



# CUNYfirst

# Manual

Queens College

OCT Training & Technology Solutions

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## CUNYfirst Manual

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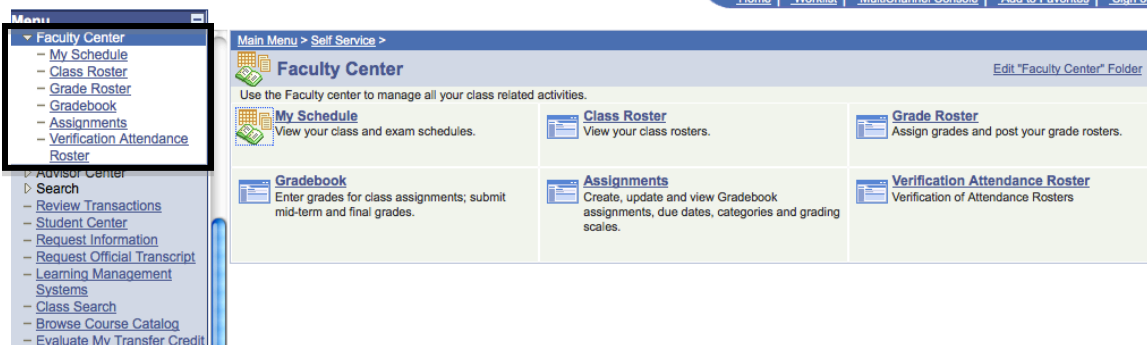
# CUNYfirst Faculty Center

## Faculty Center

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Self Service > Faculty Center



Click on **Faculty Center**...



## My Schedule

In order to access your schedule, you will need to click on the **My Schedule** link where you will be taken to this page:

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster
verification of attendance rosters

**Faculty Center**

**My Schedule**

2011 Spring Term | Queens College change term

[View Personal Data Summary](#)  
[View Textbook Summary](#)  
[My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ **Show Enrolled Classes Only**

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2011 Spring Term > Queens College						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
<a href="#">CSCI 212-1</a> (1234)	OBJ-ORIENT PRG JAVA (Lecture)	23	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011	
<a href="#">CSCI 212-2</a> (2345)	OBJ-ORIENT PRG JAVA (Lecture)	20	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011	
<a href="#">CSCI 212-3</a> (1236)	OBJ-ORIENT PRG JAVA (Lecture)	22	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011	
<a href="#">CSCI 3981-1</a> (1237)	INTERNSHIP (Lecture)	1	TBA	TBA	Jan 28, 2011 - May 27, 2011	

If you click on **Show Enrolled Classes Only**, you will be able to see the classes that students have enrolled in.

Here, you will see:

- The class number and titles
- Number of enrolled students,
- The times you are teaching the course
- The room where the course meets
- The term start and end dates

By clicking on any class link, you will see extra information about that course. You will be able to see:

CSCI 212 - 1 Object-Oriented Programming in Java

Queens College | 2011 Spring Term | Lecture

[Return to Faculty Center](#)

**Class Details**

<b>Status</b>	 Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	1234	<b>Dates</b>	1/28/2011 - 5/27/2011
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Undergraduate Letter Grades
<b>Units</b>	3 units	<b>Location</b>	Main - Queens College
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Queens College
<b>Class Components</b>	Lecture	Required	

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:15AM - 11:05AM	Science C205	John Smith	01/28/2011 - 05/27/2011
TuTh 12:40PM - 1:30PM	Science A223	Jane Doe	01/28/2011 - 05/27/2011

**Enrollment Information**

<b>Enrollment Requirements</b>	PRE: CSCI 111
<b>Class Attributes</b>	Day Class

**Class Availability**

<b>Class Capacity</b>	25	<b>Wait List Capacity</b>	0
<b>Enrollment Total</b>	23	<b>Wait List Total</b>	0
<b>Available Seats</b>	2		

**Description**

Object-oriented algorithmic problem solving in Java, with attention to general as well as language-specific issues including applications, event-driven programming; elements of graphical user interfaces (GUIs); linked lists, recursion, inheritance and polymorphism; file I/O; exception handling; packages; applications of simple data structures; applets; concept of multi-threading; testing and debugging.

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)

- Other meeting times for the course.
- The names of any other professors that are affiliated with the course.
- Prerequisites for the course.
- Class capacity, number of students enrolled, number of available seats
- Waitlist capacity and total (Summer and Fall 2011 Semesters)
- Course Description
- Textbook information (Summer and Fall 2011 Semesters)

## Class Roster

In order to view your class roster, click on the **Class Roster** tab under the **Faculty Center**.

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster
verification of attendance rosters

### Class Roster

[View FERPA Statement](#)

2011 Spring Term | Regular Academic Session | Queens College | Undergraduate

CSCI 212 - 1
change class

Object-Oriented Programming in Java (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:15AM-11:05AM	Science C205	John Smith	01/28/2011 - 05/27/2011
TuTh 12:40PM-1:30PM	Science A223	Jane Doe	01/28/2011 - 05/27/2011

\*Enrollment Status
Enrolled

Enrollment Capacity 25      Enrolled 23

Enrolled Students							Find	First	1-23 of 23	Last
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level			
1	<input type="checkbox"/>	12345678	Doe, John	Graded	3.00	Undergraduate - Computer Science BA	Upper JR			
2	<input type="checkbox"/>	23456781	Lee, May	Graded	3.00	Undergraduate - Computer Science BA	Lower JR			
3	<input type="checkbox"/>	34567821	Rodriguez, Billy	Graded	3.00	Undergraduate - Computer Science BA	Upper JR			
4	<input type="checkbox"/>	45678321	Singh, Imran	Graded	3.00	Undergraduate - Computer Science BS/Mathematics Minor	Upper JR			

For each class, you will see the information of the students who are enrolled in the class.

- CUNY ID
- Full Name
- Academic Plan (Major/Minor)
- They Academic Standing (Level) – Freshman, Sophomore, Junior, Senior

If you are teaching more than one class, you can view another class roster by clicking on the green **Change Class** button.

2011 Spring Term | Regular Academic Session | Queens College | Undergraduate

▼ **CSCI 212 - 1**  
Object-Oriented Programming in Java (Lecture)

change class

Days and Times	Room	Instructor	Dates
MoWe 10:15AM-11:05AM	Science C205	John Smith	01/28/2011 - 05/27/2011
TuTh 12:40PM-1:30PM	Science A223	Jane Doe	01/28/2011 - 05/27/2011

\*Enrollment Status
Enrolled

You will be able to click on the class you want to see by clicking on the course number under **Class**.

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2011 Spring Term > Queens College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">CSCI 212-1 (1234)</a>	OBJ-ORIENT PRG JAVA (Lecture)	23	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011
<a href="#">CSCI 212-2 (1237)</a>	OBJ-ORIENT PRG JAVA (Lecture)	20	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011
<a href="#">CSCI 212-3 (1236)</a>	OBJ-ORIENT PRG JAVA (Lecture)	22	MoWe 10:15AM - 11:05AM	Science C205	Jan 28, 2011 - May 27, 2011
<a href="#">CSCI 3981-1 (1238)</a>	INTERNSHIP (Lecture)	1	TBA	TBA	Jan 28, 2011 - May 27, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

With the **Enrollment Status** dropdown menu above, you can filter the students who:

- Are enrolled in the course.
- Have dropped the course.
- Are on the waitlist for the course. The waitlist function is going to be used for the Summer 2011 and Fall 2011 semesters.

## Verification of Attendance

Select **Verification of Attendance Rosters** to see the attendance rosters available for the current term.

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster
**verification of attendance rosters**

### Faculty Center

### Verification of Attendance Rosters

[View FERPA Statement](#)

2010 Fall Term | Queens College
[change term](#)

[View Personal Data Summary](#)
[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend:
 Class Roster
 Grade Roster
 Learning Management

My Teaching Schedule > 2010 Fall Term > Queens College						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
<a href="#">ACCT 100-01 (1111)</a>	FIN & MGR ACCT (Lecture)	29	Mo 4:30PM - 5:45PM	TBA	Sep 1, 2010-Dec 31, 2010	
<a href="#">ARAB 101-01 (1129)</a>	ELEM ARABIC 1 (Lecture)	21	Mo 10:15AM - 12:05PM	Rathaus 201	Sep 1, 2010-Dec 31, 2010	

In order to submit the Verification of Attendance for one of your courses, you will have to click on the icon that appears to the left of the class number.

2010 Fall Term - Verification of Attendance Rosters					
Class Data	Enrolled	Institution	Submitted		
CCT 100 (1111.01) FIN & MGR ACCT	29	Queens College	No		
ARAB 101 (1129.01) ELEM ARABIC 1	21	Queens College	No		

Select the icon on the grid to navigate to the attendance verification roster.

The attendance verification rosters are due between 11/30/2010 and 12/15/2010.

[return](#)

After you click on the icon, the roster for the class you selected will appear. The roster contains only students who are enrolled for the class – dropped or withdrawn students will not appear on the roster.

#### Verification of Attendance Roster

**Institution:** Queens College  
**Term:** 2010 Fall Term  
**Class Data:** ACCT 100-01 FIN & MGR ACCT  
**Instructor:** John Smith

Verification of Attendance Roster		Find	First	1-29 of 29	Last
12345678	Doe, Jane	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
23456781	Doe, John	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
23456718	Rodriguez, Billy	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
13425678	Rodriguez, Melanie	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			
13456788	Singh, Michelle	Has student attended class at least once?			
		<input checked="" type="radio"/> Yes <input type="radio"/> No			

The default value for the attendance radio button is “Yes”. You will have to select the “No” radio button for any student that has never attended the class.

After you complete the Verification of Attendance for that class, you will need to submit the attendance. You will have three selections to choose from:

SAVE

- Save – You may make changes to the roster without submitting the roster to the Registrar by selecting the “Save” button. This will retain all changes made and will be reflected on the roster the next time you access the roster.

SUBMIT

- Submit – When all changes are final, you will select this button. Once selected, no further changes can be made.

RETURN

- Return – returns the user to the previous page.

Once a roster is submitted to the Registrar, you will see a message when accessing the completed roster on future visits. Also, the 'Save' and 'Submit' buttons will not be visible.

#### Verification of Enrollment Roster

**Institution:** Queensborough CC  
**Term:** 2009 Fall Term  
**Class Data:** AR 232-01 CERAMICS 2  
**Instructor:** John Smith

**\*\* This roster has been submitted to the Registrar. \*\***

## Submitting Grades

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Self Service > Faculty Center > My Schedule

**Faculty Center**

**My Schedule**

[My Exam Schedule](#)  
[View Personal Data Summary](#)

**2009 Fall Term | Queensborough CC**

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

**My Teaching Schedule > 2009 Fall Term > Queensborough CC**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AR 271-01 (1234)	ART TCHR CHLD (Lecture)	9	Mo 2:10PM - 6:00PM	C Building 104	Aug 28, 2009- Dec 23, 2009
NU 1011-01 (1230)	INTR SLF-CR DEF LB (Lecture)	9	Mo 8:00AM - 2:00PM	TBA	Aug 28, 2009- Dec 23, 2009
TH 122-01 (1235)	ACTORS WORKSHOP 1 (Lecture)	15	Tu 2:10PM - 4:40PM	TBA	Aug 28, 2009- Dec 23, 2009


[View Weekly Teaching Schedule](#) [Go to top](#)

**My Exam Schedule > 2009 Fall Term > Queensborough CC**

You have no final exams scheduled at this time.

1. View the **My Schedule** section of the page.

Note: If you are a faculty member at more than one institution click on the green “Change Term” button to select another institution/term.

2. Click the **Grade Roster** icon () on one of the rows where the class is not already graded.

**2009 Fall Term | Queensborough CC**

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

**My Teaching Schedule > 2009 Fall Term > Queensborough CC**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AR 271-01 (1234)	ART TCHR CHLD (Lecture)	9	Mo 2:10PM - 6:00PM	C Building 104	Aug 28, 2009- Dec 23, 2009
NU 1011-01 (1230)	INTR SLF-CR DEF LB (Lecture)	9	Mo 8:00AM - 2:00PM	TBA	Aug 28, 2009- Dec 23, 2009
TH 122-01 (1235)	ACTORS WORKSHOP 1 (Lecture)	15	Tu 2:10PM - 4:40PM	TBA	Aug 28, 2009- Dec 23, 2009

[View Weekly Teaching Schedule](#) [Go to top](#)

**My Exam Schedule > 2009 Fall Term > Queensborough CC**

You have no final exams scheduled at this time.

**Display Options:**

\*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed save

[Request Grade Change](#)

Student Grade
Transcript Note
⌵

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 23445678	Doe, Jane	▼		CNV	Non Degree - Non Degree	Not Set
<input type="checkbox"/>	2 13555678	Doe, John	#WN		CNV	Undergraduate - Fine & Performing Arts AS	Lower Freshman
<input type="checkbox"/>	3 12349978	Lee, May	\$P		CNV	Undergraduate - Liberal Arts and Sciences AA	Lower Freshman
<input type="checkbox"/>	4 88345678	Rodriguez, Michelle	A		CNV	Undergraduate - Liberal Arts and Sciences AA	Upper Freshman
<input type="checkbox"/>	5 19345678	Singh, Patel	A-		CNV	Undergraduate - Liberal Arts and Sciences AA	Upper Freshman
<input type="checkbox"/>	6 16345678	Patel, Imran	ABS		CNV	Undergraduate - Fine & Performing Arts AS	Upper Freshman

3. **Grade Roster** Type should be set to “Final Grade”.

4. Enter a value for **\*Grade Roster Action Approval Status Type**.

*Note: In order to enter grades, the grade roster action approval status must be **Not Reviewed**. In order to approve grades, a grade must be entered for each student otherwise the user will receive a warning message preventing them from approving the grade roster.*

5. For each student on the roster select the grade from **Roster Grade** drop down.

*Note: To enter notes for each grade, click **Transcript Note** tab. Click **Note** link on the last column of the row for specific student. Enter data for **Note ID** field or use **look up** icon to search for predefined note ids. Enter data in the **Transcript Note** field. Click the **OK** button. Repeat step if you need to add notes for any other student.*

6. Click the **Save** button.

You have successfully submitted your grades!

Please note that you must select Approve in the Approval Status drop box and then press Save for submission to Registrar. Grades will not be posted for students to see until Registrar approves them. Once posted by Registrar, you will see final grades in the Official Grade column.



# CUNYfirst Advisor Center

## Advisor Center

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Self Service > Advisor Center

The screenshot displays the CUNYfirst web application interface. On the left is a vertical menu with various navigation options. The 'Advisor Center' option is selected and expanded, showing a sub-menu with five items: 'My Advisees', 'Advisee Student Center', 'Advisee General Info', 'Advisee Transfer Credit', and 'Advisee Academics'. The main content area on the right is titled 'Advisor Center' and includes a brief instruction: 'Use the Faculty center to manage all your advisee related activities.' Below this instruction are five tiles, each representing a different function: 'My Advisees' (Access your advisee roster and view details including academic information, class schedules, degree progress and grades), 'Advisee Student Center' (This is the student's view of the Student Center), 'Advisee General Info' (View Student Demographic Information), 'Advisee Transfer Credit' (View a student's transfer credit summary), and 'Advisee Academics' (View a student's academic information).

**Note:** Faculty and advisors need to make sure that they are not clicking on the Self Service that is located on the main page because that is designated for students only. In order for them to see their information, they need to click on **HR/Campus Solutions** first and then **Self Service**.

When you reach this page, you will see that there are five choices to choose from:

1. My Advisees
2. Advisee Student Center
3. Advisee General Info
4. Advisee Transfer Credit
5. Advisee Academics

## My Advisees

**My Advisees** allows you to access your advisee roster and view details including academic information, class schedules, degree progress, and grades.

***Note:** If no students are listed, most likely your advisees have not been assigned to you.*

### To Send Information to Advisees:

1. In the **Notify** column, click the checkbox icon of each advisee to be sent a notification.
2. Click the **Notify Selected Advisees** button.
3. In the **Message Text** box, enter the body of the notice.
4. View **Send Notification Result**.

To view information on other students click on **View Data for Other Students**, to search and view new or drop-in advisees.

The screenshot displays the CUNYfirst Advisor Center interface. At the top, there are two tabs: 'Advisor Center' and 'Search'. Under 'Advisor Center', there are five sub-tabs: 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The 'my advisees' tab is currently selected. Below the tabs, the heading 'My Advisees' is followed by a horizontal line. A message box with an information icon (i) states: 'There is no information for the transaction you requested.' Below this message, a button labeled 'VIEW DATA FOR OTHER STUDENTS' is highlighted with a black rectangular box. At the bottom of the page, there is a footer with the text 'Advisor Center Search' and a row of links: 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'.

## Advisee Student Center

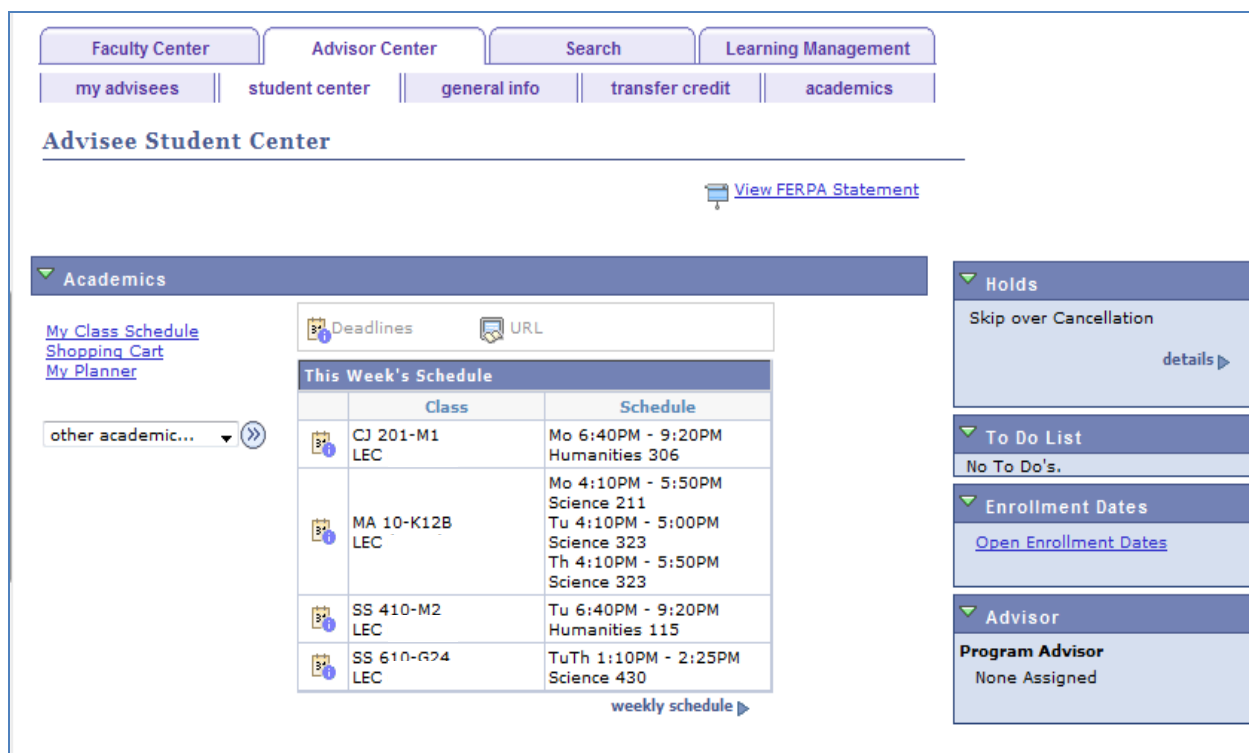
On the Advisee Student Center page, enter search criteria into any of the following fields:

The screenshot shows the 'Advisee's Student Center' page. On the left is a 'Menu' with various options, including 'Advisor Center' and 'My Advisees'. The main area is titled 'Advisee's Student Center' and contains a search form. The form has a header 'Find an Existing Value' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are five search fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a dropdown menu set to 'begins with' and a text input box. There is a magnifying glass icon to the right of the 'ID:' field. Below the search fields is a checkbox labeled 'Case Sensitive'. At the bottom are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- ID (CUNY ID)
- Campus ID
- National ID (Social Security)
- Last Name
- First Name

Click the **search** button.

*Note: More than one student can be a possible match for the entered search criteria. Make sure to click on the correct advisee role.*



**Advisee Student Center**

[View FERPA Statement](#)

**Academics**

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)

other academic... >>

This Week's Schedule	
Class	Schedule
CJ 201-M1 LEC	Mo 6:40PM - 9:20PM Humanities 306
MA 10-K12B LEC	Mo 4:10PM - 5:50PM Science 211 Tu 4:10PM - 5:00PM Science 323 Th 4:10PM - 5:50PM Science 323
SS 410-M2 LEC	Tu 6:40PM - 9:20PM Humanities 115
SS 610-R24 LEC	TuTh 1:10PM - 2:25PM Science 430

[weekly schedule >](#)

**Holds**  
Skip over Cancellation  
[details >](#)

**To Do List**  
No To Do's.

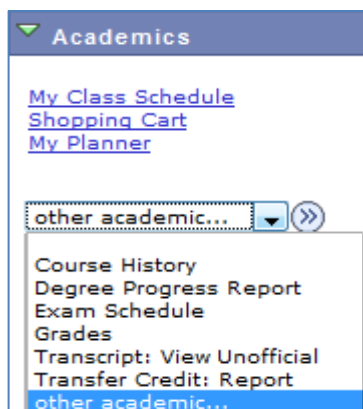
**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
None Assigned

The Advisee Student Center area will display a summary of their advisees Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

## 1. Academics

The Academics section links to My Class Schedule that displays classes by term.



**Academics**

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)

other academic... >>

- Course History
- Degree Progress Report
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

If you click on the other academic dropdown box icon, you can also view the:

- Course History
- Degree Progress Report
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report

## 2. Personal Information

Personal Information							
<a href="#">Demographic Data</a> <a href="#">Emergency Contact</a>	<table border="1"><thead><tr><th colspan="2">Contact Information</th></tr></thead><tbody><tr><td>Home Address</td><td>Mailing Address</td></tr><tr><td>Mobile Phone None</td><td>Campus Email</td></tr></tbody></table>	Contact Information		Home Address	Mailing Address	Mobile Phone None	Campus Email
Contact Information							
Home Address	Mailing Address						
Mobile Phone None	Campus Email						
<a href="#">Return to Search</a> <a href="#">Notify</a>							

In the Personal Information section, you can view the home and mailing addresses, their mobile phone, their campus email, and a link for their emergency contact.

## 3. Holds

Lists positive and negative service indicators with links to details of:

- Institution
- Start term and/or date
- End term and/or date
- Amount
- Department that placed the hold

## 4. To Do List

Describes outstanding checklist items with links to details of:

- Institution
- Due date
- Functional area of item

## 5. Enrollment Dates


Use the details link to view the student's enrollment appointment date and time and maximum academic load.

## Advisee General Info

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### Advisee General Info

 [View FERPA Statement](#)

<a href="#">Service Indicators</a>	<a href="#">Initiated Checklists</a>	
<a href="#">Student Groups</a>	<a href="#">Personal Data</a>	
<a href="#">National ID</a>	<a href="#">Names</a>	COLLAPSE ALL
<a href="#">Addresses</a>	<a href="#">Phones</a>	
<a href="#">Email Addresses</a>		EXPAND ALL

On the Advisee General Info pages, you can find links related to:

- Service Indicators
- Initiated Checklists
- Student Groups
- Personal Data
- National ID (SSN)
- Names
- Addresses
- Phones
- Email Addresses


To see all the information on the **General Information** section, select the **Expand All** button. To be taken to a specific portion of the information, click on any of the links (i.e. Phones or Student Group).

## Advisee Transfer Credit

Faculty Center
Advisor Center
Search
Learning Management

my advisees
student center
general info
transfer credit
academics

### Advisee Transfer Credit

 [View FERPA Statement](#)


---

#### Course Credits

No course credits found.

---

#### Test Credits

Model
Statistics


Detail	Career	Institution	Program	Articulation Term	Model Status
<a href="#">Detail</a>	Undergrad	Queensborough CC	Undergraduate	2010 Fall Term	Submitted
<a href="#">Detail</a>	Undergrad	Queensborough CC	Undergraduate	2011 Spring Term	Posted

---

#### Other Credits

No other credits found.

Advisee Transfer Credit allows you to see a student's:

- Course Credits
- Test Credits
- Other Credits

## Advisee Academics

The Advisee Academics page includes:

### 1. The Institution/Career/Program

Institution / Career / Program		edit program data	
QCC01 - Queensborough CC	Program:	UGRD	Undergraduate
UGRD - Undergraduate	Student Career Nbr:	0	
<u>UGRD - Undergraduate</u>	Status:	Active	as of 06/01/2008
	Admit Term:	1086	2008 Summer Term
	Expected Graduation:	1112	2011 Spring Term
	Approved Load:	Full-Time	
	Load Determination:	Base On Units	
	Level Determination:	Base On Units	
	Plan:	LA-AA	Liberal Arts and Sciences AA
	Requirement Term:	1086	2008 Summer Term

### 2. Term Summary Links

Term Summary		edit term data	
QCC01 - Queensborough CC	<u>2011 Spring Term</u>	Eligible to Enroll:	Yes
UGRD - Undergraduate	Primary Program:	UGRD	Undergraduate
<u>1112 - 2011 Spring Term</u>	Academic Standing Status:		Data unavailable
<u>1109 - 2010 Fall Term</u>	<b>Level / Load</b>		
<u>1106 - 2010 Summer Term</u>	Academic Level - Projected:	Upper SO	
<u>1102 - 2010 Spring Term</u>	Academic Level - Term Start:	Upper SO	
<u>1099 - 2009 Fall Term</u>	Academic Level - Term End:	Upper SO	
<u>1096 - 2009 Summer Term</u>	Approved Academic Load:	Full-Time	
<u>1092 - 2009 Spring Term</u>	Academic Load:	Enrolled Full-Time	
<u>1089 - 2008 Fall Term</u>			
<u>1086 - 2008 Summer Term</u>			

Term Summary Links include:

- Academic Level and Load
- Classes
- Credit
- GPA statistics



# Course Scheduling

## Scheduling a New Class

After a course has been created and has become a part of the catalog, we need to schedule classes for the students to enroll in.

To schedule a new class section from the course catalog:

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Curriculum Management > Schedule of Classes > Schedule New Course

**Menu**

Search: [ ]

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
  - Schedule of Classes
    - Class Search
    - Schedule New Course**
    - Maintain Schedule of Classes
    - Schedule Class
    - Meetings
    - Adjust Class
    - Associations
    - Update Sections of a Class
    - Class Event Table
    - Print Class Schedule
    - Exam Code Table
    - Exam Code Table Report
    - Generate Exam Schedule
    - Class Notes Table
    - Class Notes Report

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

**Find an Existing Value**

Academic Institution: [ ] QNS01 [ ]

Term: [ ] 1119 [ ]

Subject Area: [ ] Acct [ ]

Catalog Nbr: [ ] begins with [ ] 101 [ ]

Academic Career: [ ]

Campus: [ ] begins with [ ] [ ]

Description: [ ] begins with [ ]

Course ID: [ ] begins with [ ] [ ]

Course Offering Nbr: [ ] [ ]

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
1.	When you open the Schedule of Classes, search the page and enter the information of the course that you wish to schedule.
2.	The Academic Institution indicates the specific college within the CUNY system. Enter “QNS01” in the Academic Institution field for Queens College.
3.	Enter Term code in the Term field. Click the magnifying glass for a list of terms other than the example of Fall 2011.
4.	Enter the Subject Area for example “Acct”, which is the subject code for Accounting. Click the magnifying glass for a list of other subjects other than the example of Accounting.
5.	Enter class number such as “101” in the Catalog Nbr field.

6.

Click the Search button.

Search

You will be returned the following screen:

Basic Data  
Tab

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam Textbook

Course ID: 003007 Course Offering Nbr: 1  
Academic Institution: Queens College  
Term: 2011 Fall Term Undergrad  
Subject Area: ACCT Accounting  
Catalog Nbr: 101 INT TH & PR 1

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

\*Session: 1 Regular Academic Session Class Nbr: 0  
\*Class Section: 01 \*Start/End Date: 08/26/2011 12/22/2011  
\*Component: LEC Lecture Event ID:  
\*Class Type: Enrollment  
\*Associated Class: 1  
\*Campus: MAIN QUEENS Add Fee  
\*Location: MAIN Main - Queens College  
Course Administrator:  
\*Academic Organization: ACCT-QC Accounting & Info Systems  
Academic Group: SOCSC Division of Social Sciences  
\*Holiday Schedule: AHS CUNY Academic Holiday Schedule  
\*Instruction Mode: P In Person  
Primary Instr Section: 01

☒ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☒ Generate Class Mtg Attendance  
☐ Sync Attendance with Class Mtg  
☐ GL Interface Required

Class Topic  
Course Topic ID:   ☐ Print Topic in Schedule

Equivalent Course Group  
Course Equivalent Course Group:  ☐ Override Equivalent Course  
Class Equivalent Course Group:

Class Attributes Customize | Find | View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
D-E Day-Evening	EVENING Evening

Save Return to Search Notify

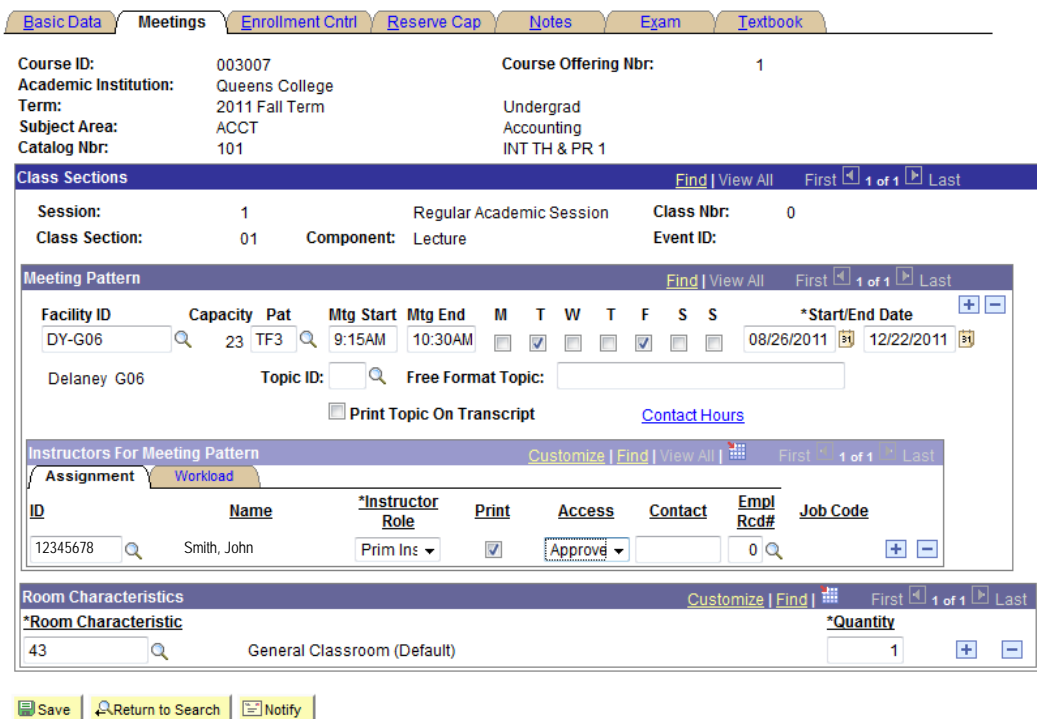
**Purpose of this screen:** Use the **Basic Data** tab to define sections, set permission requirements, and designate any class attributes

*To add a section, you need to complete the **Basic Data** tab. If the tab is completed with course information, you may add an additional class section.*

*To add additional class sections for the course, we must add a row of data. Click the “+” button, to the right of Class Nbr, to add a new class section. Notice how it now reads “2 of 2” – we have successfully added a row.*

	<p><i>Notice that many of the fields are automatically populated with information carried over from the Course Catalog (If you wish to see explanations for the fields that are automatically populated, see the last page of this document).</i></p> <p><i>If the class section you are creating requires different input values, override the existing values in the appropriate field(s), but the general rule of thumb is to not override any existing data.</i></p>
7.	<p>The <b>Session</b> field represents the start and end of the semester. For Fall or Spring, it will automatically be set up for the Regular Academic Session, “1”. This field is required to fill out.</p> <p>NOTE: In the summer semester there are 4 options (click on magnifying glass for more information): “Four Week 1, Six Week 1, Four Week 2, or Six Week 2”.</p>
8.	<p>The <b>Class Nbr</b> the system creates a unique four digit class number that students can use when they enroll in courses. The class number appears in the schedule of classes report. e</p> <p>The <b>Class Section</b> field represents a unique alphanumeric designator for a class section. Enter the value “01” since we are creating the 1st class section for this course.</p> <p>(For example, a class could have 20 sections; each would have a unique section number.)</p>
9.	<p>The following two sections should be left as is:</p> <p>The <b>Component</b> section should be set to LEC- Lecture. The <b>Class Type</b> should be set as Enrollment.</p>
10.	<p><b>Associated Class:</b> The Associated Class numbers should match the Class Section number for <i>every</i> class. If section number is 01, Associated Class is 1, Section = 02 then Associated Class = 2 etc.</p> <p>The associated class number defaults to “1” whenever a new section is generated, but can be changed to any number up to four digits in length.</p> <p>IMPORTANT: Even if a course consists of only one component, each scheduled section should have a different Associated Class number!</p>
11.	<p><b>Course Administrator:</b> The ID of the person in charge of the course (usually the primary instructor). This field is informational only and can be left blank. Use the look up key to select a Course Administrator; we will leave this field blank.</p>

12.	<p>Instructor Mode: The instruction mode indicates whether the class is taught in Person or using Interactive TV, World Wide Web, and so on.</p> <p>There are now a variety of choices for <b>Instruction Mode</b> :</p> <p><b>P for In-Person</b> - No content or assignments are online  <b>W for Web-Enhanced</b> - No scheduled class meetings are replaced, but some of the course content and assignments are online  <b>PO for Partially Online</b> - Some class work is online  <b>H for Hybrid</b> - Between 33% to 80% of scheduled class meetings are replaced with online activities or virtual meetings  <b>O for Online</b> - More than 80% of scheduled class meetings are replaced with online activities or virtual meetings  <b>FO for Fully Online</b> - All the class work is online</p>
13.	<p>Depending on the class section you are creating, you may need to use the checkboxes. We will select the “Schedule Print” and the “Generate Class Mtg Attendance” checkboxes.</p> <p>“Schedule Print” when selected allows this particular class to be displayed online and in the schedule of classes report.</p> <p>“Generate Class Mtg Attendance” allows this particular class to automatically generate an attendance roster for each class meeting.</p>
14.	<p>If the class section you are creating requires it, you can populate the following fields with the appropriate information:</p> <ul style="list-style-type: none"> <li>• Class Topic</li> <li>• Equivalent Course Group</li> </ul> <p>We will leave these fields blank.</p> <p><b>Course Topic ID:</b> A Course topic ID links course topics to class sections. Select a topic ID for the section. Topic ID values are defined on the Catalog Data page. Additionally, topics can be entered to specific class meeting patterns</p> <p><b>Course Equivalent Course Group:</b> Equivalent course groups are defined on the Course Equivalencies page of Course Catalog. The course is added to a group of equivalent courses for requisite checking and degree progress requirement purposes. If the course is linked to an equivalent course group on the Catalog Data page, the system displays that information in this field and the Override Equivalent Course check box becomes available for entry.</p>
15.	<p><b>Class Attributes</b> must be filled in if the course is an evening/weekend course. Choose <i>D-E</i> under Course Attribute and <i>Evening</i> under the Course Attribute Value.</p> <p>(Weekend courses are categorized as evening courses, no matter what their start time.)</p> <p>We have finished inputting information in the <b>Basic Data</b> tab.</p>

16.	<p>Click the <b>Meetings</b> tab.</p> <p><b>Meetings</b></p>
Meetings Tab	 <p><b>Purpose of this screen:</b> Use the Meetings page to define class meeting patterns and facilities, link instructors to classes, and specify room characteristics.</p>
	<p><i>Before entering meeting patterns, check to ensure that you are working on the correct class section. (Example: 1 of 1, 2 of 2, etc.)</i></p>
17.	<p>Facility ID is a value for the building and room location from the Facility Table. For the <b>Facility ID</b>, click on the magnifying glass and choose the building and room for your classes. The list of rooms available to you will be sent out by the Registrar.</p> <p>The <b>Capacity</b> of each facility will automatically populate after the Facility ID is entered. For example, when the Facility ID “GY-G06” is entered, the capacity “23” will appear. This means that GY-G06 can only hold up to 23 seats.</p>

18.	<p><b>You must follow schedule matrix provided.</b></p> <p><b>Pat (Meeting Pattern):</b> Click on the magnifying glass for Pat and you can choose the correct pattern for the classes.</p> <p>While the days of the week will automatically check off, you will need to go in and fill in the correct <b>Mtg Start</b> time and when you tab over, the <b>Mtg End</b> time will automatically populated based on the meeting pattern selected.</p> <p>If you do not find the correct Pat listed, you will need to manually input the patterns for your classes.</p>
19.	<p><b>Start/End Date:</b> The system automatically populates these fields to the start and end date from the Session table.</p>
20.	<p>If the class you are scheduling has a <b>Topic ID</b> enter it in the Topic ID field or fill in <b>Free Format Topic</b> for variable topic courses.</p> <p>The Topic ID specifies the topic for this meeting pattern. The Free Format Topic can be entered if a predefined Topic ID is not suitable. Free format topics can only be linked to class meeting patterns.</p> <p>(To add additional meeting patterns, add a new row of data by clicking “+” to the right of the Start/End date. For example if a course meets in different rooms on different days.)</p>
21.	<p><b>Instructors for Meeting Pattern:</b> Either look up or enter the instructor CUNYfirst ID of the instructor for the meeting pattern.</p> <p>In the ID field, use the look up key (magnifying glass) and select your instructor, for example, “Smith, John”.</p> <p>Insert rows to add multiple instructors and their corresponding instructor roles by clicking “+” next to job code.</p>
22.	<p><b>Instructor Role:</b> Enter the instructor role for the corresponding ID number. Enter “Prim Instr” in the Instructor Role field. You can select from Primary, Secondary or TA.</p>

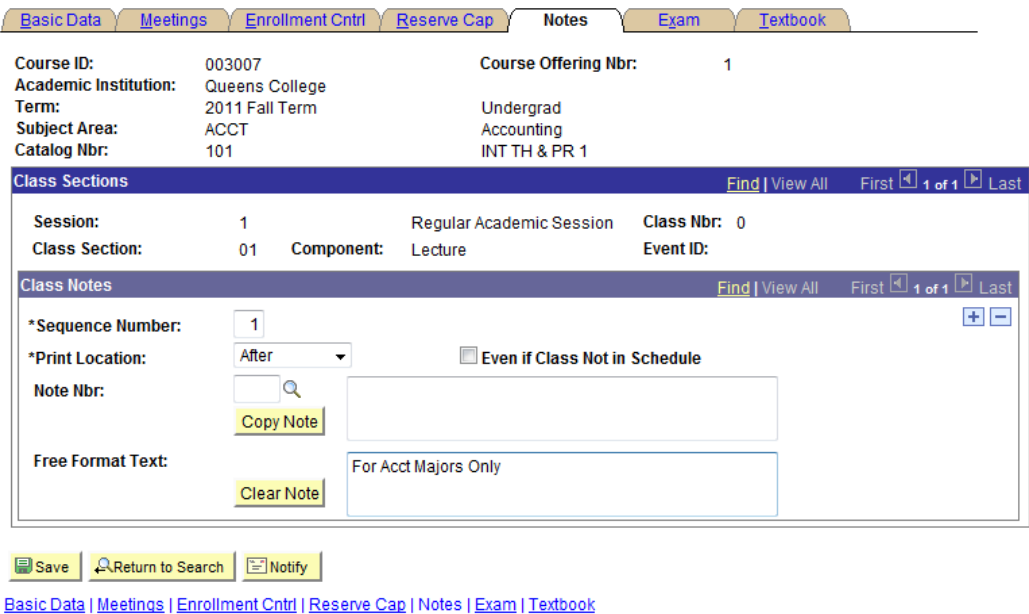
23.	<p><b>Access:</b> Enter the access for this instructor. The values work in hierarchical fashion:</p> <ul style="list-style-type: none"> <li>• <b>Approve:</b> Instructor can enter grades and approve the grade roster.</li> <li>• <b>Grade:</b> Instructor can only enter grades for the class.</li> <li>• <b>Post:</b> Instructor can enter grades, approve the roster, and post the grades. (Registrar Only)</li> </ul> <p>For Instructors that need access to enter grades and send them to registrar, enter “<b>Approve</b>” in the Access List field.</p> <p>For Secondary or TA that need access to enter grades <u>only</u>, enter “<b>Grade</b>” in the Access List Field.</p> <p>Post is only used for Registrar.</p> <p>(To add additional instructors, add a new row of data)</p> <p>For <b>Print</b>, when selected, the system displays the instructor’s name on the Schedule of Classes Report. The system populates this checkbox by default. This can be unchecked if necessary.</p> <p>For <b>Empl Rcd#</b>, if the instructor is teaching an overload, or if the instructor has appointments at other CUNY colleges, please click on the magnifying glass to view available records to which the instructor’s hours can be assigned. Confirm that the record selected is for QNS01 (Queens College).</p>
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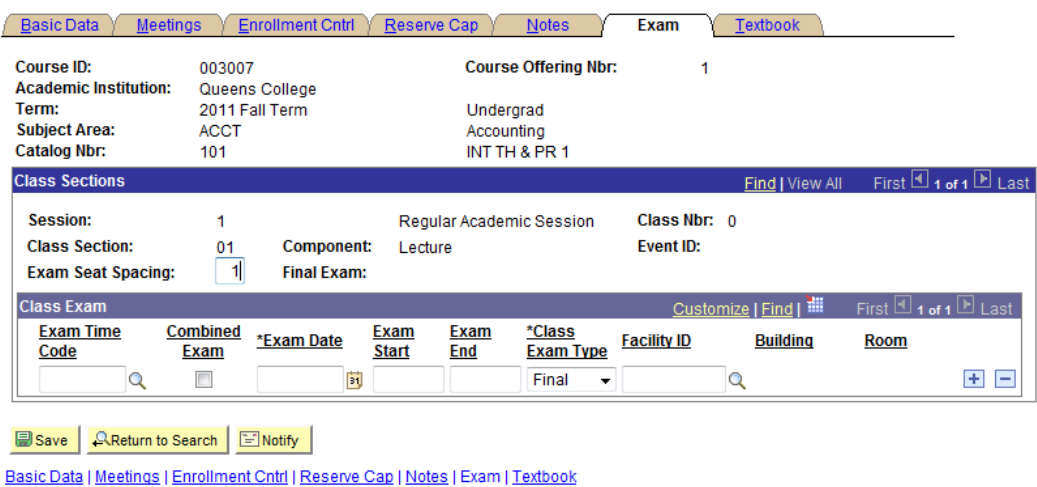
24.	<p>Click on the <b>Workload</b> tab just above the instructor name(s). An <b>Assign Type</b> of TCREG will appear, and the workload should match the number of contact hours (typically 3.0). No further entry is needed if this information is correct.</p> <p>If incorrect, uncheck the Autocalc box(es), which will cause the Load Factor box to be ignored. The Assign Type must be changed from TCREG to a different appropriate code. (If it is not changed, the workload will revert to its original value at a later date.)</p> <p>The most commonly used codes are:  TTEAM (if more than one instructor)  TJUMB (for jumbo classes)  TLAB (for lab instruction)  TTUTR (tutorials, workshops)  TINST (independent study)  TSUPV (thesis supervision)</p> <p>If the class is a combined section for which no workload hours are awarded, select TXCMB, which automatically sets the workload to zero.</p> <p><i>If none of the codes seem appropriate, use TJUMB as a default.</i> Finally, enter the appropriate number of hours in the Workload box.</p>
25.	<p><b>Room Characteristics:</b> This field automatically populates with defaulted data.</p> <p>We have finished inputting information in the <b>Meeting</b> tab.</p>

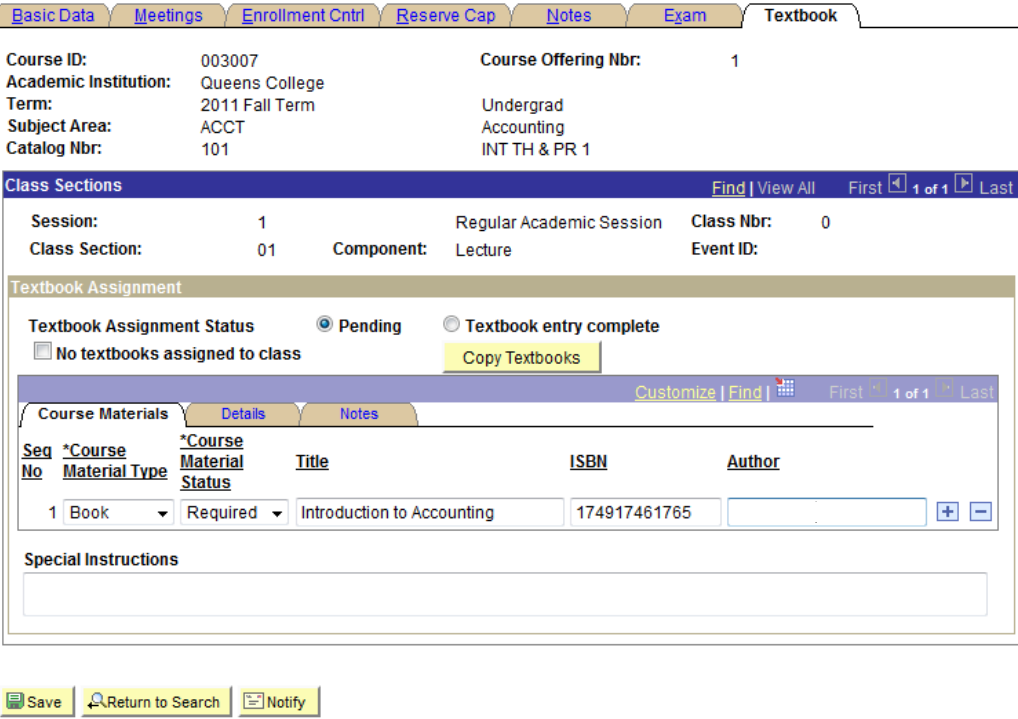
26.	Click the <b>Enrollment Cntrl</b> tab.
Enrollment Cntrl Tab	<div> <div> <a href="#">Basic Data</a> <a href="#">Meetings</a> <a href="#">Enrollment Cntrl</a> <a href="#">Reserve Cap</a> <a href="#">Notes</a> <a href="#">Exam</a> <a href="#">Textbook</a> </div> <div> <p>Course ID: 003007 Course Offering Nbr: 1</p> <p>Academic Institution: Queens College</p> <p>Term: 2011 Fall Term Undergrad</p> <p>Subject Area: ACCT Accounting</p> <p>Catalog Nbr: 101 INT TH &amp; PR 1</p> </div> </div> <div> <div>Enrollment Control Find   View All First 1 of 1 Last</div> <div> <p>Session: 1 Regular Academic Session Class Nbr: 0</p> <p>Class Section: 01 Component: Lecture Event ID:</p> <p>*Class Status: Active <span>Cancel Class</span></p> <p>Class Type: Enrollment Enrollment Status: Closed</p> <p>*Add Consent: Dept Cnsnt Requested Room Capacity: 40 Total</p> <p>*Drop Consent: No Consent Enrollment Capacity: 30 0</p> <p>1st Auto Enroll Section: Wait List Capacity: 5 0</p> <p>2nd Auto Enroll Section: Minimum Enrollment Nbr:</p> <p>Resection to Section:</p> <p><input checked="" type="checkbox"/> Auto Enroll from Wait List <input type="checkbox"/> Cancel if Student Enrolled</p> </div> <div> <span>Save</span> <span>Return to Search</span> <span>Notify</span> </div> <div> <a href="#">Basic Data</a>   <a href="#">Meetings</a>   <a href="#">Enrollment Cntrl</a>   <a href="#">Reserve Cap</a>   <a href="#">Notes</a>   <a href="#">Exam</a>   <a href="#">Textbook</a> </div> </div> <p><b>Purpose of this screen:</b> Use the <b>Enrollment Cntrl</b> page to set enrollment limits and capacity requirements, and to identify sections for which you want the system to auto enroll students.</p>
27.	<p><b>Class Status</b> is automatically set to Active. Other options are Cancelled Section, Stop Further Enrollment or Tentative Section. Leave as Active unless otherwise instructed by Chair. Remember this option can be change at a later time.</p> <p><b>Class Type:</b> Class Type is populated from the Basic Data Tab.</p>
28.	<p>Values for the <b>Add Consent</b> and <b>Drop Consent</b> fields default from the Catalog Data page and indicate the type of consent, if any that is required to enroll in or drop the class.</p> <p>You can override these values if necessary to either Department Consent or Instructor Consent.</p> <p><i>Note: If you select Instructor or Department, consent is granted either by a permission number or a student specific permission. (Drop permissions are always student specific.) The consent requirement can also be overridden during the enrollment process, by selecting the permission override.</i></p>


29.	<p><b>Enrollment Capacity</b> should be set to number of seats available for the class that students can see.</p> <p><b>Requested Room Capacity</b> can be set to the secondary limit.</p> <p><b>Wait List Capacity</b> can be set to the amount of students you would like added to a wait list. (Example: If the number 5 was entered in the <b>Wait List Capacity</b> box, this will allow 5 students to join a wait list for that class.)</p> <p><i><b>Remember: In order for the wait list to take effect, in the Basic Data Tab the class section MUST match the associate class section.</b></i></p> <p><i>Note: To have students automatically enrolled from the waitlist check of the “Auto Enroll from Wait List” box.</i></p>
30.	<p><b>Minimum Enrollment Nbr:</b> The minimum enrollment number allows the section to be offered. If the minimum enrollment number is not realized a decision may be made to cancel the section. This field is for informational purposes only.</p> <p><b>Cancel if Student Enrolled:</b> If selected, the system will process a request for a canceled class section regardless of whether students have already enrolled in the section. If this check box is not selected and an attempt to cancel a section in which students have enrolled is made, the system prevents the change from posting, keeping the class status active. Thus, by leaving the box cleared inadvertently canceling a section in which students are enrolled is prevented.</p> <p>We have finished inputting information in the <b>Enrollment Control</b> tab.</p>
31.	<p>Click the <b>Reserve Cap</b> tab.</p> <p>The <b>Reserve Cap</b> page is used to assign reserve capacities for class sections.</p>

Reserve Cap Tab	<div> <a href="#">Basic Data</a>   <a href="#">Meetings</a>   <a href="#">Enrollment Cntrl</a>   <b>Reserve Cap</b>   <a href="#">Notes</a>   <a href="#">Exam</a>   <a href="#">Textbook</a> </div> <div> <div> Course ID: 003007 Course Offering Nbr: 1 </div> <div> Academic Institution: Queens College Term: 2011 Fall Term Subject Area: ACCT Catalog Nbr: 101 </div> <div> Undergrad Accounting INT TH &amp; PR 1 </div> </div> <div> <div>Class Sections</div> <div> <div> Session: 1 Class Section: 01 Component: Lecture </div> <div> Regular Academic Session Class Nbr: 0 Event ID: </div> </div> <div> <div>Reserve Capacity</div> <div> <div> *Reserve Capacity Sequence: 1 Enrollment Total: 0 </div> <div> Reserve Capacity Requirement Group </div> <div> <div> *Start Date *Requirement Group </div> <div> Cap Enrl </div> </div> </div> </div> <div> <div> Save Return to Search Notify </div> <div> <a href="#">Basic Data</a>   <a href="#">Meetings</a>   <a href="#">Enrollment Cntrl</a>   <a href="#">Reserve Cap</a>   <a href="#">Notes</a>   <a href="#">Exam</a>   <a href="#">Textbook</a> </div> </div> </div>
32.	<p><b>Reserve Capacity Sequence:</b> Sets aside a certain number of seats in a class section for students who meet certain criteria such as GPA, number of units/credits earned etc.</p> <p><b>Enrollment Total:</b> The total number or students enrolled as part of the reserve capacity sequence.</p>
33.	<p><b>Start Date:</b> The date you can set that determines when the enrollment capacity requirement group becomes active.</p> <p><b>Requirement Group:</b> This is where you select what is required for the course.</p> <p><b>Cap Enrl (Capacity Enroll)</b> is the maximum number of seats that can be reserved for students who satisfy the requirements.</p> <p><i>NOTE: Reserve capacities are enrollment requirement groups that set aside a certain number of seats in a class section for students who meet certain criteria such as academic level, cumulative GPA, or number of units earned.</i></p>

34.	Click the <b>Notes</b> tab.
Notes Tab	 <p><b>Purpose of this screen:</b> Use the Notes page to attach existing class notes or free-form text notes to class sections. Class notes are printed on the Schedule of Classes report to provide information regarding the class.</p>
35.	<p>Enter <b>Free Format Text</b> with notes for students if needed.</p> <p><i>NOTE: Class notes are printed in the Schedule of Classes to provide students with information on the class, so be cautious of grammar and spelling.</i></p> <p><b>Note Nbr:</b> A note number to reference a preexisting note. To find <b>Note Nbr</b> click on the magnifying glass.</p> <p><b>Print Location:</b> The print location of the note, either Before the class listing, or After it.</p> <p>We have finished inputting information into the <b>Notes</b> tab.</p>

36.	<p>Click the <b>Exam</b> tab.</p>
Exam Tab	 <p><b>Purpose of this screen:</b> Use the Exam page to manually schedule exam times for the class sections.</p>
37.	<p><b>Exam Seat Spacing:</b> The system populates the Exam Seat Spacing field from the Course Catalog Components page. This field is for informational purposes only.</p> <p><b>Exam Time Code:</b> Exam time values are defined on the Exam Code Table page. By entering a pre-defined Exam Time Code, the system automatically populates Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID.</p> <p><b>Combined Exam:</b> Select to indicate that this exam can share a facility with another exam. If the <b>Combined Exam</b> checkbox is not selected, the system verifies that there are no conflicts in room and time period scheduling. The stated room and time period is used for only one class exam.</p> <p><b>Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID:</b> If an exam time code is not selected, values can be entered in the Exam Date, Exam Start, Exam End, Class Exam Type, and Facility ID fields.</p>

38.	Click the <b>Textbook</b> tab.
Textbook Tab	 <p>Purpose of this screen: Textbook information pertaining to the course is entered here.</p>
39.	<p>Enter the appropriate information (which should be provided to you) for the textbook requirement for each class. If a class requires multiple Course Materials, use additional rows of data.</p> <p>Click on <b>Details</b> tab and fill out additional information.</p> <p>Click on <b>Notes</b> tab to add notes if necessary.</p> <p>Once the textbook information is complete, choose the Text Entry Complete radio button. If no textbook is needed for the course, choose No Textbook Assigned to Class.</p> <p>You have finished input for the <b>Textbook</b> tab.</p>

40.	<p>Click the <b>Save</b> button at the bottom of the screen.</p>  <p>Failure to do so will negate all information you have entered.</p>
41.	<p>You have completed the schedule new class procedure. <b>Please make note of the new class number.</b></p> <p><b>End of Process.</b></p>
42.	<p><i>NOTE: If creating an additional section for the same course number, click the <b>Basic Data</b> tab and click on the “+” sign next to Class Nbr.</i></p>

**Basic Data tab fields that were automatically populated from the Course Catalog:**

- **Component:** The system populates this field by default to the graded component on the Catalog Data page (such as Lecture, Laboratory, Discussion, and so on) of the course. You can have multiple components and sections within a course offering.
- **Class Type:** The class type of Enrollment indicates which section is the primary section at enrollment time. The class type of Non-Enrollment is used to indicate that the section choice is the student's secondary enrollment option, or that the section is used in auto-enrollment. Within a class, only one component can possess the class type of Enrollment.
- **Associated Class:** This field should match the class section number. If you are scheduling a new section, the system populates the Associated Class field with 1 by default. (REFER TO APPENDIX A FOR DETAIL)
- **Campus:** The system populates the Campus field by default from the Course Catalog - Offerings page, indicating the campus that offers the course. You cannot revise this default. If a specific campus was not identified in the course catalog and does not default, then you can, on a section-by-section basis, schedule classes at various campuses.
- **Location:** Select the location of the campus. Location values are linked to campuses on the Campus Table page. A campus must be specified before you select a location.
- **Academic Organization:** The system populates the academic organization by default from the Course Catalog - Offerings page. The academic organization refers to the organization that offers the class. You can override this value.
- **Academic Group:** The system populates the academic group by default from the Course Catalog - Offerings page.
- **Holiday Schedule:** The system populated the holiday schedule by default from the Course Catalog – Offerings page.
- **Instruction Mode:** The system populates this field by default to In Person, but you can override the value.
- **Start/End Date:** The system populates this field by default to the start and end dates of the session. You can override the dates for an individual class.

## Wait List Feature

To activate the **Wait List** feature in CUNYfirst navigate to HR/Campus Solution > Curriculum Management > Schedule of Classes > Schedule New Courses.

Once on the Schedule of New Courses page, select the Enrollment Cntrl (Enrollment Control) Tab.

### To activate wait list:

1. Set a “Wait List Capacity”

**Wait List Capacity** can be set to the amount of students you would like added to a wait list. (Example: If the number 5 was entered in the **Wait List Capacity** box, this will allow 5 students to join a wait list for that class.)

2. Select the “Auto Enroll from Wait List” (It should already be selected by default in CUNYfirst and can be turned off if needed).

**Auto Enroll from Wait List** must be checked if you want to allow students to be automatically enrolled from the waitlist when a student drops from a filled class. The Registrar runs the Wait List Process, which moves qualified students from the class wait list to enrollment into that class as space becomes available. This process, done by Registrar, is run several times throughout the day.

Note: If students are on a wait list for one class, but decide to register for another class that meets at the same time or overlaps, they will not be enrolled into the class they were wait listed for. In this case, the following student on the list will be enrolled in the class.

*Note: To be placed on a wait list the student must meet all the requisites of the course.*

***Remember: In order for the wait list to take effect, in the Basic Data Tab the class section number MUST match the associate class section number.***

If you would rather enroll students from the wait list manually, all that has to be done is, uncheck the Auto Enroll checkbox and you can then pick from the list of students, who you want to register.

Uncheck the Auto Enroll from Wait List box if:

- An instructor does not want to use the wait list option.
- You decide you want to manually enter students from the wait list. For example, if a student has a certain major, they might take priority for the class. You can manually enter these students into the class.

**NOTE:** If you do not select the Auto Enroll from Wait List check box and you have students on the wait list for the class, when the class status changes to open you cannot use the automatic wait list process to move students from the wait list into the class. You have to move wait-listed students into the class manually. Please be aware that students that are not on the wait list can also enroll in the class.

## Viewing Wait List

To view the wait list:

1. Navigate to HR/Campus Solution > Curriculum Management > Class Roster > Class Roster.
2. On the Find Existing Values page, enter the Academic Institution, Term, Subject Area, Catalog Nbr, and Class Section OR Class Nbr.
3. On the Class Roster page, select the **Waiting** option from the **Enrollment Status** drop down menu.
4. A list of student from the Wait List will now be displayed.

**Class Roster**

ANTH 101 - 01      INTRO CULT ANTHRO

Lecture Class Detail

2011 Fall Term | Regular Academic Session | Queens College | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 9:25AM - 10:40AM	Kiely Hall 250	John Smith	08/26/2011 - 12/22/2011

\*Enrollment Status:

Enrollment Capacity: 80      Waitlisted: 1

Waitlisted Students					
Customize   Find   First 1 of 1 Last					
ID	Name	Program and Plan	Level	Status Note	
1 12345678	Doe, Jane	Undergraduate - Sociology BA/Student Servs & Counsel Minor	Fifth Year	Pos # 1	

[Return to Search](#) [Notify](#)

In order for Faculty to view the students on the Wait List:

1. Navigate to HR/Campus Solution > Self Service > Faculty Center > Class Roster.
2. On the Class Roster page, select the **Waiting** option from the **Enrollment Status** drop down menu.
3. A list of student from the Wait List will now be displayed.

## Update Schedule of Classes

Some data may be updated in more than one section in CUNYfirst, leaving the choice of component to the user. It will sometimes be easier and more efficient to use one of the components rather than another, depending on the nature of the operation being performed.

### Topic 1: Maintain Schedule of Classes

**Data pertaining to a scheduled class can be updated using Maintain Schedule of Classes.**

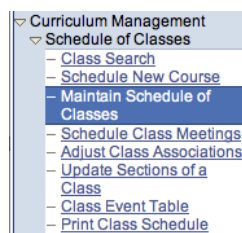
The Maintain Schedule of Classes component is used to:

- Add one or more sections to a class already scheduled
- Modify data in the existing sections of a scheduled class.

*Note: All the pages and fields in the Maintain Schedule of Classes component are identical to the pages and fields found in the Schedule a New Course component. The single difference is that in the Maintain Schedule of Classes component, the Find an Existing Value page is used to search for a class that is already scheduled.*

*To maintain the Schedule of Classes:*

1. Navigate to the **Maintain Schedule of Classes** component. The **Maintain Schedule of Classes** component can be found by navigating to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



- Use Find an Existing Value page to search for a scheduled class.

**Menu**  
Search:    

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
  - Schedule of Classes
    - Class Search
    - Schedule New Course
    - Maintain Schedule of Classes**
    - Schedule Class Meetings
    - Adjust Class Associations
    - Update Sections of a Class
    - Class Event Table
    - Print Class Schedule
    - Exam Code Table
    - Exam Code Table Report
    - Generate Exam Schedule
    - Class Notes Table
    - Class Notes Report
    - Class Notes Table Report
    - Global Notes Table
    - Global Notes Table Report
    - Resource Queue Cleanup
    - Review Message Log

**Maintain Schedule of Classes**  
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):   
Academic Institution:    
Term:    
Subject Area:    
Catalog Nbr:   
Academic Career:   
Campus:    
Description:    
Course ID:    
Course Offering Nbr:   
☐ Case Sensitive  
  [Basic Search](#) [Save Search Criteria](#)

- Use the Maintain Schedule of Classes component to add sections to a scheduled class, or to make changes to class meetings, enrollment controls, reserve capacities, notes and exam schedules for existing sections of a scheduled class.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook

Course ID: 014867      Course Offering Nbr: 1  
Academic Institution: Queens College      Undergrad  
Term: 2011 Fall Term      Sociology  
Subject Area: SOC      GEN INTRO TO SOC  
Catalog Nbr: 101

**Class Sections**      Find | View All      First 1 of 20 Last  
\*Session: 1      Regular Academic Session      Class Nbr:   
\*Class Section: 01      \*Start/End Date: 08/26/2011 12/22/2011  
\*Component: LEC      Lecture      Event ID: 000141768  
\*Class Type: Enroller  
\*Associated Class: 2      Units: 3.00        
\*Campus: MAIN      QUEENS  
\*Location: MAIN      Main - Queens College  
Course Administrator:   
\*Academic Organization: SOC-QC      Sociology  
Academic Group: SOCSC      Division of Social Sciences  
\*Holiday Schedule: AHS      CUNY Academic Holiday Schedule  
\*Instruction Mode: P      In Person  
Primary Instr Section: 01  
☒ Schedule Print  
☐ Student Specific Permissions  
☐ Dynamic Date Calc Required  
☒ Generate Class Mtg Attendance  
☒ Sync Attendance with Class Mtg  
☐ GL Interface Required  
**Class Topic**  
Course Topic ID:       ☐ Print Topic in Schedule  
**Equivalent Course Group**  
Course Equivalent Course Group:       ☐ Override Equivalent Course Group  
Class Equivalent Course Group:   
**Class Attributes**      Customize | Find | View All      First 1 of 1 Last  

*Course Attribute	*Course Attribute Value
D-E      Day-Evening	DAY      Day

- Save.

## Topic 2: Schedule Class Meetings

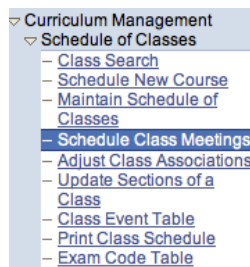
When a course is added for the first time to the Schedule of Classes in a given term and session, the meeting patterns, instructor assignments and exam schedules for each of the created sections can be established at that time *or* can be added later.

Class meeting information can be entered *or* modified for sections of a class already existing in the Schedule of Classes *either* through the **Maintain Schedule of Classes** component (described in Topic 1 above), *or* through the **Schedule Class Meetings** component discussed here.

*Note: An advantage of using the Schedule Class Meetings component is that we can open, view and modify the meeting data for a single section of a class, and then (if necessary) easily navigate among the other sections of that class to add or update the meeting data of those other sections.*

*To create or modify class meetings:*

1. Navigate to the Schedule Class Meetings component. The **Schedule Class Meetings** component is found by navigating to Curriculum Management > Schedule of Classes > Schedule Class Meetings.



- Use the Find an Existing Value page to search for the class whose sections' meeting information needs to be set or modified. Enter the following fields Academic Institutions, Term, Subject Area, and Catalog Nbr.

**Note:** If you have the Class Nbr and/or the Class Section, enter it on this screen. By doing so it will bring you directly to that class.

**Find an Existing Value**

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

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Session:

Class Nbr:

Class Section:

Description:

Course ID:

Course Offering Nbr:

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-20 of 20 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
<a href="#">QNS01</a>	<a href="#">1119</a>	<a href="#">SOC</a>	<a href="#">101</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Regular</a>		<a href="#">01</a>	<a href="#">GEN INTRO TO SOC</a>	<a href="#">014867</a>	<a href="#">1</a>
<a href="#">QNS01</a>	<a href="#">1119</a>	<a href="#">SOC</a>	<a href="#">101</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Regular</a>		<a href="#">02</a>	<a href="#">GEN INTRO TO SOC</a>	<a href="#">014867</a>	<a href="#">1</a>
<a href="#">QNS01</a>	<a href="#">1119</a>	<a href="#">SOC</a>	<a href="#">101</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Regular</a>		<a href="#">03</a>	<a href="#">GEN INTRO TO SOC</a>	<a href="#">014867</a>	<a href="#">1</a>
<a href="#">QNS01</a>	<a href="#">1119</a>	<a href="#">SOC</a>	<a href="#">101</a>	<a href="#">Undergrad</a>	<a href="#">MAIN</a>	<a href="#">Regular</a>		<a href="#">04</a>	<a href="#">GEN INTRO TO SOC</a>	<a href="#">014867</a>	<a href="#">1</a>

- After selecting Search you will get Search Results at the bottom of the screen. Select the desired section you want to set or modify.

**Remember:** If you entered the Class Nbr and/or the Class Section, you will not get any Search Results. It will automatically bring you to the particular class.

**Meetings** | Enrollment Cntrl | Exam

Course ID: 014867      Course Offering Nbr: 1  
 Academic Institution: Queens College  
 Term: 2011 Fall Term      Undergrad  
 Subject Area: SOC      Sociology  
 Catalog Nbr: 101      GEN INTRO TO SOC

**Class Sections**

Session: 1      Regular Academic Session      Class Nbr:   
 Class Section: 01      Component: Lecture      Event ID: 000141768  
 Associated Class: 2      Units: 3.00

**Meeting Pattern**      Find | View All      First 1 of 1 Last

Facility ID: PH-113      Capacity: 55      Pat: MW3      Mtg Start: 8:00AM      Mtg End: 9:15AM      M: ☒      T: ☒      W: ☐      T: ☐      F: ☐      S: ☐      S: ☐      \*Start/End Date: 08/26/2011 12/22/2011

POWDERMKR 113      Topic ID:      Free Format      Topic:        
☐ Print Topic On Transcript      [Contact Hours](#)

**Instructors For Meeting Pattern**      Customize | Find | View All      First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		12345678	John Doe	Prim Ir	<input checked="" type="checkbox"/>	Appro		1	300003

**Room Characteristics**      Customize | Find | View All      First 1 of 1 Last

*Room Characteristic	*Quantity
43      General Classroom (Default)	1

Save    Return to Search    Previous in List    Next in List    Notify

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)

4. Add or update meeting, instructor or exam schedule information. The Meetings page of the **Schedule Class Meetings** component is identical to the Meetings page of the **Maintain Schedule of Classes** component and, as noted above, meeting information can be input or modified in either place with the same result.

5. The information on the Enrollment Cntrl page of the **Schedule Class Meetings** is data that is mostly read-only and – except – the Class Status field which *can* be modified.

Meetings	Enrollment Cntrl	Exam
<b>Course ID:</b> 014867 <b>Course Offering Nbr:</b> 1 <b>Academic Institution:</b> Queens College <b>Term:</b> 2011 Fall Term      Undergrad <b>Subject Area:</b> SOC      Sociology <b>Catalog Nbr:</b> 101      GEN INTRO TO SOC		
<b>Enrollment Control</b>		
<b>Session:</b> 1      Regular Academic Session <b>Class Nbr:</b> <input type="text"/> <b>Class Section:</b> 01 <b>Component:</b> Lecture <b>Event ID:</b> 000141768 <b>Associated Class:</b> 2 <b>Units:</b> 3.00		
<b>*Class Status:</b> <input type="text" value="Active"/> <input type="button" value="Cancel Class"/>		
<b>Class Type:</b> Enrollment <b>Enrollment Status:</b> Open		
<b>Add Consent:</b> <input type="text" value="No Consent"/> <b>Requested Room Capacity:</b> <input type="text" value="50"/> <b>Total:</b>		
<b>Drop Consent:</b> <input type="text" value="No Consent"/> <b>Enrollment Capacity:</b> <input type="text" value="50"/> 49		
<b>1st Auto Enroll Section:</b> <input type="text"/> <b>Wait List Capacity:</b> <input type="text"/> 0		
<b>2nd Auto Enroll Section:</b> <input type="text"/> <b>Minimum Enrollment Nbr:</b> <input type="text"/>		
<b>Resection to Section:</b> <input type="text"/>		
<input type="checkbox"/> Auto Enroll from Wait List <input type="checkbox"/> Cancel if Student Enrolled		
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>		

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)

The Class Status may be changed here to one of the following:

- Active
- Cancelled Section
- Stop Further Enrollment
- Tentative Section

- The Exam page of the **Schedule Class Meetings** component is identical to the Exam page of the **Maintain Schedule of Classes** component and, exam information can be input or modified in either place with the same result.

Meetings		Enrollment Cntrl		Exam	
Course ID:	014867	Course Offering Nbr:	1		
Academic Institution:	Queens College				
Term:	2011 Fall Term	Undergrad			
Subject Area:	SOC	Sociology			
Catalog Nbr:	101	GEN INTRO TO SOC			

Class Exam					
Session:	1	Regular Academic Session	Class Nbr:		
Class Section:	01	Component: Lecture	Event ID:	000141768	
Associated Class:	2	Units: 3.00			
Exam Seat Spacing:	1	Final Exam:	Yes		

Class Exam						Customize	Find	First	1 of 1	Last
Exam Time Code	Combined Exam	*Exam Date	Exam Start	Exam End	*Class Exam Type	Facility ID	Building	Room		
	<input type="checkbox"/>				Final					

Save	Return to Search	Previous in List	Next in List	Notify
------	------------------	------------------	--------------	--------

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)

- Press **Save** to save all the changes made.

### Topic 3: Update Sections of a Class

The **Update Sections of a Class** component is used to update the following data in the sections of a scheduled class:

- **Class status**
- **Enrollment controls**
- **Class Associations**

The class status, enrollment controls and class associations of the sections of a scheduled class can be updated *either* in the **Maintain Schedule of Classes** component (described in Topic 1 above), *or* in the **Update Sections of a Class** component discussed here.

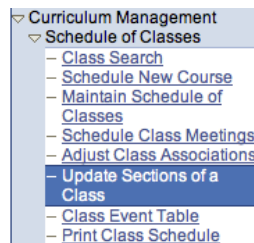
***Note:** An advantage of using the Update Sections of a Class component for updating class status, enrollment controls and/or class associations, is that the data fields are arranged in individual rows (one for each section), making it easier to identify and update only those fields whose values are to be changed.*

#### Step Summary

The **Update Sections of a Class** component can be found by navigating to Curriculum Management > Schedule of Classes > Update Sections of a Class.

*To update the sections of a class:*

1. Navigate to the **Update Sections of a Class** component. The **Update Sections of a Class** component can be found by navigating to Curriculum Management > Schedule of Classes > Update Sections of a Class.



- Use the Find an Existing Value page to search for the class whose sections are to be updated. Enter the Academic Institution, Term, Subject Area, and Catalog Nbr to bring up that course's sections.

### Update Sections of a Class

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):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- Update the Class Type, \*Class Stat (Class Status), \*Add Consent, \*Drop Consent, and Schd Print (Schedule Print) of the appropriate sections of the class accordingly.

### Update Sections of a Class

Course ID: 014867 Course Offering Nbr: 1  
Academic Institution: Queens College  
Term: 2011 Fall Term Undergrad  
Subject Area: SOC Sociology  
Catalog Nbr: 101 GEN INTRO TO SOC

Class Sections													
Customize   Find   View All     First 1-8 of 20 Last													
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	01		Lecture	Open	E	A	2				N	N	<input checked="" type="checkbox"/>
Regular	02		Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	03		Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	04		Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	05		Lecture	Closed	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	06		Lecture	Open	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	07		Lecture	Closed	E	A	1				N	N	<input checked="" type="checkbox"/>
Regular	08		Lecture	Closed	E	A	1				N	N	<input checked="" type="checkbox"/>

- Click on the **Class Enrollment Limits**. This tab is used to edit the Enrl Cap (Enrollment Capacity and Wait Cap (Wait List Capacity) of the courses.

### Update Sections of a Class

Course ID: 014867  
Academic Institution: Queens College  
Term: 2011 Fall Term  
Subject Area: SOC  
Catalog Nbr: 101

Course Offering Nbr: 1  
Undergrad  
Sociology  
GEN INTRO TO SOC

Class Sections									
Class Status		Class Enrollment Limits							
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
Regular	01		Lecture	50	49				
Regular	02		Lecture	275	191				
Regular	03		Lecture	250	178				
Regular	04		Lecture	250	114				
Regular	05		Lecture	45	45				
Regular	06		Lecture	45	34				
Regular	07		Lecture	50	50				
Regular	08		Lecture	50	50	5			

Save Return to Search Notify

- Once all the information is entered click on **Save** to save you changes.

## Search the Class Schedule

**Menu**

Search:

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Curriculum Management
- Schedule of Classes
  - Class Search**
    - Schedule New Course
    - Maintain Schedule of Classes
    - Schedule Class Meetings
    - Adjust Class Associations
    - Update Sections of a Class
    - Class Event Table
    - Print Class Schedule
    - Exam Code Table
    - Exam Code Table Report
    - Generate Exam Schedule
    - Class Notes Table
    - Class Notes Report
    - Class Notes Table Report
    - Global Notes Table
    - Global Notes Table Report
    - Resource Queue Cleanup
    - Review Message Log

**Search for Classes**

**Enter Search Criteria**

**Institution**

**Term**

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

**Course Subject**

**Course Number**

**Course Career**

☒ **Show Open Classes Only**

☐ **Show Open Entry/Exit Classes Only**

Use Additional Search Criteria to narrow your search results.

To access the Class Schedule select Curriculum Management. Next choose the Schedule of Classes option. Finally, select the Class Search option.

To search for classes:

1. Specify an **Academic Institution**. (Example: Queens College)
2. Specify a **Term**. (Example: 2011 Fall Semester)
3. Select a Course Subject. (Example: Sociology)
4. If you have a **Course Number** you can enter it here. (Example: If you are looking up Sociology 101 you can 101 in the course number box to find only Sociology 101 classes).

Note: If you choose NOT to enter a number in this box, a list of all the classes for the requested Course Subject will come up.

5. Select a **Course Career**. This option will allow you to see either the Undergraduate or Graduate Courses. (Example: Undergraduate or Graduate)

6. To see all of the classes that are still open, select the **Show Open Classes Only** checkbox.

Note: If you want to see both open and closed classes, uncheck the **Show Open Classes Only** checkbox.

7. Click on the **Search** button.

8. You will next see the **Search Results** Page.

Note: All the sections for the particular class should be listed here. These are the classes students will see when enrolling for classes.

9. To start a new search, select the **Start a New Search** button.

### Search for Classes

### Search Results

When available, click View All Sections to see all sections of the course.

Queens College | 2011 Fall Term

The following classes match your search criteria Course Subject: **Sociology**, Course Number is exactly **'101'**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[START A NEW SEARCH](#)

☒ Open ☐ Closed ☐ Wait List

#### ▼ SOC 101 - General Introduction to Sociology


View All Sections

First

1-12 of 12

Last


Section [02-LEC](#)

Status 

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 9:25AM - 10:40AM	Kiely Hall 170	John Doe	08/26/2011 - 12/22/2011


Section [03-LEC](#)

Status 

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:50AM - 12:05PM	Kiely Hall 170	John Doe	08/26/2011 - 12/22/2011

Section [04-LEC](#)

Status 

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 1:40PM - 2:55PM	Kiely Hall 170	John Doe	08/26/2011 - 12/22/2011



# CUNYfirst Enrollment

## Enrollment

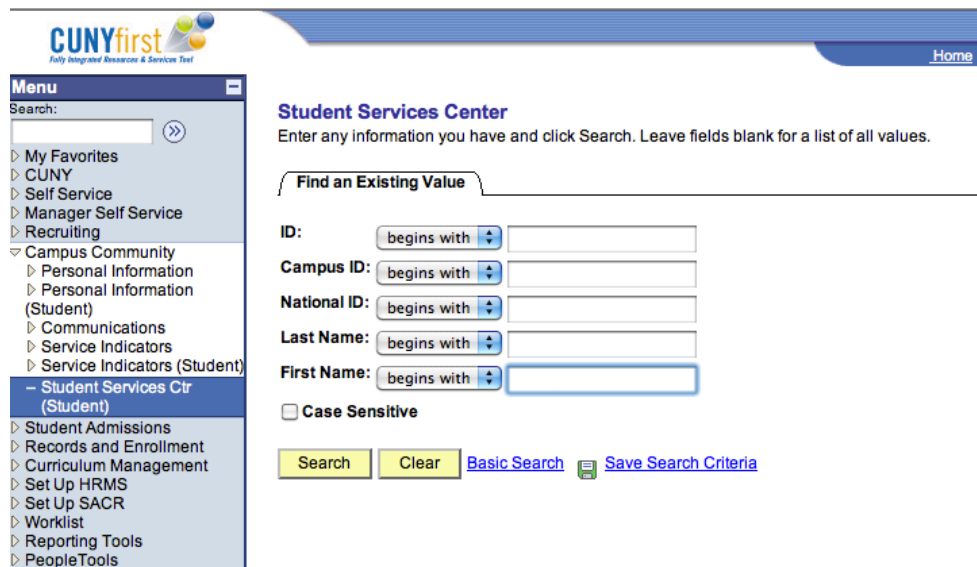
In CUNYfirst there are two ways to enroll student:

- I. Through Campus Community
- II. Through Quick Enroll

### I. To Enroll Students through Campus Community

#### Step 1:

From HR/Campus Solution, select Campus Community from the menu followed by Student Service Ctr (Students). Enter any one of the fields to find a student.



The screenshot shows the CUNYfirst web application interface. On the left is a 'Menu' sidebar with a search box and a list of navigation items. The 'Campus Community' section is expanded, showing 'Student Services Ctr (Student)' as the selected option. The main content area is titled 'Student Services Center' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section with five search fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a 'begins with' dropdown menu and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

**ID:** This is the student's CUNYfirst ID Number or EMPL ID

**National ID:** This is the student's Social Security Number

**Last Name:** Student's last name

**First Name:** Student's First name

## Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNYfirst ID Number / EMPL ID should be at the top of the page.

*Note: Before you enroll a student for any class, make sure you check their course history to see if they have all the requisites.*

Select the **Academics** Tab from the top of the page. You'll then see the **Institution / Career / Program** section along with a Term Summary section.

student center	general info	admissions	transfer credit	academics	finances	financial aid
<b>Institution / Career / Program</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> </ul> </li> <li>QNS01 - Queens College               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> </ul> </li> </ul>		<p><b>Program:</b> UGRD Undergraduate</p> <p><b>Student Career Nbr:</b> 1</p> <p><b>Status:</b> Active as of 11/13/2010</p> <p><b>Admit Term:</b> 1099 2009 Fall Term</p> <p><b>Expected Graduation:</b> 1142 2014 Spring Term</p> <p><b>Approved Load:</b> Full-Time</p> <p><b>Load Determination:</b> Base On Units</p> <p><b>Level Determination:</b> Base On Units</p> <p><b>Plan:</b> MATH-BA Mathematics BA</p> <p><b>Requirement Term:</b> 1106 2010 Summer Term</p> <p><b>Sub-Plan:</b> MATH-SEC Mathematics: Secondary Educ</p> <p><b>Requirement Term:</b> 1096 2009 Summer Term</p>				
<b>Term Summary</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>1099 - 2009 Fall Term</u></li> <li><u>1096 - 2009 Summer Term</u></li> </ul> </li> </ul> </li> <li>QNS01 - Queens College               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>1119 - 2011 Fall Term</u></li> <li><u>1116 - 2011 Summer Term</u></li> </ul> </li> </ul> </li> </ul>		<p><b>2011 Fall Term</b></p> <p><b>Eligible to Enroll:</b> Yes</p> <p><b>Primary Program:</b> UGRD Undergraduate</p> <p><b>Academic Standing Status:</b> Data unavailable</p> <p><b>Level / Load</b></p> <p><b>Academic Level - Projected:</b> Upper SO</p>				

In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

**Term Summary**

QCC01 - Queensborough CC

UGRD - Undergraduate

[1099 - 2009 Fall Term](#)

[1096 - 2009 Summer Term](#)

QNS01 - Queens College

UGRD - Undergraduate

**[1119 - 2011 Fall Term](#)**

[1116 - 2011 Summer Term](#)

[1112 - 2011 Spring Term](#)

[1109 - 2010 Fall Term](#)

[1106 - 2010 Summer Term](#)

[1102 - 2010 Spring Term](#)

[1099 - 2009 Fall Term](#)

[1096 - 2009 Summer Term](#)

**2011 Fall Term**

**Eligible to Enroll:** Yes

**Primary Program:** UGRD Undergraduate

**Academic Standing Status:** Data unavailable

---

▼ **Level / Load**

**Academic Level - Projected:** Upper SO

**Academic Level - Term Start:** Lower SO

**Academic Level - Term End:** Lower SO

**Approved Academic Load:** Full-Time

**Academic Load:** No Unit Load

---

▼ **Classes**

No classes for this term.

[Quick Enrollment](#)

---

▼ **Statistics**

2011 Fall Term	Combined Term Total		Cumulative Total
<b>Units Toward GPA:</b>			
Taken			42.000
Passed			42.000
In Progress			13.000
<b>Units Not for GPA:</b>			

In the “Class” portion click on the “Quick Enrollment” link.


### Step 3 - Class Enrollment Tab:

#### Quick Enrollment

Request ID: 0000000000    John Doe    ID: 12345678  
 Career: Undergrad    Institution: QUEENS    Term: 2011 FA   

Class Enrollment				
Units and Grade				
Other Class Info				
General Overrides				
Class Overrides				
*Action	Class Nbr	Section	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> Enroll <input type="button" value="+"/>	<input type="text"/>	<input type="text"/>	Pending <input type="text"/>	<input type="text"/>

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)  
[Student Services Center](#)

- Action and a drop down menu:
  - **Enroll** – If you are enrolling a student
  - **Drop** – If you are dropping a student from a class
  - **Swap** – If you are replacing a student from one class and placing them into another
- **Class Nbr** – The class code
- **Magnify Glass**  – Use to search for the class if you don't know the code.

**We will ignore the “Unit and Grade” and “Other Class Info” Tab.**

## Step 4 – General Overrides Tab:

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides						
Appointment		Unit Load	Time Conflict	Action Dt	Career	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Appointment** – Used to override student enrollment appointment date, time and maximum enrollment units
- **Unit Load** – Used to skip all unit limit check
- **Time Conflict** – Used to disable time conflict checking for class sections.
- **Career** – Used to override academic career pointers and career pointers exception rules for the student's academic career.
- **Requisites** – Bypasses requisite checking.

## Step 5 – Class Overrides Tab:

### Quick Enrollment

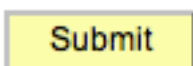
<b>Request ID:</b> 0000000000	John Doe	<b>ID:</b> 12345678
<b>Career:</b> Undergrad	<b>Institution:</b> QUEENS	<b>Term:</b> 2011 FA

<u>Class Enrollment</u>	<u>Units and Grade</u>	<u>Other Class Info</u>	<u>General Overrides</u>	<b>Class Overrides</b>	
<u>Closed Class</u>	<u>Class Links</u>	<u>Class Units</u>	<u>Grading Basis</u>	<u>Class Permission</u>	<u>Dynamic Dates</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<u>Wait List Okay</u>
					<u>WaitList Pos</u>

- **Closed Class** – Used to indicate the class is closed due to capacity size
- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.
- **Class Units** – Used to override the *Units Taken* field value for both fixed and variable unit classes.
- **Grading Basis** – Used to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.
- **Dynamic Dates** – Not being used at this time.
- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student's position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

## Step 6 – Submitting the Changes:

Once you've finished selecting all the overrides on each of the tabs select the submit button.



## B. Enrolling Students using Quick Enroll

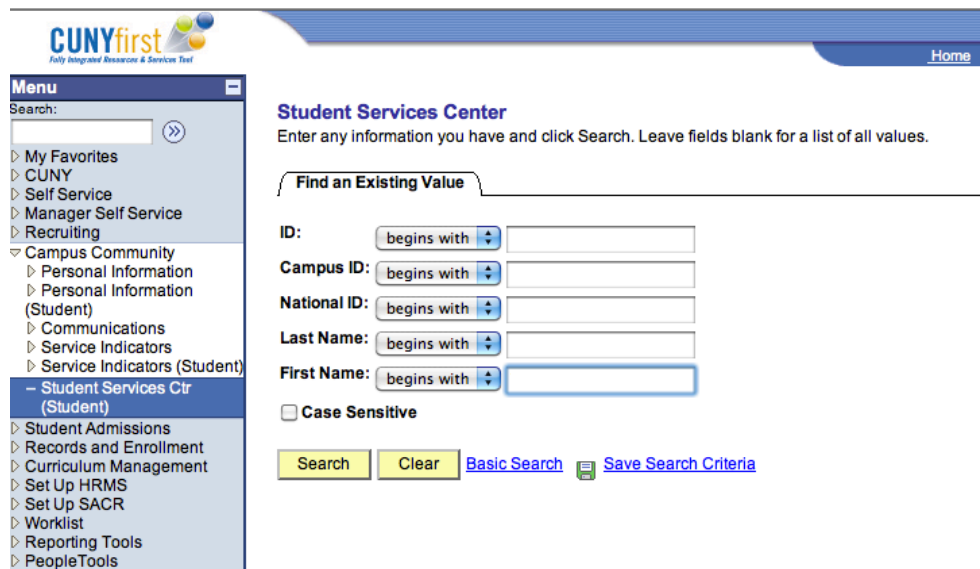
The screenshot displays the CUNYfirst web application interface for enrolling a student. On the left is a 'Menu' sidebar with a search bar and a list of navigation options. The 'Records and Enrollment' section is expanded, and 'Quick Enroll a Student' is selected. The main content area is titled 'Quick Enroll a Student' and features two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs are input fields for 'ID:', 'Academic Career:' (with 'UGRC' selected), 'Academic Institution:' (with 'QNS01' selected), and 'Term:' (with '1116' selected). Each field has a magnifying glass icon for search. A yellow 'Add' button is positioned below the 'Term' field. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

- From HR/Campus Solution, select Records and Enrollment from the menu followed by Enroll Student. After, select Quick Enroll a Student. For this part you must know the student CUNYfirst ID Number/ Empl-ID.
- See Steps 3 – 6.

## Swapping a Class through Campus Community

### Step 1:

From HR/Campus Solution, select Campus Community from the menu followed by Student Service Ctr (Students). Enter any one of the fields to find a student.



The screenshot shows the CUNYfirst Student Services Center interface. On the left is a 'Menu' sidebar with a search bar and a list of options. The 'Campus Community' section is expanded, showing 'Student Services Ctr (Student)' as the selected option. The main area is titled 'Student Services Center' and contains a search form. The form has a header 'Find an Existing Value' and five input fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a 'begins with' dropdown menu. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- **ID:** The student's CUNY ID/Empl ID
- **National ID:** The student's Social Security Number
- **Last Name:** Student's last name
- **First Name:** Student's First name

## Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNY ID number should be at the top of the page.

Click on the **Academics** tab on the top of the page. You will see the **Institution / Career / Program** sections along with the **Term Summary** section.

student center	general info	admissions	transfer credit	<b>academics</b>	finances	financial aid
<b>Institution / Career / Program</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> <li>QNS01 - Queens College                   <ul style="list-style-type: none"> <li>UGRD - Undergraduate                       <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> </ul> </li> </ul> </li> </ul>			<b>Program:</b> UGRD Undergraduate <b>Student Career Nbr:</b> 1 <b>Status:</b> Active as of 11/13/2010 <b>Admit Term:</b> 1099 2009 Fall Term <b>Expected Graduation:</b> 1142 2014 Spring Term <b>Approved Load:</b> Full-Time <b>Load Determination:</b> Base On Units <b>Level Determination:</b> Base On Units  <b>Plan:</b> MATH-BA Mathematics BA <b>Requirement Term:</b> 1106 2010 Summer Term <b>Sub-Plan:</b> MATH-SEC Mathematics: Secondary Educ <b>Requirement Term:</b> 1096 2009 Summer Term			
<b>Term Summary</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>1099 - 2009 Fall Term</u></li> <li><u>1096 - 2009 Summer Term</u></li> </ul> </li> <li>QNS01 - Queens College                   <ul style="list-style-type: none"> <li>UGRD - Undergraduate                       <ul style="list-style-type: none"> <li><u>1119 - 2011 Fall Term</u></li> <li>1116 - 2011 Summer Term</li> </ul> </li> </ul> </li> </ul> </li> </ul>			<b>2011 Fall Term</b> <b>Eligible to Enroll:</b> Yes <b>Primary Program:</b> UGRD Undergraduate <b>Academic Standing Status:</b> Data unavailable  <hr/> <b>Level / Load</b> <b>Academic Level - Projected:</b> Upper SO			

In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

**Term Summary**

- QCC01 - Queensborough CC
  - UGRD - Undergraduate
    - 1099 - 2009 Fall Term
    - 1096 - 2009 Summer Term
  - QNS01 - Queens College
    - UGRD - Undergraduate
      - 1119 - 2011 Fall Term**
      - 1116 - 2011 Summer Term
      - 1112 - 2011 Spring Term
      - 1109 - 2010 Fall Term
      - 1106 - 2010 Summer Term
      - 1102 - 2010 Spring Term
      - 1099 - 2009 Fall Term
      - 1096 - 2009 Summer Term

**2011 Fall Term**

Eligible to Enroll: Yes

Primary Program: UGRD Undergraduate

Academic Standing Status: Data unavailable

---

**Level / Load**

Academic Level - Projected: Upper SO

Academic Level - Term Start: Lower SO

Academic Level - Term End: Lower SO

Approved Academic Load: Full-Time

Academic Load: No Unit Load

---

**Classes**

No classes for this term.

[Quick Enrollment](#)

---

**Statistics**

2011 Fall Term	Combined Term Total	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		42.000
Passed		42.000
In Progress		13.000
<b>Units Not for GPA:</b>		

In the “Class” portion, click on the **Quick Enrollment** link.

**Step 3** - When you click on **Quick Enrollment**, you will be brought to the Enrollment screen. Here, you can swap classes from a student's schedule.

On the drop down menu, select **Swap**.

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment								Units and Grade	Other Class Info	General Overrides	Class Overrides
		*Action	Class Nbr		Section		Related 1	Related 2			
+	-	Enroll				Pending					
		Add Grd Change Grd Chg WL Pos Drop Drop to WL Enroll Norm Maint Remove Grd <b>Swap</b>									

Go to: [View Class](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Now, you will be able to swap two classes. To do this, you will need the **4-digit course code** of the class that the student is already enrolled for. You also need the **4-digit course code** of the new class.

Type in the existing course code number into the **Class Nbr** field, and the new course code number into the **Change To** field.

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment								Units and Grade	Other Class Info	General Overrides	Class Overrides
		*Action	Class Nbr	Change To		Section	Academic Program	Related 1	Related 2		
+	-	Swap	0001	0000	CMLIT 205	02	Pending	UGRD			

## Step 4: General Overrides Tab:

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides						
Appointment		Unit Load	Time Conflict	Action Dt	Career	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Appointment** – Used to override student enrollment appointment date, time, and maximum enrollment units
- **Unit Load** – Used to override maximum credit limits.
- **Time Conflict** – Used to disable time conflict checking for class sections.
- **Career** – Used to override academic career pointers and career pointers exception rules for the student's academic career.
- **Requisites** – Overrides co- and pre-requisites for courses.

## Step 5: Class Overrides Tab:

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA

Submit

Class Enrollment								Units and Grade	Other Class Info	General Overrides	Class Overrides
Closed Class		Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos			
<a href="#">+</a>	<a href="#">-</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WaitList Pos</a>			

- **Closed Class** – Used to indicate the class is closed due to capacity size
- **Class Links** – Used to add/drop class sections without having to do so for required related component sections in a class association group, to allow students to enroll in a non-enrollment type section, and to allow multiple students enrollment in a course.
- **Class Units** – Used to override the *Units Taken* field value for both fixed and variable unit classes.
- **Grading Basis** – Used to allow students to enroll into a class with a grading basis other than the one established for the class. The Grading Basis field becomes available for edit so that you can select a different grading basis for the class enrollment.
- **Class Permission** – Used to override general permissions and student-specific permission requirements, academic career pointers, and career pointer exception rules.
- **Dynamic Dates** – Not being used at this time.
- **Wait List Okay** – A link to access the Wait List Position page, where you can view the student's position on the wait list. This link is available only for enrollment requests in which the student is already on the wait list for the specified class section.

## Step 6: Submitting the Changes:

Once you've finished selecting all the overrides on each of the tabs select the submit button.

Submit

## Swapping a Class through Quick Enroll

From HR/Campus Solution, select **Records and Enrollment** from the menu followed by **Enroll Students**, and then **Quick Enroll a Student**.

Enter the student's **CUNY ID** number in the **ID** field, as well as the term in the **Term** field. Then, click **Add**.

**Menu**

Search:

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
  - Enroll Students
    - Block Enrollment
    - Quick Enroll a Student**
    - Quick Admit a Student
    - Enrollment Request
    - Enrollment Request Search
    - Mass Enrollment
    - Search for Classes
    - Search in Catalog
  - Career and Program Information

**Quick Enroll a Student**

Find an Existing Value | Add a New Value

ID:

Academic Career:

Academic Institution:

Term:

Add

Find an Existing Value | Add a New Value

You will be brought to the **Quick Enrollment** screen. Then, follow **Step 3 – 6** above to swap courses.

### Quick Enrollment

Request ID: 0000000000    John Doe    ID: 12345678

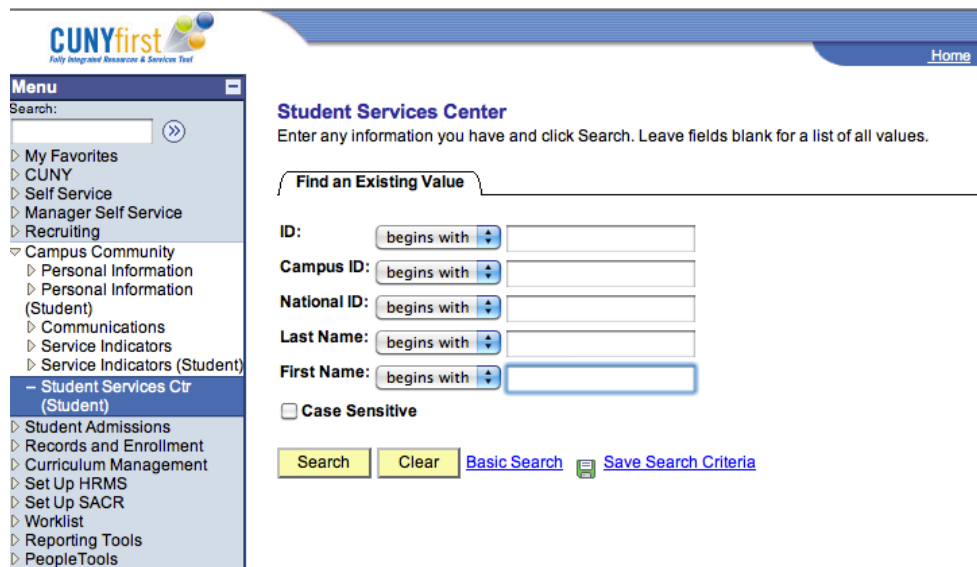
Career: Undergrad    Institution: QUEENS    Term: 2011 FA    **Submit**

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
	*Action	Class Nbr	Section		Related 1	Related 2	
<input type="button" value="+"/>	<input type="button" value="-"/> Enroll	<input type="text"/>	<input type="text"/>	Pending	<input type="text"/>	<input type="text"/>	

## Dropping a Class through Campus Community

### Step 1:

From **HR/Campus Solution**, select **Campus Community** from the menu followed by **Student Service Ctr (Students)**. Enter any one of the fields to find a student.



The screenshot shows the CUNYfirst Student Services Center interface. On the left is a 'Menu' sidebar with a search bar and a list of options. The 'Campus Community' section is expanded, and 'Student Services Ctr (Student)' is selected. The main area is titled 'Student Services Center' and contains a search form. The form has a header 'Find an Existing Value' and five input fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a 'begins with' dropdown menu. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- **ID:** The student's CUNY ID/Empl ID
- **National ID:** The student's Social Security Number
- **Last Name:** Student's last name
- **First Name:** Student's First name

## Step 2 – Student Center & Academics Tab:

On the Student Center tab, make sure you are looking at the correct student. Their name and CUNY ID number should be at the top of the page.

Click on the **Academics** tab on the top of the page. You will see the **Institution / Career / Program** sections along with the **Term Summary** section.

student center	general info	admissions	transfer credit	<b>academics</b>	finances	financial aid
<b>Institution / Career / Program</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> </ul> </li> <li>QNS01 - Queens College               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>UGRD - Undergraduate</u></li> </ul> </li> </ul> </li> </ul>			<b>Program:</b> UGRD Undergraduate <b>Student Career Nbr:</b> 1 <b>Status:</b> Active as of 11/13/2010 <b>Admit Term:</b> 1099 2009 Fall Term <b>Expected Graduation:</b> 1142 2014 Spring Term <b>Approved Load:</b> Full-Time <b>Load Determination:</b> Base On Units <b>Level Determination:</b> Base On Units  <b>Plan:</b> MATH-BA Mathematics BA <b>Requirement Term:</b> 1106 2010 Summer Term <b>Sub-Plan:</b> MATH-SEC Mathematics: Secondary Educ <b>Requirement Term:</b> 1096 2009 Summer Term			
<b>Term Summary</b>						
<ul style="list-style-type: none"> <li>QCC01 - Queensborough CC               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>1099 - 2009 Fall Term</u></li> <li><u>1096 - 2009 Summer Term</u></li> </ul> </li> </ul> </li> <li>QNS01 - Queens College               <ul style="list-style-type: none"> <li>UGRD - Undergraduate                   <ul style="list-style-type: none"> <li><u>1119 - 2011 Fall Term</u></li> <li>1116 - 2011 Summer Term</li> </ul> </li> </ul> </li> </ul>			<b>2011 Fall Term</b> <b>Eligible to Enroll:</b> Yes <b>Primary Program:</b> UGRD Undergraduate <b>Academic Standing Status:</b> Data unavailable  <b>Level / Load</b> <b>Academic Level - Projected:</b> Upper SO			

In the Term Summary section you will see, on the right hand side, three drop menus already expanded:

1. Level/Load
2. Classes
3. Statistics

**Term Summary**

- QCC01 - Queensborough CC
  - UGRD - Undergraduate
    - [1099 - 2009 Fall Term](#)
    - [1096 - 2009 Summer Term](#)
  - QNS01 - Queens College
    - UGRD - Undergraduate
      - [1119 - 2011 Fall Term](#)
      - [1116 - 2011 Summer Term](#)
      - [1112 - 2011 Spring Term](#)
      - [1109 - 2010 Fall Term](#)
      - [1106 - 2010 Summer Term](#)
      - [1102 - 2010 Spring Term](#)
      - [1099 - 2009 Fall Term](#)
      - [1096 - 2009 Summer Term](#)

**2011 Fall Term**

Eligible to Enroll: Yes

Primary Program: UGRD Undergraduate

Academic Standing Status: Data unavailable

---

**Level / Load**

Academic Level - Projected: Upper SO

Academic Level - Term Start: Lower SO

Academic Level - Term End: Lower SO

Approved Academic Load: Full-Time

Academic Load: No Unit Load

---

**Classes**

No classes for this term.

[Quick Enrollment](#)

---

**Statistics**

2011 Fall Term	Combined Term Total		Cumulative Total
<b>Units Toward GPA:</b>			
Taken			42.000
Passed			42.000
In Progress			13.000
<b>Units Not for GPA:</b>			

In the “Class” portion, click on the **Quick Enrollment** link.

**Step 3** - When you click on **Quick Enrollment**, you will be brought to the Enrollment screen. Here, you can drop classes from a student's schedule.

On the **\*Action** drop down menu, select **Drop**.

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
	*Action	Class Nbr	Section			Related 1	Related 2
<span>+</span>	<span>-</span> Enroll			Pending			
	Add Grd Change Grd Chg WL Pos <b>Drop</b> Drop to WL Enroll Norm Maint Remove Grd Swap						

Go to: [View](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)

Now, you will be able to drop classes. To do this, you will need the **4-digit course code** of the class that needs to be dropped.

Type in the existing course code number into the **Class Nbr** field. Then, click **Submit**.

### Quick Enrollment

Request ID: 0000000000 John Doe ID: 12345678  
Career: Undergrad Institution: QUEENS Term: 2011 FA Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		
	*Action	Class Nbr	Section			Academic Program	Related 1
<span>+</span>	<span>-</span> Drop	0002	SOC 334	10	Pending		

## Dropping a Class through Quick Enroll

From HR/Campus Solution, select **Records and Enrollment** from the menu followed by **Enroll Students**, and then **Quick Enroll a Student**. Enter any one of the fields to find a student. Type in their **CUNY ID** number in the **ID** field, as well as the term in the **Term** field. Then, click **Add**.

**Menu**

Search:

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
  - Enroll Students
    - Block Enrollment
    - Quick Enroll a Student**
    - Quick Admit a Student
    - Enrollment Request
    - Enrollment Request Search
    - Mass Enrollment
    - Search for Classes
    - Search in Catalog
- Career and Program Information

**Quick Enroll a Student**

[Find an Existing Value](#) [Add a New Value](#)

ID:

Academic Career:

Academic Institution:

Term:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

You will be brought to the **Quick Enrollment** screen. Then, follow **Step 3** above to drop courses.

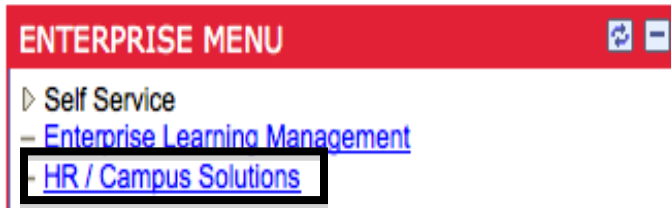


# CUNYfirst Query

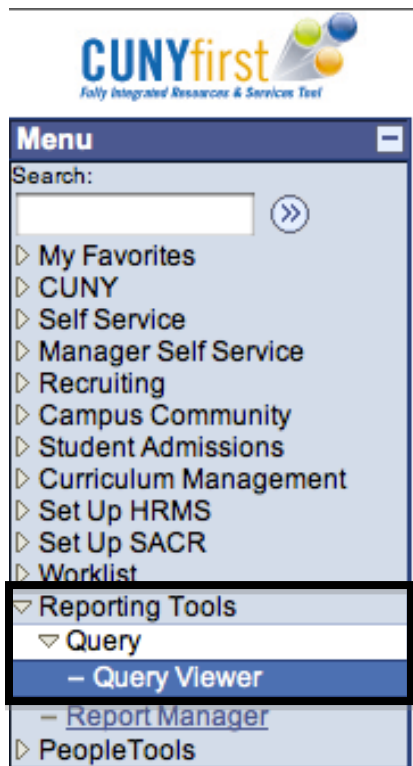
## Query

### Accessing Queries

- To access queries, log into CUNYfirst at: <https://home.cunyfirst.cuny.edu> or go to the Queens College Homepage at [www.qc.cuny.edu](http://www.qc.cuny.edu), and select the CUNYfirst icon on the header.



- Once you have successfully logged into your account, select “HR/Campus Solutions” under the Enterprise Menu, on left side of screen.



- A new window will open with a Menu on the left side of the screen. Select “Reporting Tools” from that menu. The “Reporting Tools” drop down will expand.

- Select the “Query” button. The “Query” drop down will expand.

- Finally select “Query Viewer”.

*Note:*

*If you do not see “Reporting Tools,” “Query,” or “Query Viewer,” you will need to fill out a User Access Form.*

*(See step 4 for more information.)*

## Searching for Queries

### Query Viewer

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

**\*Search By:**  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query				Customize	Find	View All	First 1-2 of 2 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites			
CU_SR_CLASS_NO_INSTR	Classes with no instructor	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>			
CU_SR_CLASS_NO_INSTR_2	Classes with no instructor	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>			

- In the “Search By:” drop down box, select “Query Name,” if it does not appear.
- In the “Begins with” box, enter the name of the query you are trying to run.
- Click “Search”
- The search results will appear under the search button.

*Note: If you do not know the query name, select “Advanced Search” link, which will allow you to search by description or part of the query name.*

### Quick Tip:

Wildcards - If you do not know the name of the query you are trying to run, just type in the Percent Sign (%) and a one word description of the query you are trying to find into the “begins with” box and select search. For example “%GPA”, this will bring up all queries that either has the word “GPA” in the Query Name or in the Description.

## Viewing and Adding Queries to “My Favorite Queries”

### Query Viewer

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

\*Search By:  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query							
Customize   Find   View All   First 1-2 of 2 Last							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
CU_SR_CLASS_NO_INSTR	Classes with no instructor	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CU_SR_CLASS_NO_INSTR_2	Classes with no instructor	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

My Favorite Queries							
Customize   Find   First 1-4 of 4 Last							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
CUNY_STUDENT_GROUP_TBL	Student Group Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">-</a>
CU_SR_BY_TERM_PLAN	Plans by term	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">-</a>
CU_SR_DEGR_CHKOUT_STAT	Students By Degree Chkout Stat	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">-</a>
CU_SR_SELECT_MAJORS	Majors / Minors List	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">-</a>

- To view the query click on “HTML” link under “Run to HTML” for the query you are interested in. (You can also click “Excel” to open the query on an excel spreadsheet)
- A new window will appear. You must provide all the input parameters on the new window in order to view the query report.
- To add your query to your “My Favorite Queries” list just select the “Favorite” link under the “Add to Favorites” Section of your search result.



# CUNYfirst User Access Forms

## Security Access Forms: Through MYQC


### I. New Faculty Members:

To request security access for CUNYfirst go to the following URL:

<http://www.qc.cuny.edu/cunyfirst/faculty>.

On the right side of the screen, select **Request CUNYfirst Security Access**, below **Are You New to CUNYfirst?**

**Faculty & Staff**  
CUNYfirst | Students | **Faculty & Staff** | Need Training? |



**New Faculty - CUNYfirst Access Request**

Please note that your paperwork must be processed by Human Resources 24 hours prior to completing the steps below.

**Step 1:**  
Claim your CUNYfirst account. Your CUNYfirst account allows you access to your Faculty Center where you can pull up class rosters, submit your verification of attendance, and post grades. Do you have your CUNYfirst set-up?

**Step 2:**  
Create an ADS/CAMS account. An AD account is used to login to computers on campus, Wi-Fi, and other network resources. A CAMS account gives you access to your QC email. Do you have your ADS/CAMS set-up?

**Step 3:**  
Request CUNYfirst Access. If you do not have proper access once you have claimed your account (step 1) and have logged into CUNYfirst, go to [CUNYfirst Access Request form](#). For step-by-step instructions [click here](#).

Click here to sign on to  
**CUNYfirst**  
Fully Integrated Resources & Services Tool

**ARE YOU NEW TO CUNYFIRST?**

- Learn some features of the CUNYfirst self-service interface.
- Visit the Faculty Center how-to web page.
- Creating a CUNYfirst Account.
- Creating a CAMS Account.
- Request CUNYfirst Security Access.**

**HOW-TO LIST**

**DOCUMENT LIBRARY**

**NEED A QUERY?**

**INTERACTIVE PRESENTATIONS**

**FAQS**

**NEED HELP?**

Please be sure to complete Step 1 and 2 above before continuing.

In Step 3, click on **CUNYfirst Access Request form**. To log into the site use must enter your ADS account (commonly known as your QC e-mail login) and press OK.

***Note:** If you are having problems logging in try typing "qc\" before your username.*



Connect to myqc.qc.cuny.edu

Connecting to myqc.qc.cuny.edu

User name:

Password:

☐ Remember my password

OK Cancel

Once you've logged in, you should see the following screen. After reading the instructions, press Continue at the bottom right hand corner of the page to begin filling out the form.

myQC > OCT Welcome | My Links ▾

**QUEENS COLLEGE** MyQC Website My Site Help

OCT Online Services Training ▾ Web Services ▾ Tech Fee ▾ Report Services

OCT > InquiryForms > CUNYfirstAccessRequestForm

## CUNYfirst Access Request Form

### CUNYfirst Access Request form

**Faculty:**

- This form is required to request access to CUNYfirst.
- The employee information is based on Office of Human Resources data.
- You must **read and accept** the terms and conditions as stated on the form.
- Submit the form.

**Chairperson:**

- On the next page, you will see a list of pending requests assigned to you.
- Click on the name of the request you would like to process.
- Select the appropriate academic function(s).
- Submit the form.

**Continue**

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### Employee Information Section:

The following information will be pre-filled and grayed out so further changes cannot be made. The information is based on the data from the Office of Human Resources so make sure all the information is correct before proceeding.

- First name
- Last name
- Empl Id
- Job Title
- Dept/Office
- Business Unit/Campus
- CUNY email address

You are required to enter a phone number where you can be reached with questions regarding this form.

CUNYfirst Campus Solutions User Access Request Form			
<small>Please note: This form is required in order to request access to the PeopleSoft system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.</small>			
Employee Information Section			
CUNYfirst (Empl ID):	12345678	First Name:	John
Last Name:	Smith	Dept / Office:	Office Of Converging Tech
Job Title:	College Assistant H	CUNY email address:	JSmith@qc.cuny.edu
Business Unit / Campus:	QN501		
*Phone number:	x5000		
Confidentiality Statement (Employee must accept terms and conditions):			
<small>I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.</small>			
<small>I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.</small>			
<input type="checkbox"/> I accept the terms and conditions.			
Employee's Signature:	John Smith	Date:	10/24/2011
			<b>Submit</b>

## Confidentiality Statement:

**CUNYfirst Campus Solutions User Access Request Form**  

Please note: This form is required in order to request access to the PeopleSoft system. This form must be approved by the employee's supervisor. Employees may NOT approve or grant access for themselves. For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. This request must be made in advance of the effective date of the personnel action.

**Employee Information Section**  

CUNYfirst (Empl ID):	12345678		
Last Name:	Smith	First Name:	John
Job Title:	College Assistant H	Dept / Office:	Office Of Converging Tech
Business Unit / Campus:	QNS01	CUNY email address:	JSmith@qc.cuny.edu
* Phone number:	x5000		

**Confidentiality Statement (Employee must accept terms and conditions):**  

I understand that the data obtained from any CUNYfirst system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the CUNYfirst system. Improper use of my User ID could lead to revocation of access rights and further disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.

☐ I accept the terms and conditions.

Employee's Signature:	John Smith	Date:	10/24/2011
-----------------------	------------	-------	------------

Submit

Read the terms and conditions and then click on the *"I accept the terms and conditions"* checkbox.

☒ I accept the terms and conditions.

Click Submit to send your application to the head of your department. A new page will open with a confirmation message stating form was sent.

OCT > InquiryForms > CUNYfirstAccessRequestForm  
**CUNYfirst Access Request Form**

**Thank You.**

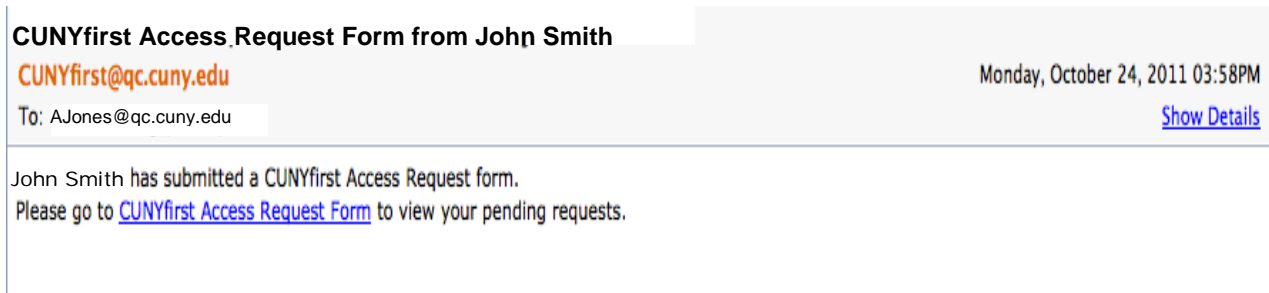
The form was submitted successfully.

Once the form has been completed, the head of the department will receive an email letting them know of the pending request in their account.

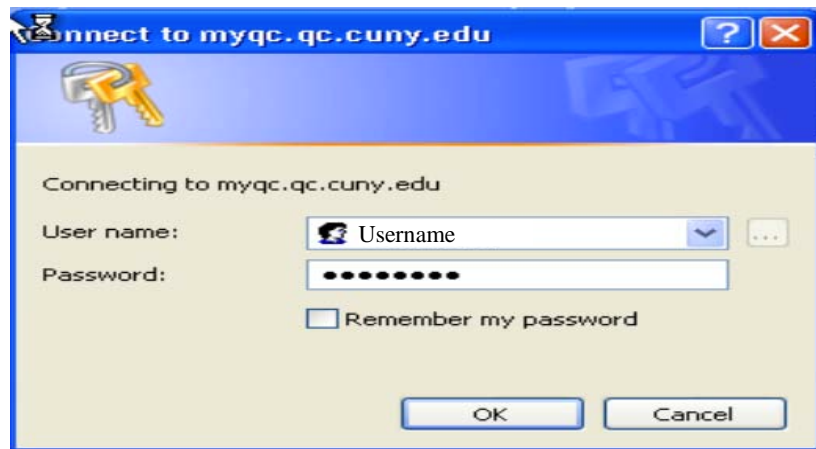
## II. Chair Person:

After a new faculty member requests access to CUNYfirst, you (chairperson) will receive an email with the name of the person who requested access along with a direct link as to where you can go to approve the access.

The email will be similar to the one shown below:



When you click on the link it will take you to a page where you will need to use your ADS account to log in.



Once you've logged in, you should see the following screen.

**Note:** It will be the same screen Faculty sees when they log in.

Read the instructions for the Chairperson and then press Continue at the bottom right hand corner of the page to proceed.

myQC > OCT Welcome | My Links

**QUEENS COLLEGE** My QC

OCT

OCT Online Services Training Web Services Tech Fee Report Services

OCT > InquiryForms > CUNYfirstAccessRequestForm

### CUNYfirst Access Request Form

**CUNYfirst Access Request form**

**Faculty:**

- This form is required to request access to CUNYfirst.
- The employee information is based on Office of Human Resources data.
- You must **read and accept** the terms and conditions as stated on the form.
- Submit the form.

**Chairperson:**

- On the next page, you will see a list of pending requests assigned to you.
- Click on the name of the request you would like to process.
- Select the appropriate academic function(s).
- Submit the form.

[Continue](#)

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You will then be brought to a new window, which lists all the users who have recently requested access. Click on the name of the person you received the email for and continue filling out the form.

Click on a name to assign access categories:							
Name	CUNY ID	Date Signed	Request Status	Chair	Job Title	Requestor Username	Phone
John Smith	12345678	10/24/2011	Pending	ajones	College Assistant H	JSmith	5000

After clicking on the name, scroll down to the **Select Academic Function(s)** section. Select the staff member's Academic Function from the choices provided (i.e. Advisor, Department Chair, Department Secretary, Faculty, and Scheduler).

*Note: A person may have more than one academic function.*

This Academic Function will determine what access the new employee will receive.

### Confidentiality Statement:

Read the terms and conditions and then click on the *“I accept the terms and conditions”* checkbox.

☒ I accept the terms and conditions.

Click Submit to send the form. A new page will open with a confirmation message stating the form was sent to the Security Liaison.

A confirmation email will be sent once Security Liaison has granted access.