

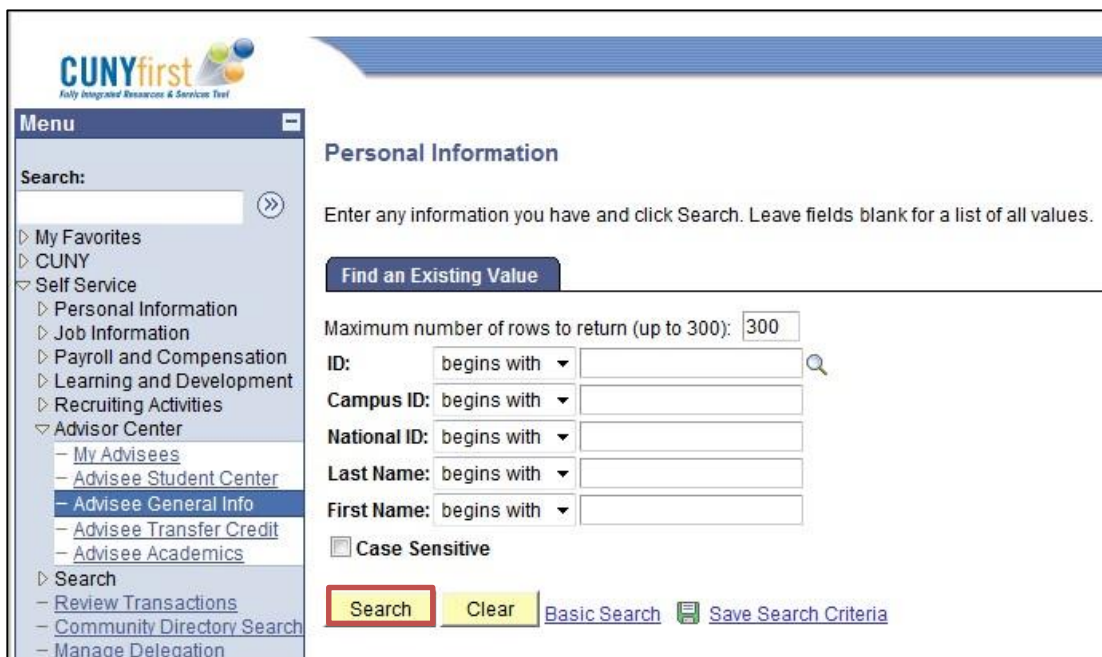
CUNYfirst – How to: Verify the Fulfillment of the Writing Intensive Requirement

1.	Navigate to CUNYfirst at: <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> .
2.	Log in with your <b>Username</b> and <b>Password</b> .
3.	Select the <b>Campus Solutions</b> link on the left-side menu. 
4.	Select the <b>Self Service</b> arrow on the drop down menu. 
5.	Click the <b>Advisor Center</b> arrow on the drop down menu. 

6. Click the **Advisee General Info** link on the drop down menu.



7. Enter the appropriate information in the appropriate field box. (i.e. type EMPLID in the ID box). Then, click on the **Search** link. **\*\*Please be aware that if you type in a name, multiple students may appear under the search results; make sure you select the correct student.**



8. Click the drop-down menu arrow.

The screenshot shows the 'Advisee Student Center' interface. At the top, there are navigation tabs: 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. Below this is the 'Academics' section, which includes links for 'My Class Schedule' and 'My Planner'. A dropdown menu is open, showing 'other academic...' with a red box highlighting the arrow icon. To the right, there is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists four classes: ENG 201-23 LEC (35506), MAT 160-01 LEC (36484), PSY 100-10 LEC (36923), and SPE 100-60 LEC (37328). Each class entry includes its days, times, and room information. A 'weekly schedule' link is visible at the bottom right of the table.

9. Click the **Transcript: View Unofficial** link.

This screenshot is similar to the previous one, but the dropdown menu is expanded. The 'Transcript: View Unofficial' link is highlighted with a red box. Other options in the dropdown include 'Course History', 'Exam Schedule', 'Grades', and 'Transfer Credit: Report other academic...'. The 'This Week's Schedule' table and other interface elements remain the same as in the previous screenshot.

10. Click >>.

This screenshot shows the 'Transcript: View Unofficial' link selected in the dropdown menu. A 'Go' button is now visible next to the selected link. The 'This Week's Schedule' table and other interface elements are consistent with the previous screenshots.

11. Select "Borough of Manhattan CC" for Academic Institution & "Advisor Unofficial Copy" for Report Type.

The image shows two sequential screenshots of the 'Advisee Unofficial Transcript' form. Both screenshots show the navigation tabs: 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The page title is 'Advisee Unofficial Transcript'. Below the title, there is a redacted area and a message: 'Choose an institution and report type and press View Report. \*\*this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place\*\*'. In the first screenshot, the 'Academic Institution' dropdown is open, showing a list of institutions with 'Borough of Manhattan CC' highlighted. In the second screenshot, the 'Report Type' dropdown is open, showing 'Advisor Unofficial Copy' highlighted. Both screenshots have a 'view report' button and a 'VIEW ALL REQUESTED REPORTS' button. At the bottom, there are navigation links: 'Advisor Center Search', 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', 'Academics', and a 'Cancel' button.

12. Click **view report**.

This screenshot shows the 'Advisee Unofficial Transcript' form with the 'Academic Institution' set to 'Borough of Manhattan CC' and the 'Report Type' set to 'Advisor Unofficial Copy'. The 'view report' button is highlighted with a red box. Below the form, there is a 'Process Request' button and a 'VIEW ALL REQUESTED REPORTS' button. At the bottom, there are navigation links: 'Advisor Center Search', 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', 'Academics', and a 'Cancel' button.

13. Click **view report**.

This screenshot shows the 'Previous Requests' table. The table has a header row with columns: 'Request Date', 'Description', 'Institution', 'User ID', 'Future Release', and 'Requested Print Date'. The first row of data is highlighted, and a 'view report' button is positioned to its left. Below the table is a 'CANCEL' button. At the top of the table, there are navigation links: 'Advisor Center Search', 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The table also includes a search bar and pagination controls: 'Find | View All | First 1 of 1 Last'.

Request Date	Description	Institution	User ID	Future Release	Requested Print Date
04/30/2013	Advisor Unofficial Copy	BMC01	23164433	Immediate Processing	04/30/2013

14. Look for "Writing Intensive Course" which will be listed for Course Topic & Course Attributes

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**Undergraduate Record for Advisor Use Only**

Name: [REDACTED]  
 Student ID: [REDACTED]  
 Student Address: [REDACTED]  
 Print Date: 04/30/2013

	Course	Description	Earn	Grd
	ECO 100	INTRO TO ECONOMICS	0.00	
	Contact Hours:	3.00		
	Instructor:	Aldo Balardini		
	ENG 311	CREATIVE WRITING	0.00	
	Contact Hours:	3.00		
	Term GPA:	0.000	Term Total:	Attempt 12.00 Earn 0.00

**Beginning of Undergraduate Record**

2012 FA  
Liberal Arts Major

	Course	Description	Earn	Grd
	ENG 101	ENGLISH COMP 1	3.00	C+
	Contact Hours:	3.00		
	Instructor:	Maria Alvarez		
	HED 100	HEALTH EDUCATION	2.00	C
	Contact Hours:	2.00		
	Instructor:	Yuliya Shneyderman		
	MUS 140	PIANO CLASS 1	1.00	B
	Contact Hours:	2.00		
	Instructor:	Joyce Moorman		
	PHI 100	INTRO TO PHILOSOPHY	3.00	B-
	Contact Hours:	3.00		
	Instructor:	Jonathan Lang		
	SOC 100	INTRO TO SOCIOLOGY	3.00	B
	Contact Hours:	3.00		
	Instructor:	Elizabeth Wissinger		
	Course Topic:	Writing Intensive Course		
	Contact Hours:	3.00		
	Course Attributes:	Writing Intensive Course		
	Instructor:	Elizabeth Wissinger		
	Term GPA:	2.583	Term Total:	Attempt 12.00 Earn 12.00

	Cum GPA:	2.583	Cum Total:	37.00
	Transfer Cum GPA:	0.000	Transfer Total:	0.00
	Comb Cum GPA:	2.583	Comb Total:	37.00

**End of Undergraduate Record for Advisor Use Only**

2013 SP  
Liberal Arts Major

	Course	Description	Earn	Grd
	ENG 201	ENGLISH II	0.00	
	Req Designation:	Required Core - English Composition		
	Contact Hours:	3.00		
	Instructor:	Erica Ciccarone		
	MAT 160	QUANT.REASONING	0.00	
	Req Designation:	Required Core - Mathematical&QuantitativeReasoning		
	Contact Hours:	4.00		
	Instructor:	Frederick Reese		
	PSY 100	GENERAL PSYCHOLOGY	0.00	
	Contact Hours:	3.00		
	Instructor:	Jennifer Pinkney Pastor		
	SPE 100	FUND OF SPEECH	0.00	
	Req Designation:	Flexible Core - Creative Expression		
	Contact Hours:	3.00		
	Instructor:	Sherry Engle		
	Term GPA:	0.000	Term Total:	Attempt 13.00 Earn 0.00

2013 FA  
Liberal Arts Major

	Course	Description	Earn	Grd
	ART 171	INTRO TO PAINTING	0.00	
	Contact Hours:	2.00		
	CHE 110	GENERAL CHEMISTRY	0.00	
	Contact Hours:	5.00		