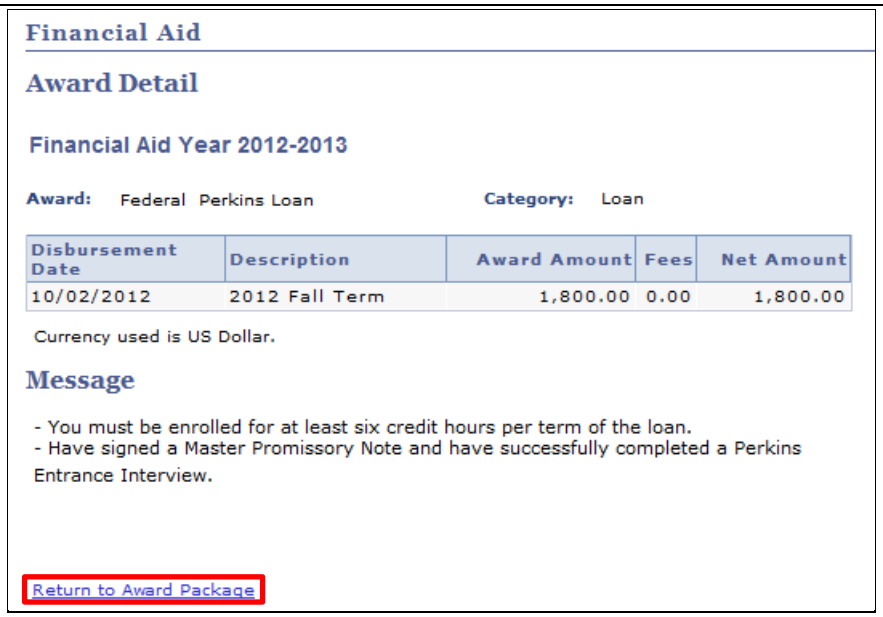
4.



Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	1,800.00	0.00		
Federal Work Study	Work/Study	Undergraduate	2,000.00	0.00		
Federal PELL Grant	Grant	Undergraduate	2,775.00	2,775.00	✓	
Federal SEOG	Grant	Undergraduate	400.00	400.00	✓	
College Scholarship 1	Scholarship	Undergraduate	5,000.00	5,000.00	✓	
Unsubsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	✓	
Processed TAP-Fall	Grant	Undergraduate	1,950.00	1,950.00	✓	
Subsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	✓	
Total			**22,925.00**	**19,125.00**		

On the **Award Package** page in the **Award** column, select the **Federal Perkins Loan** link.

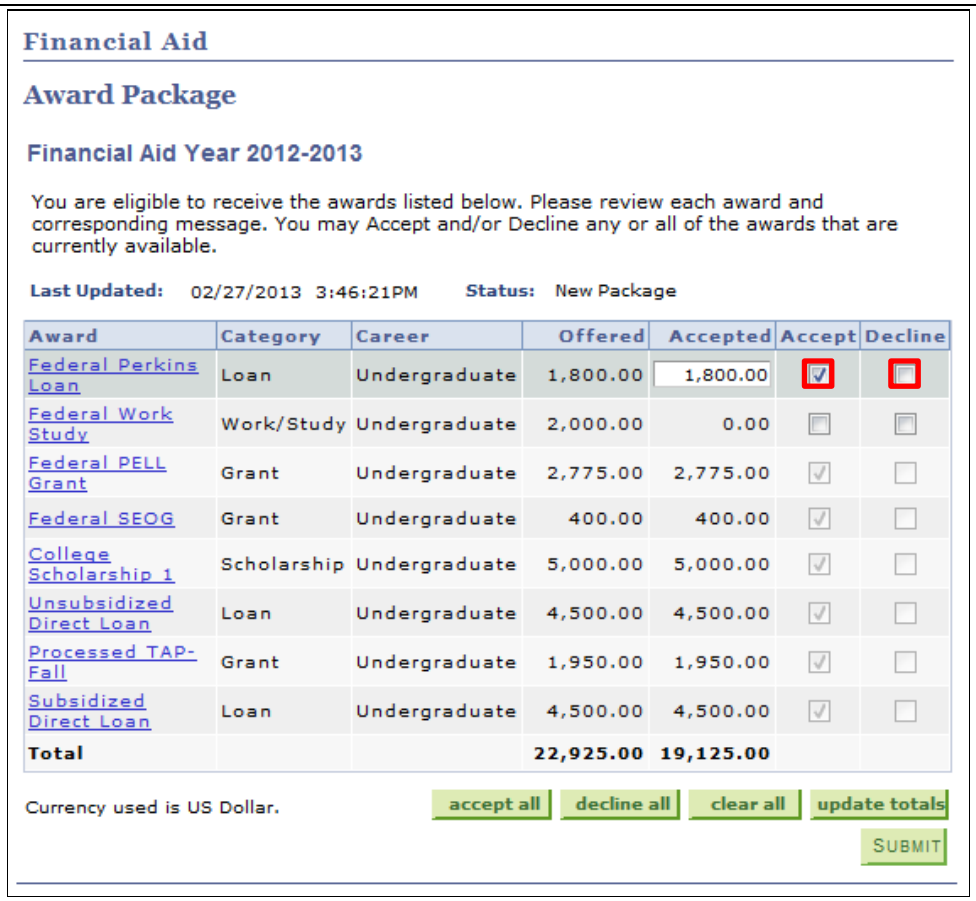
5.



The **Award Detail** page displays for you to review the award amount and terms of the loan.

6. Select the **Return to Award Package** link.

7.



Financial Aid

Award Package

Financial Aid Year 2012-2013

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 02/27/2013 3:46:21PM **Status:** New Package

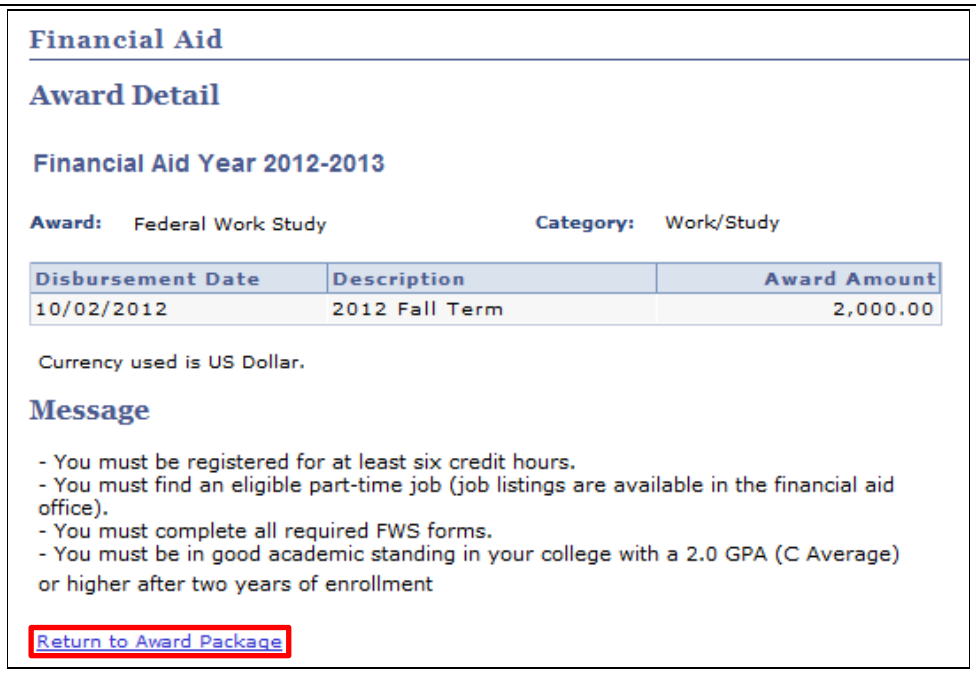
Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	1,800.00	1,800.00	☑	☐
Federal Work Study	Work/Study	Undergraduate	2,000.00	0.00	☐	☐
Federal PELL Grant	Grant	Undergraduate	2,775.00	2,775.00	☑	☐
Federal SEOG	Grant	Undergraduate	400.00	400.00	☑	☐
College Scholarship 1	Scholarship	Undergraduate	5,000.00	5,000.00	☑	☐
Unsubsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
Processed TAP-Fall	Grant	Undergraduate	1,950.00	1,950.00	☑	☐
Subsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
Total			**22,925.00**	**19,125.00**		

Currency used is US Dollar. accept all decline all clear all update totals

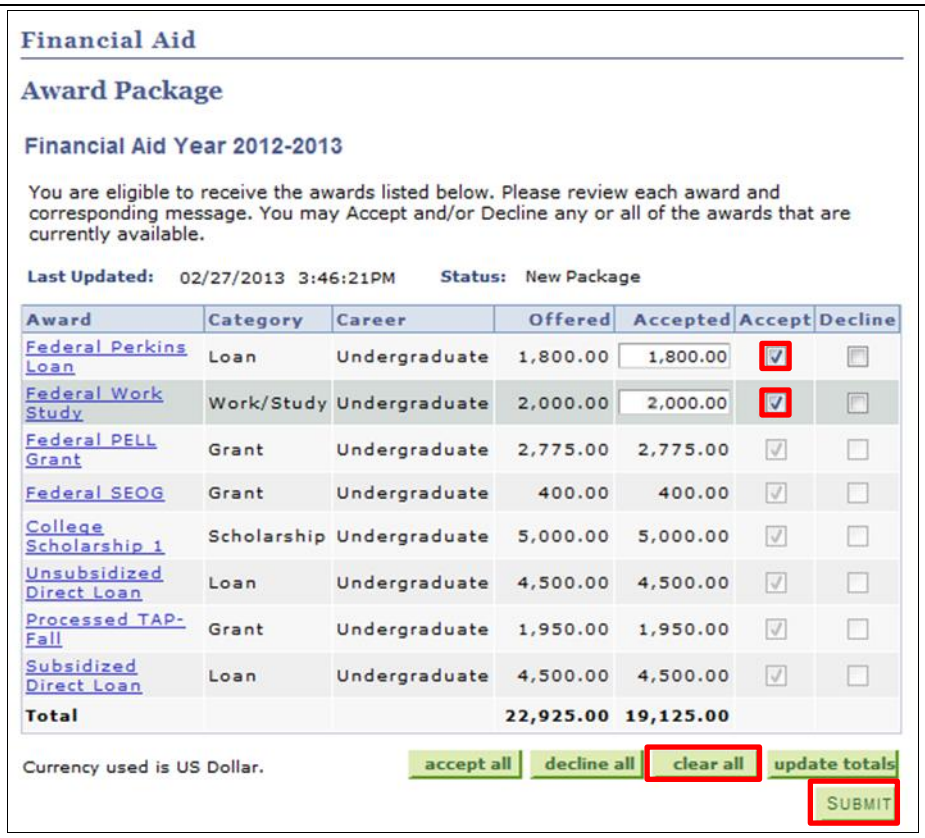
SUBMIT

Select either the **Accept** or **Decline** ☑ checkbox for the viewed award.

8. Click the **Federal Work Study** link.

9.	 Financial Aid Award Detail Financial Aid Year 2012-2013 Award: Federal Work Study Category: Work/Study Disbursement Date | Description | Award Amount 10/02/2012 | 2012 Fall Term | 2,000.00 Currency used is US Dollar. Message - You must be registered for at least six credit hours. - You must find an eligible part-time job (job listings are available in the financial aid office). - You must complete all required FWS forms. - You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment Return to Award Package The **Award Detail** page displays for you to review the amount and terms of the loan.
10.	Select the **Return to Award Package** link.

11.



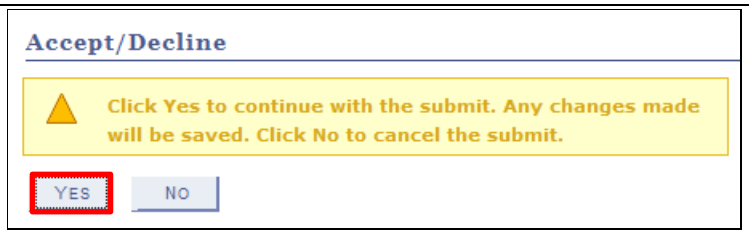
Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Perkins Loan	Loan	Undergraduate	1,800.00	1,800.00	☑	☐
Federal Work Study	Work/Study	Undergraduate	2,000.00	2,000.00	☑	☐
Federal PELL Grant	Grant	Undergraduate	2,775.00	2,775.00	☑	☐
Federal SEOG	Grant	Undergraduate	400.00	400.00	☑	☐
College Scholarship 1	Scholarship	Undergraduate	5,000.00	5,000.00	☑	☐
Unsubsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
Processed TAP-Fall	Grant	Undergraduate	1,950.00	1,950.00	☑	☐
Subsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
Total			**22,925.00**	**19,125.00**		

Select either the **Accept** or **Decline** ☑ checkboxes for the viewed award.

12. Select the **clear all** button to begin again.

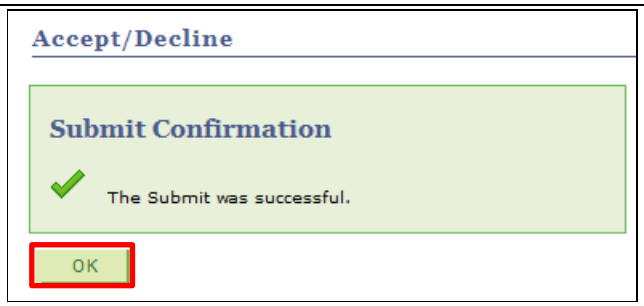
13. When you have made a final decision to decline awards or accept awards and for what amount, then select the **SUBMIT** button.

14.



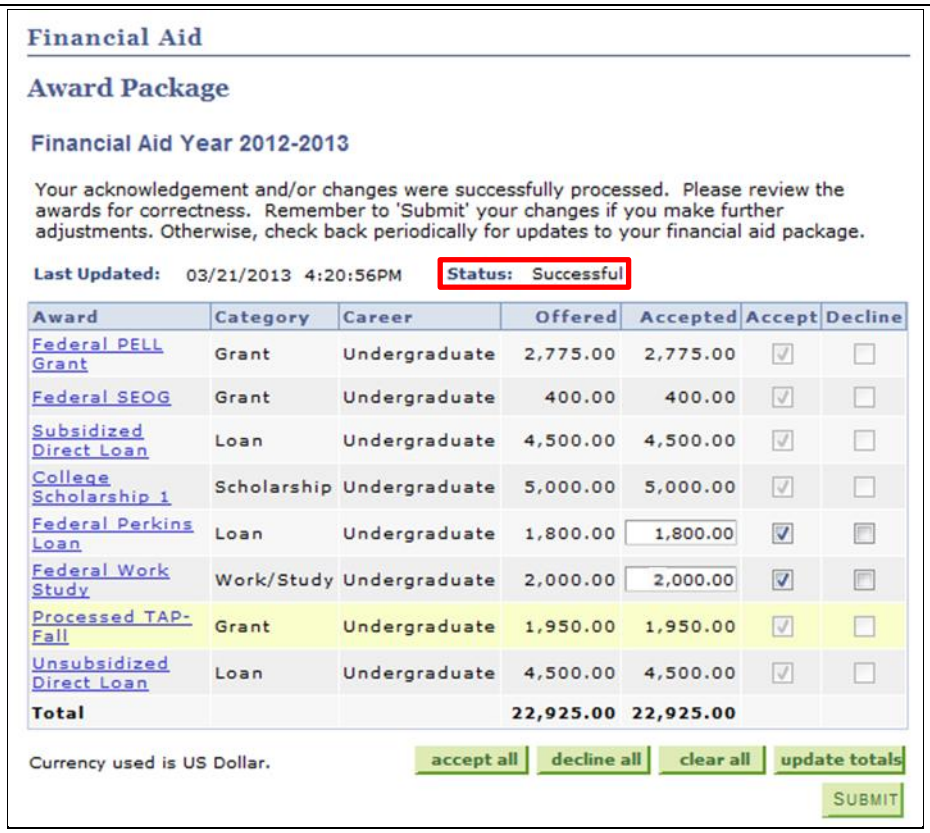
Click the **YES** button to confirm submission.

15.



Click the **OK** button.

16.



Award	Category	Career	Offered	Accepted	Accept	Decline
Federal PELL Grant	Grant	Undergraduate	2,775.00	2,775.00	☑	☐
Federal SEOG	Grant	Undergraduate	400.00	400.00	☑	☐
Subsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
College Scholarship 1	Scholarship	Undergraduate	5,000.00	5,000.00	☑	☐
Federal Perkins Loan	Loan	Undergraduate	1,800.00	1,800.00	☑	☐
Federal Work Study	Work/Study	Undergraduate	2,000.00	2,000.00	☑	☐
Processed TAP-Fall	Grant	Undergraduate	1,950.00	1,950.00	☑	☐
Unsubsidized Direct Loan	Loan	Undergraduate	4,500.00	4,500.00	☑	☐
Total			**22,925.00**	**22,925.00**		

The **Award Package** page displays with the Status **Successful**.

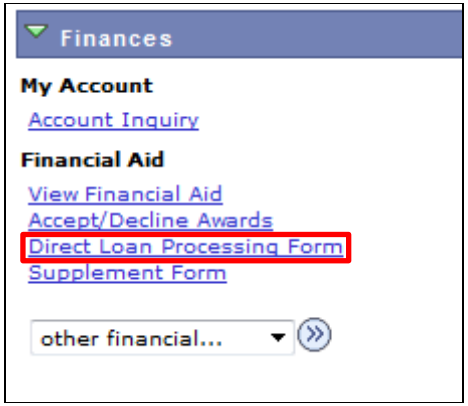
End of Procedure.

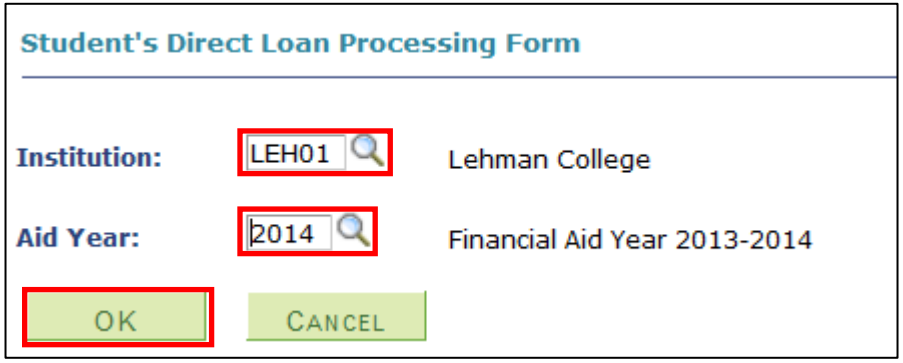
Back to Table of Contents

Submit Direct Loan Processing Form

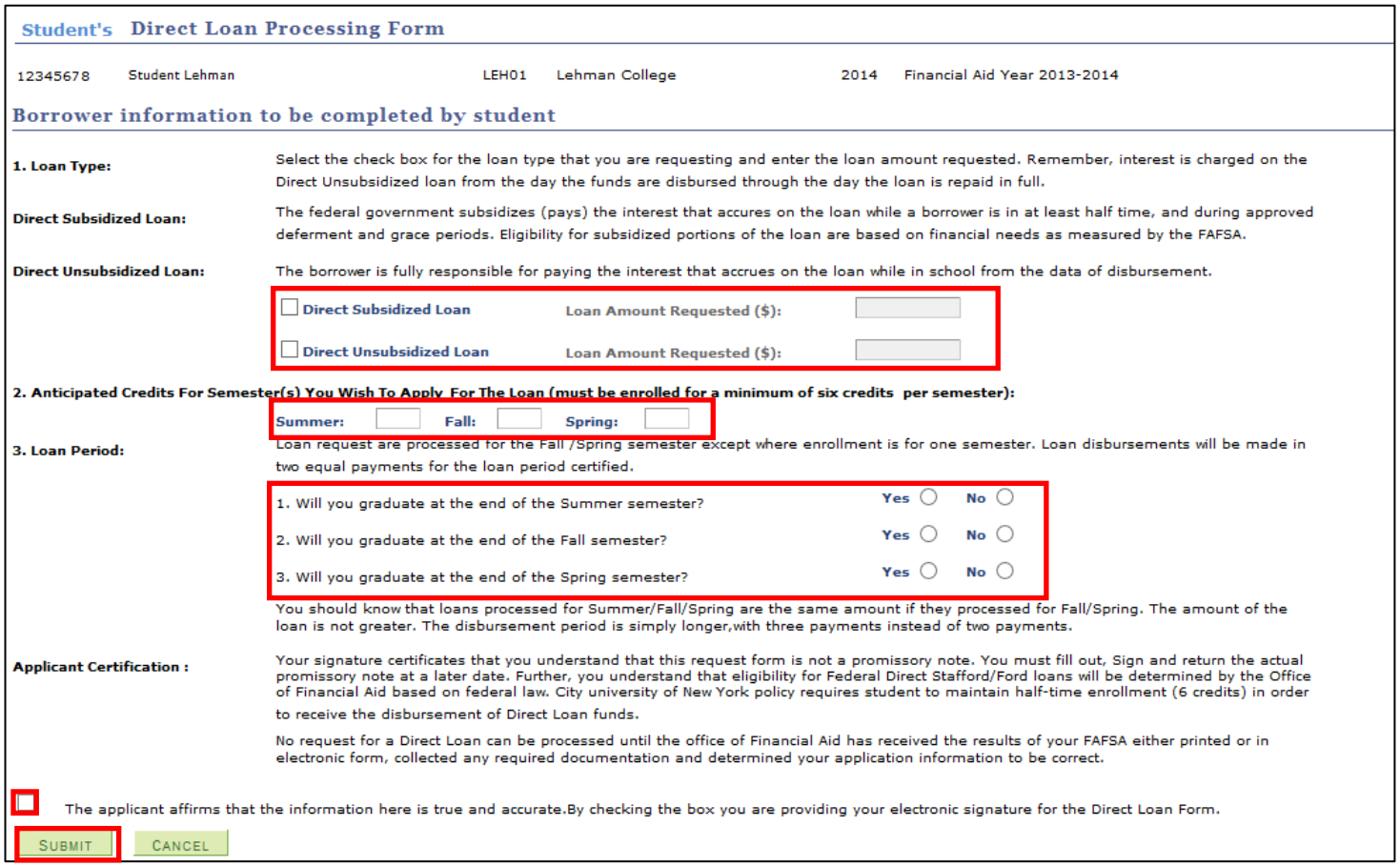
Students may use Self Service to apply on-line for either (or both) a subsidized or unsubsidized direct loan using an electronic signature.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Finances** section, click the **Direct Loan Processing Form** link.

4.	 On the **Direct Loan Processing Form** page, click the **Institution** **Look Up** icon and then select the correct **Academic Institution**, **Description**, or **Short Description** link.
5.	On the **Direct Loan Processing Form** page, enter the four digit year or click the **Aid Year** **Look Up** icon and then select the **Aid Year** or **Description** link.
6.	Click the **OK** button.

7.



Student's Direct Loan Processing Form

12345678 Student Lehman LEH01 Lehman College 2014 Financial Aid Year 2013-2014

Borrower information to be completed by student

1. Loan Type: Select the check box for the loan type that you are requesting and enter the loan amount requested. Remember, interest is charged on the Direct Unsubsidized loan from the day the funds are disbursed through the day the loan is repaid in full.

Direct Subsidized Loan: The federal government subsidizes (pays) the interest that accures on the loan while a borrower is in at least half time, and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial needs as measured by the FAFSA.

Direct Unsubsidized Loan: The borrower is fully responsible for paying the interest that accrues on the loan while in school from the data of disbursement.

☐ Direct Subsidized Loan Loan Amount Requested ($):

☐ Direct Unsubsidized Loan Loan Amount Requested ($):

2. Anticipated Credits For Semester(s) You Wish To Apply For The Loan (must be enrolled for a minimum of six credits per semester):

Summer: Fall: Spring:

3. Loan Period: Loan request are processed for the Fall /Spring semester except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.

1. Will you graduate at the end of the Summer semester? Yes ○ No ○
2. Will you graduate at the end of the Fall semester? Yes ○ No ○
3. Will you graduate at the end of the Spring semester? Yes ○ No ○

You should know that loans processed for Summer/Fall/Spring are the same amount if they processed for Fall/Spring. The amount of the loan is not greater. The disbursement period is simply longer,with three payments instead of two payments.

Applicant Certification : Your signature certificates that you understand that this request form is not a promissory note. You must fill out, Sign and return the actual promissory note at a later date. Further, you understand that eligibility for Federal Direct Stafford/Ford loans will be determined by the Office of Financial Aid based on federal law. City university of New York policy requires student to maintain half-time enrollment (6 credits) in order to receive the disbursement of Direct Loan funds.

No request for a Direct Loan can be processed until the office of Financial Aid has received the results of your FAFSA either printed or in electronic form, collected any required documentation and determined your application information to be correct.

☐ The applicant affirms that the information here is true and accurate.By checking the box you are providing your electronic signature for the Direct Loan Form.

SUBMIT CANCEL

The **Direct Loan Processing Form** displays for completion.

1. Select the checkbox of the type/s of loan/s you are seeking. For either or both loan requests, on the same line as the type of loan enter the dollar amount you are seeking.
2. Enter the number of credits you plan to take by term.
3. Select either the Yes or No radio buttons for each Loan Period question.
4. Select the checkbox to affirm that the information provided is correct and as an electronic signature for the form.

When you have completed the form, click the **SAVE** button to submit the form for processing.

8.

Borrower information to be completed by student

1. Loan Type: Select the check box for the loan type that you are requesting and enter the loan amount requested. Remember, interest is charged on the Direct Unsubsidized loan from the day the funds are disbursed through the day the loan is repaid in full.

Direct Subsidized Loan: The federal government subsidizes (pays) the interest that accures on the loan while a borrower is in at least half time, and during approved deferment and grace periods. Eligibility for subsidized portions of the loan are based on financial needs as measured by the FAFSA.

Direct Unsubsidized Loan: The borrower is fully responsible for paying the interest that accrues on the loan while in school from the data of disbursement.

☑ **Direct Subsidized Loan** **Loan Amount Requested ($):** 2500.00

☐ **Direct Unsubsidized Loan** **Loan Amount Requested ($):** 0.00

2. Anticipated Credits For Semester(s) You Wish To Apply For The Loan (must be enrolled for a minimum of six credits per semester):

Summer: **Fall:** 15 **Spring:** 15

3. Loan Period: Loan request are processed for the Fall /Spring semester except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.

1. Will you graduate at the end of the Summer semester? **Yes** ○ **No** ◉
2. Will you graduate at the end of the Fall semester? **Yes** ○ **No** ◉
3. Will you graduate at the end of the Spring semester? **Yes** ○ **No** ◉

You should know that loans processed for Summer/Fall/Spring are the same amount if they processed for Fall/Spring. The amount of the loan is not greater. The disbursement period is simply longer,with three payments instead of two payments.

Applicant Certification : Your signature certificates that you understand that this request form is not a promissory note. You must fill out, Sign and return the actual promissory note at a later date. Further, you understand that eligibility for Federal Direct Stafford/Ford loans will be determined by the Office of Financial Aid based on federal law. City university of New York policy requires student to maintain half-time enrollment (6 credits) in order to receive the disbursement of Direct Loan funds.

No request for a Direct Loan can be processed until the office of Financial Aid has received the results of your FAFSA either printed or in electronic form, collected any required documentation and determined your application information to be correct.

☑ The applicant affirms that the information here is true and accurate.By checking the box you are providing your electronic signature for the Direct Loan Form.

SUBMIT CANCEL

Example of a Completed Form
The example of a completed form shown above may vary from your needs for the type of loan, the anticipated credits, and answers to questions about the loan periods.

9. When you click the **SAVE** button, CUNYfirst returns to your **Student Center** page.

End of Procedure.

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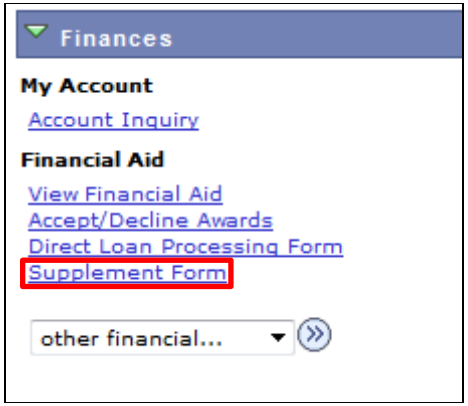
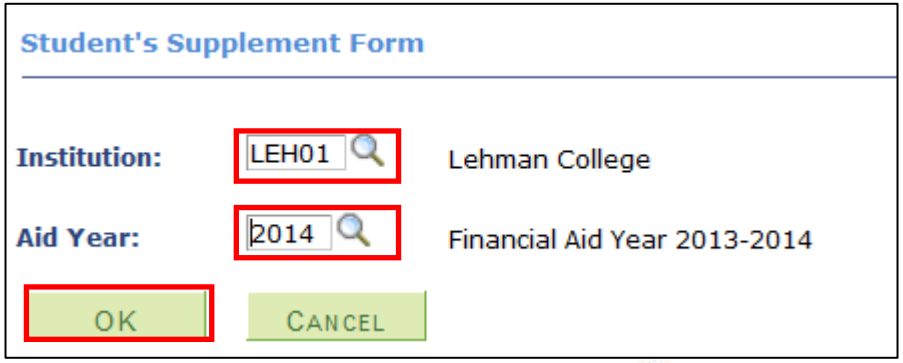
Submit Perkins Loan Supplement Form

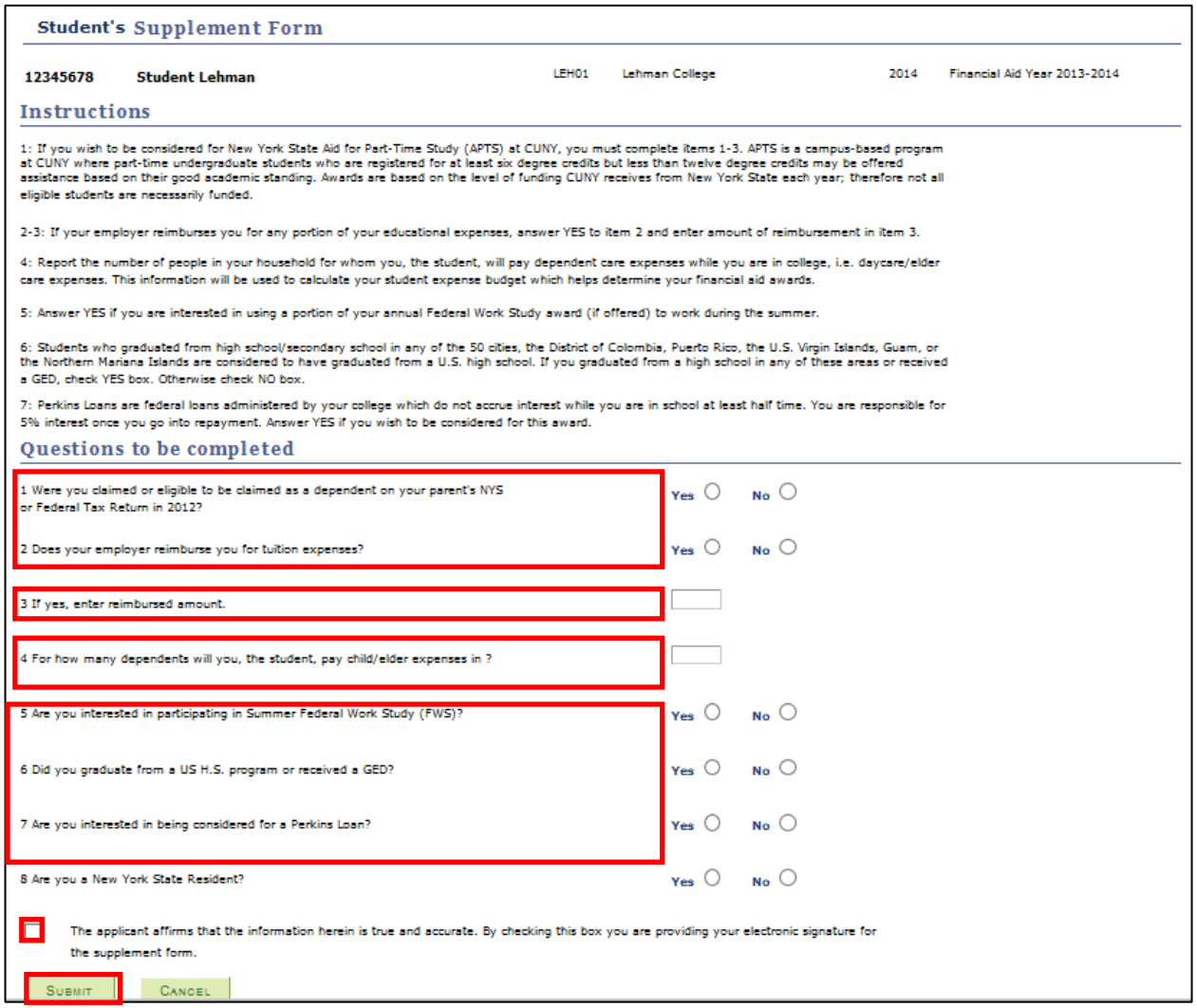
Students may use Self Service to apply on-line for a supplement using an electronic signature.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Finances** section, click the **Supplement Form** link.

4.	 On the **Supplement Form** page, click the **Institution** **Look Up** icon and then select the correct **Academic Institution**, **Description**, or **Short Description** link.
5.	On the **Supplement Form** page, enter the four digit year or click the **Aid Year** **Look Up** icon and then select the **Aid Year** or **Description** link.
6.	Click the **OK** button.

7.



Student's Supplement Form

12345678 **Student Lehman** LEH01 Lehman College 2014 Financial Aid Year 2013-2014

Instructions

1: If you wish to be considered for New York State Aid for Part-Time Study (APTS) at CUNY, you must complete items 1-3. APTS is a campus-based program at CUNY where part-time undergraduate students who are registered for at least six degree credits but less than twelve degree credits may be offered assistance based on their good academic standing. Awards are based on the level of funding CUNY receives from New York State each year; therefore not all eligible students are necessarily funded.

2-3: If your employer reimburses you for any portion of your educational expenses, answer YES to item 2 and enter amount of reimbursement in item 3.

4: Report the number of people in your household for whom you, the student, will pay dependent care expenses while you are in college, i.e. daycare/elder care expenses. This information will be used to calculate your student expense budget which helps determine your financial aid awards.

5: Answer YES if you are interested in using a portion of your annual Federal Work Study award (if offered) to work during the summer.

6: Students who graduated from high school/secondary school in any of the 50 cities, the District of Colombia, Puerto Rico, the U.S. Virgin Islands, Guam, or the Northern Mariana Islands are considered to have graduated from a U.S. high school. If you graduated from a high school in any of these areas or received a GED, check YES box. Otherwise check NO box.

7: Perkins Loans are federal loans administered by your college which do not accrue interest while you are in school at least half time. You are responsible for 5% interest once you go into repayment. Answer YES if you wish to be considered for this award.

Questions to be completed

1 Were you claimed or eligible to be claimed as a dependent on your parent's NYS or Federal Tax Return in 2012? Yes No

2 Does your employer reimburse you for tuition expenses? Yes No

3 If yes, enter reimbursed amount.

4 For how many dependents will you, the student, pay child/elder expenses in ?

5 Are you interested in participating in Summer Federal Work Study (FWS)? Yes No

6 Did you graduate from a US H.S. program or received a GED? Yes No

7 Are you interested in being considered for a Perkins Loan? Yes No

8 Are you a New York State Resident? Yes No

The applicant affirms that the information herein is true and accurate. By checking this box you are providing your electronic signature for the supplement form.

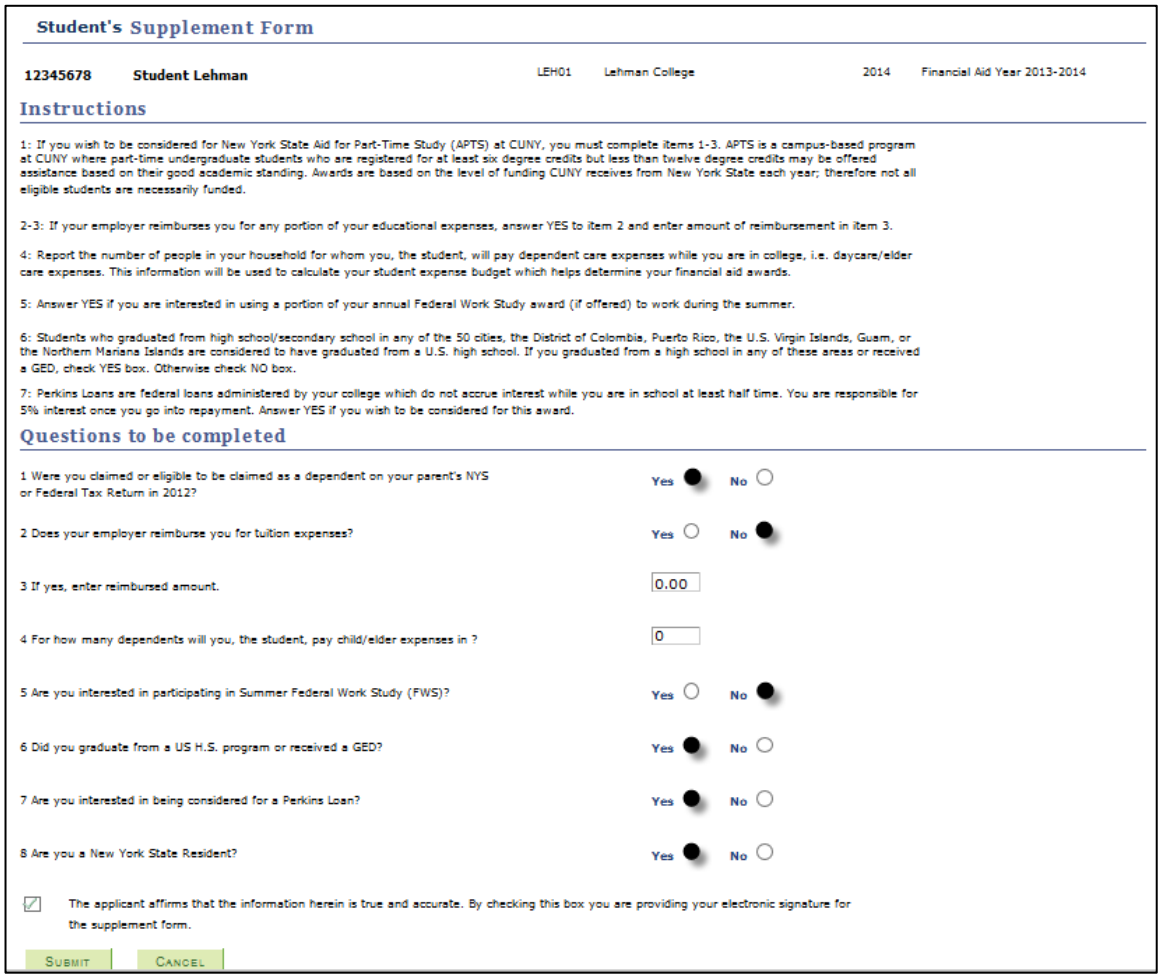
SUBMIT CANCEL

The **Supplement Form** displays for completion.

1. For questions 1, 2 and 5-8, select either the Yes or No radio button.
2. For question 3 enter a dollar amount. If nil, enter 0.00.
3. For question 4 enter a number. If nil, enter 0.
4. Select the checkbox to affirm that the information provided is correct and as an electronic signature for the form.

When you have completed the form, click the **SAVE** button to submit the form for processing.

8.



Student's Supplement Form

12345678 **Student Lehman** LEH01 Lehman College 2014 Financial Aid Year 2013-2014

Instructions

1: If you wish to be considered for New York State Aid for Part-Time Study (APTS) at CUNY, you must complete items 1-3. APTS is a campus-based program at CUNY where part-time undergraduate students who are registered for at least six degree credits but less than twelve degree credits may be offered assistance based on their good academic standing. Awards are based on the level of funding CUNY receives from New York State each year; therefore not all eligible students are necessarily funded.

2-3: If your employer reimburses you for any portion of your educational expenses, answer YES to item 2 and enter amount of reimbursement in item 3.

4: Report the number of people in your household for whom you, the student, will pay dependent care expenses while you are in college, i.e. daycare/elder care expenses. This information will be used to calculate your student expense budget which helps determine your financial aid awards.

5: Answer YES if you are interested in using a portion of your annual Federal Work Study award (if offered) to work during the summer.

6: Students who graduated from high school/secondary school in any of the 50 cities, the District of Colombia, Puerto Rico, the U.S. Virgin Islands, Guam, or the Northern Mariana Islands are considered to have graduated from a U.S. high school. If you graduated from a high school in any of these areas or received a GED, check YES box. Otherwise check NO box.

7: Perkins Loans are federal loans administered by your college which do not accrue interest while you are in school at least half time. You are responsible for 5% interest once you go into repayment. Answer YES if you wish to be considered for this award.

Questions to be completed

1 Were you claimed or eligible to be claimed as a dependent on your parent's NYS or Federal Tax Return in 2012? Yes ● No ○

2 Does your employer reimburse you for tuition expenses? Yes ○ No ●

3 If yes, enter reimbursed amount. 0.00

4 For how many dependents will you, the student, pay child/elder expenses in ? 0

5 Are you interested in participating in Summer Federal Work Study (FWS)? Yes ○ No ●

6 Did you graduate from a US H.S. program or received a GED? Yes ● No ○

7 Are you interested in being considered for a Perkins Loan? Yes ● No ○

8 Are you a New York State Resident? Yes ● No ○

☑ The applicant affirms that the information herein is true and accurate. By checking this box you are providing your electronic signature for the supplement form.

SUBMIT CANCEL

The example of a completed form shown above may vary from your personal situation.

9. When you click the **SAVE** button, CUNYfirst returns to your **Student Center** page.

End of Procedure.

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Personal Contact Information

Maintain your address information.

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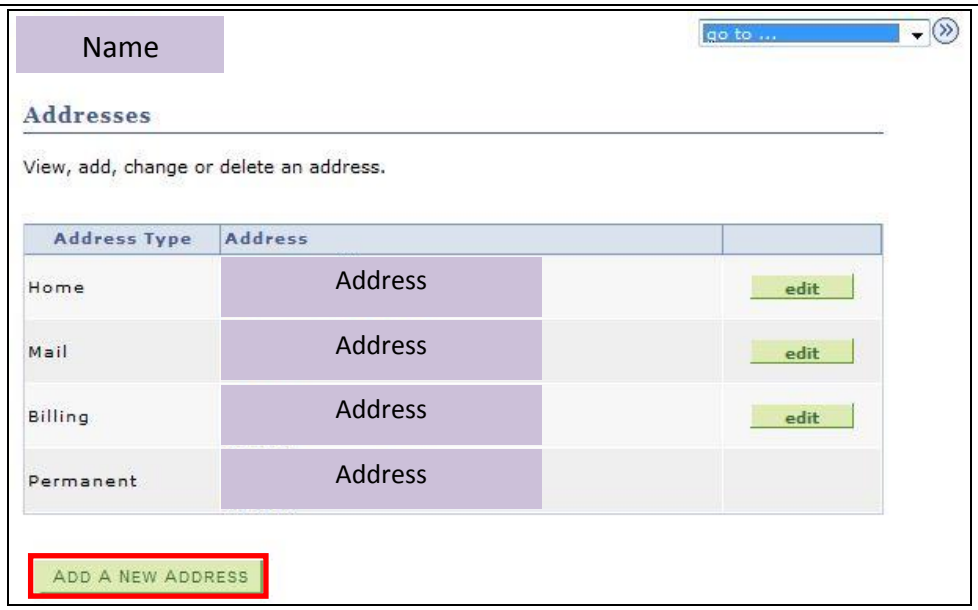
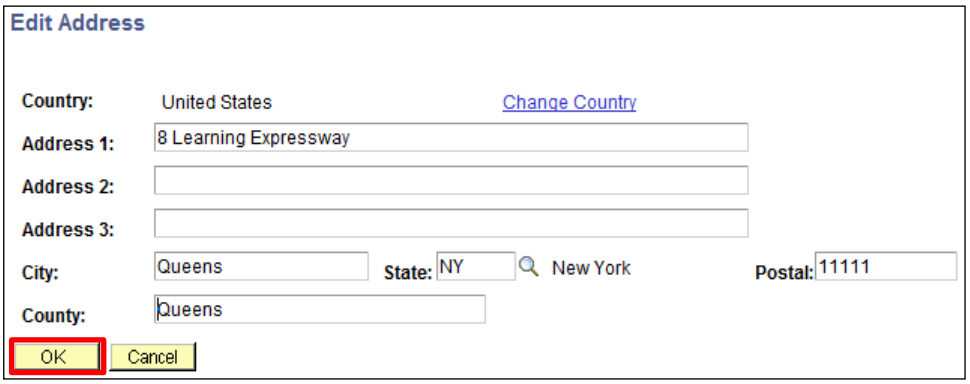
View/Add/Update Addresses

Self Service may be used to view all four types of addresses in use in CUNYfirst. Students may add their Home, Mail, and Billing addresses using Self Service.

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

Step	Action
1.	Enter ***https://home.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 > Student Center.***
3.	 In the **Personal Information** section, select either address link to edit or add addresses.
4.	 The **Addresses** page displays for you to view and verify current addresses on record.
5.	Click the **ADD A NEW ADDRESS** button.

6.	 As needed, on the **Edit Address** page, enter data in the **Address 1, 2, or 3** fields.
7.	Enter the city in the **City** field.
8.	Enter the two-character state postal abbreviation in the **State** field or click the **Look up** icon to select the state postal abbreviation.
9.	Enter the five digit zip code in the **Postal** field.
10.	Place the cursor in the **County** field to auto-display the county based on the other entered data.
11.	Click the **OK** button.
12.	 In the **Add a new address** section, verify the accuracy of the new address. As needed, select the **Edit Address** link to make corrections.
13.	As needed, change the **Date new address will take effect** field. Click the **Choose a date** icon and select the correct year, month and lastly day of the month. ***Note: The current date is the default.***
14.	In the **Address Types** section, select the ☐ checkbox of the appropriate address type.

15.	Click the **SAVE** button.
16.	 The **Add a new address** page, **Save Confirmation** message displays. Click the **OK** button.
	End of Procedure.

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Holds and To Do List

View holds and to dos on your record.
Complete and submit the Meningitis Acknowledgement Form in CUNYfirst.

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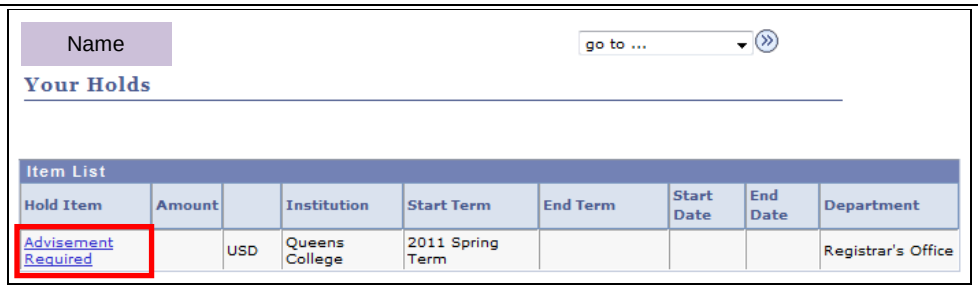
View Holds

Students use the **Student Center** to view current holds (service indicators) on their record for specific services. They may see how to resolve their holds and which institution or department to contact for additional information.

Holds from every institution with CUNYfirst may appear in a student's **Holds** section. Any hold at a CUNY institution other than your primary institution will not preventing you from registering at your primary institution.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Holds** section, a list of current service indicators displays. ***Note: Holds may prevent you from enrolling, so it's important to deal with this prior to your enrollment appointment.***
4.	Click the **details** link to see details of the hold and the department to contact for additional information.
5.	 In the **Hold Item** column, click the link of the item for which you wish to more information if applicable.

6.	 The **Your Holds** page displays.
7.	Click the **Return** button to view other service indicators.
	End of Procedure.

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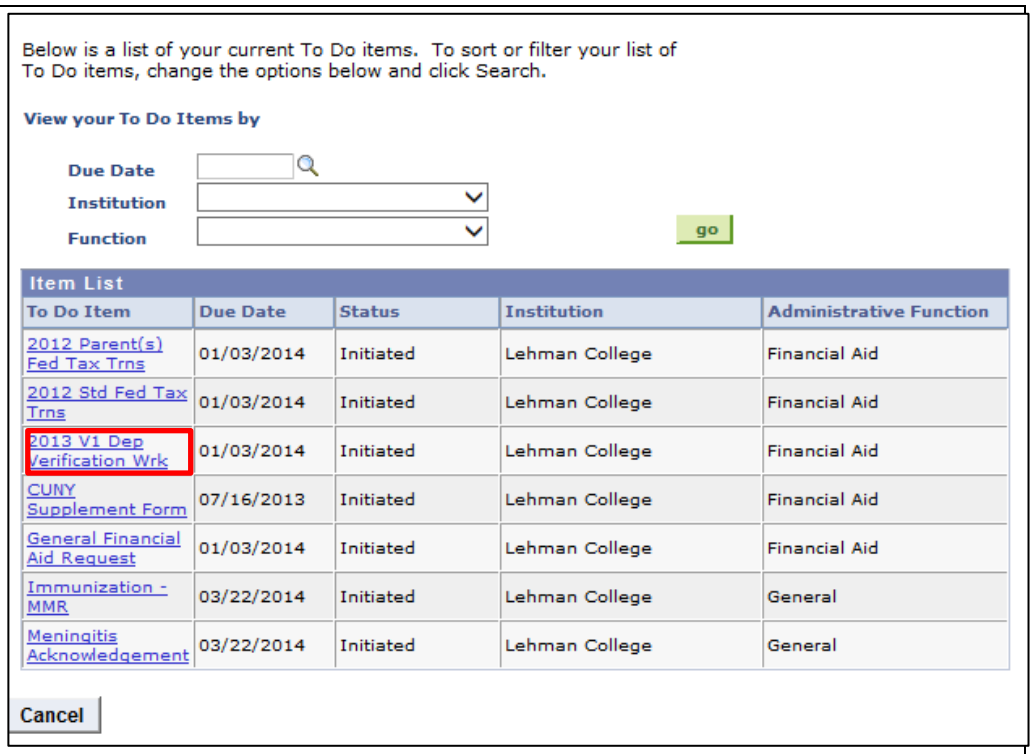
View To Do List

On the Student Center page in the To Do List section, items display to direct students to complete administrative requirements.

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

Step	Action	
	1.	Enter ***https://home.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 > Student Center***.	
3.	 In the **To Do List** section, an initiated checklist displays. Click the **details** link to see more information. ***Note: There will also be a Missing Meningitis Form service indicator that prevents you from enrolling, so it's important to deal with this To Do List item prior to your enrollment appointment.***	

4.



On the **To Dos** List page displays all the To Do Items in the **Item List** column, click the link of the item to see more information.

Note: You can also filter the Item list based on Due Dates, CUNY Institutions (e.g. Lehman, Baruch College etc.) or Function (e.g. Financial Aid, General etc.)

5.

To Do Item Detail

Lehman Student

2013 V1 Dep Verification Wrk

Aid Year:	2014
Academic Institution:	Lehman College
Administrative Function:	Financial Aid
Due Date:	01/03/2014
Contact:	Lehman College
Department:	Financial Aid Office- SH 136
Phone:	718/960-8545

financial.aid@lehman.cuny.edu

Lehman College

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2013-2014 Standard Verification V1 Dependent Worksheet" to the Office of Financial Aid. The form is available on the CUNY website at http://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/20132014DEPV1.pdf

Return

The **To Do Item Detail** page displays. Contact information, due dates when applicable, and a description of the item may display.

End of procedure.

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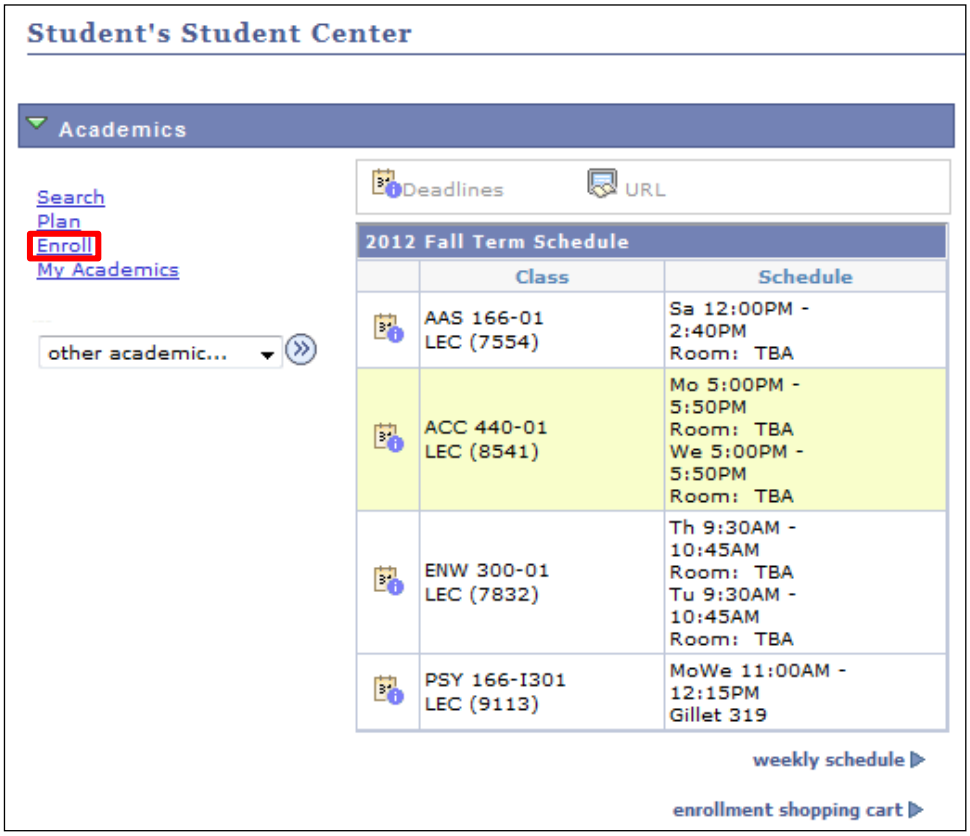
Submit Immunization/Meningitis Acknowledgement Form

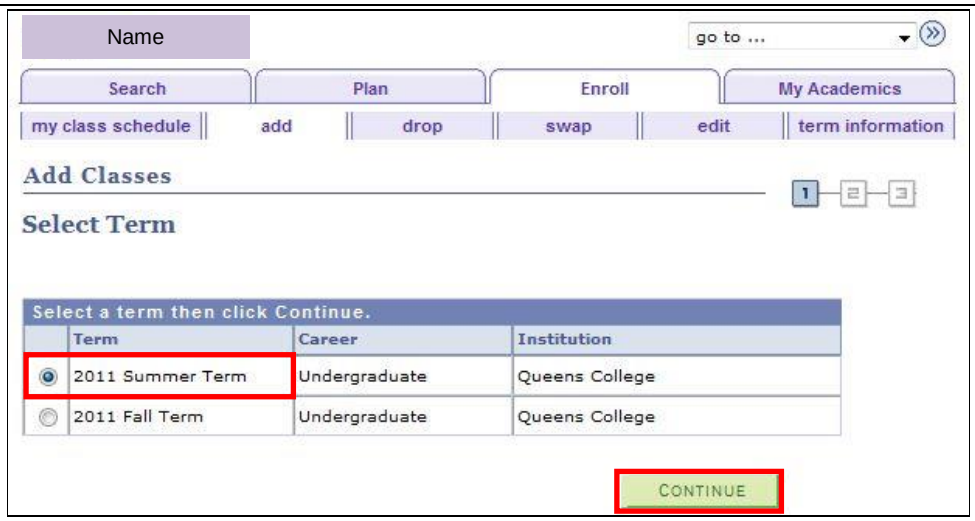
New York state law prohibits students from enrolling in classes until they have submitted their Meningitis Acknowledgement form online or in person. This requirement is enforced by the placement of a Service Indicator that prevents enrollment.

On the Student Center page in the To Do List section an item displays to advise students to complete this requirement.

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

Step	Action	
	1.	Enter ***https://home.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 > Student Center***.	
3.	 On the **Student Center** page in the **Academics** section, click the **Enroll** link.	

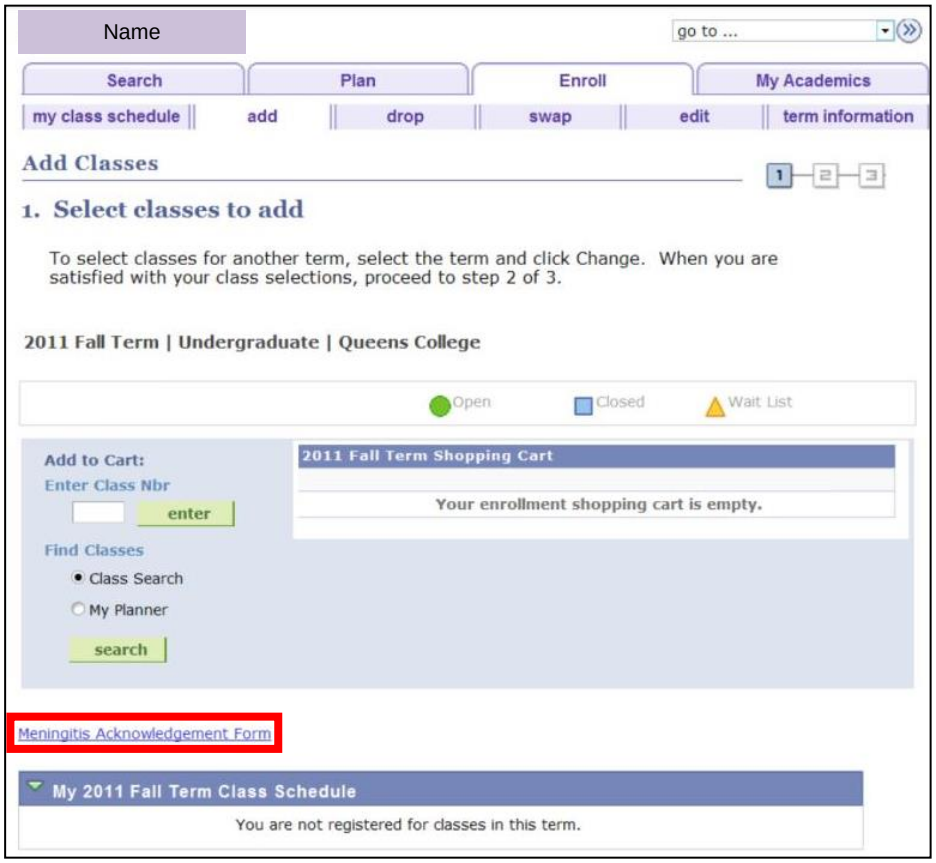
4.



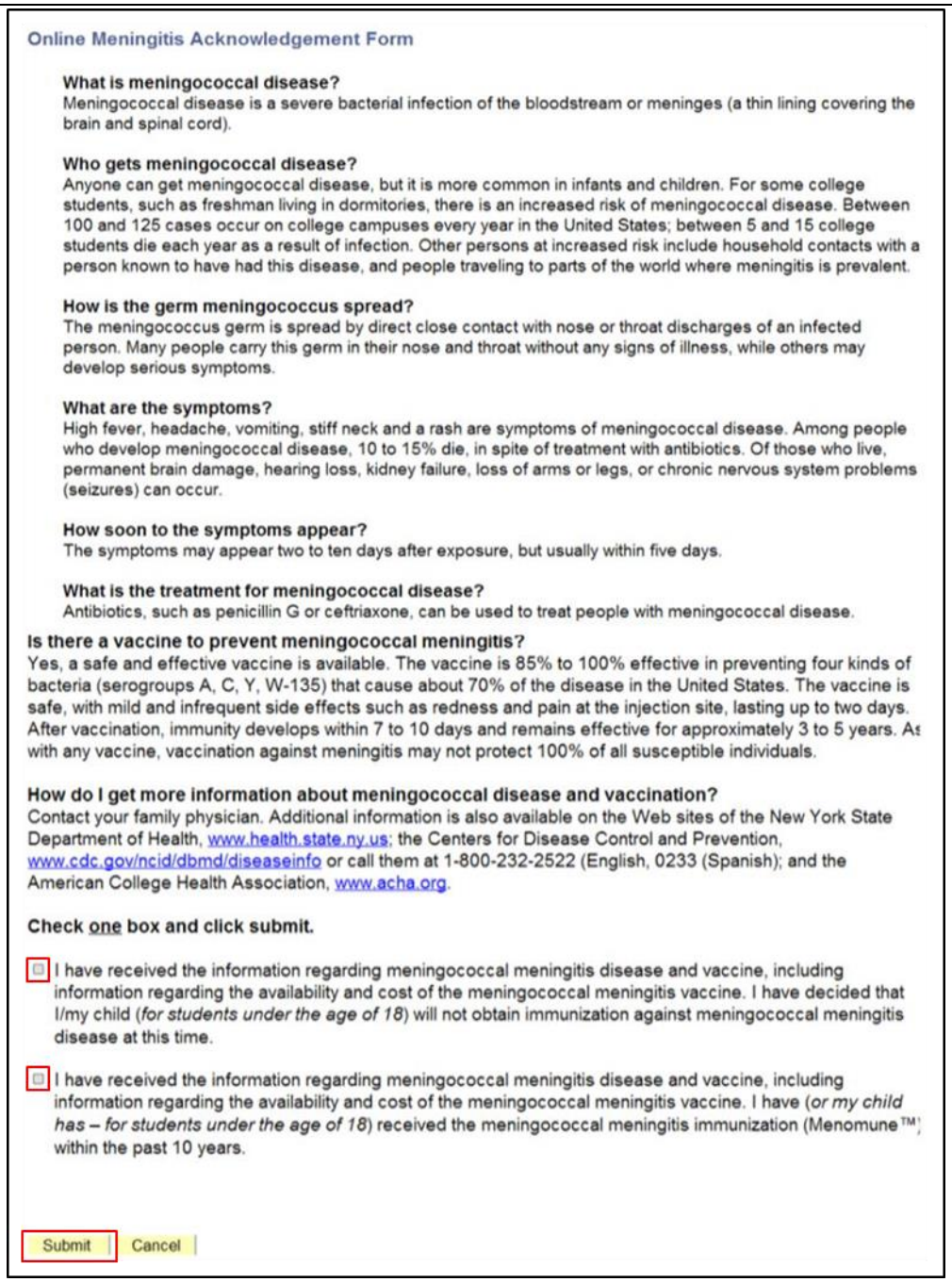
The **Enroll** tab **add** sub-tab **Add Classes** page displays. As needed, select a **term** radio button.

5. Click the **CONTINUE** button.

6.



On the **1. Select classes to add** page, click the **Meningitis Acknowledgement Form** link.

7.	 Online Meningitis Acknowledgement Form **What is meningococcal disease?** Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord). **Who gets meningococcal disease?** Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshman living in dormitories, there is an increased risk of meningococcal disease. Between 100 and 125 cases occur on college campuses every year in the United States; between 5 and 15 college students die each year as a result of infection. Other persons at increased risk include household contacts with a person known to have had this disease, and people traveling to parts of the world where meningitis is prevalent. **How is the germ meningococcus spread?** The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person. Many people carry this germ in their nose and throat without any signs of illness, while others may develop serious symptoms. **What are the symptoms?** High fever, headache, vomiting, stiff neck and a rash are symptoms of meningococcal disease. Among people who develop meningococcal disease, 10 to 15% die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems (seizures) can occur. **How soon to the symptoms appear?** The symptoms may appear two to ten days after exposure, but usually within five days. **What is the treatment for meningococcal disease?** Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease. **Is there a vaccine to prevent meningococcal meningitis?** Yes, a safe and effective vaccine is available. The vaccine is 85% to 100% effective in preventing four kinds of bacteria (serogroups A, C, Y, W-135) that cause about 70% of the disease in the United States. The vaccine is safe, with mild and infrequent side effects such as redness and pain at the injection site, lasting up to two days. After vaccination, immunity develops within 7 to 10 days and remains effective for approximately 3 to 5 years. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals. **How do I get more information about meningococcal disease and vaccination?** Contact your family physician. Additional information is also available on the Web sites of the New York State Department of Health, www.health.state.ny.us; the Centers for Disease Control and Prevention, www.cdc.gov/ncid/dbmd/diseaseinfo or call them at 1-800-232-2522 (English, 0233 (Spanish); and the American College Health Association, www.acha.org. **Check one box and click submit.** ☐ I have received the information regarding meningococcal meningitis disease and vaccine, including information regarding the availability and cost of the meningococcal meningitis vaccine. I have decided that I/my child (*for students under the age of 18*) will not obtain immunization against meningococcal meningitis disease at this time. ☐ I have received the information regarding meningococcal meningitis disease and vaccine, including information regarding the availability and cost of the meningococcal meningitis vaccine. I have (*or my child has – for students under the age of 18*) received the meningococcal meningitis immunization (Menomune™) within the past 10 years. Submit Cancel After reading the form that provides critical facts about meningococcal disease, select one of the two checkboxes to create a record of your decision regarding meningitis immunization.
8.	If the second radio button is selected, then a field displays to enter the date of the immunization.

9.	Click the **Submit** button. ***Note: The Missing Meningitis Form service indicator is released upon submission of this form.***
	End of procedure.

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Submit Pathways My Choice Form

Students may submit their My Choice e-form online to confirm whether or not they have decided to Opt-In to Pathways.

Some CUNY Colleges also require students to see an advisor prior to completing the My Choice Form.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	In the **To Do List** section, an initiated checklist displays. Click the **details** link to see more information. ***Note: When your primary institution requires you to consult an adivisor, then there will also be a Find Out More About Pathways service indicator.***
4.	On the **Advisee To Dos** page in the **Item List** column, click the link of the **Choose Pathway, Yes or No** item to see more information.
5.	The **To Do Item Detail** page displays. Contact information, due dates when applicable, and a description of the item may display.
6.	Select the **Pathways My Choice e-form** link.
7.	Select the radio button to indicate whether you choose to Opt-In to Pathways or choose to continue with your current Catalog Requirements.
8.	Select the **SUBMIT** button. ***Note: An notification is sent to your Campus email to confirm your decision to Opt-In with a copy of the terms.***
	End of procedure.

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Enrollment Verification and Transcripts

Request proof of enrollment.
Obtain unofficial transcripts and purchase official transcripts.

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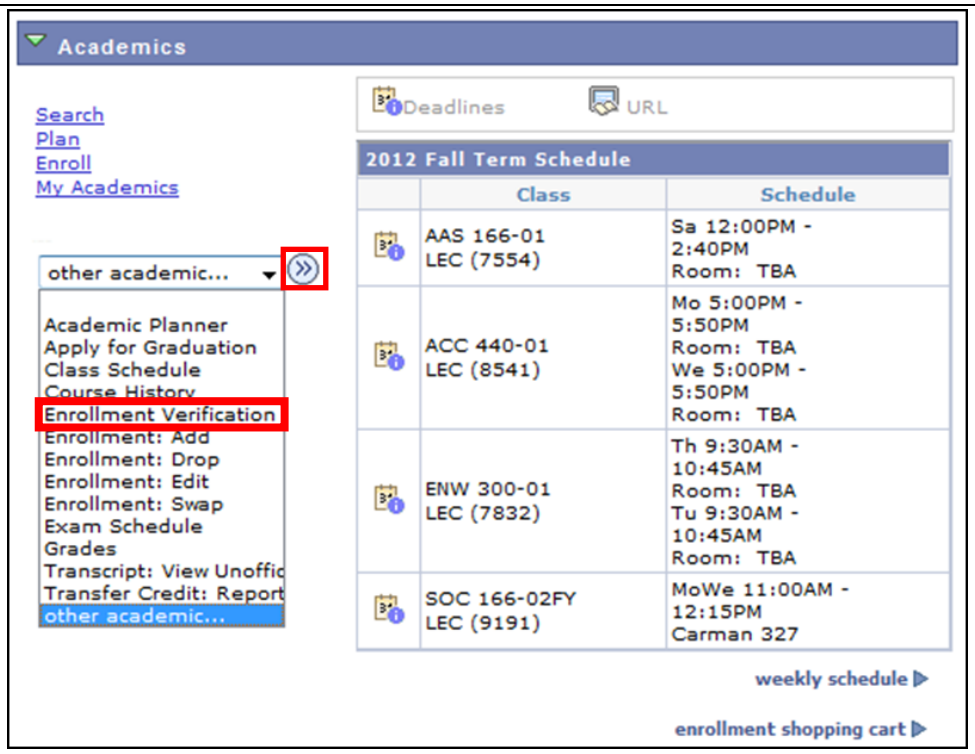
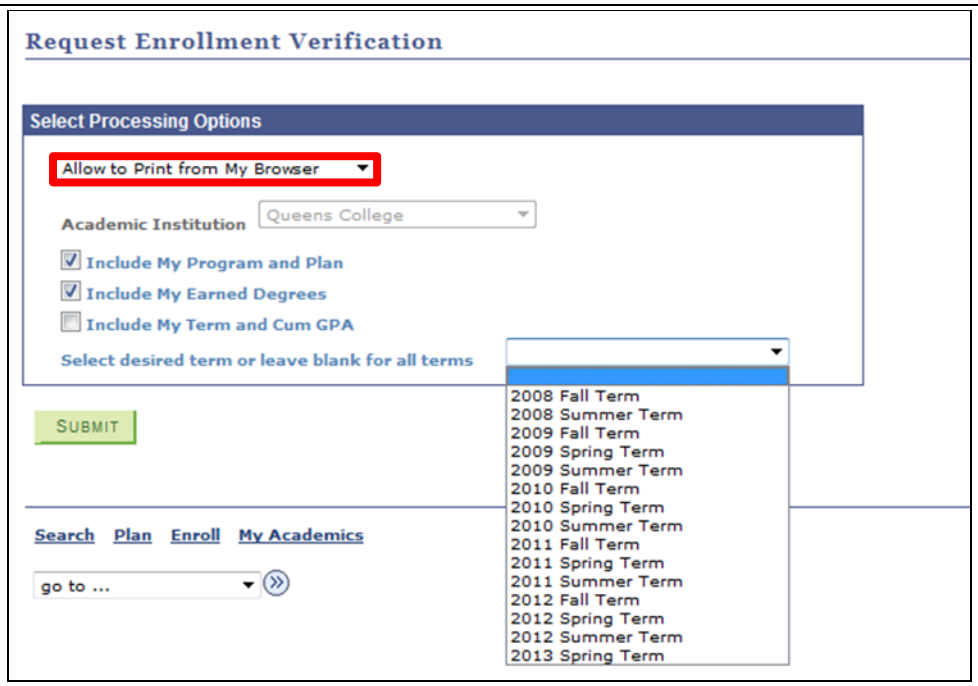
Request Enrollment Verification

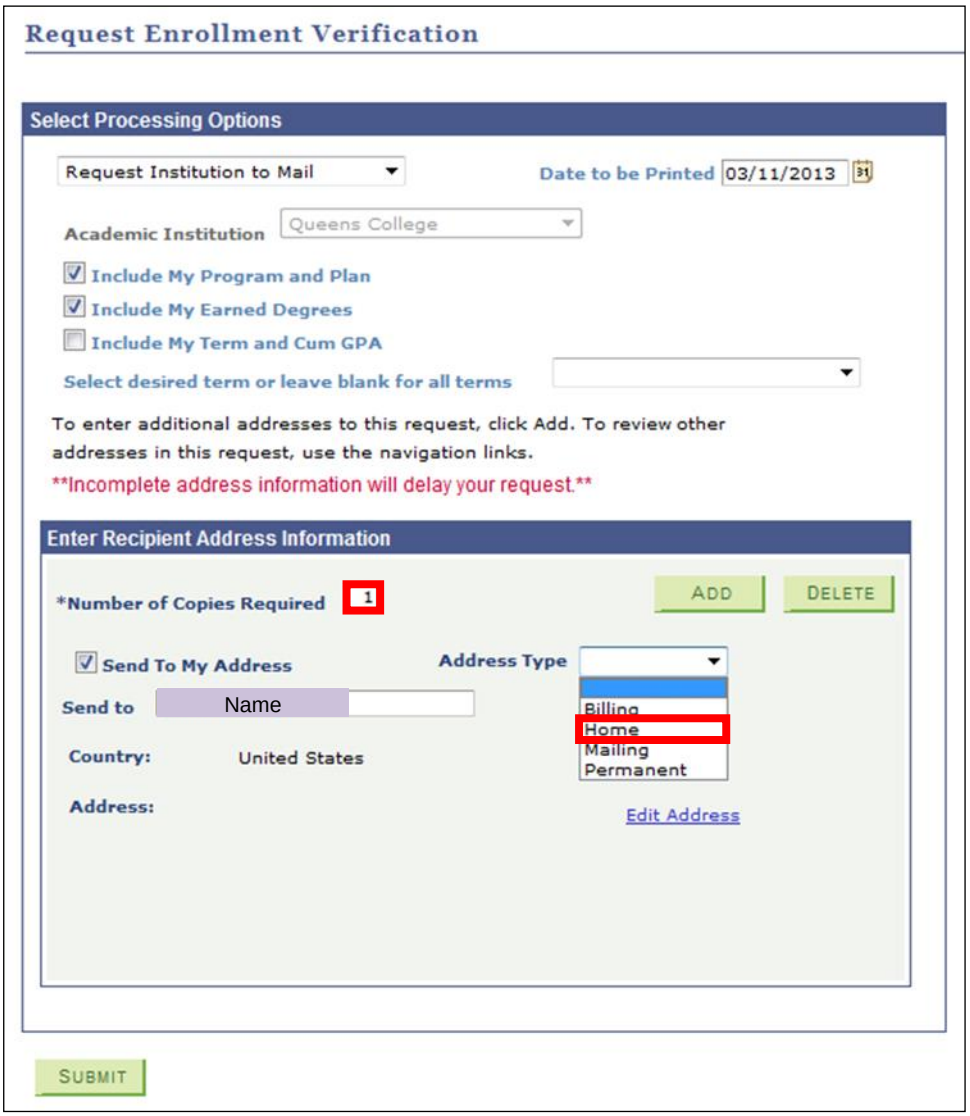
Self-service may be used to have a verification of your enrollment mailed to selected addresses or printed from your browser.

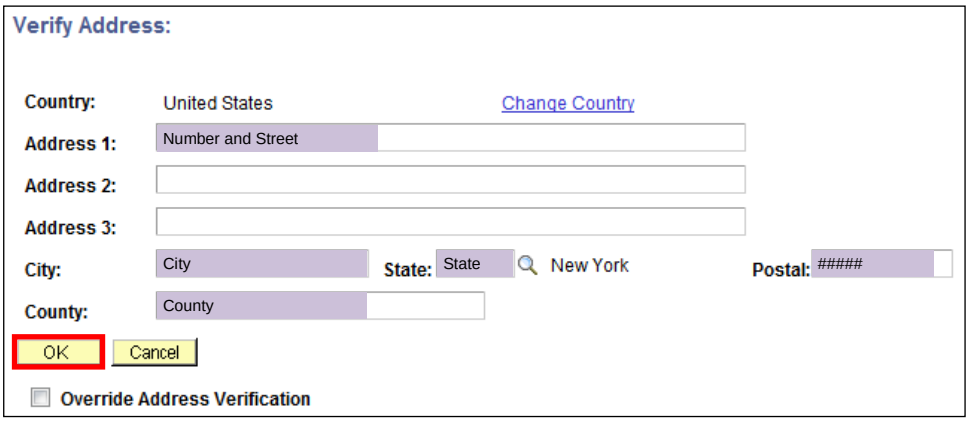
Note: Prior to commencing this step sheet, turn your browser's pop-up blocker off.

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

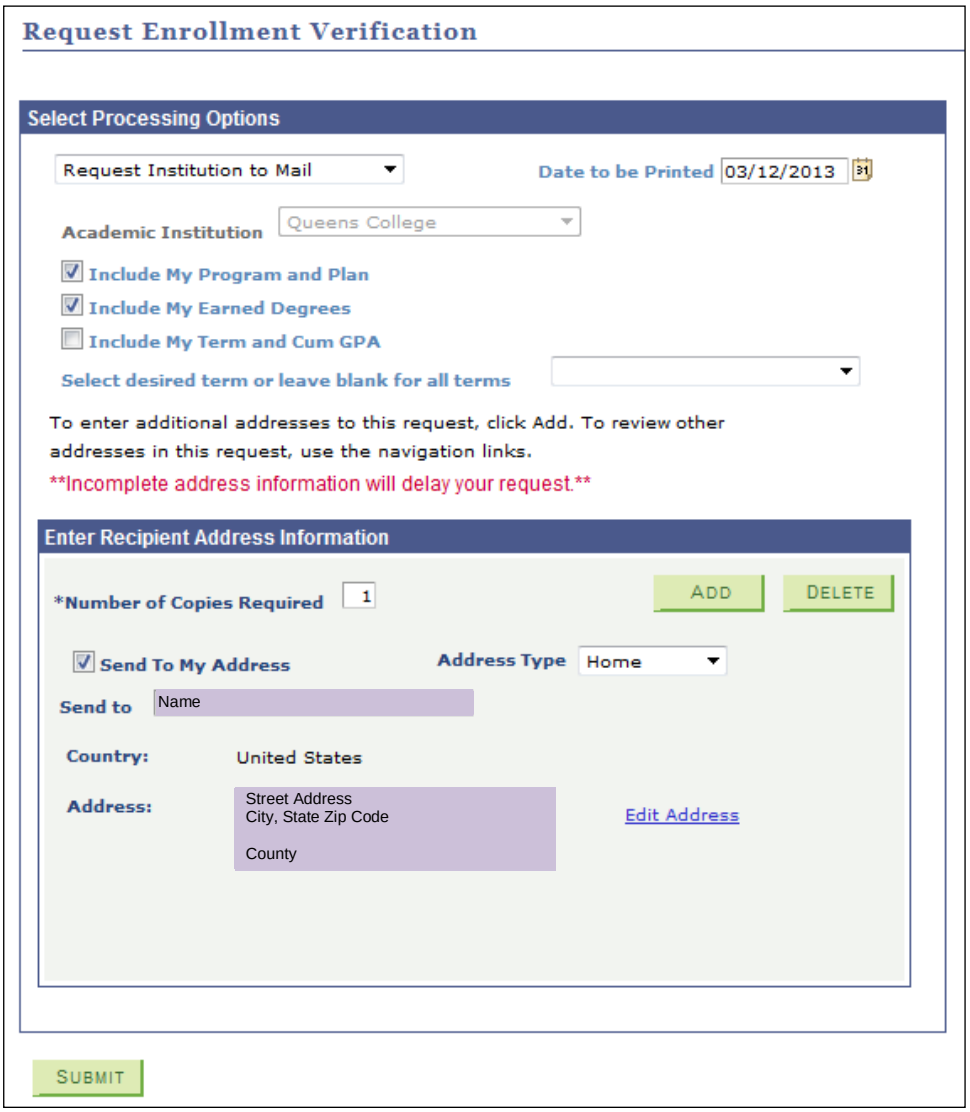
Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Enrollment Verification** and then click the **Go** icon.

4.	 On the **Request Enrollment Verification** page in the **Select Processing Options** section from the dropdown box, select an option to either **Allow to Print from My Browser** or **Request Institution to Mail**. ***Note: The Academic Institution will default.***
5.	Select the checkboxes of the information you wish to include in the **Enrollment Verification**.
6.	From the **Select desired term or leave blank for all terms** dropdown box, select the term for which you wish to request enrollment verification.

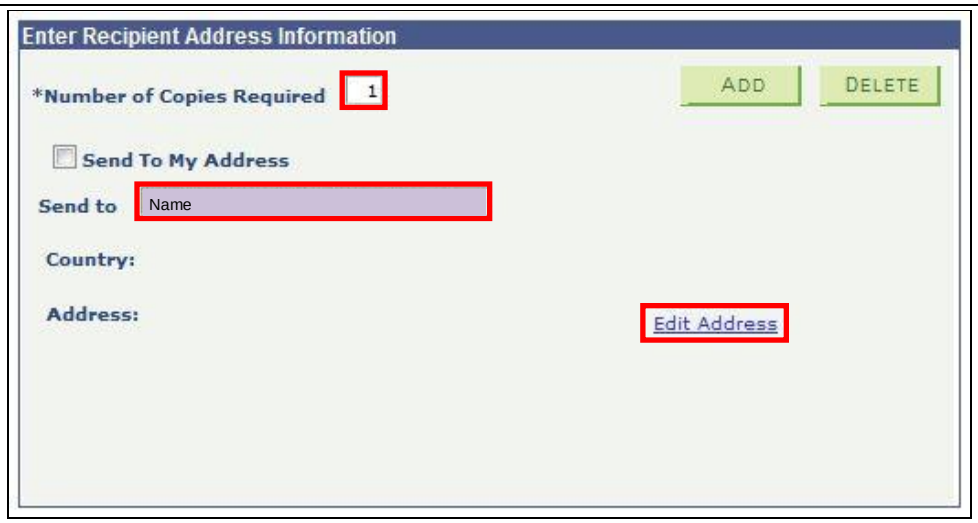
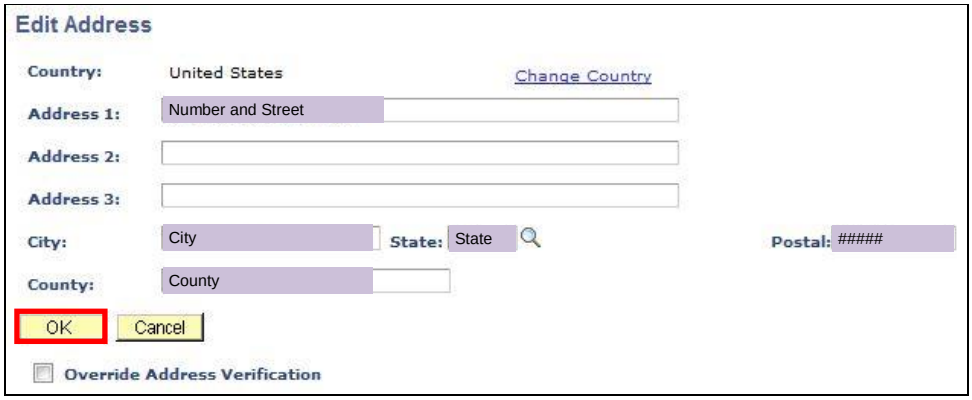
7.	 When **Request Institution to Mail** is selected, the **Enter Recipient Address Information** section appears. If more than one copy is required, then in the **Number of Copies Required** field overwrite the numeral 1 with the correct number of copies.
8.	When the Enrollment Verification is to be mailed to one of the student's addresses, then select the ☐ **Send to My Address** checkbox. ***Note: Upon selection of the Send To My Address checkbox, the student's name automatically displays in the Send to field.***
9.	Upon selection of the **Send to My** Address checkbox, the **Address Type** dropdown menu appears from which the student selects the address to which the Enrollment Verification is to be mailed.

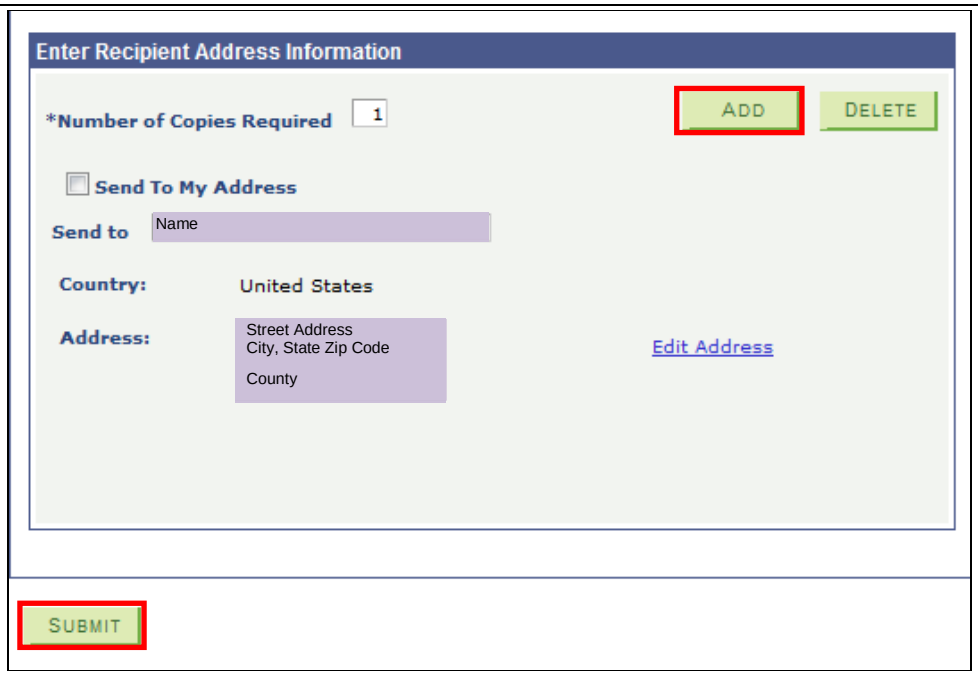
10.	 The **Verify Address** page displays. As needed, edit the address displayed.
11.	Click the **OK** button.

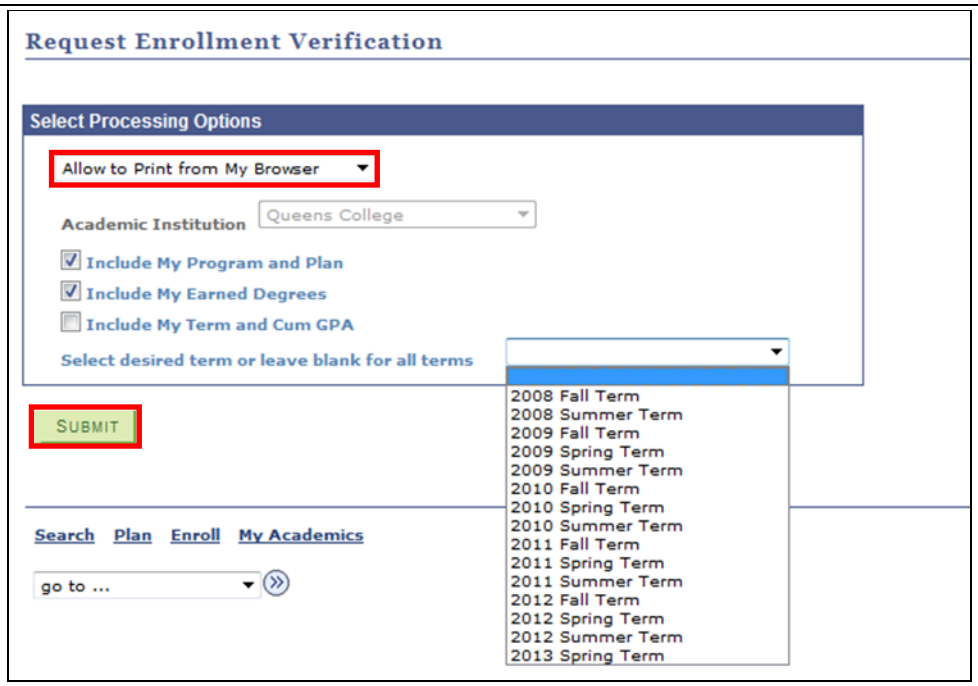
12.



The Request Enrollment Verification page displays with the verified address.

13.	 Alternatively to send the Enrollment Verification to another person or institution, in the **Send to** field enter the name of the recipient.
14.	Click the **Edit Address** link.
15.	 On the **Edit Address** page, enter the mailing address and then click the **OK** button.

16.	 As needed, select the **ADD** button to send an **Enrollment Verification** to additional recipients
17.	Click the **SUBMIT** button.
18.	 The **Save Confirmation** page displays with the message **The Save was successful**.

19.	 Alternatively, select the option **Allow to Print from My Browser** and click the **SUBMIT** button.
20.	The Enrollment Verification page displays. At the bottom of the page, click the **Printer Friendly Version** button.

21.

Queens College

65-30 Kissena Blvd

Flushing, NY 11367-1597

United States

United States

Enrollment Verification as of Mar 11, 2013

Name

ID Nbr: 12013162

SSN: 085-78-8535

Current Program of Study

Career	Academic Program	Exp Comp Dt
Undergraduate	Undergraduate	02/01/2013

Academic Plan	Degree	Declare Dt	Sub-Plan
Spanish 7-12 BA	BA	04/30/2012	
Business & Liberal Arts Minor		12/03/2010	

Enrollment History

Term	Career	Begin Date	End Date	Units	Status
2008 Summer Term	UGRD	06/01/2008	08/15/2008		No Units
2008 Fall Term	UGRD	09/01/2008	12/31/2008	15.00	Full-Time
2009 Spring Term	UGRD	02/01/2009	05/31/2009	14.00	Full-Time
2009 Summer Term	UGRD	06/01/2009	08/15/2009		No Units
2009 Fall Term	UGRD	09/01/2009	12/31/2009	15.00	Full-Time
2010 Spring Term	UGRD	02/01/2010	05/31/2010	16.00	Full-Time
2010 Summer Term	UGRD	06/01/2010	08/05/2010		No Units
2010 Fall Term	UGRD	09/01/2010	12/31/2010	14.00	Full-Time
2011 Spring Term	UGRD	01/28/2011	05/27/2011	15.00	Full-Time
2011 Summer Term	UGRD	06/06/2011	08/15/2011		No Units
2011 Fall Term	UGRD	08/26/2011	12/22/2011	11.00	3/4 Time
2012 Spring Term	UGRD	01/27/2012	05/24/2012	14.00	Full-Time
2012 Summer Term	UGRD	06/04/2012	08/16/2012	3.00	Less 1/2
2012 Fall Term	UGRD	08/27/2012	12/21/2012	15.00	Full-Time
2013 Spring Term	UGRD	01/28/2013	05/24/2013	10.00	3/4 Time

Follow your browser's prompts to print the page.

End of Procedure.

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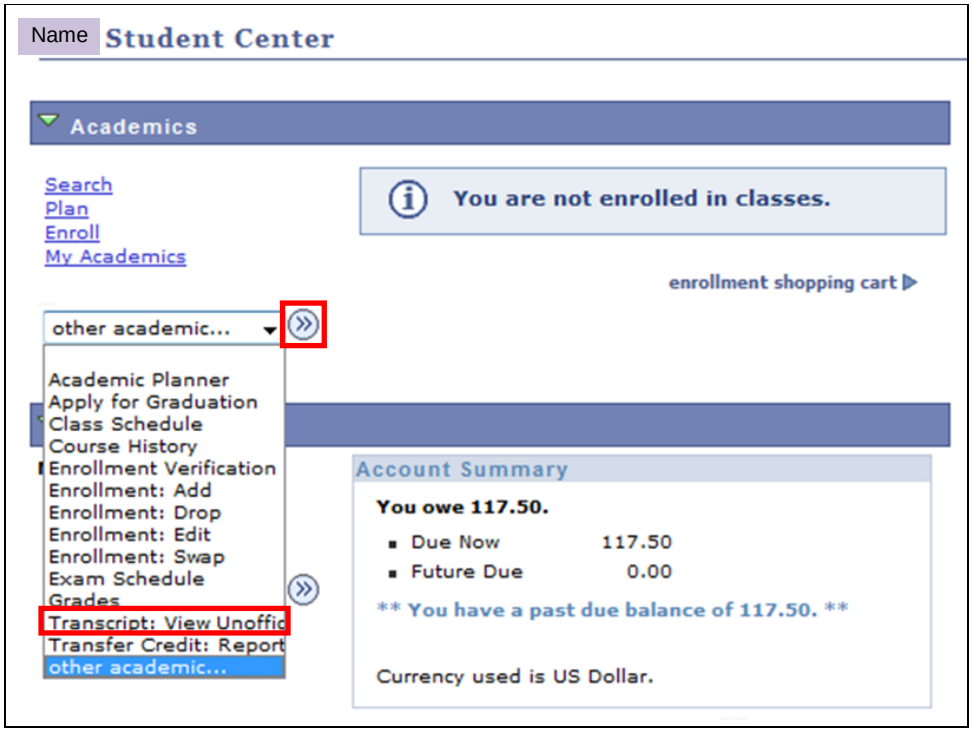
View My Unofficial Transcript

Students are able to use self-service to view, print and/or save in .pdf format an unofficial copy of their transcript.

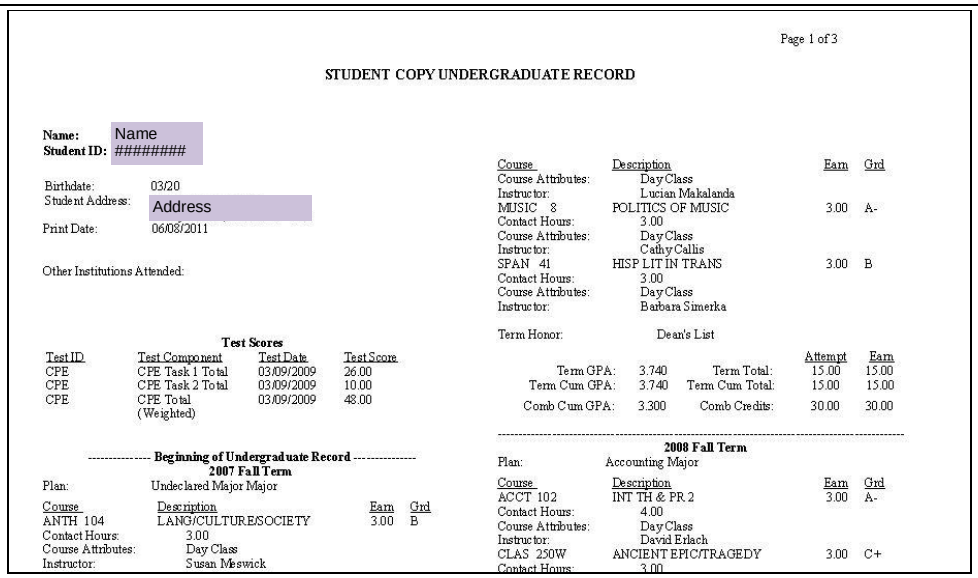
Note: Prior to commencing this procedure, set the browser to allow pop-ups.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Transcript: View Unofficial** and then click the **Go** icon.

4.	 On the **View Unofficial Transcript** page, click the **Academic Institution** dropdown arrow; and then select the correct college or school.
5.	Click the **Report Type** dropdown arrow; and then select **STUDENT UNOFFICIAL TRANSCRIPT**.
6.	Click the **view report** button.

7.



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STUDENT COPY UNDERGRADUATE RECORD

Name: Name
Student ID: ########

Birthdate: 03/20
Student Address: Address
Print Date: 06/08/2011

Other Institutions Attended:

Test Scores

Test ID	Test Component	Test Date	Test Score
CPE	CPE Task 1 Total	03/09/2009	26.00
CPE	CPE Task 2 Total	03/09/2009	10.00
CPE	CPE Total (Weighted)	03/09/2009	48.00

---------- **Beginning of Undergraduate Record** ----------
2007 Fall Term
Plan: Undeclared Major Major

Course	Description	Earn	Grd
ANTH 104	LANG/CULTURE/SOCIETY	3.00	B
Contact Hours:	3.00		
Course Attributes:	Day Class		
Instructor:	Susan Meswick		
MUSIC 8	POLITICS OF MUSIC	3.00	A-
Contact Hours:	3.00		
Course Attributes:	Day Class		
Instructor:	Cathy Callis		
SPAN 41	HISP LIT IN TRANS	3.00	B
Contact Hours:	3.00		
Course Attributes:	Day Class		
Instructor:	Barbara Simerka		

Term Honor: Dean's List

				Attempt	Earn
Term GPA:	3.740	Term Total:		15.00	15.00
Term Cum GPA:	3.740	Term Cum Total:		15.00	15.00
Comb Cum GPA:	3.300	Comb Credits:		30.00	30.00

2008 Fall Term
Plan: Accounting Major

Course	Description	Earn	Grd
ACCT 102	INT TH & PR 2	3.00	A-
Contact Hours:	4.00		
Course Attributes:	Day Class		
Instructor:	David Erlach		
CLAS 250W	ANCIENT EPIC/TRAGEDY	3.00	C+
Contact Hours:	3.00		

The **Student Copy Undergraduate or Graduate Record** will pop-up in .pdf file format to view, print or save as needed.

Note: Please do not press any other buttons or links while processing is taking place.

8.

Name

go to ...

Search | Plan | Enroll | My Academics

View Unofficial Transcript

Previous Requests

Find | View All First 1-2 of 2 Last

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	06/08/2011	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	12267037	Immediate Processing	06/08/2011
view report	03/17/2011	STUDENT UNOFFICIAL TRANSCRIPT	QNS01	12267037	Immediate Processing	03/17/2011

CANCEL

Click the **view report** button to view a previously requested transcript.

End of Procedure.

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Order Official Transcript

Students select the Transcript Ordering link on the Student Center page to be transferred to the **Credentials, Inc.** web page where they may order official transcripts.

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academic Advisement** section, click **Transcript Ordering** link to be redirected to the ***Credentials, Inc***. web page where you may order official transcripts.
	End of Procedure.

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Graduation

Apply for graduation.
Track the progress of your application.

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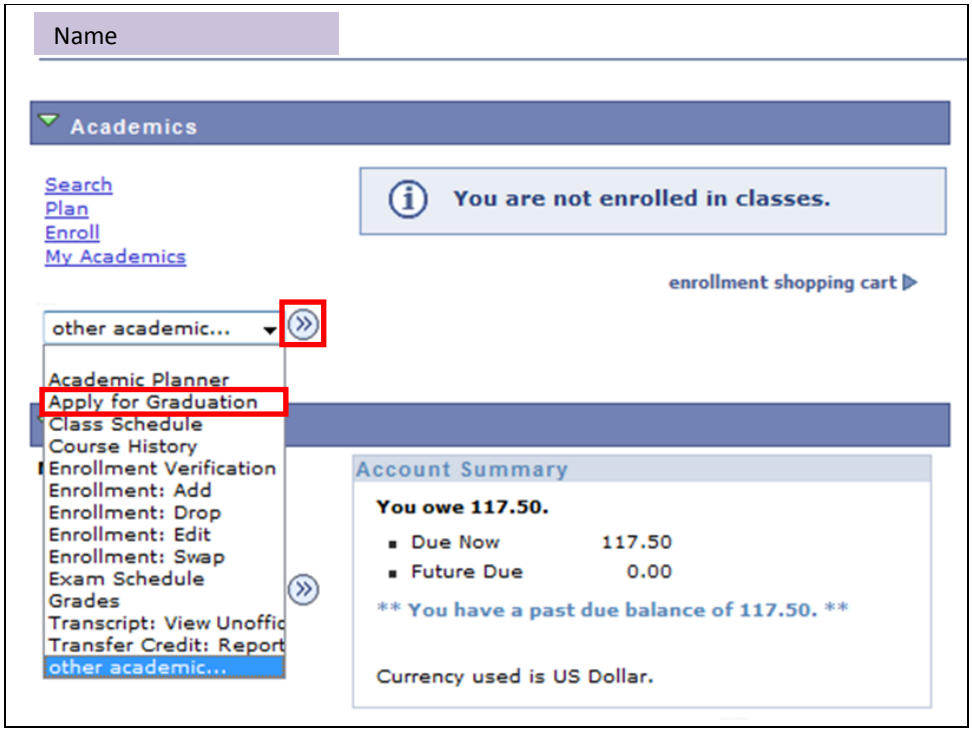
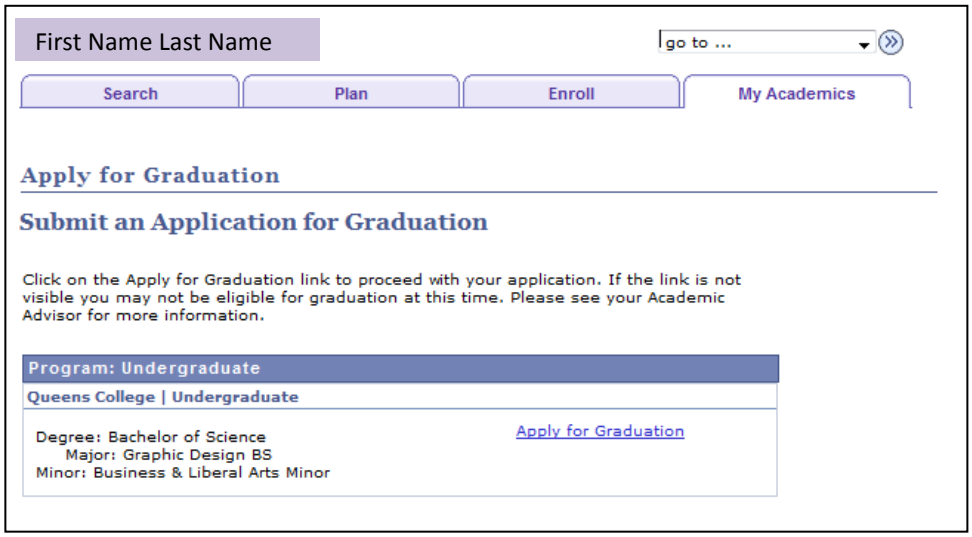
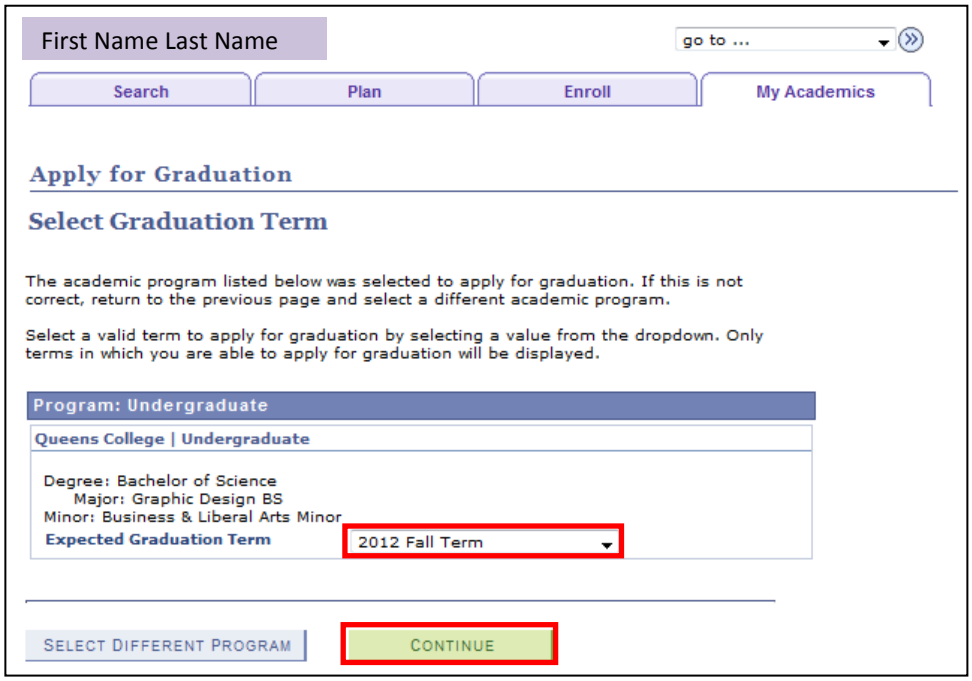
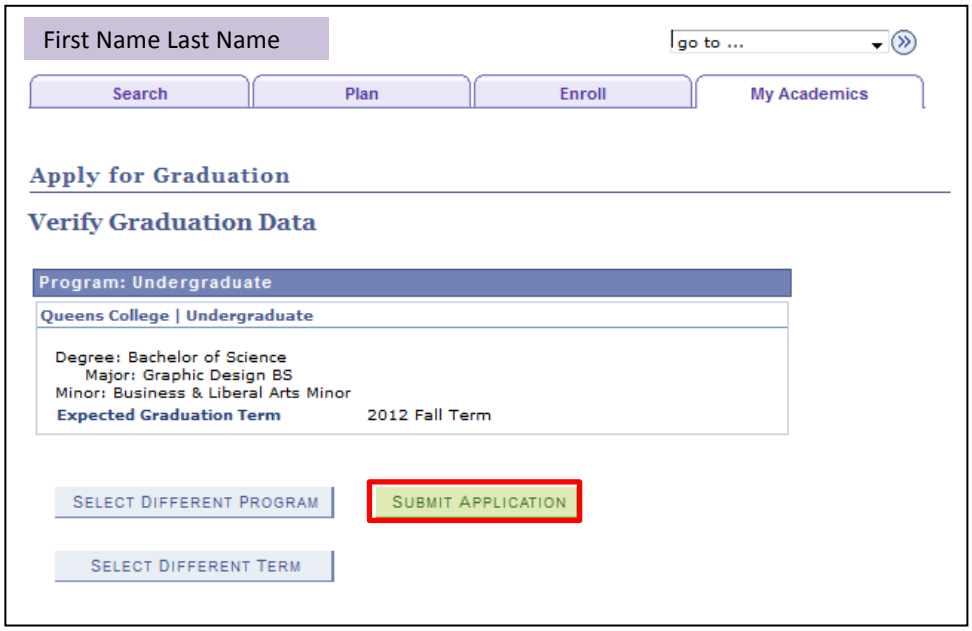
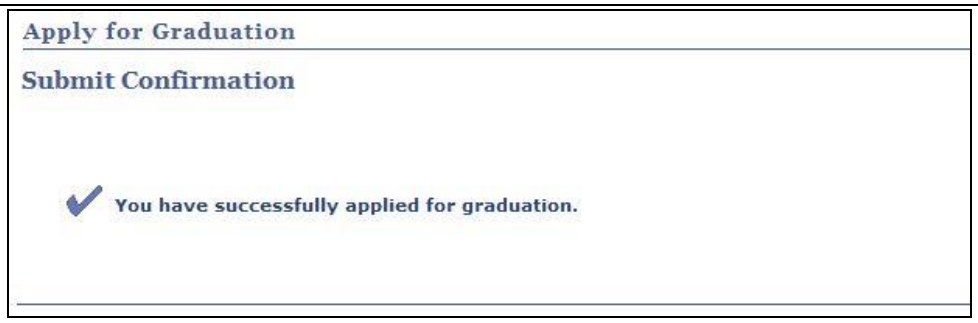
Apply for Graduation

Student can use self-service to apply for graduation online. Students should apply for graduation in the term prior to the term from which you intend to graduate.

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

Step	Action
1.	Enter ***https://home.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 > Student Center***.
3.	 In the **Academics** section from the **other Academic** dropdown box, select **Apply for Graduation** and then click the **Go** icon.

4.	 For the academic program for which you wish to apply, select the **Apply for Graduation** link. ***Note: Only those students who are eligible to graduate by the selected term will be able to continue with their graduation application.***
5.	 From the **Expected Graduation Term** dropdown box, select the term for which you anticipate completing all of the requirements.
6.	Click the **CONTINUE** button.

7.	 On the **Verify Graduation Data** page, click the **Submit Application** button.
8.	 The **Submit Confirmation** page displays.
	End of Procedure.

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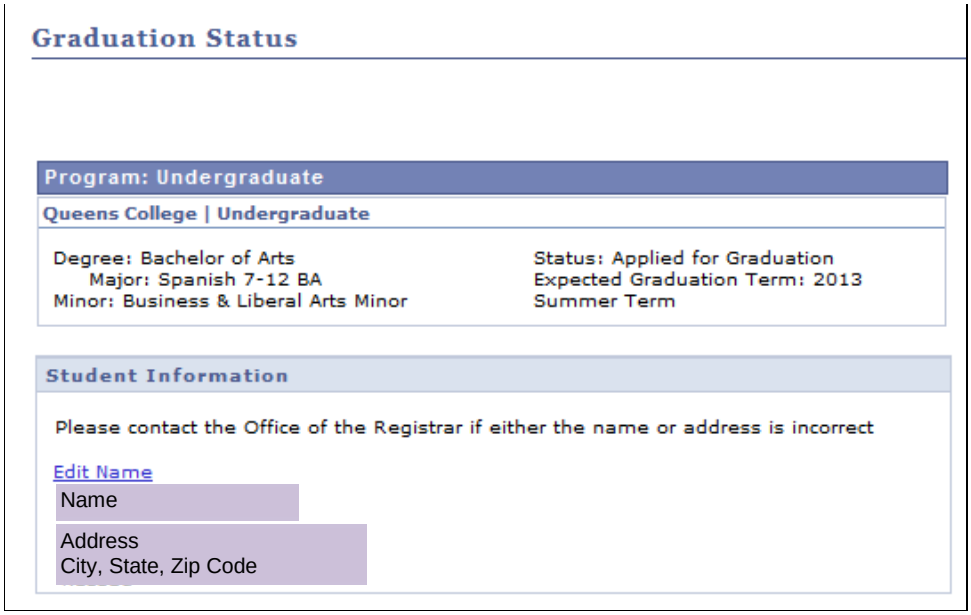
View My Graduation Status

Student may use self-service to track the progress of their graduation application.

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

Step	Action
1.	Enter ***https://home.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 > Degree Progress/Graduation > View Graduation Status***.
3.	 The **Graduation Status** page displays where you are able to view the current status of your graduation application. Note: Contact the Office of the Registrar to request the name on the degree.
	End of Procedure.

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