



Navigate360 (EAB) and CUNYfirst Functions for Coordinators, Chairs, and Department Administrators

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Introduction

CUNYfirst and EAB Navigate360 contain a variety of tools useful to coordinators, chairs, and department administrators who want to keep tabs on students in their programs and perform basic administrative tasks on student records. Depending on the roles assigned to you, some or all of these functions may be available. If there is a function described here that you need to gain access to, confirm with your supervisor and then fill out the top portion of the following form or forms before sending them to Kathy Killoran, Office of Academic Programs (kkilloran@jjay.cuny.edu).

For CUNYfirst functions: https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/cunyfirst-peoplesoft-security/CS_UserAccessForm.pdf

For EAB Navigate360 functions: https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/information-security/cunyfirst-peoplesoft-security/EAB_USER_ACCESS.pdf

For additional help with any of these modules or other questions about how to gather information about students in your programs, contact Alexander Bolesta (abolesta@jjay.cuny.edu) or Katherine Killoran (kkilloran@jjay.cuny.edu), Office of Academic Programs

EAB Navigate360: Quick Start Guide for Logging In, Viewing Individual Student Information, and Using Advanced Search

A note on nomenclature: **EAB** is a private company that develops **Navigate** (Navigate360 as of January 2024), a CRM (Customer Relationship Management) system for higher education institutions. Navigate360 takes student data downloaded daily from CUNYfirst and offers user-friendly ways to search through and use that data, some of which is covered in this guide.

You can access Navigate360 at the following web address using your CUNY login credentials:
<https://jjay-cuny.campus.eab.com>

Alternatively, click [here](#) to see all Web Apps on the John Jay website or click on the “three lines” menu at the top right corner of the John Jay website and locate the Web Apps link.



“Three Lines” menu on the new John Jay Website:

Internet Explorer is not the preferred browser; use Google Chrome, Mozilla Firefox, Microsoft Edge or other current software.

After logging in, you will be on the Administration Page.

You might see “Professor Home” (for your faculty role) or “Staff Home” (your advisor / coordinator / administrative role) at the top of the page. You can click the drop-down arrow next to your role to toggle between roles if you have multiple. Selecting **Staff Home** will give you access to more EAB functions, including the ones covered here.

The functions covered by this guide are found in two areas: **Quick Search** and **Advanced Search**.

Finding Information About an Individual Student Using Quick Search

At the top of the Navigate360 page you will see a search bar. Start typing an EMPL or name and you will see the student or a list of students to choose from. Click on a student to be brought to their **Overview** tab.

The **Overview** tab provides a dashboard of student performance at John Jay including GPA, credits earned, repeated and withdrawn courses, student’s major, EMPL, and class standing. In addition, student contact info can be found on the right side of the page.

To message a student via email and text (if mobile number has been provided by the student), use the **Message Student** link on the right side.

The **Success Progress** tab will offer graphs that show GPA and credit trends over the student's time at John Jay.

The **Courses** tab imitates a transcript and includes courses taken for the current and past semesters. You can also see transfer credits and any known high school/pre-college information.

Using Advanced Search to Generate Lists of Students Based on Various Criteria

On the left-hand bar, click the magnifying glass icon to access **Advanced Search**.



There are many options in the slide-down menus for filtering a list of students. You can combine multiple filters to build a very customized search.

The **Student Information** section has options to search by name, EMPL, transfer status, gender and race/ethnicity (this is optional data self-supplied by students and will be incomplete), and category (there are many things here including cohorts, minors, and graduation status).

The **Enrollment History** section allows you to limit your search to students who are / were enrolled in particular semesters.

The **Area of Study** section allows you to find students by major or certificate program.

The **Term Data** section is for filtering by students who performed within a certain GPA range or who were registered for a certain number of credits in a particular semester. You can also filter by students who were at a certain classification (freshman, sophomore, etc.) during that term.

The **Performance Data** section is for searching by cumulative GPA or credits earned.

The **Course Data** section allows you to search for students who took specific courses.

Important Tips:

You must click the **Search** button at bottom of screen to run the searches—you can't use the Enter key to execute the search.

If you want inactive students to show in the results, you need to check the **Include Inactive** box next to Search button. Note: "inactive" students include recent graduates and students who are not currently enrolled but are still showing up in the data set. When students drop out of the data set is not well-defined, so this option is not recommended.

Once you have a list of students, the **Actions** menu will give you more options, including messaging students, displaying more columns of data, and exporting the search results. If the **Name** column is active, each student's name will appear in that column as a link. Right click on

a particular student's name and choose "Open in a New Tab" to access their student information dashboard.

If you want to run a particular set of search parameters again in the future, you can save your searches by clicking the **Save** button above the list, next to "Unsaved Student Search".

EAB Navigate360: Retrieving Students in your Major, Minor, Certificate, or Graduate Program Using Advanced Search

From the Navigate360 home page, click on the **Advanced Search** icon (magnifying glass) on the left-hand side of the screen.



Search Criteria: Major, Certificate, or Graduate Program:

Click on the **Area of Study** drop-down menu.

Under **Major (In Any of These)**, type or select a program.

Note: some programs with longer names are abbreviated strangely, because the corresponding CUNYfirst data is constrained by a character limit. For example, the Fraud Examination and Financial Forensics BS is abbreviated as “Frd Exam and Fin Forensics BS”.

Macaulay Honors College programs have their own separate major codes, beginning with “MHC”. Likewise, some of the CUNY Justice Academy programs have major codes that link them to their sending schools. For example, economics students in the Justice Academy from BMCC will have the major code “Economics BMC BS”. This means that you may need to select multiple options to get the full set of results for students in a particular major.

Search Criteria: Minor:

Click on the **Student Information** drop-down menu.

Category (In Any of These), type or select a minor. Hint: type in “minor” to filter out the rest of the categories, making it easier to find a specific item.

Search Results:

At the bottom of the page, click the **Search** button.

To send an email message to students, check the box next to the name of each student who should receive the message. You can select the checkbox next to the “Name” header to select all students, however, if there are more than 100 students in the search results, a message will appear with a link to select all students rather than just the first 100. Click on the **Actions** button and select **Send a Message to Student**. Finally, fill out the email form and click **Send Message** to complete the process.

Note: on the email form, there is a tab to access the text message feature. Text messages will only reach students who have a cell phone with text capabilities registered in CUNYfirst, so this option should be used sparingly.

To download the search results, click on the **Actions** button just above the “ALL” checkbox on the left-hand side of the list of students, then click **Export Results**. On the panel that appears, you can choose which columns to export using the checkboxes. Options include student ID, first name, last name, email, phone number, and more. Then, click **Export**. After a few seconds, you will be prompted to save a .csv file which can then be opened in Excel and further processed if necessary.

If you have exported the email address column, you can copy students’ email addresses in Excel and paste them in a new email in your email application of choice.

Hint: use the BCC function so students do not see everyone’s email address. To do this, click New Message, click CC and paste email addresses into the BCC field.

EAB Navigate: Accessing Class Rosters Using Advanced Search

From the Navigate360 home page, click on the **Advanced Search** icon (magnifying glass) on the left-hand side of the screen.



Click on the **Course Data** drop-down menu.

Select a semester range using the **From Term** and **To Term** fields. Enter the same semester in both fields if you want to restrict the search to a single semester.

Under **Course**, type or select the course.

After a course is selected, an option to choose a specific **Section** is revealed.

Search Results:

At the bottom of the page, click the **Search** button.

To send an email message to students, check the box next to the name of each student who should receive the message. You can select the checkbox next to the “Name” header to select all students, however, if there are more than 100 students in the search results, a message will appear with a link to select all students rather than just the first 100. Click on the **Actions** button and select **Send a Message to Student**. Finally, fill out the email form and click **Send Message** to complete the process.

Note: on the email form, there is a tab to access the text message feature. Text messages will only reach students who have a cell phone with text capabilities registered in CUNYfirst, so this option should be used sparingly.

To download the search results, click on the **Actions** button just above the “ALL” checkbox on the left-hand side of the list of students, then click **Export Results**. On the panel that appears, you can choose which columns to export using the checkboxes. Options include student ID, first name, last name, email, phone number, and more. Then, click **Export**. After a few seconds, you will be prompted to save a .csv file which can then be opened in Excel and further processed if necessary.

If you have exported the email address column, you can copy students’ email addresses in Excel and paste them in a new email in your email application of choice.

Hint: use the BCC function so students do not see everyone’s email address. To do this, click New Message, click CC and paste email addresses into the BCC field.

CUNYfirst: Quick Start Guide for Logging In and Using the New Interface

You can access CUNYfirst at the following web address using your CUNY login credentials:

<https://home.cunyfirst.cuny.edu/>

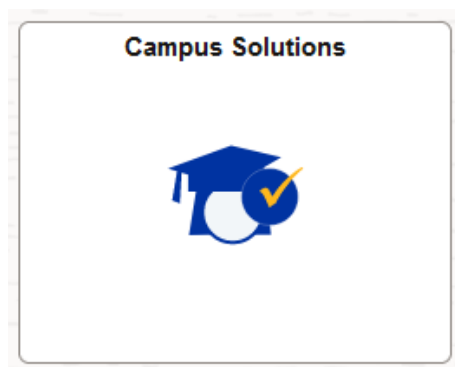
Alternatively, click [here](#) to see all **Web Apps** on the John Jay website or click on the “three lines” menu at the top right corner of the John Jay website and locate the Web Apps link.



“Three Lines” menu on the new John Jay Website:

In April 2022, an upgrade modernized the navigation interface of CUNYfirst, while leaving the function of the various CUNYfirst tools mostly unchanged. Further modifications were implemented in April 2024.

The default view of the CUNYfirst homepage will contain large tiles near the top that can be clicked on in order to access the main branches of the CUNYfirst system. The functions in this guide are mainly contained within the **Campus Solutions** tile:

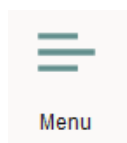


Inside, you will find another series of tiles that will bring you to various tools within CUNYfirst, as well as external systems such as Schedule Builder and Degreeworks.

Additional tools can be found via the navigation menu, which can be accessed by clicking on the **NavBar** compass icon on the top-right of the page, and then clicking on **Menu**, then **Campus Solutions**. This will show a list that contains all of the available tools.



CUNYfirst NavBar Icon:



Menu inside NavBar:

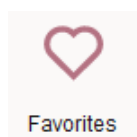
CUNYfirst functions can also be accessed via the **Search Bar** feature. At the top of the page, click the drop-down menu (the default selection is “Menu”) and select “Campus Solutions Menu”. Then type the name of the function that you are looking for in the search bar and either hit “Enter”, click the function name that pops up, or click the magnifying glass icon.

CUNYfirst Search Bar:



In the NavBar, you can also find the **Favorites** icon. If you had set favorites in the previous version of CUNYfirst, they will have been transferred here. Favorites set in the future will appear here as well. To add a function to the Favorites menu, click the “Three Dots” menu icon near the top right of the screen next to the NavBar icon when on the desired CUNYfirst function page and click **Add to Favorites**.

Favorites inside NavBar:



“Three Dots” menu on CUNYfirst:

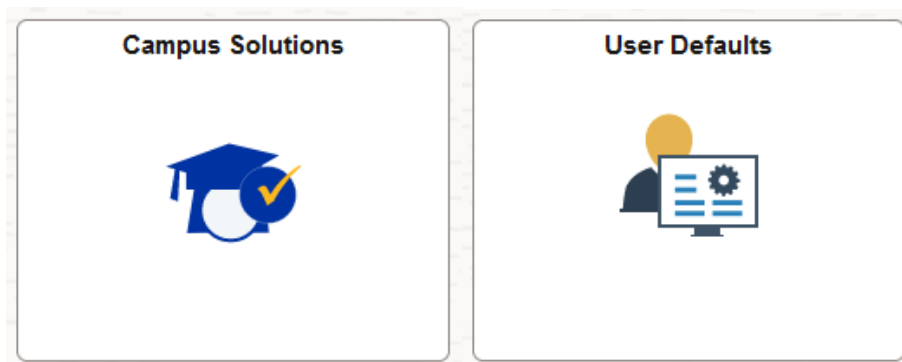


CUNYfirst: Setting up User Defaults

As you use CUNYfirst, you may notice that you need to fill in a lot of the same information across various functions. Setting up user defaults will allow you to have certain fields pre-filled when you open a page.

Log in to CUNYfirst and click the “Campus Solutions” tile, and then the “User Defaults” tile.

New CUNYfirst tiles:



Under “User Defaults 1”, enter “JJC01” into the first three fields (Academic Institution, Career Group SetID, Facility Group SetID) to have John Jay pre-selected across CUNYfirst functions. For Academic Career and Academic Program, you can enter “UGRD” or “GRAD” if you are working primarily with Undergraduates or Graduates, respectively.

You may also be interested in the following fields:

- Subject Area: three- or four-letter subject code, e.g., ENG for English
- Term: four-digit term code. The first digit is “1” for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., “24” for 2024. The final digit is the specific semester or session: “2” for spring, “6” for summer, and “9” for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

You can also click on the magnifying glass icon next to the term field and select the desired term from a list. The new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. The term field in this instance typically only allows values up to a few years in the future, so the term you are looking for should be included. If not, you have to manually enter in the four-digit term code.

For more help, see here for a list of terms and corresponding term codes:











<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>

- Academic Plan: the code for the program, e.g., ANTH-BA for Anthropology BA, ENG-MIN for English Minor, CRJ-MA for Criminal Justice MA, DRC-CERT for Dispute Resolution Certificate, etc. You can click the magnifying glass icon for help finding your plan code

For more help, see here for a list of academic plans and corresponding plan codes:

<https://www.dropbox.com/scl/fi/j7vefbzq1vr43youkanyv/2024-07-11-Academic-Plan-Codes.pdf?rlkey=pw7dxatvxdkm3ii0aprevi4i4&dl=0>

User Defaults 1:

Academic Institution:	<input type="text" value="JJC01"/> 	John Jay College
Career Group SetID:	<input type="text" value="JJC01"/> 	John Jay College
Facility Group SetID:	<input type="text" value="JJC01"/> 	John Jay College
Academic Career:	<input type="text" value="UGRD"/> 	Undergraduate
Academic Group:	<input type="text"/> 	
Subject Area:	<input type="text"/> 	
Term:	<input type="text"/> 	
Academic Program:	<input type="text" value="UGRD"/> 	Undergraduate
Academic Plan:	<input type="text"/> 	
Academic Sub-Plan:	<input type="text"/> 	

Under “User Defaults 4”, check the “Carry ID” box to have EMPLID values carry over across screens as you perform actions on CUNYfirst.

User Defaults 4:

☒ Carry ID

Click the “Save” button at the bottom of the screen to apply these changes.

CUNYfirst: Retrieving a List of Students in your Major, Minor or Graduate Program

Use this to get a list of students in a specific program or minor who are/were eligible to register for classes for a specific term in the past, present, or near future.

Log in to CUNYfirst and locate the Query Viewer via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Reporting Tools -> Query -> Query Viewer.
2. From the home page, click the "Campus Solutions" tile, and then the "Query Viewer" tile.
3. On the Search Bar, select "Campus Solutions Menu" and then type in and select "Query Viewer".

In the "Search By" area, ensure that the drop-down menu has "Query Name" selected. Then, in the search bar next to "begins with", type or copy and paste: CU_SR_STDNT_BY_TERM_PLAN

You should see one result:

Query

<

<

1-1 of 1

>

>

|

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_SR_STDNT_BY_TERM_PLAN	Students by Term & Plan	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite

In the final column "Add to Favorites", click the "Favorite" link. Now, when you enter Query Viewer, you will see a list of your favorited queries at the bottom of the page and won't have to enter the query name in the search field.

Under the "Run to HTML" column, click the "HTML" link to open the query. You may receive an alert that your browser has blocked a pop-up window. In this case you will have to click the button that appears to allow pop-ups from <https://home.cunyfirst.cuny.edu>. If no button appears, you will have to go into your browser's settings and add an exception to allow pop-ups from <https://home.cunyfirst.cuny.edu>.

In this query you will need to enter the following parameters:

- Institution: JJC01
- Acad Prog: UGRD for undergraduate, GRAD for graduate
- Term: four-digit term code. The first digit is "1" for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., "24" for 2024. The final digit is the specific semester or session: "2" for spring, "6" for summer,

and “9” for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

Typically, instead of memorizing the four-digit term code formula, you could click on the magnifying glass icon next to the term field and select the desired term from a list. Unfortunately, the new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. Since the term field in this instance allows all terms up to the year 2100, only spring 2068 to fall 2100 appear when clicking on this magnifying glass. This means we have to manually enter in the four-digit term code in this query.

For more help, see here for a list of terms and corresponding term codes:


<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>


- Acad Plan: the code for the program, e.g., ANTH-BA for Anthropology BA, ENG-MIN for English Minor, CRJ-MA for Criminal Justice MA, DRC-CERT for Dispute Resolution Certificate, etc. You can click the magnifying glass icon for help finding your plan code


For more help, see here for a list of academic plans and corresponding plan codes:


<https://www.dropbox.com/scl/fi/j7vefbzq1vr43youkanyv/2024-07-11-Academic-Plan-Codes.pdf?rlkey=pw7dxatvxdkm3ii0aprevi4i4&dl=0>

As an example, here are the options one would use to look up students in the English Minor who are eligible to register for classes in Fall 2024:

*Institution 

*Acad Prog 

*Term 

*Acad Plan 

Clicking the “View Results” button will generate a list after a few moments. You can see an icon on the top-right corner indicating that the list is being worked on:



Some columns of interest include general information about the student, including ID, name, and email address. Other useful columns include:

- Total (column 15): total credits earned up to and including the term selected.

- Take Prgrs (Column 16): total credits for which the student is registered for the term selected. Again, this list includes all students who are tagged as eligible to register for the term selected, so they will appear even if they have not / never registered for any courses for the term.
- GPA (column 17): cumulative GPA earned up to and including the term selected.

Row	ID	Name	Sex	Acad Plan	Decl Date	Req Term	Sub-Plan	Req Term	Prim Prog	Admit Term	Exp Grad	Req Term	CheckoutStat	Total	Take Prgrs	GPA
1				ENG-MIN	11/13/2023	1242			UGRD	1236	1279	1239		93.000	0.000	3.771
2				ENG-MIN	05/31/2024	1246			UGRD	1156	1246	1246	PN	128.000	0.000	2.245
3				ENG-MIN	01/27/2020	1202			UGRD	1196	1252	1196	EG	121.000	0.000	2.795
4				ENG-MIN	01/08/2024	1242			UGRD	1186	1272	1242		61.000	0.000	2.484

Links to download these search results can be found just under the “View Results” button. You can try to download directly to .XLSX format using the “Excel SpreadSheet” link. If that doesn’t work, try the “CSV Text File” link, which is also able to open in Excel.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (96 kb)

CUNYfirst: Accessing Class Rosters

Use this to generate a list of students taking a particular course section during a particular term. Those with access to grade rosters can check student grades by follow these same instructions, choosing the “Departmental Grade Rosters” module instead of “Departmental Class Rosters”.

Log in to CUNYfirst and locate the Departmental Class Rosters module via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> CUNY -> Campus Solutions -> Departmental Class Rosters.
2. From the home page, click the “Campus Solutions” tile, and then the “Student Records” tile. On the left-hand panel, click the “CUNY SR Extensions” drop-down menu, and then click “Departmental Class Rosters”.
3. On the Search Bar, select “Campus Solutions Menu” and then type in and select “Departmental Class Rosters”.

In this module you will need to enter the following parameters:

- Academic Institution: JJC01
- Academic Career: UGRD for undergraduate, GRAD for graduate
- Term: four-digit term code. The first digit is “1” for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., “24” for 2024. The final digit is the specific semester or session: “2” for spring, “6” for summer, and “9” for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

You can also click on the magnifying glass icon next to the term field and select the desired term from a list. The new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. The term field in this instance typically only allows values up to a few years in the future, so the term you are looking for should be included. If not, you have to manually enter in the four-digit term code.

For more help, see here for a list of terms and corresponding term codes:

<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>

- Session: The drop-down menu gives many options. For the typical 14-week fall and spring semesters, choose “Regular Academic Session”. For winter session, set the Term to the spring term immediately after the winter session, and choose “Winter” in the Session drop-down. Undergraduate summer sessions should set the Term to the desired

summer term and the Session to the appropriate three-, five-, or eight-week session, etc. Online graduate 8-week 1 and 8-week 2 options are also here. Choose the option appropriate for the course about which you are interested in finding information.

- **Academic Organization:** the department that has administrative control over the course. Click on the magnifying glass icon next to the academic organization field to see a list of academic organization codes. Courses that are administered by a program rather than a department can usually be found under the REG-JJC academic organization, including EJS, GEN, HON, HUM, MHC, and UGR courses.

For more help, see here for a list of subject codes and their corresponding academic organization code: <https://www.dropbox.com/scl/fi/4opl4qhb6p2xa9ut5ihdr/2024-07-15-Subjects-and-Academic-Organizations.pdf?rlkey=xjpw5279q0rct6ii0gkd1zwaq&dl=0>

With all options selected, click “Search” to bring up a list of courses and sections that match the parameters given.

For example, here are the options needed to search for courses being taught by the Anthropology academic organization for Fall 2024:

*Academic Institution = ▾ JJC01 🔍

*Academic Career = ▾ UGRD 🔍

*Term = ▾ 1249 🔍

Session = ▾ Regular Academic Se ▾

Academic Organization begins with ▾ ANTH-JJC 🔍

⤴ Show fewer options

Search Clear

The search results will initially show one row representing the academic organization requested. Click anywhere within the row to get to the class list (e.g., click the “>” or “JJC01” or anywhere else within the row):

▼ Search Results

1 rows - Academic Institution "JJC01" Academic Career "UGRD" +3 more

View All 🔍					First	1 of 1	Last
Academic Institution	Academic Career	Term	Session	Academic Organization			
JJC01	UGRD	1249	Regular	ANTH-JJC	>		








Finally, the class list is generated. If an academic organization handles more than one subject, you can select a specific subject to narrow down the results by clicking the “View” button next to the subject heading at the top of the results:

Institution: JJC01 John Jay College
Career: UGRD Undergraduate
Term: 1249 2024 Fall Term
Session: 1 Regular Academic Session
Acad Org: ENGL-JJC English

View Rosters By Subject

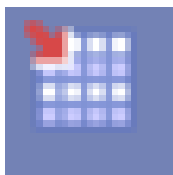
COM	COM - Communication	<input type="button" value="View"/>
DRA	DRA - Drama	<input type="button" value="View"/>
ENG	ENG - English	<input type="button" value="View"/>
LIT	LIT - Literature	<input type="button" value="View"/>

Find the class in the list for which you want to view the roster. In column 4 (Class Data), you will see the class subject and number, and then in parenthesis the 5-digit class code, then a decimal point, then the class section. Once you locate the class, click the symbol in column 3 of that row to load the roster:

7	<input type="checkbox"/>		ANT 101 (36565.01)	Intro to Cultural Anthropology (Lecture)
8	<input type="checkbox"/>		ANT 101 (34414.02)	Intro to Cultural Anthropology (Lecture)
9	<input type="checkbox"/>		ANT 101 (34411.04)	Intro to Cultural Anthropology (Lecture)
10	<input type="checkbox"/>		ANT 101 (34409.05)	Intro to Cultural Anthropology (Lecture)
11	<input type="checkbox"/>		ANT 101 (34412.06)	Intro to Cultural Anthropology (Lecture)
12	<input type="checkbox"/>		ANT 101 (34408.07)	Intro to Cultural Anthropology (Lecture)
13	<input type="checkbox"/>		ANT 101 (34413.08)	Intro to Cultural Anthropology (Lecture)



Once the class roster loads, you can download the list in Excel format by clicking on the spreadsheet icon in the table header:



Unfortunately, rosters generated in this way do not include students' email addresses. If you would like to contact students from a class roster page, click on the checkboxes next to each student's name or click the "Select All" link near the bottom of the page and then click "notify selected students" to open an email form page.

CUNYfirst: Granting Class Permissions

Use this to allow a student to register for a class where they either have not met the course prerequisites, they need departmental permission for registration, or they are an undergraduate needing to register for a graduate course or vice versa.

Log in to CUNYfirst and locate the Class Permissions module via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Records and Enrollment -> Term Processing -> Class Permissions -> Class Permissions.
2. From the home page, click the "Campus Solutions" tile, and then the "Student Records" tile. On the left-hand panel, click the "Class Permissions" drop-down menu, and then click "Class Permissions".
3. On the Search Bar, select "Campus Solutions Menu" and then type in and select "Class Permissions".

In this module you will need to enter the following parameters:

- Academic Institution: JJC01
- Term: four-digit term code. The first digit is "1" for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., "24" for 2024. The final digit is the specific semester or session: "2" for spring, "6" for summer, and "9" for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

You can also click on the magnifying glass icon next to the term field and select the desired term from a list. The new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. The term field in this instance typically only allows values up to a few years in the future, so the term you are looking for should be included. If not, you have to manually enter in the four-digit term code.

For more help, see here for a list of terms and corresponding term codes:

<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>

- Subject Area: three- or four-letter subject code, e.g., ENG for an English course
- Catalog Nbr: three- or four-digit course catalog number, e.g., 101 for ENG 101

Click on "Search".

For example, here are the options needed to search for MAT 151 – Calculus I:

*Academic Institution = ▾ JJC01 🔍
 *Term = ▾ 1249 🔍
 Subject Area = ▾ MAT 🔍
 Catalog Nbr begins with ▾ 151
 Academic Career = ▾ ▾
 Campus begins with ▾ 🔍
 Description begins with ▾
 Course ID begins with ▾ 🔍
 Course Offering Nbr = ▾ 🔍
 Academic Organization begins with ▾
 ^ Show fewer options
☐ Case Sensitive
 Search Clear Save Search

The search results will initially show one row representing the course requested. Click anywhere within the row to get to the class list (e.g., click the ">" or "JJC01" or anywhere else within the row):

▼ Search Results

1 rows - Academic Institution "JJC01" Term "1249" +2 more

View All 🔍									
First 1 of 1 Last									
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr	
JJC01	1249	MAT	151	Undergrad	MAIN	Calculus I	071132	1	>

You will be presented with the permission form for the first section of the course by default. To navigate to a different section of the course, use the left and right arrow buttons across from the "Class Section Data" header until you see the correct section in the section data:

Permission to Add Permission to Drop

Course ID 071132 Course Offering Nbr 1

Academic Institution John Jay College

Term 2024 Fall Term Undergrad

Subject Area MAT MAT - Mathematics

Catalog Nbr 151 Calculus I

Class Section Data Find | View All First 1 of 7 Last

Session 1 Regular Academic Session Class Nbr 35151 Class Status Active

Class Section 01 Class Type Enrollment Section

Component Lecture Instructor [REDACTED]

☒ Student Specific Permissions

Enrl Cap: 28 Tot Enrl: 28

Wait Cap: 0 Wait Tot: 0

Once you have navigated to the correct section, scroll down to the “Class Permission Data” section. Click any of the “+” buttons on the right side of the table to add a new row:

Class Permission Data Personalize | Find | [Icons] First 1-4 of 4 Last

General Info **Permission** Comments Updated By [Icon]

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
3		[REDACTED]		Used	05/15/2024	09/03/2024 [Icon]	+	-
4		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-
1		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-
2		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-

In the new row, enter the EMPLID of the student who is to receive the new permission and then click on the “Permission” tab:

Class Permission Data Personalize | Find | [Icons] First 1-5 of 5 Last

General Info **Permission** Comments Updated By [Icon]

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
3		[REDACTED]		Used	05/15/2024	09/03/2024 [Icon]	+	-
4		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-
1		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-
2		[REDACTED]		Not Used		09/03/2024 [Icon]	+	-
5		00000000 [Icon]		Not Used		09/03/2024 [Icon]	+	-

Within the “Permission” tab, check off the permissions being granted to the student.

- Requisites Not Met: allows the student to take the course despite not completing the course’s prerequisites.
- Consent Required: allows the student to register for a course that requires approval from the department or instructor.
- Career Restriction: allows an undergraduate student to register for a graduate course, and vice versa.

- The “Closed Class” permission allows a student to register for a class that is full, however this is generally granted by someone in the Registrar’s office.

Class Permission Data Personalize | Find | [Icons] First 1-5 of 5 Last

General Info **Permission** Comments Updated By [Icon]

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
3			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
1			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5		00000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

It is good practice to click over to the “Comments” tab and leave a note about from whom the permission is being granted.

Once the permission checkboxes are set, you can click “Save” at the bottom of the screen. A message will pop up asking you whether you would like to apply the same permission to every section of the course. This is fine for a prerequisite override where the student should be allowed to register for any section they wish, but click “No” in cases where the student should only be given permission for a single section.

Note: If you are planning to give the student permission for all sections of the course, ensure that you fill out the permissions on a section where the “Class Status” in the Class Section Data is “Active”. If you try to apply permissions to a cancelled section, you will get an error.

Some other things to keep in mind:

- This process only removes a barrier to registration; it does not actually register the student for the course. The student should be informed that they have been given permission to register so that they can sign up for the class.
- Permissions are one-time use only. If a student registers for a course for which they were granted a permission, and the course is then dropped for whatever reason, they would need to be given permission again if they want to re-register for the course.

CUNYfirst: Enrollment Report by Course Subject or by Department

Use this to generate a table of course sections under a course subject or department that includes information about each section such as modality, current enrollment number, enrollment cap, instructor, active vs. cancelled sections, and more.

Log in to CUNYfirst and locate the Query Viewer via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Reporting Tools -> Query -> Query Viewer.
2. From the home page, click the “Campus Solutions” tile, and then the “Query Viewer” tile.
3. On the Search Bar, select “Campus Solutions Menu” and then type in and select “Query Viewer”.

In the “Search By” area, ensure that the drop-down menu has “Query Name” selected. Then, in the search bar next to “begins with”, type or copy/paste: CU_SR_CLASS_SCHED_DATA

You will see several results. We will be using the first result “CU_SR_CLASS_SCHED_DATA” without anything after it:

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
CU_SR_CLASS_SCHED_DATA	Schd data for schedulers	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_SCHED_DATA_GW	ClassSched data for Sched_RP	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_SCHED_DATA_MOD_999	Incl. 9999 Assoc numbers	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_SCHED_DATA_ORIG		Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite
CU_SR_CLASS_SCHED_DATA_RES_CAP	ClassSched data for Sched_RP	Public	STUDENT RECORDS	HTML	Excel	XML	Schedule	Lookup References	Favorite

In the final column “Add to Favorites”, click the “Favorite” link. Now, when you enter Query Viewer, you will see a list of your favorited queries at the bottom of the page and won’t have to enter the query name in the search field.

Under the “Run to HTML” column, click the “HTML” link to open the query. You may receive an alert that your browser has blocked a pop-up window. In this case you will have to click the button that appears to allow pop-ups from <https://home.cunyfirst.cuny.edu>. If no button appears, you will have to go into your browser’s settings and add an exception to allow pop-ups from <https://home.cunyfirst.cuny.edu>.

In this query you will need to enter the following parameters:

- Institution: JJC01

- Term: four-digit term code. The first digit is “1” for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., “24” for 2024. The final digit is the specific semester or session: “2” for spring, “6” for summer, and “9” for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

Typically, instead of memorizing the four-digit term code formula, you could click on the magnifying glass icon next to the term field and select the desired term from a list. Unfortunately, the new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. Since the term field in this instance allows all terms up to the year 2100, only spring 2068 to fall 2100 appear when clicking on this magnifying glass. This means we have to manually enter in the four-digit term code in this query.

For more help, see here for a list of terms and corresponding term codes:

<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>

At this point, the query can run, but you will receive a list containing every class section being taught at the college for the selected term. Typically you will want to restrict this further by entering a subject or academic organization at the very least.

- Subject: three- or four-letter subject code, e.g., ENG for English
- Career: UGRD for undergrad, GRAD for graduate
- Acad Org: the department that has administrative control over the course. Click on the magnifying glass icon next to the academic organization field to see a list of academic organization codes. Courses that are administered by a program rather than a department can usually be found under the REG-JJC academic organization, including EJS, GEN, HON, HUM, MHC, and UGR courses.

For more help, see here for a list of subject codes and their corresponding academic


organization codes: <https://www.dropbox.com/scl/fi/4opl4qhb6p2xa9ut5ihdr/2024-07-15-Subjects-and-Academic-Organizations.pdf?rlkey=xjpw5279q0rct6ii0gkd1zwaq&dl=0>


- Session: The magnifying glass icon shows many options. For the typical 14-week fall and spring semesters, choose “1”. For winter session, set the Term to the spring term immediately after the winter session, and choose “WIN”. Undergraduate summer sessions should set the Term to the desired summer term and the Session to the appropriate three-, five-, or eight-week session, etc. Online graduate 8-week 1 and 8-week 2 options are also here. Choose the option appropriate for the courses about which you are interested in finding information.


- Class Status: If you would like to only see active or cancelled sections, use the drop-down menu to make your selection.


For example, the following options will show information for every section of every Anthropology course that has been scheduled for Fall 2024:


CU_SR_CLASS_SCHED_DATA - Schd data for schedulers


*Institution 

*Term 

Subject (Blank for all) 

Career (Blank for all) 

Acad Org (Blank for all) 

Session (Blank for all) 

Class Status (Blank for all)

[View Results](#)

Clicking the “View Results” button will generate a list after a few moments. You can see an icon on the top-right corner indicating that the list is being worked on:



Some useful columns in the results include:

- Enrollment Status (column 7): open vs. closed (full) courses
- Class Status (column 15): active vs. cancelled courses
- Total Enrollment (column 17): number of students currently registered. If a course is cross-listed with another department, you’ll need to get the enrollment number for the cross-listed courses and combine them manually.
- Enrollment Cap (column 18): total number of students who can register before the course will be closed to further enrollment
- Instruction Mode (column 19): teaching modality:
 - P: in-person
 - HS: hybrid synchronous
 - HA: hybrid asynchronous
 - OS: online synchronous

- OA: online asynchronous
- OM: online mixed synchronous
- HF: HyField
- HX: HyFlex

Links to download these search results can be found just under the “View Results” button. You can try to download directly to .XLSX format using the “Excel SpreadSheet” link. If that doesn’t work, try the “CSV Text File” link, which is also able to open in Excel.

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (96 kb)

CUNYfirst: Searching for Course Catalog Information and Course History in the Curriculum Management Modules

Use this to look up general catalog information about a course, or to search for instances of a scheduled course section in the past, present, or near future.

General Course Catalog Information

Log in to CUNYfirst and locate the Course Catalog via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Curriculum Management -> Course Catalog -> and then:
 - a. Choose "Browse Catalog" to choose from a list of courses by subject heading
 - b. Choose "Course Catalog" to search for a course by filling in a form
2. From the home page, click the "Campus Solutions" tile, and then the "Curriculum Management" tile. On the left-hand panel under the "Course Catalog" section:
 - a. Choose "Browse Catalog" to choose from a list of courses by subject heading
 - b. Choose "Course Catalog" to search for a course by filling in a form
3. On the Search Bar, select "Campus Solutions Menu" and then type in and select:
 - a. "Browse Catalog" to choose from a list of courses by subject heading
 - b. "Course Catalog" to search for a course by filling in a form

For "Browse Catalog", click on the first letter in the index at the top of the screen of the three- or four-letter subject heading of the course you want to look up, and then click on the subject heading to open a list of all courses under that subject heading. Finally, click on the course number or course title of the course you want to look up to open a window containing information about the course such as number of credits, academic organization, description, and prerequisites:

Select Institution John Jay College Change

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Collapse All Expand All

Select subject code to display or hide course information.

- ▶ [ACC - ACC - Accounting](#)
- ▶ [AFR - AFR - Africana Studies](#)
- ▶ [AMST - AMST - American Studies](#)
- ▼ [ANT - ANT - Anthropology](#)

Courses		
Course Nbr	Course Title	Typically Offered
98	Pre-Freshman Anthropology	All Terms
100	The Ethnography of Youth and Justice in New York City	Fall, Spring
101	Introduction to Cultural Anthropology	Fall, Spring
110	Drug and Alcohol Use and Abuse in American Society	Fall, Spring
130	Policing in a Multiracial and Multicultural City	Fall, Spring
201	Culture Contact	Fall, Spring

You can also click on the “View Class Sections” button to open the course schedule. Select a term from the “Terms Offered” drop-down menu and then click the “Show Sections” button to view the section status for the course for the term selected:

Course Detail

[Return to Browse Course Catalog](#)

ANT 101 - Introduction to Cultural Anthropology





Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	John Jay College
Academic Group	John Jay College
Academic Organization	Anthropology
View Class Sections	
Enrollment Information	
Typically Offered	Fall, Spring
Requirement Designation	Flexible Core - World Cultures & Global Issues
Description	
<p>This course is an introduction to cultural anthropology, the study of human societies and cultures. Students will examine the concept of culture in historical and global perspective, and learn tools for cross-cultural comparative analysis with an emphasis on critical thinking in relation to cultural values and practices, variation in human behavior, the organization of social life, and the making of cultural identity. Cross-cultural topics include subsistence, power and law, gender, family and kinship, language and intercultural communication, and the impact of globalization on human societies. Students will also learn fundamental concepts in anthropology to better understand the causes and conditions of our contemporary world.</p>	





Course Schedule

Terms Offered	2024 Spring Term	Show Sections
<div> ● Open ■ Closed ⚠ Wait List </div>		

ANT 101 Sections for 2024 Spring Term

1-14 of 14

Section			Personalize Find View All  		First	1 of 1	Last
Section	Session	Status					
01-LEC (39512)	1	●					
Section Details			Personalize Find  		First	1 of 1	Last
Days	Start	End	Room	Instructor	Dates		
Th	9:25AM	10:40AM	New Bldg 1.108		01/25/2024 - 05/22/2024		

Section			Personalize Find View All  		First	1 of 1	Last
Section	Session	Status					
02-LEC (39509)	1	■					
Section Details			Personalize Find  		First	1 of 1	Last
Days	Start	End	Room	Instructor	Dates		
MoWe	9:25AM	10:40AM	Haaren 200		01/25/2024 - 05/22/2024		

For “Course Catalog”, you will need to enter the following parameters:

- Academic Institution: JJC01
- Subject Area: three- or four-letter subject code, e.g., ENG for an English course
- Catalog Nbr: three- or four-digit course catalog number, e.g., 101 for ENG 101

For example, here are the options needed to search for ANT 101:

*Academic Institution = JJC01

Subject Area = ANT

Catalog Nbr begins with 101

Campus begins with

Course ID begins with

Description begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History

Search Clear

Click the “Search” button to bring up the search results, and then click on a result to display the catalog entry for the course with information such as number of credits, academic organization, description, and prerequisites.

Course History

Log in to CUNYfirst and locate the Course Catalog via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Curriculum Management -> Schedule of Classes -> Class Search.
2. From the home page, click the “Campus Solutions” tile, and then the “Curriculum Management” tile. On the left-hand panel, click the “Schedule of Classes” drop-down menu, and then click “Class Search”.
3. On the Search Bar, select “Campus Solutions Menu” and then type in and select “Class Search”. There are multiple modules called “Class Search”, so choose the one with the subheading “Curriculum Management – Application: Campus Solutions”

For “Class Search”, you will need to enter the following parameters:

- Institution: John Jay College
- Term: select the term from the drop-down menu for which you want to see information about course sections
- Subject: course subject

- Course Number: select “is exactly” in the drop-down menu and then the three-digit course number in the search field
- Make sure that the “Show Open Classes Only” checkbox is unchecked so that all sections of a course show up in the results

At this point, the search can run, however there are many other options if you want to search using different terms. Click the “Search” button to show the results.

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

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

▼ Class Search

Subject

Course Number

Course Career

Course Attribute

Course Attribute Value

Requirement Designation

☐ Show Open Classes Only

▼ Additional Search Criteria

Session

Mode of Instruction

Meeting Start Time

Meeting End Time

Days of Week

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Campus

Location



Instructor Last Name

Clear Search

The table of results will show some basic information about each section, including class status, teaching modality, and class attributes (general education status, low textbook cost designation, and more):

13 class section(s) found

▼ ANT 101 - Introduction to Cultural Anthropology


Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode
36565	01-LEC Regular	Fr 10:50AM - 1:30PM	TBA		08/28/2024 - 12/21/2024		Bookstore Link	In Person
Requirement Designation: Flexible Core - World Cultures & Global Issues								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode
34414	02-LEC Regular	MoWe 9:25AM - 10:40AM	TBA		08/28/2024 - 12/21/2024			In Person
Requirement Designation: Flexible Core - World Cultures & Global Issues								
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode
	04-LEC	TuTh 9:25AM			08/28/2024			

Click on the five-digit class identifier number in column 1 to see more information about that particular section such as enrollment total, course description and more:

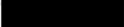
Class Detail

ANT 101 - 01 Introduction to Cultural Anthropology
John Jay College | 2024 Fall Term | Lecture

Class Details

Status	Open 	Career	Undergraduate
Class Number	36565	Dates	8/28/2024 - 12/21/2024
Session	Regular Academic Session	Grading	Letter Grades
Units	3 units	Location	Main - John Jay College
Instruction Mode	In Person	Campus	John Jay College
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Fr 10:50AM - 1:30PM	TBA		08/28/2024 - 12/21/2024

Enrollment Information

Requirement Designation Flexible Core - World Cultures & Global Issues

Class Availability

Class Capacity	36	Wait List Capacity	0
Enrollment Total	10	Wait List Total	0
Available Seats	26		

Description

This course is an introduction to cultural anthropology, the study of human societies and cultures. Students will examine the concept of culture in historical and global perspective, and learn tools for cross-cultural comparative analysis with an emphasis on critical thinking in relation to cultural values and practices, variation in human behavior, the organization of social life, and the making of cultural identity. Cross-cultural topics include subsistence, power and law, gender, family and kinship, language and intercultural communication, and the impact of globalization on human societies. Students will also learn fundamental concepts in anthropology to better understand the causes and conditions of our contemporary world.

Textbook/Other Materials

Textbook Assignment Complete

Book

Status	Required	Cultural Anthropology : The Human Challenge, Author: Haviland William A, Publisher: Cengage, Edition: 015, Year Published: 0000, Price: 45.99 USD, Notes: As Low as the displayed price
ISBN	9781305633797	

[View Search Results](#)

CUNYfirst: Looking Up Individual Student Records and Placing / Releasing Holds Using the Advisee Student Center

Use this to look up general information about a student including holds, course history, transfer credit report, unofficial transcript, and more.

Log in to CUNYfirst and locate the Advisee Student Center via one of the following options:

1. Click the NavBar and then Menu, followed by: Campus Solutions -> Self Service -> Advisor Center -> Advisee Student Center.
2. From the home page, click the “CUNYfirst Home” drop-down menu on the top-left of the screen, and then choose “Advisor Center”. Then, click the “Advisor Center” tile. Finally, on the left-hand menu, click “Advisee Student Center”.



3. On the Search Bar, select “Campus Solutions Menu” and then type in and select “Advisee Student Center”.

If you are brought to your own Advisee Student Center page by default instead of the search page, click “Return To Search” at the bottom of the screen.

In the search criteria, enter the EMPLID of the student in the “ID” field and then click “Search”. You may also find a student by name using the “Last Name” and “First Name” search fields if you don’t know the EMPLID.

Sometimes, the “ID” field disappears. EMPLID won’t work in the “Campus ID” or “National ID” fields, so you will have to exit and re-enter the Advisee Student Center module to bring the “ID” field back.

In the “Search Results” section you will see one or more rows. Click anywhere in the student’s row to access their Advisee Student Center page.

▼ Search Criteria

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

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

ID begins with [redacted]
Campus ID begins with
National ID begins with
Last Name begins with
First Name begins with
Show fewer options
☐ Case Sensitive
Search Clear Save Search

▼ Search Results

1 rows - ID "[redacted]"

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Within the “Student Center” tab, you will find general information about the student. Under the “Academics” section, you will see any courses that the student is registered for in the current semester. Under the “Personal Information” you will find the student’s preferred email address. On the right-hand side you will see any holds that the student currently has on their account as well as their latest enrollment date.

Within the “General Info” tab, you will find more information about any holds or other service indicators that the student currently has on their account. At the bottom of the screen, you can also find their official John Jay email address in cases where their primary email address found on the “Student Center” tab is set to a non-John Jay email account.

Within the “Transfer Credit” tab, you will find information about any outside institutions from which the student has earned credits.

Within the “Academics” tab you can find both institutional and term-by-term information about a student. On the left-hand side, under the “Institution / Career / Program” section, click on a degree-type under the “JJC01 – John Jay College” tree to access program-level information about the student, including program status, admit term, requirement term (usually matches admit term or whatever term featured their most recent major change), expected graduation date, and more:

Institution / Career / Program		Edit Program Data	
<ul style="list-style-type: none"> JJC01 - John Jay College <ul style="list-style-type: none"> GRAD - Graduate <ul style="list-style-type: none"> MA - Master of Arts UAPC1 - University Operations <ul style="list-style-type: none"> UGRD - Undergraduate 	Program MA Requirement Term 1242 Student Career Nbr 0 Status Active in Program Admit Term 1242 Expected Graduation 1262 Approved Load Full-Time Load Determination Base On Units Level Determination Default	Master of Arts 2024 Spring Term 0 as of 02/15/2024 2024 Spring Term 2026 Spring Term Full-Time Base On Units Default	
	Plan ICJ-MA Requirement Term 1242	International Crime and Just MA 2024 Spring Term	

On the left-hand side, under the “Term Summary” section, click on a term under the “JJC01 – John Jay College” tree to access term-level information about the student, including courses taken along with grades (if available), as well as term-level (“Statistics” section -> “From Enrollment” column) credits taken and GPA and cumulative (“Statistics” section -> “Cumulative Total”) credits taken and GPA:


Term Summary						
JJC01 - John Jay College	2024 Spring Term					
GRAD - Graduate	Eligible to Enroll Yes					
1249 - 2024 Fall Term	Primary Program MA Master of Arts					
1246 - 2024 Summer Term	Academic Standing Status Good Standing as of 2024-06-06					
1242 - 2024 Spring Term						
UAPCT - University Operations						
▼ Level / Load						
Academic Level - Projected	Graduate					
Academic Level - Term Start	Graduate					
Academic Level - Term End	Graduate					
Approved Academic Load	Full-Time					
Academic Load	Enrolled Full-Time					
▼ Classes						
<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed						
Class	Description	Units	Grading	Grade	Status	Requirement Designation
		3.00	Letter Grades		✓	Graduate Non-Liberal Arts
		3.00	Letter Grades		✓	Graduate Non-Liberal Arts
		3.00	Letter Grades		✓	Graduate Liberal Arts
▼ Statistics						
	From Enrollment	Cumulative Total				
Units Toward GPA:						
Taken	9.000	9.000				
Passed						
In Progress						
Units Not for GPA:						
Taken						
Passed						
In Progress						
GPA Calculation						
Total Grade Points						
/ Units Taken Toward GPA						
= GPA						


Unofficial Transcript

To access the student's unofficial transcript from the "Student Center" tab of the Advisee Student Center, click the drop-down menu under the "Academics" section, select "Transcript: View Unofficial", and then click the ">>" button next to the drop-down menu.

▼ Academics

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

 You are not enrolled in classes.



In the form that appears, click the “Report Type” drop-down and select “Advisor Unofficial Copy”, then click “View Report”. A PDF of the transcript should pop up in a new tab. If not, you may have received an alert that your browser has blocked a pop-up window. In this case you will have to click the button that appears to allow pop-ups from <https://cssa.cunyfirst.cuny.edu>. If no button appears, you will have to go into your browser’s settings and add an exception to allow pop-ups from <https://cssa.cunyfirst.cuny.edu>.

Placing Service Indicators (Stops/Holds)

To place holds from the “General Info” tab of the Advisee Student Center, click on the “Edit Service Indicators” button near the top of the screen next to the “Service Indicators” section header:

[My Advisees](#)
[Student Center](#)
[General Info](#)
[Transfer Credit](#)
[Academics](#)

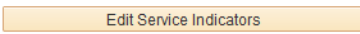
Advisee General Info

[Service Indicators](#)
[Student Groups](#)
[National ID](#)
[Addresses](#)
[Email Addresses](#)

[Initiated Checklists](#)
[Personal Data](#)
[Names](#)
[Phones](#)

[Collapse All](#)
[Expand All](#)

▼ Service Indicators



★ Positive
 Negative

Service Indicators

Personalize | View All | 1-5 of 27

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘		2024 Spring Term		07/19/2024		
⊘		2024 Spring Term		07/19/2024		
⊘		2024 Spring Term		07/19/2024		
⊘		2024 Spring Term		07/19/2024		
⊘		2024 Spring Term		07/19/2024		

In the window that appears, click the “Add Service Indicator” link:

Manage Service Indicators

Display [Redacted] Effect All Institution John Jay College Refresh

+ Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
[Redacted]			JJC01	1242	2024 SP			07/19/2024	
[Redacted]			JJC01	1242	2024 SP			07/19/2024	

For users of this guide, a major advisement hold is likely to be the only type of hold needed. To place a major advisement hold, you will need to enter the following parameters:

- Institution: JJC01
- Service Indicator Code: ADV
- Reason: MJADV
- Start Term: four-digit term code. The first digit is “1” for terms occurring between Spring 2000 and Fall 2099. The second and third digits are the two-digit year, e.g., “24” for 2024. The final digit is the specific semester or session: “2” for spring, “6” for summer, and “9” for fall. So, enter 1249 for fall 2024, 1252 for spring 2025, etc.

Typically, instead of memorizing the four-digit term code formula, you could click on the magnifying glass icon next to the term field and select the desired term from a list. Unfortunately, the new version of CUNYfirst restricts lists generated by clicking on the magnifying glass icon to 100 results. Since the term field in this instance allows all terms up to the year 2100, only spring 2068 to fall 2100 appear when clicking on this magnifying glass. This means we have to manually enter in the four-digit term code in this query.

For more help, see here for a list of terms and corresponding term codes:

<https://www.dropbox.com/scl/fi/m6qxnrdzfz0h26n1ho1e/2024-07-11-Semester-Codes.pdf?rlkey=6taj5g0zreanwgphxfv7sih2g&dl=0>

- Start Date: the date that the hold is to begin.
- You can enter an End Term and End Date if you would like the hold to expire automatically; otherwise, the hold will need to be manually released (see below)
- Department: five-digit department code. Click the magnifying glass next to the entry field to choose from a list.
- Leave a note in the “Comments” section if needed.

Finally, click “OK” at the bottom of the window to set the hold. As an example, here are the settings if a student needs to see the major advisor for the Anthropology BA before registering for Fall 2024 courses:

Add Service Indicator

*Institution <input type="text" value="JJC01"/>		John Jay College
*Service Indicator Code <input type="text" value="ADV"/>		Advisement Required
*Reason <input type="text" value="MJADV"/>		Must see major advisor
Description <input type="text" value="Contact your Major Advisor"/>		
Effect Negative Service Indicator		

Effective Period			
Start Term	<input type="text" value="1249"/>	2024 FA	End Term <input type="text"/>
Start Date	<input type="text" value="07/17/2024"/>		End Date <input type="text"/>

Assignment Details			
*Department	<input type="text" value="10015"/>	Anthropology	
Reference	<input type="text"/>		
Amount	<input type="text" value="0.00"/>	Currency	<input type="text" value="USD"/>

Contact Information			
Contact ID	<input type="text"/>	Contact Person	<input type="text"/>
Placed Person ID	<input type="text"/>	Placed By	<input type="text"/>

Comments
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
2000 characters remaining

Students are not informed when holds are placed or released, so please communicate with them so they can respond accordingly.

Releasing Service Indicators (Stops/Holds)

To release holds from the “General Info” tab of the Advisee Student Center, click on the “Edit Service Indicators” button near the top of the screen next to the “Service Indicators” section header:

My Advisees Student Center **General Info** Transfer Credit Academics

Advisee General Info

Service Indicators
Student Groups
National ID
Addresses
Email Addresses

Initiated Checklists
Personal Data
Names
Phones

Collapse All

Expand All

Service Indicators Edit Service Indicators

★ Positive ⓧ Negative

Service Indicators Personalize | View All | 1-5 of 27 First Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ		2024 Spring Term		07/19/2024		
ⓧ		2024 Spring Term		07/19/2024		
ⓧ		2024 Spring Term		07/19/2024		
ⓧ		2024 Spring Term		07/19/2024		
ⓧ		2024 Spring Term		07/19/2024		

Find the hold that is to be released in the “Service Indicator Summary” table and click on the indicator code in the first column of the table (“Code”).

Display Effect All Institution John Jay College Refresh

+ Add Service Indicator

Service Indicator Summary Personalize | Find | View All | 1-3 of 3 First Last

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ADV	Advisement Required	Must see major advisor	JJC01	1249	2024 FA			07/17/2024	

In the window that appears, click on the “Release” button that appears near the top-right:

Edit Service Indicator

Release

*Institution

*Service Indicator Code

*Reason

Description

John Jay College

Advisement Required

Must see major advisor

Effect Negative Service Indicator

Finally, click “OK” to release the hold.

If no “Release” button appears in the “Edit Service Indicator” window, please contact Alexander Bolesta (abolesta@jjay.cuny.edu) or Katherine Killoran (killoran@jjay.cuny.edu), Office of Academic Programs, for assistance. This usually occurs if a general advising hold is mistakenly placed instead of a major advising hold; major advisors do not have the correct permissions to release general advising holds.

Students are not informed when holds are placed or released, so please communicate with them so they can respond accordingly.