STUDENT NAVIGATION FOR 9.2 CUNYFIRST UPDATE

OFFICE OF THE REGISTRAR

Denise Garcia

E-PERMIT NAVIGATION

STEP 1:

STUDENTS WILL GO TO
THEIR STUDENT CENTER
AND SEE THE TILES

STEP 2:

STUDENTS WILL THEN GO TO THE
TILE LABELED:

ACADEMIC RECORDS

ONCE THE STUDENT IS IN THEIR ACADEMIC RECORDS THEY WILL SEE THE MENU.

THE STUDENT WILL THEN SELECT E-PERMIT AND IT IS THE SAME PROCESS BEFORE THE CF UPGRADE

AS YOU CAN SEE FROM THE MENU, STUDENTS CAN ALSO VIEW GRADES, ADVISORS, COURSE HISTORY, TRANSFER CREDIT HISTORY & SO ON.
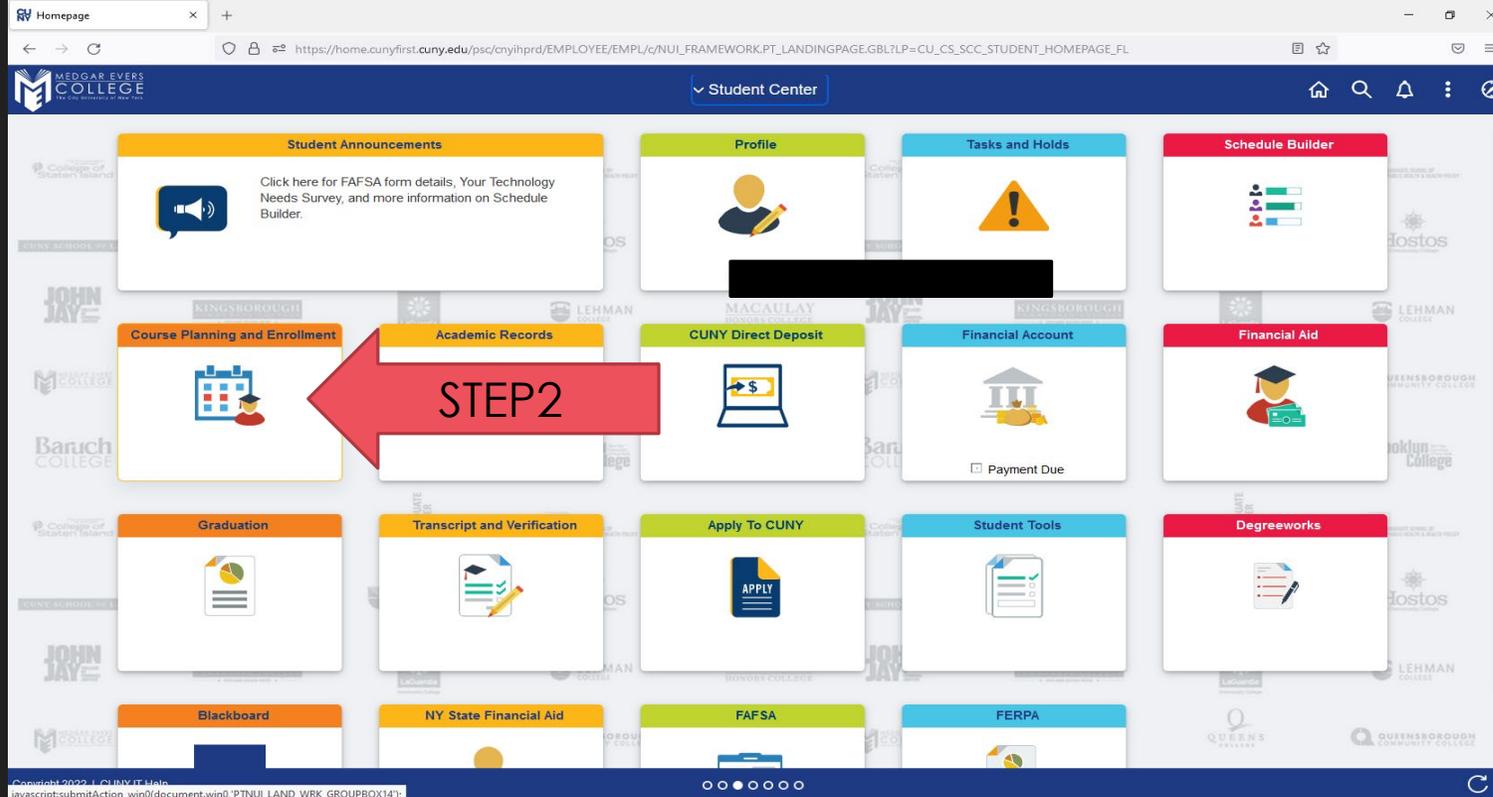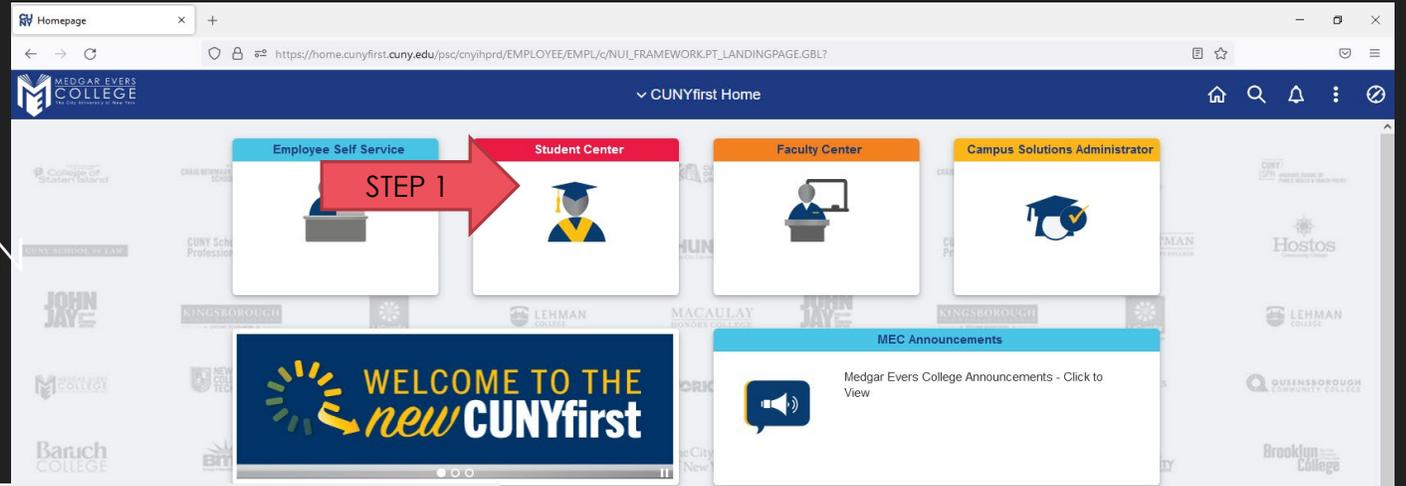

Course History screen showing browser with URL https://cssa.cunyfirst.cuny.edu/psc/cnycsprd_14/EMPLOYEE/SA/c/SSR_STUDENT_ACAD_REC_FL.SSR_MD_ACAD_REC_FL.GBL?Action=U&MD=Y&GMenu=SSR_STUDENT_ACAD_REC_FL&GComp=SSR_ACADREC_NAV_

Left menu:
- Course History
- View Grades
- Honors and Awards
- Milestone
- Advisors
- ePermit
- Apply for Graduation
- View Transfer Credit Report
- Evaluate My Transfer Credit

Course History — 104 rows

Institution	Class	Description	Term	Grade	Units	Status	Requirement Designation
School of Professional Studies	PSY 605	Biological Found of Behavior	2022 Fall Term		3.00	★ Planned	Graduate Liberal Arts
School of Professional Studies	PSY 605	Biological Found of Behavior	2022 Summer Term		3.00	★ Planned	Graduate Liberal Arts
	PSY 499	Senior Project	2020 Spring Term	A	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	ENG 350	Advanced Composition	2019 Fall Term	B	3.00	✓ Taken	College Option
School of Professional Studies	PSY 302	Advanced Research Methods	2019 Fall Term	A	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	PSY 301	Statistical Methods	2019 Summer Term	B+	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	COM 210	Writing At Work	2019 Spring Term	B	3.00	✓ Taken	College Option
School of Professional Studies	PSY 308	Soc & Emot Devel In Childhood	2019 Spring Term	A-	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	PSY 340	Contemp Issues/Adult & Aging	2019 Spring Term	B-	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	PHIL 110	Critical Thinking	2018 Fall Term	W	3.00	✓ Taken	Flexible Core - Individual and Society
School of Professional Studies	PSY 210	Biological Bases Of Behavior	2018 Fall Term	B	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	RM 201	Intro to Research Methods	2018 Fall Term	C+	3.00	✓ Taken	Regular Liberal Arts
School of Professional Studies	PSY 230	Learning & Cognition	2018 Spring	A	3.00	✓ Taken	Regular Liberal Arts

REGISTERING, DROPPING, & SWAPPING CLASSES AND VIEWING CLASS SCHEDULE

STEP 1: STUDENT WILL SIGN IN TO CUNYFIRST AND SELECT TILE NAMED: *STUDENT CENTER*

STEP 2: STUDENT WILL THEN SELECT THE TITLE NAMED: *COURSE PLANNING AND ENROLLMENT*

WHEN THE STUDENT IS IN COURSE PLANNING AND ENROLLMENT, THE STUDENT CAN THEN NAVIGATE TO THE MENU SHOWN.

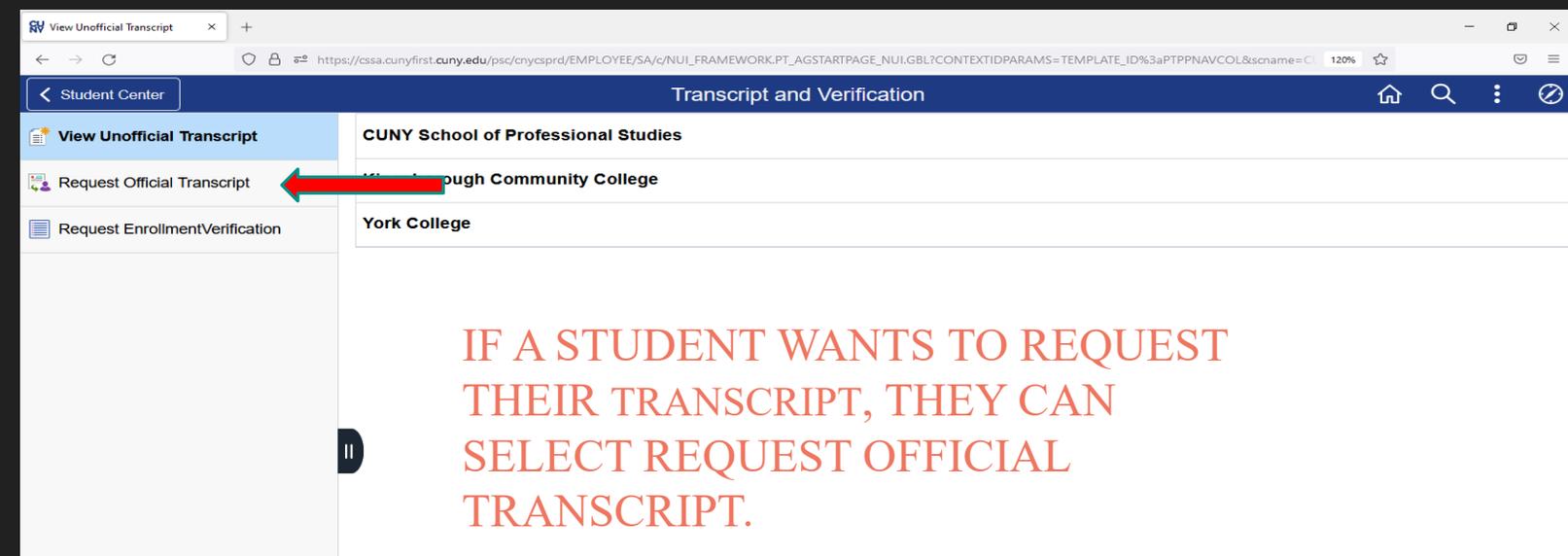If the student selects Class Search and Enroll it takes them to SCHEDULE BUILDER as well as Drop and Swap classes.

TRANSCRIPT AND VERIFICATIONS

FOR TRANSCRIPTS AND VERIFICATIONS, AGAIN STUDENT WILL BE IN THEIR STUDENT CENTER AND SELECT THE TILE NAMED: *TRANSCRIPTS AND VERIFICATIONS*

IN TRANSCRIPTS AND VERIFICATIONS, STUDENT WILL HAVE THE OPTION TO VIEW UNOFFICAL TRANSCRIPT, REQUEST OFFICAL TRANSCRIPT (THESE INSTRUCTIONS ARE BELOW) & REQUEST ENROLLMENT VERIFICATION-SAME PROCESS AS THE OLD CUNYFIRST THE VERIFICATION WILL BE UNOFFICIAL.

IF A STUDENT WANTS TO REQUEST THEIR TRANSCRIPT, THEY CAN SELECT REQUEST OFFICIAL TRANSCRIPT.

ONCE THE STUDENT SELECTS 'REQUEST OFFICIAL TRANSCRIPT' THEY WILL BE DIRECTED TO THE CREDENTIALS SOLUTIONS PAGE AND THEY WILL SELECT MEDGAR FROM THERE.

View Unofficial Transcript
Transcript and Verification

- View Unofficial Transcript
- Request Official Transcript
- Request EnrollmentVerification

CUNY School of Professional Studies

Kingsborough Community College

York College

School Selection — Credentials Solutions

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Credentials Solutions

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To order an academic transcript, click on the name of the school.

School Name	Location	Sends PDF	Sends Electronic
CUNY Baccalaureate	New York, NY	Yes	No
CUNY Baruch College	New York, NY	Yes	No
CUNY Borough of Manhattan Community College	New York, NY	Yes	No
CUNY Bronx Community College	Bronx, NY	Yes	No
CUNY Brooklyn College	Brooklyn, NY	Yes	No
CUNY College of Staten Island	Staten Island, NY	Yes	No
CUNY Graduate Center	New York, NY	Yes	No
CUNY Guttman Community College	New York, NY	Yes	No
CUNY Hostos Community College	Bronx, NY	Yes	No
CUNY Hunter College	New York, NY	Yes	No
CUNY John Jay College	New York City, NY	Yes	No