

Quick Guide: Student Center

Last update: 27 June 2013

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



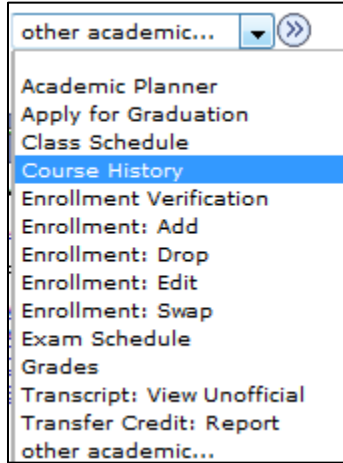
2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Student Center**

A screenshot of the 'Student Center' interface. The interface is divided into several sections. On the left is a 'Menu' sidebar with a search field and a list of categories including 'My Favorites', 'CUNY', 'Self Service', 'Personal Information', 'Class Search / Browse', 'Catalog', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Review Transactions', 'Student Center', and 'Community Directories'. The 'Student Center' item is highlighted. The main content area is titled 'Academics' and contains a search field, a message 'You are not enrolled in classes.', and links for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is the 'Finances' section, which includes 'My Account', 'Account Summary', and 'Financial Aid'. The 'Account Summary' shows a balance of \$139.50 due now and \$0.00 future due. The 'Financial Aid' section has links for 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. Below the finances section is a 'Personal Information' section with a search field and 'Contact Information' for home and mailing addresses. On the right side, there are several panels: 'SEARCH FOR CLASSES', 'Holds' (showing two bounced checks), 'To Do List' (showing 'No To Do's'), 'Enrollment Dates' (showing an appointment for the 2013 Summer Term), 'Advisor' (showing 'None Assigned'), 'CUNY Websites' (with links for 'CUNY Home' and 'TIPPS'), 'Academic Advisement' (with links for 'Transcript Ordering' and 'Advising Report'), and 'Other Links' (with links for 'TuitionPay Payment Plan' and 'FAFSA'). Red arrows and numbered boxes (3-10) point to specific elements: 3 points to 'Self Service' in the menu; 4 points to 'Student Center' in the menu; 5 points to the 'Academics' section header; 6 points to the search field in the Academics section; 7 points to the 'Personal Information' section header; 8 points to the 'Holds' panel; 9 points to the 'Account Summary' box; 10 points to the 'Enrollment Dates' panel.

5. **Academics**

- a. Provides links to Academic records and enrollment self-service transactions
- b. You can access your course history, enroll for classes, view your grades, view unofficial transcript, and more from the **other academic...** dropdown list
- c. **Course History** is a quick alternative to looking up the unofficial transcript and viewing grades. For more information on viewing your grades through **Course History**, please view the following document:

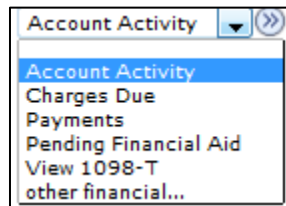
http://www.hunter.cuny.edu/cunyfirst/repository/files/QG_Check_grades.pdf



- d. Your schedule displays classes in which you are enrolled for the current term
- e. Once appointment dates are posted, an **enrollment shopping cart** link will show

6. **Finances**

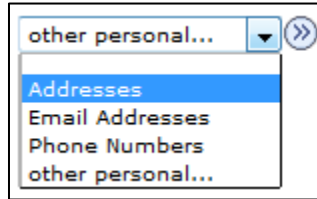
- a. Provides a link to Student Financials self-service transactions and displays Account Summary information.
- b. To see account summary information, select **Accounts Activity** from the dropdown menu.



- c. The Financial Aid module within CUNYfirst will provide financial aid information and allow for the processing of selected transactions, however, this module is not yet implemented at Hunter.

7. Personal Information

- a. Provides links to Campus Community self-service transactions. The home address, mailing address, phone, and campus email displays.
- b. To change your personal information, click on the header or select the information you want to change from the dropdown list.



8. Holds (Service Indicators)

- a. Provides a list of current service indicators (previously known as “stops”). Students may click the **details** link to get more information on their service indicators.
- b. Holds can also include “positive” service indicators such as “Do Not Cancel Registration”

Note: Holds from other colleges do not impact the ability to register at hunter. However, there are CUNY wide holds, such as “immunization,” these holds will affect registration.

9. To Do List

- a. Provides a list of to do items. The “to do” list may contain very important information such as where students can submit important decisions like the “Pathways opt-in” (to be displayed before the start of fall classes). Students may click the **details** link to get more information on their initiated checklist items.

10. Enrollment Dates

- a. Provides a list of Enrollment dates. Students may click the **details** link to view the dates they are eligible to enroll in classes via self-service. For more information on Enrollment Dates through the Student Center, please view the following document: http://www.hunter.cuny.edu/cunyfirst/repository/files/EnrollmentDates_option_2.pdf