ADVISOR TOOLKIT

The following are the list of tools designed to assists advisors with their responsibilities. All advisors should use these tools in their advising sessions.

MyAdvisor:

*MyAdvisor is the **case management tool** for Advisors to view and manage their existing caseloads.*
Advisors can zoom in to see a detailed profile of a specific student and zoom out to see their entire caseload.
Faculty can also easily filter their caseloads into specific subgroups based on a wide range of criteria such as GPA or expected graduation date.
Students can be grouped by Reports, Holds and Student Groups, etc…

Fed by: CUNYFirst; updated in near real time
Accessible to: Primary Advisors, Academic Unit Advisors, **not** accessible to students
Login: www.hunter.cuny.edu/myadvisor

For Assistance, contact Angela Luna at aluna@hunter.cuny.edu

Acuity:

*Acuity is the **calendar** through which Academic Unit Advisors schedule and track online appointments with students.*
Ties into: Outlook, iCal, Google
Login: https://acuityscheduling.com/
For Assistance, contact Sonia Macias at sparrale@hunter.cuny.edu

DegreeWorks:

DegreeWorks Worksheet provides Advisors with a snapshot of a student's progress for each discrete degree requirement.

Using the DegreeWorks during an advising session allows advisors to reinforce the 120 credits that fulfills students' major, Hunter Core Requirements, and elective requirements. As DW status can have financial aid ramifications, Academic Unit Advisors can contribute to catching and resolving issues before they become major roadblocks.
Use to record notes that all other advisors including Primary and Academic Unit Advisors and the student herself can see.

Fed by: CUNYFirst, updated every 48-72 hours
Accessible to: Primary & Academic Unit Advisors and students
Login: through CUNYFirst , and lives in your *Advisor Center*

For Assistance, contact your Advising Liaison in the Office of Advising

Degree Maps:

These maps contain suggested courses to follow and complete, term by term. They make it easier for students to visualize and chart a path to graduate in four years with a given major.
Login: http://www.hunter.cuny.edu/advising/my-academic-path/major-maps-1/

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