Campus Solutions Advisement ++ ITS Brooklyn College

Presented by:
ITS Training Team
What is CUNYfirst

CUNYfirst is a Fully Integrated Resources and Services Tool. It is a Web-based system that makes it easier to access and update information from anywhere at any time.

In Good Company: Borough of Manhattan Community College; Brooklyn College, College of Staten Island; Hunter College; New York City College of Technology; and York College will be using CUNYfirst.

CUNYfirst has already replaced CUNY’s legacy HR and financial systems, replaces SIMS, WEBSIMS, WEBGRADE, WEBATTENDANCE, COURSE MATERIALS (e.g. textbooks) at Brooklyn College.
Navigate to the HR/Campus Solutions

1. Log in to CUNYfirst: https://home.cunyfirst.cuny.edu
2. Go to: HR/Campus Solutions
Overview

- **Foundations of Campus Solutions**
  - Campus Solution Modules
  - New Terminology and familiar concepts

- **Self Service**
  - Advisor Center
  - Faculty Center

- **Records and Enrollment**
  - Class Permissions
  - Transcript Report

- **Curriculum Management**
  - Class Roster
  - Grade Roster
  - Print Class Schedule
What is Campus Solutions?

- Student Information System
  - Manages academic careers
  - Supports administrative and student services
  - Provides secure access to student data
  - Provides information for institutional reporting
  - Is integrated with other CUNYfirst university key systems
Modules of Campus Solutions

- Campus Community Module
- Admissions Module
- Self Service Module
- Student Records Module
- Student Financials Module
- Financial Aid Module
Self Service Module

Provides Students, Faculty and Advisors online access to view, update, request, and manage information

Self Service Centers

- **Student Center**  Allows students to add or drop classes, check grades, view class schedules, and view/pay bills.
- **Faculty Center**  Allows faculty to produce class rosters, verify attendance, and submit grades.
- **Advisor Center**  Allows advisors to view a student’s academic progress, enroll students, deal with stops and give override permissions.
Provides a shared view of student information

**Campus Community:**
- Search/Match
- Update Bio-Demo Information
- Residency/Citizen
- Student Services Center
- Tracking/placement of Holds or Stops (Service Indicators)
- Tracking students in groups for campus business processes
- **FERPA** compliance tracking
- Those with security access may view Health, Veterans, Disability information
New ‘lingo’ for Familiar Concepts
# A Guide to CUNYfirst “lingo”

<table>
<thead>
<tr>
<th>SIMS</th>
<th>CUNYfirst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track (UG, Grad, Non Degree)</td>
<td>Academic Career</td>
</tr>
<tr>
<td>Degree (BA, BS…)</td>
<td>Program</td>
</tr>
<tr>
<td>Major/Minor</td>
<td>Academic Plan</td>
</tr>
<tr>
<td>Concentration</td>
<td>Academic Sub-Plan</td>
</tr>
<tr>
<td>Discipline</td>
<td>Subject Area</td>
</tr>
<tr>
<td>Bell Code/Section</td>
<td>Class Section</td>
</tr>
<tr>
<td>Register for classes</td>
<td>Enroll in classes</td>
</tr>
<tr>
<td>Stops/Holds</td>
<td>Negative Service Indicators</td>
</tr>
<tr>
<td>Program codes</td>
<td>Student Groups</td>
</tr>
<tr>
<td>Semester</td>
<td>Term</td>
</tr>
<tr>
<td>Credits</td>
<td>Units</td>
</tr>
</tbody>
</table>
What is Academic Structure?

Your campus’ physical and curriculum organization in CUNYfirst in relation to students’ academic objectives.
What is a Term?

Term is an administrative period.

- Sessions fall within a Term
- Students are billed per Term
- Data is compiled for students and colleges by Term.

A Term Code is generated for every term.

Tip: You can use the Term Code to speed up a class search.
Sessions within Terms

- A term must have at least 1 session
- Classes are scheduled into sessions
- Academic Dates are determined by session

<table>
<thead>
<tr>
<th>TERMS</th>
<th>Fall Term: 1 Session</th>
<th>Spring Term: 2 Sessions</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer: 2 Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Session 1
- Session 2
Academic Calendar

- Defined by:
  - Academic Institution
  - Academic Career
  - Academic Term

- Determine:
  - Key dates in term: Cancel, Withdrawal, Drop
  - Census Date (Form A date)
  - Graduation Application deadlines

- Impacts enrollment, tuition refunds, statistical reporting
What is Effective Dating?

- Creates a row by row chronological record of actions & events
- Maintains an audit trail of actions & events
- Effective Dating Values:
  - **Future** (greater than today’s date)
  - **Current** (closest to but not greater than today’s date); active row.
  - **History** (all rows with a effective date older than the active current row).
- Events & Actions are listed in reverse date order
Positive Service Indicators

- Mainly for administrative tracking
- Examples:
  - Financial Aid eligibility
  - Veterans benefits
  - International Student Services
  - Scholars

Negative:

- Restrict services
- Examples:
  - Advisement Required
  - Overdue Payments i.e., Tuition, Library Fines

Tip: To view Service Indicator information click its star/stop icon.
## Instruction Mode

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FO</td>
<td>Fully online</td>
<td>All class work is online</td>
</tr>
<tr>
<td>H</td>
<td>Hybrid (Blended)</td>
<td>20-80% of class meeting time is either online activity or virtual meetings</td>
</tr>
<tr>
<td>O</td>
<td>Online</td>
<td>Greater than 80% of class meeting time is either online activity or virtual meetings</td>
</tr>
<tr>
<td>P</td>
<td>In-Person</td>
<td>No course content or assignments are delivered online</td>
</tr>
<tr>
<td>PO</td>
<td>Partially online</td>
<td>Some class work is online</td>
</tr>
<tr>
<td>W</td>
<td>Web-enhanced</td>
<td>Class meetings are as scheduled. Some course content, assignments, and required or optional activities are online</td>
</tr>
</tbody>
</table>
Advisor Center

- **Self Service**
  - **Advisor Center**
    - View a student’s record from an Advisor’s perspective
    - View a student’s current schedule, long and short term plans and academic progress to date.
    - May view, add, edit and release service indicators*
    - May view, activate or inactivate a student in a student group*

*Security Access is required*
Navigate to the Advisor Center

- HR/Campus Solutions
- Self Service
  - Advisor Center
Advisor Center Overview

**HR/Campus Solutions> Self-Service> Advisor Center**

- **my advisees** – students to whom you are linked
- **student center** – advisee’s schedule, preferred sections in shopping cart
- **general info** – service indicators and impacts, membership in student groups
- **transfer credit** – courses and equated credits, test credits
- **academics** – career, program, term summary & GPA
Enrollment Request – Student Basis

HR/Campus Solutions > Records and Enrollment > Enroll Students > Enrollment Request

Enrollment Request

Enrollment Request ID: 0017377026
User ID: B0309414
Status: Error Found
Operator: Enrollment Access

Enrollment Request Details

Sequence Nr.: 1
Action: Enroll
Action Reason: CONV, Conversion

Class Nr.: 24534
Accounting 6720, 01
Lecture
Introduction to Accounting
Undergraduate

Related Class 1:
Related Class 2:
Start Date:
Instructor ID:

Grading Basis: Ober Undergraduate Letter Grades
Units Taken: 4.00
Designation:

Additional Overrules:
Appointment
Career
Closed Class
Class Minutes
Dynamic Dates

Error Message:
Message Sequence: 1
Severity: ERROR
Last Update Date/Time: 05/20/13 14:49:51 PM

Error: Already Enrolled in Class. Add Not Processed. (44640.0)
The enrollment request was not processed, an enrollment record already exists for the class and term specified. Verify class number and term, and resubmit the request.

CUNYfirst
Fully Integrated Resources & Services Tool

Serving our Students, Faculty & Staff
Faculty Center

- **Self Service**
  - Faculty Center
    - View teaching schedule
    - View exam schedule
    - Enter Textbook information
    - View & Print class roster
    - Send notifications to students listed on roster
    - Submit Verification of Attendance
    - Enter and submit grades for posting
Faculty Center Overview

HR/Campus Solutions > Self-Service > Faculty Center

Faculty Center

- **my schedule** schedule of classes; daily/weekly
- **class roster** roster of students in a class
- **grade roster** submit grades for posting
- **verification of attendance roster** submission
- **my textbooks** enter textbook information including price and identifiers
Campus Community

HR/Campus Community> Student Service Ctr (Student)

- Single entry point to view and update (depending on security) a wide range of student data
- Tabs to these 7 components:
  - **student center** advisee’s current schedule,
  - **general info** service indicators and impacts, membership in student groups
  - **admissions** Current status and program.
  - **transfer credit** courses and equated credits, test credits
  - **academics** career, program, term summary
  - **finances** Student Billing/Account & Financial Aid
  *Not in Advisor Center
Try it! Log in to CUNYfirst

- Claim your account in the CUNYfirst Simulation/Training System: https://cnyeptst.cunyfirst.cuny.edu
- Use your worksheet to write down your account information

Username: 
Password: 

Forgot your password?

Change Password

First time users
Log in to the CUNYfirst training (simulation) system: 
https://cnyeptst.cunyfirst.cuny.edu

Or production system: 
https://home.cunyfirst.cuny.edu

- Try the practice exercises on the following slides.
- The underlined items are links to Step Sheets that will guide you through each task.
Try it! Advisor Center, My Advisees

HR/Campus Solutions > Self-Service > Advisor Center > My Advisees

1. View List of Advisees
2. Search for a Student drop-in
3. Send Notification to Advisee(s)
Try it! Advisor Center, Student Center

HR/Campus Solutions > Self-Service > Advisor Center > Student Center

1. View Advisee Student Center
2. View Course History
3. View Grades
4. View Unofficial Transcript
5. View Transfer Credit Report
6. Browse Course Catalog
7. Search for Classes
8. View Shopping Cart
9. View My Class Schedule
Try it! Advisor Center, Transfer Credit

HR/Campus Solutions > Self-Service > Advisor Center > Transfer Credit

Transfer Credit
1. View Advisee Transfer Credit
Try it! Advisor Center, General Info

1. View Advisee General Information
2. Assign Service Indicators
3. View Service Indicators
4. Edit Service Indicators*
5. Release Service Indicators*
6. View To Do List
7. Activate a student in a Student Group
8. Inactivate a student in a Student Group
Try it! Advisor Center, Academics

HR/Campus Solutions> Self-Service> Advisor Center> Advisee Academics

1. View Advisee Academics
2. View Academic Statistics for All Terms
3. View/Print Study List (enrolled & dropped courses)
4. View Enrollment Dates
Try it! Faculty Center

HR/Campus Solutions > Self-Service > Faculty Center

1. View the teaching schedule in both a grid and calendar format
2. View the exam schedule
3. Enter My Textbooks
4. View Textbook Summary
5. View/Download/Print their class roster
6. Send notifications to students on the roster
7. Submit Verification of Attendance Roster
8. View their grade roster
9. Enter and submit grades for posting
Try it! Campus Community

HR/Campus Solutions> Self-Service > Campus Community>Student Services Ctr

1. View FERPA Information
2. Explore Student Center 360 view of student
3. Click ‘General Info’ Tab
4. Explore Admissions Tab
5. Explore Transfer Credit Tab
6. Explore Academics Tab
7. Explore Finances Tab
Try it! Records and Enrollment

HR/Campus Solutions > Records and Enrollment > Enroll Students

1. Student Quick Enroll
2. Student Quick Drop
3. Student Quick Swap
4. Student Enrollment Request
5. List of Enrollment Requests
6. Term Processing: Class Permissions
Try it! Records and Enrollment

HR/Campus Solutions > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Give 2 students Permission to enroll in a class. Override class capacity.
Search for a Class Roster.
Try it! Curriculum Management

HR/Campus Solutions>Curriculum Management>Class Roster

Class Roster

2013 Spring Term | Regular Academic Session | Brooklyn College | Undergraduate

**ACCT. 3201 - 08 (42521)**
Business Law I (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
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<tbody>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>Robyn Berland</td>
<td>01/28/2013 - 05/24/2013</td>
</tr>
</tbody>
</table>

*Enrollment Status: Enrolled

Enrollment Capacity: 30 Enrolled: 1

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Customize</th>
<th>Find</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>ID</td>
<td>Name</td>
<td>Grade Basis</td>
<td>Units</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Graded</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Select All   Clear All

notify selected students
Try it! Curriculum Management

HR/Campus Solutions>Curriculum Management>Grade Roster

Search for a Grade Roster.

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with BKL01
Term: begins with
Subject Area: begins with
Catalog Nbr: begins with
Campus: begins with
Session: =
Course Offering Nbr: =
Class Section: begins with
Description: begins with
Class Nbr: =

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
Click on ‘Grade Roster’ tab to see the full roster.

Course ID: 110859
Catalog: ACCT.

Offer Nbr: 1
Class Section: 08
Class Nbr: 42521

Brooklyn College
2013 SP
Regular Academic Session

Grade Roster Type
Description
Approval Status
Approval Date
Final Roster Grading Status
Partial Post

1
Final Grade
Final Grade
Approved
04/17/2013
Ready to Post
Post
Resources & Shortcuts

CUNYfirst Quick Reference Guides: All Guides
Advisement Quick Reference Guide
How to give students Permission to Enroll in a class.
Faculty Quick Reference Guide
Faculty Quick Card 1 & Faculty Quick Card 2
Group and Service Indicator lists can be found on the WebCentral CUNYfirst tab)

CUNYfirst Getting Started Guides
Claim Your CUNYfirst Account
Log in to CUNYfirst & Sign out
Change Your CUNYfirst Password
Forgot My Password
Mozilla Pop-up Settings
Internet Explorer Pop-up Settings
Safari Pop-up Settings
Add a Favorite
Delete a Favorite
Sequence Favorites
Resources

firstSolutions Knowledge Base

1. Log in to:
   CUNYfirst Home:
   https://home.cunyfirst.cuny.edu
2. From the ENTERPRISE MENU, click the firstSolutions Knowledge Base link.
Resources

Enterprise Learning Management

1. Log in to:
   CUNYfirst Home:
   https://home.cunyfirst.cuny.edu

2. From the ENTERPRISE MENU, click the Enterprise Learning Management link. Search or Browse the Catalog. Courses you’ve enrolled in will be listed in My Learning.
Handout Exercises Faculty Center

1. View the teaching schedule in both a grid and calendar format
2. View/Download/Print their class roster
3. Send notifications to students on the class roster
4. Save and Approve the Grade Roster
Handout Exercises: Advisor Center

1. View List of Advisee’s/Search for a student
2. View Advisee General Info
3. View the Advisee’s Unofficial Transcript
4. View the Student’s Shopping Cart
5. Search for Classes
6. View Transfer Credit Information
7. View Statistics for all terms
8. View Campus Community/Student Center
9. Student Quick Enroll
10. Student Quick Drop
11. Student Quick Swap
12. View List of Enrollment Requests
Important URLs & Contact Information

Important URLs
- **CUNYfirst Home**: Accessible from off-campus (Safari, IE, Firefox recommended)
  - [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)
- **CUNYfirst Training (Simulation) System**: Accessible on-campus
  - [https://cnyeptst.cunyfirst.cuny.edu](https://cnyeptst.cunyfirst.cuny.edu)

Contacts:
- Gary Waller: [gwaller@brooklyn.cuny.edu](mailto:gwaller@brooklyn.cuny.edu)
- Anna Rakhmanchik: [annar@brooklyn.cuny.edu](mailto:annar@brooklyn.cuny.edu)

Report CUNYfirst Access Problems to:
- [cunyfirst@brooklyn.cuny.edu](mailto:cunyfirst@brooklyn.cuny.edu)
- ITS CUNYfirst Support 718-951-4200
- Forms to Request Access to CUNYfirst modules:
  - [CS_UserAccessForm-v350c.pdf](https://www.cunyfirst.cuny.edu)
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BC CUNYfirst General News & Information
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