Campus Solutions
Self Service: Student
Quick Reference Guide
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<tr>
<td>View My Graduation Status</td>
<td>167</td>
</tr>
</tbody>
</table>
Introduction to Step Sheets
Step Sheets have five features.

1. **Topic Name**
The topic name indicates the purpose of the procedure.
Each topic name contains key verbs that let you know what you are able to do using that procedure.
- View – display record/s
- Add – create a new record/s
- Update – modify an existing record/s
- Delete – purge an existing record/s

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

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

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

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

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

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

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Getting Started in CUNYfirst

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

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

Security access allows you to use all of the functionality that you need. Your access is restricted from any functionality that you do not need.
Managing Mozilla Firefox Pop Up Blockers for CUNYfirst
To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Select <strong>Options</strong>.</td>
</tr>
</tbody>
</table>
3. Select the **Content** panel.

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

6. Click the **Allow** button.
7. Click the **Close** button.
8. Click the **OK** button.

**End of Procedure.**
Managing Microsoft Internet Explorer Pop Up Blockers for CUNYfirst

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

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the header, click the <strong>Tools</strong> icon.</td>
</tr>
<tr>
<td></td>
<td><img src="image.png" alt="Internet options menu" /></td>
</tr>
<tr>
<td>2.</td>
<td>From the menu, select <strong>Internet options</strong>.</td>
</tr>
</tbody>
</table>
Select the **Privacy** tab.
4. Select the **Turn on Pop-Up Blocker** checkbox.
Select the **Settings** button.
6. In the field **Address of website to allow**, enter the url address [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu).

7. Click the **Add** button.
Click the **Close** button.
9. Click the **OK** button.

**End of Procedure.**
Managing Apple Safari Pop Up Blockers for CUNYfirst
To save or print .pdf files from CUNYfirst, pop-up blockers must be turned-off in your browser prior to beginning the transaction (step sheet). The user will need to start again from the beginning of the transaction when the browser’s pop-up blocker is not turned off.

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To allow pop-ups in Safari, select <strong>Safari</strong> on the main tool bar.</td>
</tr>
</tbody>
</table>
| 2.   | If the **Block Pop-Up Windows** option is checked, select it to uncheck it and unblock pop-up windows.  
  **Note:** This applies to all websites. There is no site specific option in Safari. |

End of Procedure.
Activate My CUNYfirst Account
In order to access CUNYfirst, users activate or claim their account through the Identity Management System (IMS).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>First time users</strong>&lt;br&gt;On the Login page, click on First time users link.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Account Activation</strong>&lt;br&gt;Please provide the required information in the following fields to activate your CUNY account:&lt;br&gt;First Name*: Brooklyn&lt;br&gt;Last Name*: Student&lt;br&gt;D.O.B. (mm/dd/yyyy)*: ***********<em>&lt;br&gt;SS# (last 4 digits)</em>: ****&lt;br&gt;On the Account Activation page, enter First name, Last Name, Date of Birth, Last 4 digits of SS number, and CAPTCHA text.&lt;br&gt;Note: Use your name of record with correct capitalization for the First Name and Last Name fields.&lt;br&gt;Note: Date of birth should be entered in mm/dd/yyyy format e.g. 11/30/1978.&lt;br&gt;Note: If you are not certain of the information requested, it is recommended that you contact the Office of Registrar.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the OK button.</td>
</tr>
</tbody>
</table>
5. On the Challenge Questions and Answers page, select or create five different questions and enter different answers. In the event you forget your password, then you will be asked three of these five questions and your answers must match each character.

*Note: In CUNYfirst, users may reset their password with Challenge Questions and Answers.*

6. Click the OK button.
7. On the Choose a Password page, enter and confirm your password.

Note: The two entries must match or the user will have to re-enter both fields.

Note: CUNY Password Policy when choosing a password
- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters
- Password must not be longer than 13 characters

Note: CUNY Password Reset Policy
- Password must not be one of 4 previous passwords.
- Expires 180 days after the last password change.
- Password change reminder will be sent 175 days after the last password change.
- At 180 plus days, CUNYfirst will require the user to change their password.

8. To submit the password, click the OK button.

9. On the User Activation Completed Successfully! page, your Empl ID (CUNY ID) is displayed as in the example below.

Note: The eight digit Empl ID (CUNY ID) is used to identify you in CUNYfirst.

10. When you have finished, make a record of your username, Empl ID and password.

End of Procedure.

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## Login to My CUNYfirst Account

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar.</td>
</tr>
</tbody>
</table>
| 2.   | **Username:** [Enter]  
**Password:** [Enter]  
Click the **Go** icon.  
*Note: Faculty, staff, and students are assigned a unique Username and create their own Password. Do not share this information with anyone.* |
| 3.   | **ENTERPRISE MENU**  
- Self Service  
- Customer Relations Management  
- Enterprise Learning Management  
- HR / Campus Solutions  
From the **Enterprise Menu**, select the **HR/Campus Solutions** link.  
*End of Procedure.* |

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Click the Sign Out link in the upper right corner of the screen.</strong></td>
<td></td>
</tr>
<tr>
<td>2. You have successfully ended your session in CUNYfirst.</td>
<td></td>
</tr>
<tr>
<td>3. Close all web browser windows to clear the session information.</td>
<td></td>
</tr>
</tbody>
</table>

End of Procedure.

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Change Password</strong>&lt;br&gt;Click the Change Password link.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Password Change</strong>&lt;br&gt;Please provide the required information in the following fields to reset your password&lt;br&gt;For password policy detail, please <a href="#">click here</a>&lt;br&gt;&lt;br&gt;User ID: [ ]&lt;br&gt;OR&lt;br&gt;CUNY ID: [ ]&lt;br&gt;Old Password*: [ ]&lt;br&gt;Password*: [ ]&lt;br&gt;Confirm Password*: [ ]&lt;br&gt;[OK]&lt;br&gt;*Denotes required field&lt;br&gt;On the Password Change page, enter the correct value for either the User ID or CUNY ID fields.&lt;br&gt;&lt;br&gt;Note: &lt;br&gt;• <em>User ID is your CUNYfirst Username, e.g. John.Smith78.</em>&lt;br&gt;• <em>CUNY ID is your unique eight digit Identification number, e.g. 12345678.</em></td>
</tr>
<tr>
<td>4.</td>
<td>Enter the correct value for the Old Password (current password) field.</td>
</tr>
</tbody>
</table>
5. Enter identical values for the **Password** and **Confirm Password** fields.

*Note: CUNY Password Policy when choosing a password*
- 8 or more characters
- 1 or more uppercase letters
- 1 or more numeric or special characters
- Password must not be longer than 13 characters

*Note: CUNY Password Reset Policy*
- Password must not be one of 4 previous passwords.
- Expires 180 days after the last password change.
- Password change reminder will be sent 175 days after the last password change.
- At 180 plus days, CUNYfirst will require the user to change their password.

6. Click the **OK** button.

7. On the **Challenge Questions and Answers** page, you may also change any or all of the **Questions 1-5** and **Answer** fields.

8. Click the **OK** button.

9. **Your Password Has Been Changed Successfully!**

Your *username* is:  **FirstName.LastName##**  
Your *CUNY ID* is:  **********

**Return to Log-in Page**

When the process is completed, then the following confirmation message appears.
10. To login to CUNYfirst, click the **Return to Log-in Page** link.

**End of Procedure.**
I Forgot My CUNYfirst Password
This procedure describes how a user retrieves their forgotten password for the CUNYfirst Portal using the Identity Management System (IMS).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the CUNYfirst URL <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to access the CUNYfirst Portal Login page.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Forgot your password?</strong> link.</td>
</tr>
</tbody>
</table>
| 3.   | On the Forgot Password page, enter the correct value for either the **User ID** or **CUNY ID** fields.  
**Note:**  
- **User ID** is your CUNYfirst Username, e.g. FirstName.LastName##.  
- **CUNY ID** is your unique eight digit identification number, e.g. 12345678. |
| 4.   | Click the **OK** button. |
| 5.   | On the Answer To Challenge Questions page three of your five Challenge Questions display. Enter your answers to the left of the displayed questions.  
**Note:**  
- Denotes required field. |
| 6.   | Click the **OK** button. |
7. On the Choose New Password page, enter identical values for the Password and Confirm Password fields.

   **Note:** CUNY Password Policy when choosing a password
   - 8 or more characters
   - 1 or more uppercase letters
   - 1 or more numeric or special characters
   - Password must not be longer than 13 characters

   **Note:** CUNY Password Reset Policy
   - Password must not be one of 4 previous passwords.
   - Expires 180 days after the last password change.
   - Password change reminder will be sent 175 days after the last password change.
   - At 180 plus days, CUNYfirst will require the user to change their password.

8. Click the OK button.

   **Note:** Once submitted, the process may take a couple minutes.

9. When the process is completed, then the Your Password Has Been Changed Successfully confirmation message appears.

   **Return to Log-in Page**

10. To login to CUNYfirst, click the Return to Log-in Page link.

End of procedure.
Add a Favorite
My Favorites allows you to create your own list of bookmarks to commonly used components in CUNYfirst.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | When you have navigated to the first page of a frequently used component, in the Universal Navigation Header click on the Add to Favorites link. |
| 3.   | On the Add to Favorites page, either leave the auto-text description or enter text to create a description of the component. |
| 4.   | Click the OK button. |

End of procedure.
# Delete a Favorite
My Favorites allows you to delete a bookmark.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **My Favorites > Edit Favorites**. |
| 3.   | On the **Edit Favorites** page to remove a favorite, click the **Delete** button on that favorite’s row. |
| 4.   | On the **Message from webpage** window to confirm the favorite is to be deleted, click the **OK** button. |
| 5.   | Click the **Save** button.  
  
  Note: The favorite will not be deleted until you complete this step. |

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: My Favorites > Edit Favorites. |
| 3.   | On the Edit Favorites page in the Sequence number field, enter a numeral to indicate the preferred position on the list for each favorite.  
*Note: The number ‘1’ is the first favorite on the revised list.* |
| 4.   | Click the Save button.  
*Note: The sequence of favorites will not be done until this step is completed.* |

End of procedure.
Student Center Summary

Students use the Student Center to manage school related activities.

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

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

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Academics

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

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Self Service – Pathways – FAQ

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

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

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

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

| Q. How do I submit the Opt-In to Pathways e-form? | On the Student Center page in the To Do List section two items display in relation to Pathways.  
1. About Pathways, Find out more - provides links to both the Pathways email address and website .url for student to get more information.  
2. Choose Pathway, Yes or No - provides a link to the Pathway My Choice e-form.  

*Note: If you are required to see an advisor prior to deciding whether or not to Opt-In to Pathways, then the advisor will add the checklist items to your record.* |
|---|---|
| Q. How do I identify the requirement designation for courses or class sections to meet Pathways requirements? | Courses in the Catalog display the requirement designation/s for the course.  
The Search for Classes component includes a Class Search Criteria by Requirement Designation.  
The Class Detail page Enrollment Information section displays the Requirement Designation. |
| Q. How do I see which Pathways requirements I have completed? | On the Course History page the column to the right displays the Requirement Designation for each course.  
The Student Unofficial Transcript displays the Requirement Designation for each course. |
| Q. Now that I am in Pathways, where can I find my remaining degree requirements? | CUNY colleges students use DegreeWorks as an educational planning tool. Pathways requirements display in DegreeWorks. |
View My Weekly Schedule
Students are able to use self-service to view their weekly class schedule for a term in either a calendar or list format. The calendar format reflects the academic calendar of your primary institution.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the ![Go](https://home.cunyfirst.cuny.edu) icon.  
   - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | In the **Academics** section click the **weekly schedule** link. |
Note: This view displays the Academic Calendar of your primary institution.

5. Select the previous week or next week buttons to go to those schedules.

6. Alternatively, select the Show Week of calendar icon and enter the week you wish to view.

7. As needed, enter the Start Time and End Time (format is 8:00AM or 6:00PM).

8. Click the refresh calendar button.

9. From the Display Options section:
   - Uncheck the Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Check the Show class Title checkbox to display the course name.
   - Check the Show Instructors checkbox to display the assigned faculty.
   - Check the checkboxes of those days of the weeks you wish to display.

10. Click the refresh calendar button.

11. Select the Printer Friendly Page link and follow your browser’s prompts to print the schedule.

End of Procedure.
**View My Grades**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![Diagram showing how to access grades](Image)  
*In the Academics section from the other Academic dropdown box, select Grades and then click the Go icon.* |
On the View My Grades page, select a term radio button and click on CONTINUE.
5. The View My Grades page displays for the grades for the term:
   - The term’s Official Grades show the class by course catalog number, the description, units, grading basis, grade and grade points for the selected term.
   - Term Statistics display showing units toward GPA, units not for GPA, and the GPA calculation for that term and the Cumulative Total, and
   - Your Academic Standing displays.

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

End of Procedure.
# View My Course History

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
    - Enter your Username and Password and click the Go icon.  
    - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](https://home.cunyfirst.cuny.edu) |
| 3.   | ![Diagram](image.png)  
In the Academics section from the other Academic dropdown box, select Course History and then click the Go icon. |
4. Note: The Status column right displays whether the course has been taken, transferred, is in progress or is either in your planner or shopping cart. Note: Although not shown above, the Requirement Designation column displays for Pathways.

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

6. Click the sort button.

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

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

End of Procedure.
**View My Transfer Credit Report**

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

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
|      | • Enter your Username and Password and click the Go icon.  
|      | • From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#) |
| 3.   | ![Image of CUNYfirst interface](image)  
|      | In the Academics section from the other Academic dropdown box, select Transfer Credit: Report and then click the Go icon. |

---

**Note:** Parts of images may be obscured for security reasons.
4. Course Credit details display showing the Source, receiving Institution, Program, Articulation Term, Status and Units Transferred.

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

End of Procedure.
## View and Notify Advisors

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

### Step | Action
--- | ---
1. | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:
- Enter your Username and Password and click the [Go](https://home.cunyfirst.cuny.edu) icon.
- From the **Enterprise Menu**, select the [HR/Campus Solutions](https://home.cunyfirst.cuny.edu) link.

2. | Navigate to: **Self Service > Student Center**. If applicable, in the **Advisor** section your Advisor/s name/s display Click the details link to notify your advisor/s.

3. | Select the **Notify** checkbox of each Advisor to contact.

   **Note:** You may send a notification to one, any combination or all of your advisors at one time.

4. | Select the **Notify Selected Advisors** button.
5. Enter the content of your correspondence in the **Message Text** box.

   **Note: The sender also receives the notification.**

   **Note: There is no functionality to send attachments.**

6. Click the **Send Notification** button.

7. The **Send Notification Result** page displays.

   **End of Procedure.**
Course and Class Search

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

Back to Table of Contents
View Course Catalog
Students are able to use self-service to browse the entire course catalog and add courses to their planner to take sometime in the future to complete their degree requirements.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Class Search/Browse Catalog > Browse Course Catalog. |
| 3.   | On the Select Institution dropdown menu, select the name of the correct college or school.  
  ![Select Institution dropdown menu](image)  
  ![Course List](image)  
  On the Course List page, click the first letter in a subject’s name. |
| 4.   | Click the change button. |
| 5.   | On the Browse Course Catalog page, click the first letter in a subject’s name. |
6. Select subject code to display or hide course information.

- ACCT - Accounting
- ACE - Adult Collegiate Education
- ACSKL - Academic Skills
- AFST - Africana Studies

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>INTRO BLK CULT</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BLK POLSOC THGT</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>HIST SUR BLK CIV</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Survey of African Civilization I</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Survey of African Civilization II</td>
<td></td>
</tr>
<tr>
<td>201</td>
<td>Introduction to Black Cultures</td>
<td></td>
</tr>
<tr>
<td>201W</td>
<td>Introduction to Black Cultures</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>The Black Urban Experience</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td>The Black Church in America</td>
<td></td>
</tr>
<tr>
<td>232</td>
<td>Caribbean Literature</td>
<td></td>
</tr>
<tr>
<td>232W</td>
<td>Caribbean Literature</td>
<td></td>
</tr>
<tr>
<td>234</td>
<td>Black Women Writers</td>
<td></td>
</tr>
<tr>
<td>234W</td>
<td>Black Women Writers</td>
<td></td>
</tr>
<tr>
<td>299</td>
<td>BLK ED IN AMERICA</td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>Seminar in Africana Studies</td>
<td></td>
</tr>
</tbody>
</table>

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

7. Click either the Course Nbr or Course Title to view the Course Detail.
If the class is scheduled, then click the **view class sections** button.
9. Beneath the Course Detail, the Course Schedule displays. Click the Terms Offered dropdown arrow; and then select the correct term.

10. Click the show sections button.

11. Click the Section link to display class details
The **Class Details** page displays including Class Details, Meeting Information, Enrollment Information, Class Availability, Description and Textbook/Other Materials.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![Image of the Academic Planner section in CUNYfirst](image)  
In the **Academics** section from the **other Academic** dropdown box, select **Academic Planner** and then click the Go icon. |
### 4.

To add courses to the Planner using, click the **Browse Course Catalog** button.

![My Planner](image)

### 5.

On the **Browse Course Catalog** page, click the first letter in a subject’s name.

![Browse Course Catalog](image)

### 6.

Click the correct subject code link to display courses for that subject.
7. Click either the **Course Nbr** or **Course Title** to view Course Detail.
8. Click the **add to planner** button.

9. Click the **Return to Browse Course Catalog** link to go back to the previous page and repeat as needed.

10. Click the **my planner** sub-tab.
11. The **My Planner** page displays a list of **Unassigned Courses**.

12. To assign (plan to take) a course in a specific term, click the **Select** checkbox for that course.

13. On the **Move selected course to Term** dropdown box, select the term you wish to take the selected course and then click the **move** button.

14. The page refreshes and you will see the selected course/s displayed in the selected term.

**End of Procedure.**

---

**Back to Table of Contents**
View Schedule of Classes
Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center |
| 3.   | In the upper right corner, select the SEARCH FOR CLASSES button. |
| 4.   | Name  

Search for Classes  

Enter Search Criteria  

Search for Classes  

In the upper right corner, select the SEARCH FOR CLASSES button. |
| 5.   | From the Term dropdown arrow, select the correct term. |
6. In the **Class Search Criteria** section from the **Course Subject** dropdown arrow, select on the correct subject.

**Note:** *At least two search criteria must be selected in this section.*

7. Enter the **Course Number** shown in the Course Catalog or leave it blank to list all of that subject’s courses.

8. From the **Course Career** dropdown arrow, select the correct career.

**Note:** Additional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.

9. Uncheck the **Show Open Classes Only** checkbox to view both open and closed sections.

10. To narrow the search results click the **Additional Search Criteria** disclosure triangle and add additional criteria.

   **Note:** *Class Nbr is the section code shown in parentheses after a Course Number.*

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

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

*Note: Status displays as either an Open icon or a Closed icon.*
13. Click the **select class** button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.

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

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

14. Click the **NEXT** button to add this class section to your **Shopping Cart**.
<table>
<thead>
<tr>
<th>Name</th>
<th>Search</th>
<th>Plan</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>search for classes</td>
<td></td>
<td></td>
<td>browse course catalog</td>
</tr>
</tbody>
</table>

**Search for Classes**

**Search Results**

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

Queensborough CC | 2013 Fall Term

<table>
<thead>
<tr>
<th>My Class Schedule</th>
<th>Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF 112 TBA</td>
<td>BF 110 Mo 8:10PM - 9:00PM Medical 431</td>
</tr>
</tbody>
</table>

The following classes match your search criteria: Course Subject: English, Course Career: Undergraduate, Show Open Classes Only: Yes

- EN 102 has been added to your Shopping Cart.

On the **Search for Classes – Search Results** page, a message displays to indicate that the class has been added to your Shopping Cart.

**Note:** Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.

End of Procedure.
## Class Shopping Cart and Validation

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#). |
| 3.   | In the Academics section, click the enrollment shopping cart link. |
4. As needed, on the Shopping Cart page, select a term radio button.

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

**Shopping Cart**

**Add Classes to Shopping Cart**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click validate to have the system check for possible conflicts prior to enrolling. This action does not register you for the class, nor save you a seat in the class. Classes in your shopping cart will remain there, indefinitely, until you select the checkbox of each class in your Shopping Cart and click Enroll.

2013 Fall Term | Undergraduate | College of Staten Island

<table>
<thead>
<tr>
<th>Open</th>
<th>Closed</th>
<th>Wait List</th>
</tr>
</thead>
</table>

Add to Cart:
Enter Class Nbr

Find Classes:
- Class Search
- My Planner
- search

**My 2013 Fall Term Class Schedule**

You are not registered for classes in this term.

a. To find a class using Class Search from the **Add Classes to Shopping Cart** page, click the **Class Search** radio button and then click the **search** button.
b. On the Shopping Cart Enter Search Criteria page in the Class Search Criteria section select at least two search criteria:
   i. Click the select subject button;
   ii. enter the course number shown in the Course Catalog in the Course Number field or leave the field blank to list all of the subject’s courses;
   iii. select the Course Career from the dropdown list.
   iv. to show all sections uncheck the Show Open Classes Only checkbox.
   v. and/or select a Pathways category from the Requirement Designation dropdown list.

c. To narrow your search results, select the Additional Search Criteria link and enter additional criteria. After selecting your search criteria, then click the Search button.
d. On the Search for Classes page in the Search Results area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

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

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

e. On the Add Classes to Shopping page, a message displays to indicate that the class has been added to your Shopping Cart.
7. When the class number is known, then on the Add Classes to Shopping Cart page, enter the unique four or five digit class number in the Enter Class Nbr field and then click the enter button.

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

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the ‘Permission Nbr’ field on this page before clicking the ‘NEXT’ button.
c. On the Add Classes to Shopping Cart page, a message displays to indicate that the class has been added to your Shopping Cart.

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

Select the validate button.
Note: Review the validation status report and adjust your planned schedule as needed.

Note: Classes in your shopping cart remain there throughout the term, until you either enroll in a class or delete the class from your Shopping Cart. The Status column updates each time you view your Shopping Cart displaying whether the class is open or closed.

End of Procedure.
Enrollment

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

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View Enrollment Appointment

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the **Go** icon.  
   - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | In the **Enrollment Dates** section, click the link to see details of your enrollment appointment. |
4. View *Shopping Cart and Enrollment Appointments* for the current term.

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the ✗ Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center. |
| 3.   | On the Student Center page in the Academics section, click the Enroll link. |
| 4.   | The Add Classes page with the 1. Select classes to add section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the Classes Shopping Cart step sheet to put additional preferred sections in your Shopping Cart from My Planner, using Class Search or entering class... |
section numbers.

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

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

7. The Add Classes page, with the 3. View results section displays.
Note: The Message column will indicate Success and the Status column will show a green check mark in the Status column to indicate successful registration for a class.

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

Enrollment Encouragement
Students who are eligible to enroll for additional courses at no extra tuition charge will see the ‘Enrollment Encouragement’ message at the bottom of ‘View Results’ page as shown in the screenshot below.
Student interested in enrolling for additional courses will click on ‘Yes I’m Interested’. Students who do not wish to enroll for additional courses will click on ‘No Thanks’, which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the ‘Decline Reason’ column.

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

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

*Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.*

8. Click on ‘submit’ to post the feedback.

End of Procedure.

[Back to Table of Contents]
Drop Classes
Students may use self-service to drop classes from their schedule.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#) |
| 3.   | Click the Academic Calendar Deadlines icon of the class you wish to drop in the Upcoming Schedule section.  

*Note: Once the session has begun, then the Upcoming Schedule session would be called This Week’s Schedule.*
4. **Identify the impacts or consequences of dropping the class based on the day you intend to drop the class.**

<table>
<thead>
<tr>
<th>ARTH 101</th>
<th>HIS OF WESTERN ART I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Start Date:</strong> 07/05/2011</td>
<td><strong>End Date:</strong> 07/28/2011</td>
</tr>
</tbody>
</table>

**Drop Calendar**

| Drop - Delete Record: | 06/26/2011 | A class dropped on or before this date will be deleted from your academic record. |
| Drop - Retain Record: | 07/03/2011 | A class dropped on or before this date will be retained on your academic record with a status of dropped. |

**Cancel & Withdrawal Calendar**

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

(Note: Academic Calendar dates are subject to change)

5. **Return to Student Center**

Below the **Academic Calendar Deadlines** page, select the **Return to Student Center** link.
6. On the **Student Center** page in the **Academics** section, click the **Enroll** link.

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

8. Click the **CONTINUE** button.
9. In the **Select** column, click the checkbox next to each class to be dropped.

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

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

12. Click the **FINISH DROPPING** button to drop the selected classes.
13.

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

Enrollment Encouragement
Students who are eligible to enroll for additional courses at no extra tuition charge will see the ‘Enrollment Encouragement’ message at the bottom of View Results’ page as shown in the screenshot below.
Student interested in enrolling for additional courses will click on ‘Yes I'm Interested’. Students who do not wish to enroll for additional courses will click on ‘No Thanks’, which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the ‘Decline Reason’ column.

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

**Note:** Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.
<table>
<thead>
<tr>
<th><strong>Note:</strong> Student can also be encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Click on ‘submit’ to post the feedback.</td>
</tr>
</tbody>
</table>

End of Procedure.
## Swap Classes

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

---

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the ✉️ Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | On the **Student Center** page in the **Academics** section, click the **Enroll** link. |
4. As needed, select the radio button of the term in which you would like to swap a class.

5. Click the **CONTINUE** button.

6. The **Swap a Class** page displays.

   **Swap This Class** section on the **Select from your schedule** dropdown box menu, select the class to be dropped.

   **With This Class** section find the new class using one of these two methods:

   a. From the **Search for Class** dropdown list, click the **select** button. **Note:** See the **Classes Shopping Cart step sheet**.

   b. Alternatively, **Enter Class Nbr** by keying in the unique four or five class number that identifies a class section and click the **enter** button.
The 1. Select a class to swap – Enrollment Preference page displays. Click the NEXT button.

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

### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping those classes, click Cancel.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 160-06</td>
<td>BUSINESS LAW I (Lecture)</td>
<td>Tu 6:15PM - 9:25PM</td>
<td>TBA</td>
<td>C. McDonnell</td>
<td>3.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

Click the **FINISH SWAPPING** button.

10. **Swap a Class**

### 3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 160</td>
<td>You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

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

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

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

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

Clicking on the checkbox next to the ‘Do not show this message for this term again’ will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.</td>
<td></td>
</tr>
<tr>
<td>Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Click on 'submit' to post the feedback.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
View My Class Schedule
Students are able to use self-service to view their class schedule for a term in either a list or calendar format.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center |
| 3.   | In the Academics section from the other Academic dropdown box, select Class Schedule and then click the Go icon. |
4. The Class Schedule displays in a list format.
5. To view only enrolled, dropped, or waitlisted classes, in the **Class Schedule Filter Options** select the checkboxes of those types of classes you wish to view and then click the **filter** button.

6. From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.

7. Select the **previous week** or **next week** buttons to go to those schedules.

8. Alternatively, select the calendar icon and select the week to view.

9. As needed enter the **Start Time** and **End Time** (format is 8:00AM or 6:00PM) for that week.

10. Click the **refresh calendar** button.
### 11. Display Options Section:
- Uncheck the "Show AM/PM" checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
- Check the "Show class Title" checkbox to display the course name.
- Check the "Show Instructors" checkbox to display the assigned faculty.
- Check the checkboxes of those days of the weeks you wish to display.

### 12. Click the refresh calendar button.

### 13. In either format, select the Printer Friendly Page link and follow your browser’s prompts to print the schedule.

| End of Procedure. |  |  |

[Back to Table of Contents]
View My Exam Schedule
Students may view their exam schedule in a grid format.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: *Self Service > Student Center*. |
| 3.   | ![Academics screenshot](image)  
In the Academics section from the other Academic dropdown box, select Exam Schedule and then click the Go icon. |
4. The **My Exam Schedule** page displays.

*Note: If final exams have been scheduled for your classes, they are now displayed on the My Exam Schedule page.*

5. From **Select Display Option**, click the **Weekly Calendar View** radio button to view your schedule in a diary format.

6. To view different terms at the same college or school or at other institutions click the **change term button**.

**End of Procedure.**
Student Finances

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

Back to Table of Contents
Account Inquiry – Bills, Payments and Financial Aid

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center |
| 3.   | In the Finances section, click the Account Inquiry link to see the details of the Account Summary. |
4. On the **Account Inquiry** tab **summary** sub-tab, the **Account Summary** page displays outstanding charges and deposits, as well as, pending financial aid (if any) and **Total Due**. In the **What I Owe** section, the **Total Due** amount to be paid is shown.

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

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

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

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

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

**End of Procedure.**

[Back to Table of Contents](#)
Make an On-Line Payment
Students are able to make electronic payments toward their account. Students will be able to submit payment by eCheck or credit card using American Express, Visa, MasterCard or Discover Card.

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Student Center](#). |
| 3.   | In the Finances section, click the Account Inquiry link. |
4. On the Account Summary page, select the MAKE A PAYMENT button.

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

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

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

10. Click the **NEXT** button.

11. Click the **OK** button.

---

Important Message!

By selecting the option to pay with a credit card (MasterCard, Discover, American Express - we do not accept VISA) you agree to a non-refundable convenience fee of 2.65% to be added to this transaction. Your estimated fee and total amount is shown below. The convenience fee is charged by and paid directly to our electronic payment vendor as a separate charge on your credit card bill.

You may avoid this fee by selecting the “cancel” button below and selecting an e-Check (electronic check) payment. Similar to a debit card, e-check electronically debits your checking or savings account, without any additional fees.

Paying amount: $3278.75

Convenience fee (2.65%): $86.89

Total Amount charged for this transaction: $3365.64

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

13. Click the SUBMIT button.
14. The 5. Payment Result page displays the status of the payment with confirmation details.

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

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

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

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

End of Procedure.
Self Service – Student Financials – FAQ
Students may use self-service to view details of their financial account.

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

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

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

On the Account Inquiry tab summary sub-tab, the Account Summary page displays with outstanding charges and deposits, as well as, pending financial aid. In the What I Owe section, the Total Due amount is shown.
Q. What are “Payment R” and “Return R” items in Account Activity? and Charges? and How can I see all the transactions for a specific term?

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

**Note:**

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

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

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

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

**Note:** Consult the College website to verify the bill due date and any date extensions.
Q. How can I see details about all payments?

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

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

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

**Note:**
- When disbursed, pending aid will appear as a payment.
- Further information about any Pending Financial Aid Award may be obtained from the Office of Financial Aid.
Financial Aid (BCC, Lehman, Hostos, New Community College, QCC, CUNY Law students)

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

Back to Table of Contents
View Financial Aid
Financial Aid displays:
- by year and within that year by term,
- both amounts offered and amounts accepted, and
- total estimated budget and a breakdown by category.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![Financial Aid menu](image)  
In the Finances section, click the View Financial Aid link. |
| 4.   | **Select Aid Year to View**  
**Click the aid year you wish to view**  
<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>Aid Year Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Borough of Manhattan CC</td>
<td>Aid year not set up for self-service.</td>
</tr>
<tr>
<td>2013</td>
<td>Lehman College</td>
<td>Financial Aid Year 2013-2014</td>
</tr>
</tbody>
</table>

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

On the Select Aid Year to View page in the Aid Year column, click the link for the year that you wish to view.
On the Award Summary page, view the total for the year in the Aid Year section and the total by term in the Terms section.

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

**Financial Aid Year 2013-2014**

The information below is a calculation of your estimated need.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Financial Aid Budget</td>
<td>$13,276.00</td>
</tr>
<tr>
<td>Expected Family Contribution</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated Need</td>
<td>13,276.00</td>
</tr>
<tr>
<td>Total Aid</td>
<td>10,593.40</td>
</tr>
</tbody>
</table>

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

Click **Estimated Financial Aid Budget** link displayed as an amount.
7. The Estimated Financial Aid Budget displays by term with a breakdown by category.

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>624.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>74.00</td>
</tr>
<tr>
<td>Consolidated Fees</td>
<td>15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>100.00</td>
</tr>
<tr>
<td>Housing</td>
<td>959.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>574.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>29.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>888.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>510.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>2,865.00</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>6,638.00</strong></td>
</tr>
</tbody>
</table>

### 2013 Fall Term

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>624.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>74.00</td>
</tr>
<tr>
<td>Consolidated Fees</td>
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</tr>
<tr>
<td>Tuition</td>
<td>2,865.00</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>6,638.00</strong></td>
</tr>
</tbody>
</table>

**Total Cost of Attendance**: 13,276.00

8. Select the Return link on both the Estimated Financial Aid Budget and Full-Yr Financial Aid Summary pages.
9. On the Award Summary page in the Terms section, click the View Scheduled Disbursement Dates link.
10. The Scheduled Disbursements page displays with projected dates for award disbursements.

Click the Account Inquiry link to view the actual disbursements.

11. Select the payments tab to view all posted payments.
12. Select **Student Center** from the drop down menu and click the double-arrow to return to the main screen.

**End of Procedure.**
Accept/Decline Awards
Students may use Self Service to accept or decline a Perkins Loan and a Work Study Award.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | ![Financial Aid Menu](image)  
  On the Student Center page in the Finances section, click the Accept/Decline Awards link. |
| 3.   | ![Financial Aid select aid year](image)  
  On the Financial Aid Select Aid Year to View page, select a link in the Aid Year column to view all awards. |
4. On the Award Package page in the Award column, select the Federal Perkins Loan link.

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

6. Select the Return to Award Package link.
7. **Financial Aid**

**Award Package**

Financial Aid Year 2012-2013

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

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

<table>
<thead>
<tr>
<th>Award</th>
<th>Category</th>
<th>Career</th>
<th>Offered</th>
<th>Accepted</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Perkins Loan</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Work/Study</td>
<td>Undergraduate</td>
<td>2,000.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Grant</td>
<td>Undergraduate</td>
<td>2,775.00</td>
<td>2,775.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Federal SEOG</td>
<td>Grant</td>
<td>Undergraduate</td>
<td>400.00</td>
<td>400.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>College Scholarship 1</td>
<td>Scholarship</td>
<td>Undergraduate</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Unsubsidized Direct Loan</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>4,500.00</td>
<td>4,500.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Processed TAP Fall</td>
<td>Grant</td>
<td>Undergraduate</td>
<td>1,950.00</td>
<td>1,950.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Subsidized Direct Loan</td>
<td>Loan</td>
<td>Undergraduate</td>
<td>4,500.00</td>
<td>4,500.00</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>22,925.00</td>
<td>10,125.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.  

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

8. Click the **Federal Work Study** link.
9. The **Financial Aid Award Detail** page displays for you to review the amount and terms of the loan.

**Financial Aid Year 2012-2013**

<table>
<thead>
<tr>
<th>Disbursement Date</th>
<th>Description</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2012</td>
<td>2012 Fall Term</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**Message**

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment

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

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

10. Select the **Return to Award Package** link.
11. Select either the **Accept** or **Decline** checkboxes for the viewed award.

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

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

14. **Accept/Decline**

   ![Warning](image)

   Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

   ![Button](image)

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

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

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

**End of Procedure.**
Submit Direct Loan Processing Form
Students may use Self Service to apply on-line for either (or both) a subsidized or unsubsidized direct loan using an electronic signature.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2. | Navigate to: Self Service > Student Center. |
| 3. | In the Finances section, click the Direct Loan Processing Form link. |
4. **Student's Direct Loan Processing Form**

<table>
<thead>
<tr>
<th>Institution:</th>
<th>LEH01</th>
<th>Lehman College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid Year:</td>
<td>2014</td>
<td>Financial Aid Year 2013-2014</td>
</tr>
</tbody>
</table>

On the **Direct Loan Processing Form** page, click the **Institution Look Up** icon and then select the correct **Academic Institution, Description, or Short Description** link.

5. On the **Direct Loan Processing Form** page, enter the four digit year or click the **Aid Year Look Up** icon and then select the **Aid Year or Description** link.

6. Click the **OK** button.
The **Direct Loan Processing Form** displays for completion.

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

When you have completed the form, click the **SAVE** button to submit the form for processing.
8. **Example of a Completed Form**

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

<table>
<thead>
<tr>
<th>Borrower information to be completed by student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Loan Type:</strong></td>
</tr>
<tr>
<td>Direct Subsidized Loan:</td>
</tr>
<tr>
<td>Direct Unsubsidized Loan:</td>
</tr>
<tr>
<td>□ Direct Subsidized Loan</td>
</tr>
<tr>
<td>□ Direct Unsubsidized Loan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Anticipated Credits For Semester(s) You Wish To Apply For the Loan (must be enrolled for a minimum of six credits per semester):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer:</td>
</tr>
<tr>
<td>Login request are processed for the Fall/Spring semester except where enrollment is for one semester. Loan disbursements will be made in two equal payments for the loan period certified.</td>
</tr>
<tr>
<td>1. Will you graduate at the end of the Summer semester?</td>
</tr>
<tr>
<td>2. Will you graduate at the end of the Fall semester?</td>
</tr>
<tr>
<td>3. Will you graduate at the end of the Spring semester?</td>
</tr>
</tbody>
</table>

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

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

Example of a Completed Form

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

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

End of Procedure.
Submit Perkins Loan Supplement Form
Students may use Self Service to apply on-line for a supplement using an electronic signature.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser's address bar:  
   - Enter your Username and Password and click the Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
<p>| 2.   | Navigate to: <strong>Self Service &gt; Student Center</strong>. |
| 3.   | In the <strong>Finances</strong> section, click the <strong>Supplement Form</strong> link. |</p>
<table>
<thead>
<tr>
<th>4.</th>
<th><strong>Student's Supplement Form</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution:</strong></td>
<td>LEH01</td>
</tr>
<tr>
<td>Lehman College</td>
<td></td>
</tr>
<tr>
<td><strong>Aid Year:</strong></td>
<td>2014</td>
</tr>
<tr>
<td>Financial Aid Year 2013-2014</td>
<td></td>
</tr>
<tr>
<td><strong>OK</strong></td>
<td><strong>CANCEL</strong></td>
</tr>
</tbody>
</table>

On the **Supplement Form** page, click the **Institution Look Up** icon and then select the correct **Academic Institution**, **Description**, or **Short Description** link.

| 5. | On the **Supplement Form** page, enter the four digit year or click the **Aid Year Look Up** icon and then select the **Aid Year** or **Description** link. |

| 6. | Click the **OK** button. |
7. The Supplement Form displays for completion.

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

When you have completed the form, click the SAVE button to submit the form for processing.
8. The example of a completed form shown above may vary from your personal situation.

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

End of Procedure.
Personal Contact Information

Maintain your address information.

Back to Table of Contents
Self Service: Student Quick Reference Guide

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the Go icon.</td>
</tr>
<tr>
<td></td>
<td>• From the Enterprise Menu, select the HR/Campus Solutions link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: <a href="https://home.cunyfirst.cuny.edu">Self Service &gt; Student Center</a>.</td>
</tr>
<tr>
<td>3.</td>
<td>In the Personal Information section, select either address link to edit or add addresses.</td>
</tr>
<tr>
<td>4.</td>
<td>The Addresses page displays for you to view and verify current addresses on record.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the ADD A NEW ADDRESS button.</td>
</tr>
</tbody>
</table>
6. As needed, on the **Edit Address** page, enter data in the **Address 1, 2, or 3** fields.

7. Enter the city in the **City** field.

8. Enter the two-character state postal abbreviation in the **State** field or click the **Look up** icon to select the state postal abbreviation.

9. Enter the five digit zip code in the **Postal** field.

10. Place the cursor in the **County** field to auto-display the county based on the other entered data.

11. Click the **OK** button.

12. In the **Add a new address** section, verify the accuracy of the new address. As needed, select the **Edit Address** link to make corrections.

13. As needed, change the **Date new address will take effect** field. Click the **Choose a date** icon and select the correct year, month and lastly day of the month.

   **Note:** *The current date is the default.*

14. In the **Address Types** section, select the checkbox of the appropriate address type.
15. Click the **SAVE** button.

16. The **Add a new address** page, **Save Confirmation** message displays. Click the **OK** button.

The **Add a new address** page, **Save Confirmation** message displays. Click the **OK** button.

**End of Procedure.**
Holds and To Do List

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

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  • Enter your Username and Password and click the Go icon.  
  • From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center. |
| 3.   | In the Holds section, a list of current service indicators displays.  
  Note: Holds may prevent you from enrolling, so it’s important to deal with this prior to your enrollment appointment. |
| 4.   | Click the details link to see details of the hold and the department to contact for additional information. |
| 5.   | In the Hold Item column, click the link of the item for which you wish to more information if applicable. |
6. The **Your Holds** page displays.

7. Click the **Return** button to view other service indicators.

---

**End of Procedure.**

[Back to Table of Contents]
View To Do List
On the Student Center page in the To Do List section, items display to direct students to complete administrative requirements.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![To Do List](image)  
In the To Do List section, an initiated checklist displays. Click the details link to see more information.  

*Note:* There will also be a Missing Meningitis Form service indicator that prevents you from enrolling, so it’s important to deal with this To Do List item prior to your enrollment appointment.
On the To Dos List page displays all the To Do Items in the Item List column, click the link of the item to see more information.

Note: You can also filter the Item list based on Due Dates, CUNY Institutions (e.g. Lehman, Baruch College etc.) or Function (e.g. Financial Aid, General etc.)
5. The To Do Item Detail page displays. Contact information, due dates when applicable, and a description of the item may display.

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
\* Enter your Username and Password and click the **Go** icon.  
\* From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | On the **Student Center** page in the **Academics** section, click the **Enroll** link. |
4. The **Enroll** tab add sub-tab **Add Classes** page displays. As needed, select a **term** radio button.

5. Click the **CONTINUE** button.

6. On the **1. Select classes to add** page, click the **Meningitis Acknowledgement Form** link.
7. After reading the form that provides critical facts about meningococcal disease, select one of the two checkboxes to create a record of your decision regarding meningitis immunization.

8. If the second radio button is selected, then a field displays to enter the date of the immunization.
9. Click the **Submit** button.

*Note: The Missing Meningitis Form service indicator is released upon submission of this form.*

End of procedure.
Submit Pathways My Choice Form

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | In the **To Do List** section, an initiated checklist displays. Click the details link to see more information. |

*Note: When your primary institution requires you to consult an advisor, then there will also be a Find Out More About Pathways service indicator.*

| 4.   | On the **Advisee To Dos** page in the **Item List** column, click the link of the Choose Pathway, Yes or No item to see more information. |
| 5.   | The **To Do Item Detail** page displays. Contact information, due dates when applicable, and a description of the item may display. |
| 6.   | Select the **Pathways My Choice e-form** link. |
| 7.   | Select the radio button to indicate whether you choose to Opt-In to Pathways or choose to continue with your current Catalog Requirements. |
| 8.   | Select the **SUBMIT** button. |

*Note: An notification is sent to your Campus email to confirm your decision to Opt-In with a copy of the terms.*

End of procedure.
Enrollment Verification and Transcripts

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

Back to Table of Contents
Request Enrollment Verification
Self-service may be used to have a verification of your enrollment mailed to selected addresses or printed from your browser.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
• Enter your Username and Password and click the Go icon.  
• From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Student Center |
| 3.   | In the Academics section from the other Academic dropdown box, select Enrollment Verification and then click the Go icon. |
4. On the Request Enrollment Verification page in the Select Processing Options section from the dropdown box, select an option to either Allow to Print from My Browser or Request Institution to Mail. 

*Note: The Academic Institution will default.*

5. Select the checkboxes of the information you wish to include in the Enrollment Verification.

6. From the Select desired term or leave blank for all terms dropdown box, select the term for which you wish to request enrollment verification.
7. When **Request Institution to Mail** is selected, the **Enter Recipient Address Information** section appears. If more than one copy is required, then in the **Number of Copies Required** field overwrite the numeral 1 with the correct number of copies.

8. When the Enrollment Verification is to be mailed to one of the student’s addresses, then select the **Send to My Address** checkbox.

   **Note:** Upon selection of the **Send To My Address** checkbox, the student’s name automatically displays in the **Send to** field.

9. Upon selection of the **Send to My Address** checkbox, the **Address Type** dropdown menu appears from which the student selects the address to which the Enrollment Verification is to be mailed.
10. The Verify Address page displays. As needed, edit the address displayed.

11. Click the OK button.
The Request Enrollment Verification page displays with the verified address.
Alternatively to send the Enrollment Verification to another person or institution, in the **Send to** field enter the name of the recipient.

14. Click the **Edit Address** link.

15. On the **Edit Address** page, enter the mailing address and then click the **OK** button.
16. As needed, select the **ADD** button to send an **Enrollment Verification** to additional recipients.

17. Click the **SUBMIT** button.

18. The **Save Confirmation** page displays with the message **The Save was successful**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>Alternatively, select the option <strong>Allow to Print from My Browser</strong> and click the <strong>SUBMIT</strong> button.</td>
</tr>
<tr>
<td>20.</td>
<td>The Enrollment Verification page displays. At the bottom of the page, click the <strong>Printer Friendly Version</strong> button.</td>
</tr>
</tbody>
</table>
21.

Queens College
40-30 Kissena Blvd
Flushing, NY 11367-1597
United States
United States

Enrollment Verification as of Mar 11, 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Nbr: 12013162</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SSN: 085-78-8535</td>
</tr>
</tbody>
</table>

**Current Program of Study**

<table>
<thead>
<tr>
<th>Career</th>
<th>Academic Program</th>
<th>Exp Comp Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>02/01/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Plan</th>
<th>Degree</th>
<th>Declare Dt</th>
<th>Sub-Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish 7-12 BA</td>
<td>BA</td>
<td>04/30/2012</td>
<td></td>
</tr>
<tr>
<td>Business &amp; Liberal Arts Minor</td>
<td>12/03/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment History**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008 Summer Term</td>
<td>UGND</td>
<td>06/01/2008</td>
<td>08/15/2008</td>
<td>No Units</td>
<td></td>
</tr>
<tr>
<td>2008 Fall Term</td>
<td>UGND</td>
<td>09/01/2008</td>
<td>12/31/2008</td>
<td>15.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2009 Spring Term</td>
<td>UGND</td>
<td>02/01/2009</td>
<td>05/31/2009</td>
<td>14.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2009 Summer Term</td>
<td>UGND</td>
<td>06/01/2009</td>
<td>08/15/2009</td>
<td>No Units</td>
<td></td>
</tr>
<tr>
<td>2009 Fall Term</td>
<td>UGND</td>
<td>09/01/2009</td>
<td>12/31/2009</td>
<td>15.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2010 Spring Term</td>
<td>UGND</td>
<td>02/01/2010</td>
<td>05/31/2010</td>
<td>16.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2010 Summer Term</td>
<td>UGND</td>
<td>06/01/2010</td>
<td>08/05/2010</td>
<td>No Units</td>
<td></td>
</tr>
<tr>
<td>2010 Fall Term</td>
<td>UGND</td>
<td>09/01/2010</td>
<td>12/31/2010</td>
<td>14.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2011 Spring Term</td>
<td>UGND</td>
<td>01/28/2011</td>
<td>05/27/2011</td>
<td>15.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2011 Summer Term</td>
<td>UGND</td>
<td>06/06/2011</td>
<td>08/15/2011</td>
<td>No Units</td>
<td></td>
</tr>
<tr>
<td>2011 Fall Term</td>
<td>UGND</td>
<td>08/26/2011</td>
<td>12/22/2011</td>
<td>11.00 3/4 Time</td>
<td></td>
</tr>
<tr>
<td>2012 Spring Term</td>
<td>UGND</td>
<td>01/27/2012</td>
<td>05/24/2012</td>
<td>14.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2012 Summer Term</td>
<td>UGND</td>
<td>06/04/2012</td>
<td>08/16/2012</td>
<td>6.00  Less 1/2</td>
<td></td>
</tr>
<tr>
<td>2012 Fall Term</td>
<td>UGND</td>
<td>08/27/2012</td>
<td>12/21/2012</td>
<td>15.00 Full-Time</td>
<td></td>
</tr>
<tr>
<td>2013 Spring Term</td>
<td>UGND</td>
<td>01/28/2013</td>
<td>05/26/2013</td>
<td>10.00 3/4 Time</td>
<td></td>
</tr>
</tbody>
</table>

Follow your browser's prompts to print the page.

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>- Enter your Username and Password and click the Go icon.</td>
</tr>
<tr>
<td></td>
<td>- From the Enterprise Menu, select the HR/Campus Solutions link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: <a href="#">Self Service &gt; Student Center</a>.</td>
</tr>
<tr>
<td>3.</td>
<td>In the Academics section from the other Academic dropdown box, select Transcript: View Unofficial and then click the Go icon.</td>
</tr>
</tbody>
</table>
4. On the View Unofficial Transcript page, click the Academic Institution dropdown arrow; and then select the correct college or school.

5. Click the Report Type dropdown arrow; and then select STUDENT UNOFFICIAL TRANSCRIPT.

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

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

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

   **End of Procedure.**
**Order Official Transcript**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the [Go](https://home.cunyfirst.cuny.edu) icon.  
  - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center**. |
| 3.   | ![Academic Advisement](image)  
  In the **Academic Advisement** section, click **Transcript Ordering** link to be redirected to the **Credentials, Inc.** web page where you may order official transcripts. |

*End of Procedure.*

[Back to Table of Contents](#)
Graduation

Apply for graduation.
Track the progress of your application.

Back to Table of Contents
Apply for Graduation

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

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

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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the **Go** icon.  
  - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Student Center** |
| 3.   | In the **Academics** section from the **other Academic** dropdown box, select **Apply for Graduation** and then click the **Go** icon. |
4. For the academic program for which you wish to apply, select the **Apply for Graduation** link.

**Note:** Only those students who are eligible to graduate by the selected term will be able to continue with their graduation application.

5. From the **Expected Graduation Term** dropdown box, select the term for which you anticipate completing all of the requirements.

6. Click the **CONTINUE** button.
On the Verify Graduation Data page, click the Submit Application button.

The Submit Confirmation page displays.

End of Procedure.
**View My Graduation Status**

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

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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Degree Progress/Graduation > View Graduation Status](https://home.cunyfirst.cuny.edu) |
| 3.   | **Graduation Status** |

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The **Graduation Status** page displays where you are able to view the current status of your graduation application.

**Note:** Contact the Office of the Registrar to request the name on the degree.

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**End of Procedure.**