

C2C Guide for Faculty

Communications • Interventions • Advising Functions

Spring 2022 Updates

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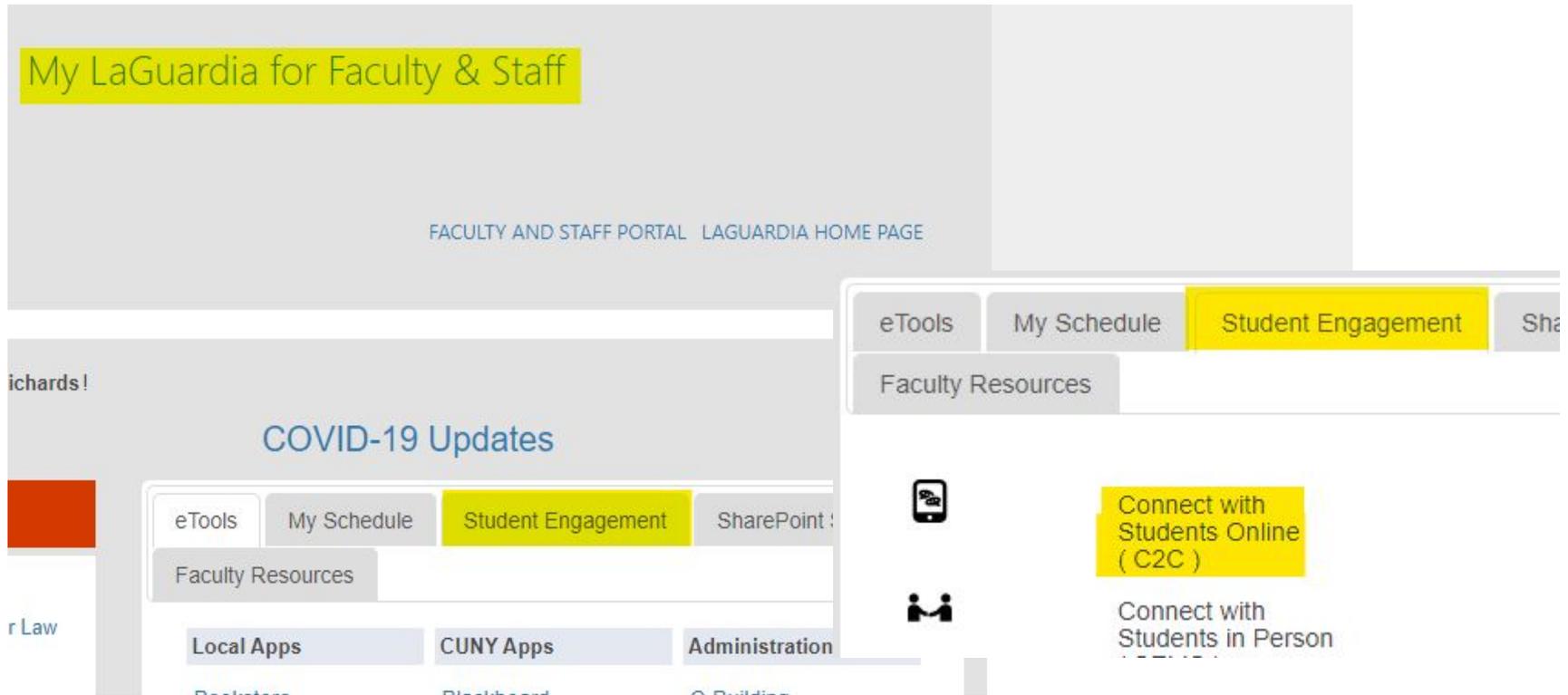
[Interventions](#)

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My Advising List & Student Search results (in progress)

Logging In



Faculty & Staff Portal →

Student Engagement tab →

Connect with Students Online (C2C)

Welcome Screen

The screenshot shows the top navigation bar of the LaGuardia Community College portal. On the left is the LaGuardia Community College logo, a red square with a white sunburst design. To its right is the text 'CONNECT 2 COMPLETE'. Further right is a search box labeled 'Search this site'. Below the logo and search box is a horizontal menu with the following items: 'CONNECT 2 COMPLETE', 'REPORTS' (with a dropdown arrow), 'ADVISEMENT', 'STUDENT SUPPORT', and 'OTHER'. Below the navigation bar, the text 'Welcome to the Faculty Course Management and Advisement Portal' is displayed. To the right of this text is a red-bordered button labeled 'My Advisement List'. Below the welcome text is a horizontal bar containing two tabs: 'My Courses' and 'Student Search'.

The two tabs and the My Advisement List link (which only shows up when a caseload is assigned) provide access to different functions and information, so they'll be discussed separately.

My Courses tab

The screenshot shows the 'My Courses' tab interface. At the top, there is a navigation bar with 'My Courses' highlighted in yellow and 'Student Search' in a grey box. Below the navigation bar, a welcome message 'Welcome [redacted]!' is displayed. Underneath, it says 'No Announcements Made'. A section titled 'Courses Assigned to you for' is followed by a green dropdown menu currently set to 'Spring 2022'. Below this is a table with five columns: Course, Course Name, Course Number, Term, and Total Enroll. The table lists four courses: ENG101 (Composition I), ENG102 (Writing Thru Lit), another ENG102 (Writing Thru Lit), and LIB200 (L.A. Sem; Hum & Tech). Each course entry has a redacted course number and a red dot in the Total Enroll column.

Course	Course Name	Course Number	Term	Total Enroll
ENG101	Composition I	[redacted]	SPRING 2022 Session 1	[redacted]
ENG102	Writing Thru Lit	[redacted]	SPRING 2022 Session 1	[redacted]
ENG102	Writing Thru Lit	[redacted]	SPRING 2022 Session 1	[redacted]
LIB200	L.A. Sem; Hum & Tech	[redacted]	SPRING 2022 Session 1	[redacted]

The **My Courses** tab lists classes assigned for the current term or provides access to past courses through a **dropdown menu**.

The Course Codes are **hyperlinks to rosters**, which open in a new window.

Student Search tab

My Courses **Student Search**

Student Search to view Dashboard

Enter the Emplid:

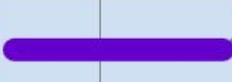
Or Search by Name

Enter First Name: And/Or Enter Last Name:

Student ID	First Name	Last Name	Advisement Alerts To Student	Send Email To Student	Student Referrals	Advisement 2.0	Milestones	ADV Hold	Advisement Notes	Lift Reg Hold	Advisor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	  	Send Email		Submit Form	OPEN/EDIT		Submit Notes	N/A	<input type="text"/> Professional Advisor

Through the Student Search tab, use an EMPLID or name to look up students outside of those in your class. Because this tab is more connected to advisement, the options are different.

My Advisement List

Student ID	First Name	Last Name	Advisement Alerts To Student	Send Email To Student	Student Referrals	Advisement 2.0	Milestones	ADV Hold	Advisement Notes	Lift Reg Hold	Advisor Name
				Send Email		Submit Form 	OPEN/EDIT		Submit Notes	N/A	 Professional Advisor

My Advisement List is a roster-style list of all students caseloaded to a faculty member, but with the Advising features offered through Student Search.

Only faculty who advise students will have this roster, and it will not be active until after you have been assigned a caseload of students.

Class Rosters

Course Communication							Advisement & Registration							Progress & Notes						
<input type="checkbox"/>	No	Student ID	Last Name				First Name				Grade									
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]				[REDACTED]													
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]				[REDACTED]													
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]				[REDACTED]													

Class rosters have three tabs, Course Communications, Advisement & Registration, and Progress & Notes.

All three tabs include students' names and EMPLIDs; **click the Student ID** (EMPLID) on any tab to access a student's Dashboard (opens in a new window).

Class Rosters: Course Communications tab

ENG102. [Redacted]

Total Head Count : 17

Need Help?

ThumbsUp  HeadsUp  Reminder 

Course Communication | Advisement & Registration | Progress & Notes

<input type="checkbox"/>	No	Student ID	Last Name	First Name	Grade	Send Alert to Student			Alerts History	Send Email To Student
<input type="checkbox"/>	1	[Redacted]	[Redacted]							Send Email
										Send

The Course Communication tab allows communication via email, text, LaGuardia app, and My LaGuardia to individual or small groups of students as well as to the whole class.

Class Communications: Alerts

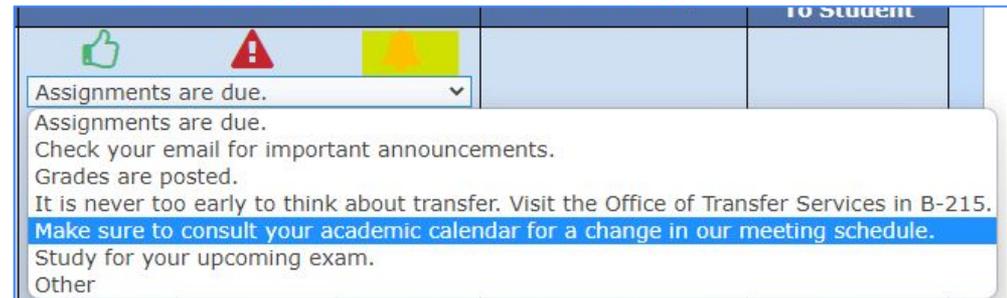
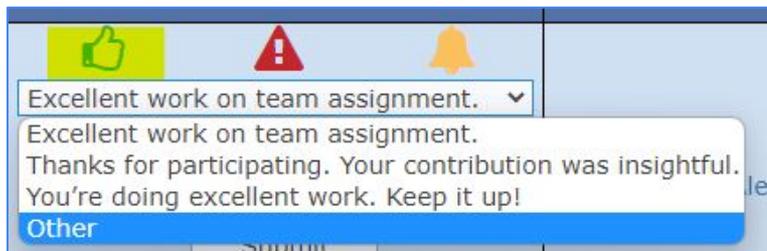
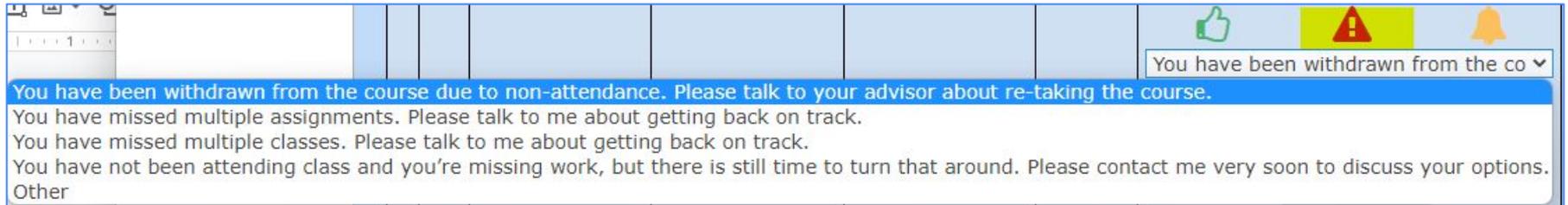
The screenshot displays a web interface for course communications. At the top right, there are three icons: a green thumbs-up, a red warning triangle, and a yellow bell. Below this is a navigation bar with three tabs: "Course Communication" (highlighted in yellow), "Advisement & Registration", and "Progress & Notes".

The main content is a table with the following columns: "No", "Student ID", "Last Name", "First Name", "Grade", "Send Alert to Student", "Alerts History", and "Se". The "Send Alert to Student" column contains three icons: a thumbs-up, a warning triangle, and a bell. These icons are circled in red. Below the table, there is a yellow button labeled "Submit Single Message to Multiple Students" and a smaller version of the three icons. At the bottom left, there is a text input field with the placeholder "Check your email for important announcements".

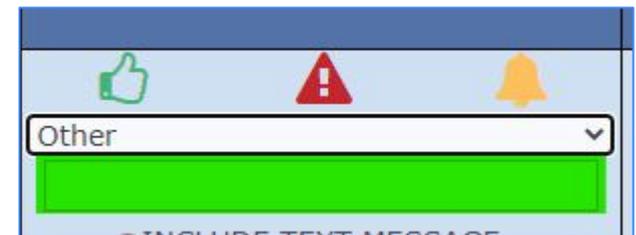
No	Student ID	Last Name	First Name	Grade	Send Alert to Student	Alerts History	Se
1	[Redacted]	[Redacted]	[Redacted]		  		Stu

Use the icons    in the **Send Alert to Student** column to contact individual students, or use **Submit Single Message to Multiple Students** at the bottom left corner of the page.

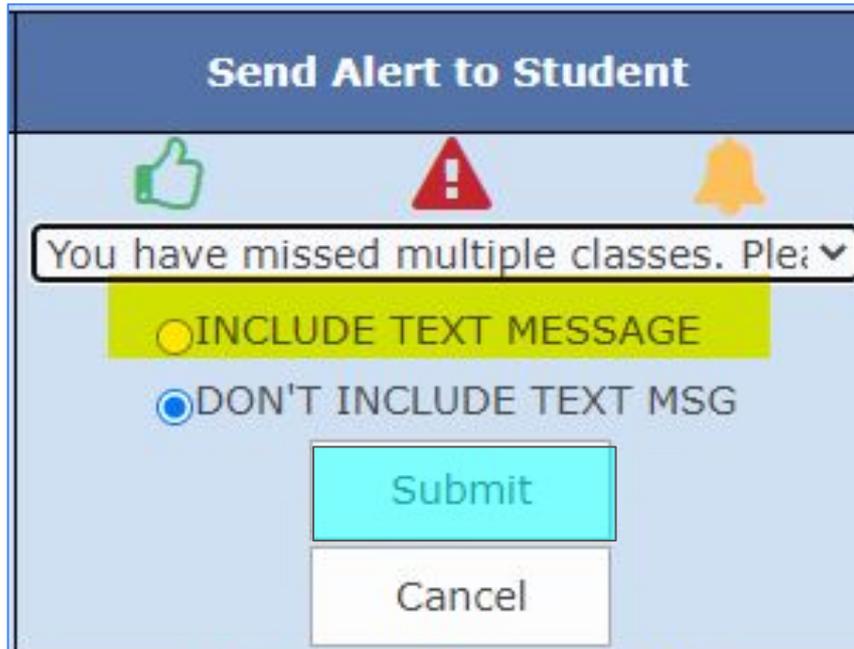
Class Communications: Alerts



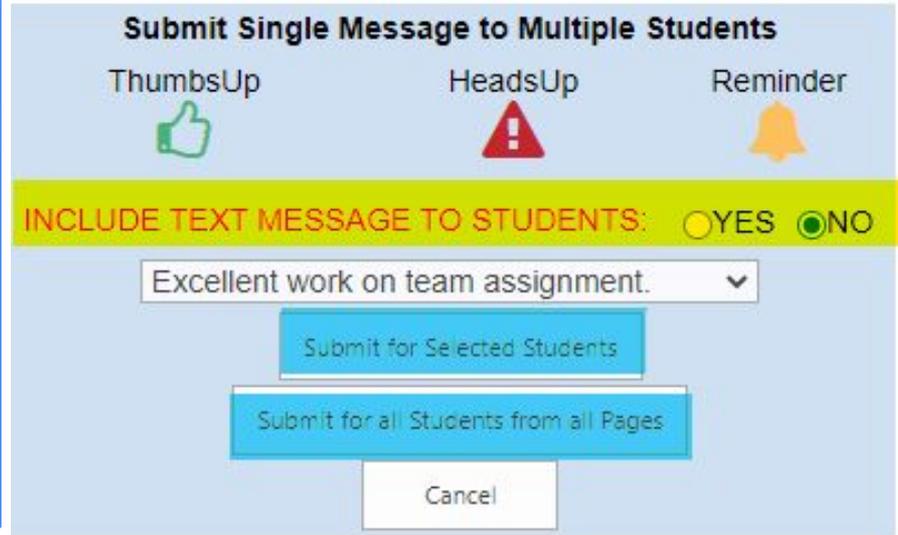
Each Alert icon (ThumbsUp, HeadsUp, Reminder) has a **dropdown list** of prepared messages as well as an **"Other"** option for customized messages.



Class Communications: Alerts



The screenshot shows the 'Send Alert to Student' interface. At the top, there is a blue header with the title 'Send Alert to Student'. Below the header, there are three icons: a thumbs up (green), a warning triangle (red), and a bell (orange). A text input field contains the message 'You have missed multiple classes. Ple:'. Below the input field, there are two radio button options: 'INCLUDE TEXT MESSAGE' (highlighted in yellow) and 'DON'T INCLUDE TEXT MSG'. At the bottom, there are two buttons: 'Submit' (highlighted in cyan) and 'Cancel'.



The screenshot shows the 'Submit Single Message to Multiple Students' interface. At the top, there is a light blue header with the title 'Submit Single Message to Multiple Students'. Below the header, there are three icons: 'ThumbsUp' (green), 'HeadsUp' (red), and 'Reminder' (orange). A text input field contains the message 'Excellent work on team assignment.'. Below the input field, there are two buttons: 'Submit for Selected Students' (highlighted in cyan) and 'Submit for all Students from all Pages' (highlighted in cyan). At the bottom, there is a 'Cancel' button.

Alerts can be sent to one, some, or all students in a class, and there is an option to **send a text message** (which identifies the course but not who initiated the Alert) as well as a notification to My LaGuardia and push notification on the LaGuardia app.

After selecting or drafting a message, click **Submit.**

Class Communications: Alerts History

Alerts History	
View Prior Alerts	
View Prior Alerts	
View Prior Alerts	

Student Details				
Type	Notes	Course Name	Date and Time	Delete
	Check your email for important announcements.	ENG102.0860-Writing Thru Lit	9/16/2021 11:42:57 AM	

Prior Alerts may be reviewed via the link in the Alerts History column (opens in new window).

Course Communications: Email

Course Communication			Advisement & Registration	Progress & Notes			
No	Student ID	Last Name	First Name	Grade	Send Alert to Student	Alerts History	Send Email To Student
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	  	View Prior Alerts	Send Email
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	[REDACTED]	  	View Prior Alerts	Send Email
<input type="checkbox"/>	14	[REDACTED]	[REDACTED]	[REDACTED]	  	View Prior Alerts	Send Email

Send An Email to All Students

Email individual students through the **link on the roster**, or email a class through the **link at the bottom**.

Emails can be sent to a student's preferred email (if provided), and attachments may be added.

Student Email-ID: [REDACTED]

Send a Copy to Student Preferred Email: Yes No

Would you like to copy this email to your MailBox: Yes No

Would you like to include Tip Sheet URL? Yes No

Type your Subject:

Email Body:

1500/1500 Character left

Select a File to Attach: No file chosen

Class Rosters: Advisement & Registration tab

Course Communication			Advisement & Registration				Progress & Notes			
No	Student ID	Last Name	First Name	SRVC Ind	ADV Hold	ADV Status	Enrollment Current Term	Enrollment Next Term	PAR Info	Advisor Name
1						ADVISED	Sess I & II	Sess I & II	PAR Info	ASAP Advisor
2						ADVISED	Sess I & II	Sess I & II		Professional Advisor

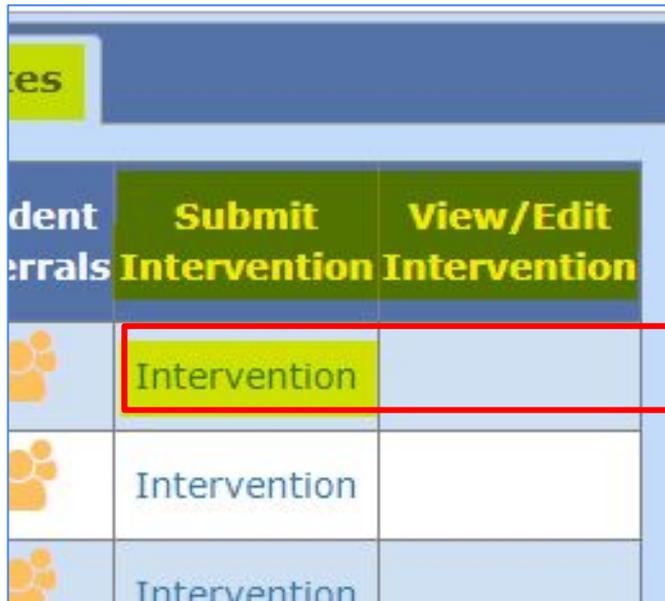
This tab is informational and provides information to support registration outreach: in addition to providing advisement status and the names of students' assigned advisors, registration status for the current and next terms is provided.

Class Rosters: Progress & Notes tab

Student Success Plan		Advisement Notes	Student Referrals	Submit Intervention	View/Edit Intervention
Submit Form ●	OPEN/EDIT	Submit Notes		Intervention	
Submit Form ●	OPEN/EDIT	Submit Notes		Intervention	
Submit	OPEN/EDIT	Submit		Intervention	

In addition to **Interventions**, this tab provides access to students' **Milestones** progress, **Student Success Plan (SSP)**, and Advisement Notes as well as the means to **make Student Referrals** (click the  icon to open a new window).

Progress & Notes: Interventions



Student	Submit Intervention	View/Edit Intervention
	Intervention	
	Intervention	
	Intervention	

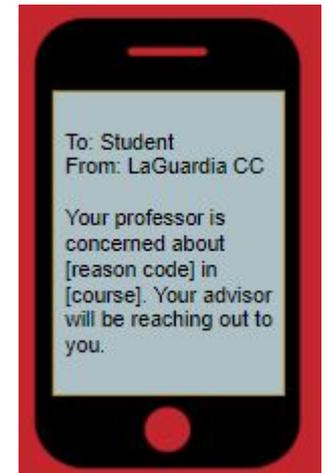
Intervention: Writing Thru Lit

STUDENT INFORMATION	
Student	[REDACTED]
EMPLID	[REDACTED]
Email	[REDACTED]
Phone	[REDACTED]
GPA/Total Credits	[REDACTED] / 21.000

Intervention Instructions

Reason Code - Intended Usage

SUBMIT INTERVENTION	
Select Reason Code:	NOT REPOR
Use before Verification of Enrollment to minimize WN grades	
Please Elaborate on Reason/Steps Already Taken:	



Click the link to open the **Intervention window**. **Instructions and explanations for reason codes** are provided— just open the accordion menu.

Submitting an Intervention generates a text to the student.

Intervention Instructions & Reasons

Intervention Instructions

Submitting an intervention will send information to a student's assigned advisor. **Please use the intervention feature when you have attempted to reach out and help but the student could benefit from advisor assistance.**

When submitting any intervention, please **explain any steps that you've taken**, including meetings and communication, as well as unsuccessful outreach attempts. Also **explain what action is needed** from the advisor. Please review the Reason Code – Intended Usage drop-down for more information

Do NOT submit interventions for:

- Financial Aid/Finance questions or needs (refer student to Student Financial Services)
- Successful students only needing course advisement/registration (tell student to communicate with their assigned advisor)

Reason Code - Intended Usage

NOT REPORTING FOR CLASS/ATTENDANCE - Use before Verification of Enrollment to minimize WN grades and reversals, and for attendance issues during the semester.

TECHNOLOGY - Student needs laptop or technology resources to complete course (use at any point in the semester, in addition to referring student to Student Information Center)

MISSING ASSIGNMENTS/PARTICIPATION - Student is attending class but has not submitted multiple assignments/ is not engaging in class and is in danger of low or failing grade (use at any point as long as student has a chance to pass)

URGENT; DANGER OF FAILING - Student is still enrolled but is not attending or submitting work (use as an urgent "last chance" after previous outreach/interventions)

WILL FAIL COURSE, NEEDS ADVISEMENT - Student can no longer pass the course; I have notified student (use leading up to withdrawal deadline, ideally after submitting an earlier intervention request)

OTHER SUPPORT NEEDED - Other support needed through student's advisor, including follow-up on needed referrals (identify requested intervention below; use at any point in the semester)

Submitting Interventions

SUBMIT INTERVENTION

Select Reason Code: MISSING ASSIGNMENTS/PARTICIPATION

Student is attending class but has not submitted multiple assignments/ is not engaged in class (use at any point as long as student has a valid excuse)

Please Elaborate on Reason/Steps Already Taken:

Send

NOT REPORTING FOR CLASS/ATTENDANCE
NOT REPORTING FOR CLASS/ATTENDANCE TECHNOLOGY
MISSING ASSIGNMENTS/PARTICIPATION URGENT; DANGER OF FAILING
WILL FAIL COURSE, NEEDS ADVISEMENT
OTHER SUPPORT NEEDED

c2.laguardia.edu says
Alert Submitted and notification sent to Advisor along with **Mobile Text**
Message sent to student

OK

To submit an Intervention, select a **Reason Code**, **provide details**, and **submit**. You will see a confirmation, your request will be sent to the student's assigned advisor, and the student will receive a text message.

Intervention Review & Resolution

nt als	Submit Intervention	View/Edit Intervention
	Intervention	
	Intervention	VIEW/EDIT
	Intervention	
	Intervention	

Actions	SUBMITTED BY
	RICHARDS, LEAH



The status and the capacity to update the request are available through **View/Edit Intervention**.

Click the **Actions icon** to view updates in a new window.

Intervention Review & Resolution

STATUS & PROGRESS

STATUS: CLOSED-UNRESOLVED **PRIORITY:** LOW

COMMENTS:

Response	Responded By	Response Date
Multiple efforts to contact student were made. Efforts were unsuccessful. Will continue outreach attempts in hope to reconnect and reengage student.	[REDACTED]	12/18/2020 10:49:32 AM
Initial Outreach made 12/15	[REDACTED]	12/15/2020

STATUS & PROGRESS

STATUS: NEW

Enter comments here

2000/2000 Character left

SAVE & CLOSE

If this menu is visible, please do not use it.

It is only used by advisors internally.

All advisors' notes are available for review.

Interventions can be updated or closed in the same window. Status update codes are available to faculty and advisors. If you close an intervention, please briefly summarize the nature of the resolution.

Intervention Resolution

Closed Intervention [redacted]

 NO-REPLY@lagcc.cuny.edu
Tue 1/18/2022 12:21 PM

To: Leah Richards;

Hello,

Your request for Intervention for [redacted] from an advisor has been resolved. Please visit Student Dashboard (C2C Tab) to view the Intervention.

[Click here to access Student Dashboard](#)

Thank you.

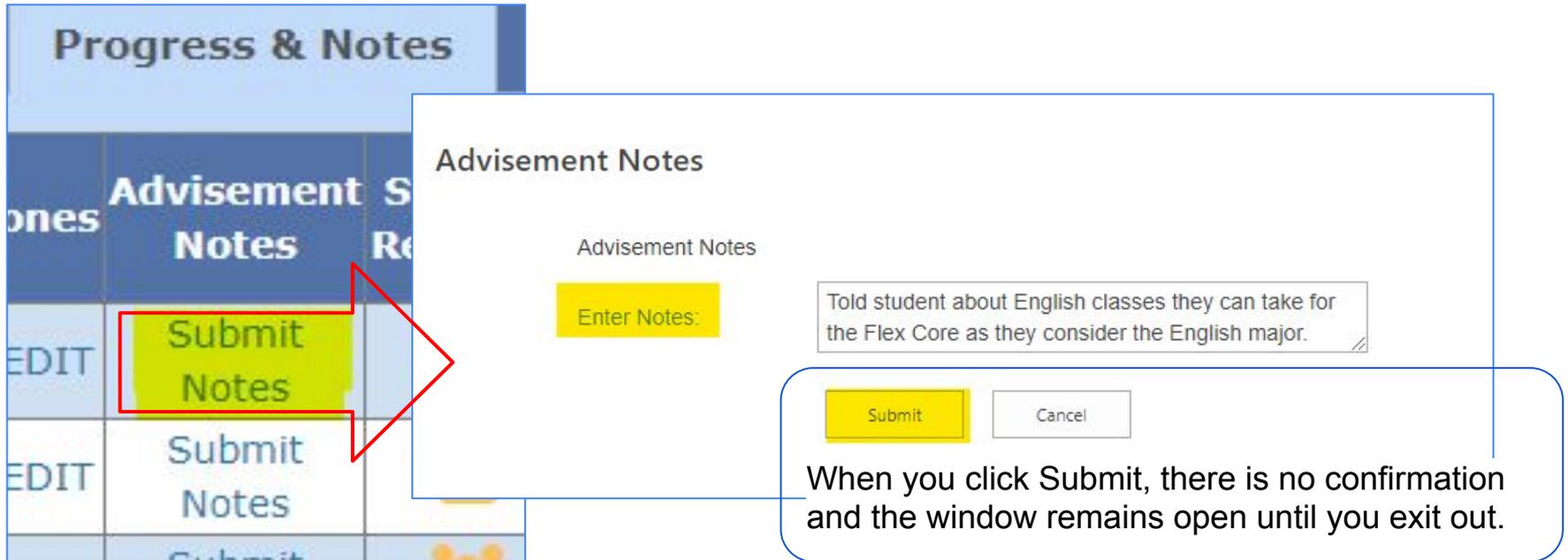
Student Academics **C2C** SEMS Advisement DegreeWorks ePortfolio

Student Alerts Two Way Comm **Interventions**

Actions	SUBMITTED BY	CREATED ON	DAYS OLD	REASON	STATUS
	RICHARDS, LEAH ANNE	1/18/2022 11:35:56 AM	0 Days	Not reporting for class/Attendance	CLOSED-RESOLVED
	RICHARDS, LEAH ANNE	1/18/2022 11:33:32 AM	0 Days	Multiple Missing assignments	NEW

Faculty will also receive an email when their Intervention request is closed; the email includes a link to the student's Dashboard, which is another location where Interventions can be reviewed. (More details about the Dashboard shortly.)

Progress & Notes: Advisement Notes



The image shows a screenshot of a web application interface. On the left, there is a table with a header row containing 'ones', 'Advisement Notes', and 'Re'. Below the header, there are rows with 'EDIT' and 'Submit Notes' buttons. A red box highlights one of the 'Submit Notes' buttons. A red arrow points from this button to a modal window titled 'Advisement Notes'. The modal window contains a text input field with the placeholder text 'Enter Notes:'. Below the input field is a text area containing the text 'Told student about English classes they can take for the Flex Core as they consider the English major.'. At the bottom of the modal window, there are two buttons: 'Submit' and 'Cancel'. A blue box highlights the 'Submit' and 'Cancel' buttons, and a text box below it states: 'When you click Submit, there is no confirmation and the window remains open until you exit out.'

The Advisement Notes feature is used by faculty advisors and mentors; any conversations with students not directly related to course content can be documented here. The link opens in a new window.

Advisement notes can be reviewed through the student's Dashboard.

Class Roster: Student Dashboard

The screenshot shows a class roster table with columns for No, Student ID, Last Name, and First Name. A red arrow points from the Student ID in the first row to the Student Dashboard. The dashboard displays the following information:

EMPLID:	[REDACTED]
Name (First/Last):	[REDACTED]
Phone:	[REDACTED]
Email Address:	[REDACTED]@LIVE.LAGCC.CUNY.EDU
Preferred Email Address:	[REDACTED]@IHSNYC.ORG
Plan/Subplan:	NONDG-UG/
Major:	[as of 10/15/2018]
Degree Map:	N/A
Degree Map(All Majors):	Click Here for Degree Map Directory
Council/Team:	No Council Assigned/No Team Assigned
Admit Status:	CONTINUING
GPA/Total Credits:	[REDACTED] 21.000
Adv 2.0 Info:	[REDACTED] (Early College Advisor)

Navigation tabs at the bottom include: Student Academics, C2C, SEMS, Advisement, DegreeWorks, ePortfolio, and Communications.

The Student Dashboard is accessible through the Student ID (EMPLID) on any Roster tab.

The tabs give access to detailed histories and information about the student's time at LaGuardia.

Class Roster: Student Dashboard

The Dashboard provides access to a potentially overwhelming amount of information, but most faculty will use just a few of the features.

Student Dashboard

EMPLID:	[REDACTED]
Name (First/Last):	[REDACTED]
Phone:	[REDACTED]
Email Address:	[REDACTED]@LIVE.LAGCC.CUNY.EDU
Preferred Email Address:	[REDACTED]@IHSNYC.ORG
Plan/Subplan:	NONDG-UG/
Major:	[as of 10/15/2018]
Degree Map:	N/A
Degree Map(All Majors):	Click Here for Degree Map Directory
Council/Team:	No Council Assigned/No Team Assigned
Admit Status:	CONTINUING
GPA/Total Credits:	[REDACTED] / 21.000
Adv 2.0 Info:	[REDACTED] (Early College Advisor)



Student Academics

C2C

SEMS

Advisement

DegreeWorks

ePortfolio

Communications

Student Dashboard: Student Academics tab

The dashboard features a top navigation bar with tabs for Student Academics, C2C, SEMS, Advisement, DegreeWorks, ePortfolio, and Communications. Below this, there are sub-tabs for CUNY First Data, Attendance, Course History, and Courses not in Major. A dropdown menu shows 'Courses Assigned to you for Spring 2022'. The 'Classes' section includes a legend for Enrolled (green checkmark), Dropped (blue X), and Wait Listed (yellow triangle). A table lists four 'Session 1' courses, all with a status of 'Enrolled' (green checkmark) and 3.00 units. The 'Statistics' section is divided into 'SPRING 2022 TERM' and 'Cumulative Total'. The Spring 2022 term shows 12.000 units taken and 0.000 units earned. A table below the statistics lists 'Units', 'Grade Points', 'GPA', 'Earned Units', and 'In Progress Units'. The bottom of the dashboard has tabs for Student Groups and Service Indicators.

Courses Assigned to you for Spring 2022

Classes

Enrolled
 Dropped
 Wait Listed

Semester	Course	Grade	Status	Units	Course Description	Instructor Name
Session 1	[REDACTED]		✓	3.00	[REDACTED]	[REDACTED]
Session 1	[REDACTED]		✓	3.00	[REDACTED]	[REDACTED]
Session 1	[REDACTED]		✓	3.00	[REDACTED]	[REDACTED]
Session 1	[REDACTED]		✓	3.00	[REDACTED]	[REDACTED]

Statistics

SPRING 2022 TERM		Cumulative Total		Enrollments		Units
Units toward GPA				Units Taken Towards Acad Load		12.000
Taken	[REDACTED]			Units Earned Towards Acad Load		0.000
Passed	[REDACTED]					
In Progress	[REDACTED]					
GPA Calculation						
Total Grade Points	[REDACTED]					

Units	Grade Points	GPA	Earned Units	In Progress Units

Student Groups

Service Indicators

CUNYfirst Data: current enrollment and progress overview

You can also view Attendance, Course History, and Courses Not in Major

Student Dashboard: C2C tab

Student Academics C2C SEMS Advisement DegreeWorks ePortfolio Communications

Student Alerts Two Way Comm Interventions

Type	Created on	Submitted By	Notes	Course	Term
	9/16/2021 11:42:57 AM	Richards,Leah Anne	Check your email for important announcements.	ENG102.0860	FALL 2021

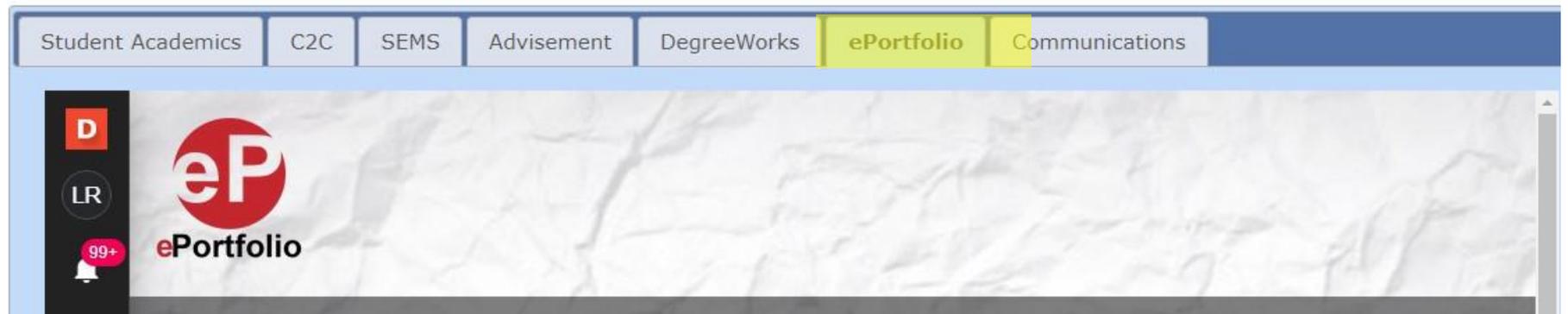
Student Alerts Two Way Comm Interventions

Actions	SUBMITTED BY	CREATED ON	DAYS OLD	REASON	STATUS
	RICHARDS,LEAH ANNE	1/18/2022 11:35:56 AM	0 Days	Not reporting for class/Attendance	CLOSED-RESOLVED
	RICHARDS,LEAH ANNE	1/18/2022 11:33:32 AM	0 Days	Multiple Missing assignments	NEW

Student Alerts provide the history of Alerts sent by all faculty. Interventions is another path to the View/Edit Interventions history.

Student Dashboard: SEMS and ePortfolio tabs

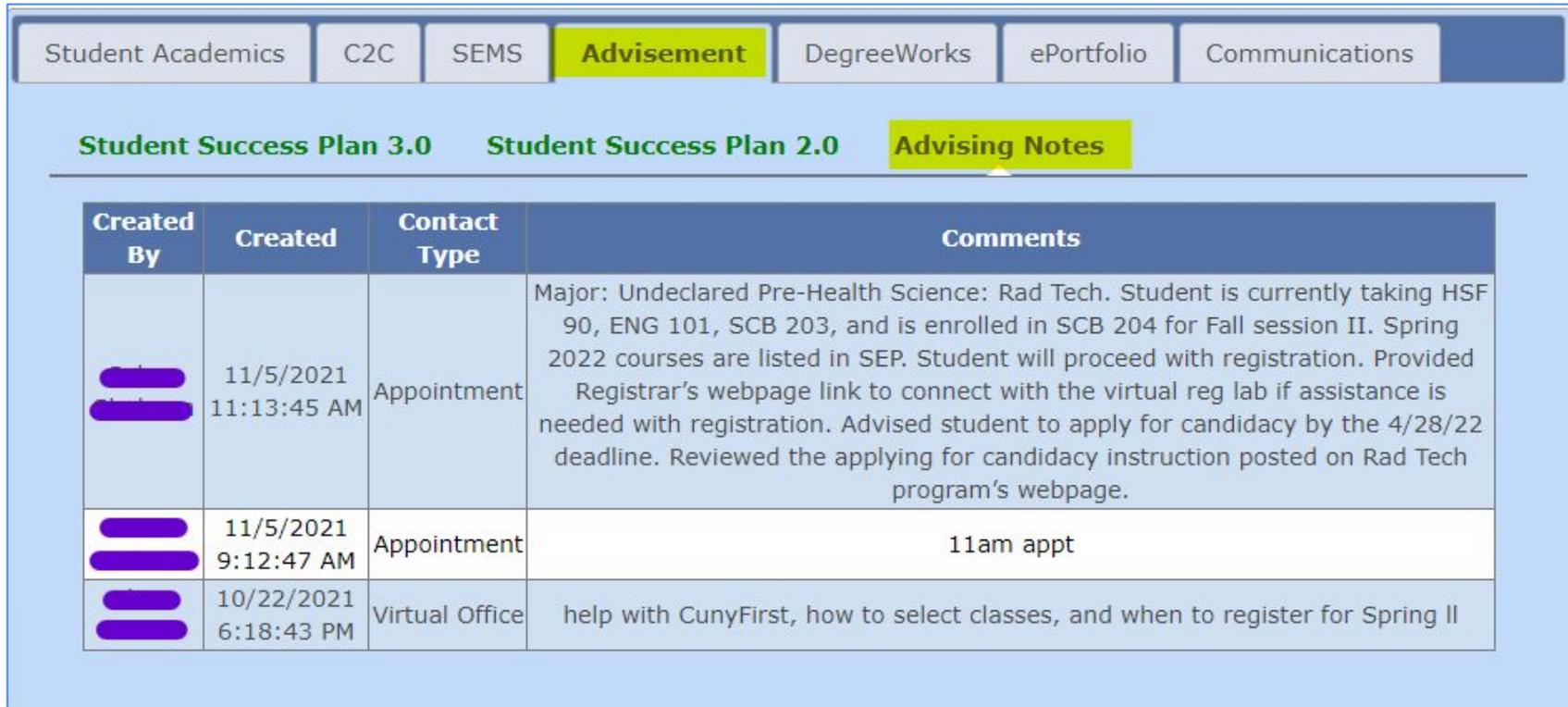
Created Date	Referral Area	Contact Type	Status	REASONS	Comments
1/25/2022 1:19:29 PM	ASAP	Virtual Office	Completed	General Advisement	View
1/21/2022 3:16:10 PM	ASAP	Virtual Office	Completed	e-Advisement	View
12/23/2021 11:20:12		Group			



The SEMS tab provides access to student's history of SEMS check-ins.

The ePortfolio tab links to the student's ePortfolio (which may not be viewable depending on the privacy settings).

Student Dashboard: Advisement tab



The screenshot shows the 'Advisement' tab selected in the top navigation bar. Below it, the 'Advising Notes' sub-tab is also selected. A table displays three advising notes with columns for 'Created By', 'Created', 'Contact Type', and 'Comments'.

Created By	Created	Contact Type	Comments
[Redacted]	11/5/2021 11:13:45 AM	Appointment	Major: Undeclared Pre-Health Science: Rad Tech. Student is currently taking HSF 90, ENG 101, SCB 203, and is enrolled in SCB 204 for Fall session II. Spring 2022 courses are listed in SEP. Student will proceed with registration. Provided Registrar's webpage link to connect with the virtual reg lab if assistance is needed with registration. Advised student to apply for candidacy by the 4/28/22 deadline. Reviewed the applying for candidacy instruction posted on Rad Tech program's webpage.
[Redacted]	11/5/2021 9:12:47 AM	Appointment	11am appt
[Redacted]	10/22/2021 6:18:43 PM	Virtual Office	help with CunyFirst, how to select classes, and when to register for Spring II

The Advising Notes are a record of the student's interaction with professional or faculty advisors (this is where your notes will end up). Every interaction is a new note.

The SSP 2.0 and 3.0 tabs may be blank.

Student Dashboard: DegreeWorks tab

The screenshot displays the DegreeWorks interface. At the top, a navigation bar includes tabs for Student Academics, C2C, SEMS, Advisement, DegreeWorks (highlighted), ePortfolio, and Communications. Below this, a secondary menu shows Degree Works Audit (highlighted) and Student Education Plan. A yellow callout box points to a link: "Click here to get Degree Works Audit".

The main content area features a legend for audit status: Complete (checked), Not Complete (unchecked), Complete except for classes in-progress, Nearly complete - see advisor, TR/CR Transfer Class, and IP In Progress. It also includes a radio button for "Any course number".

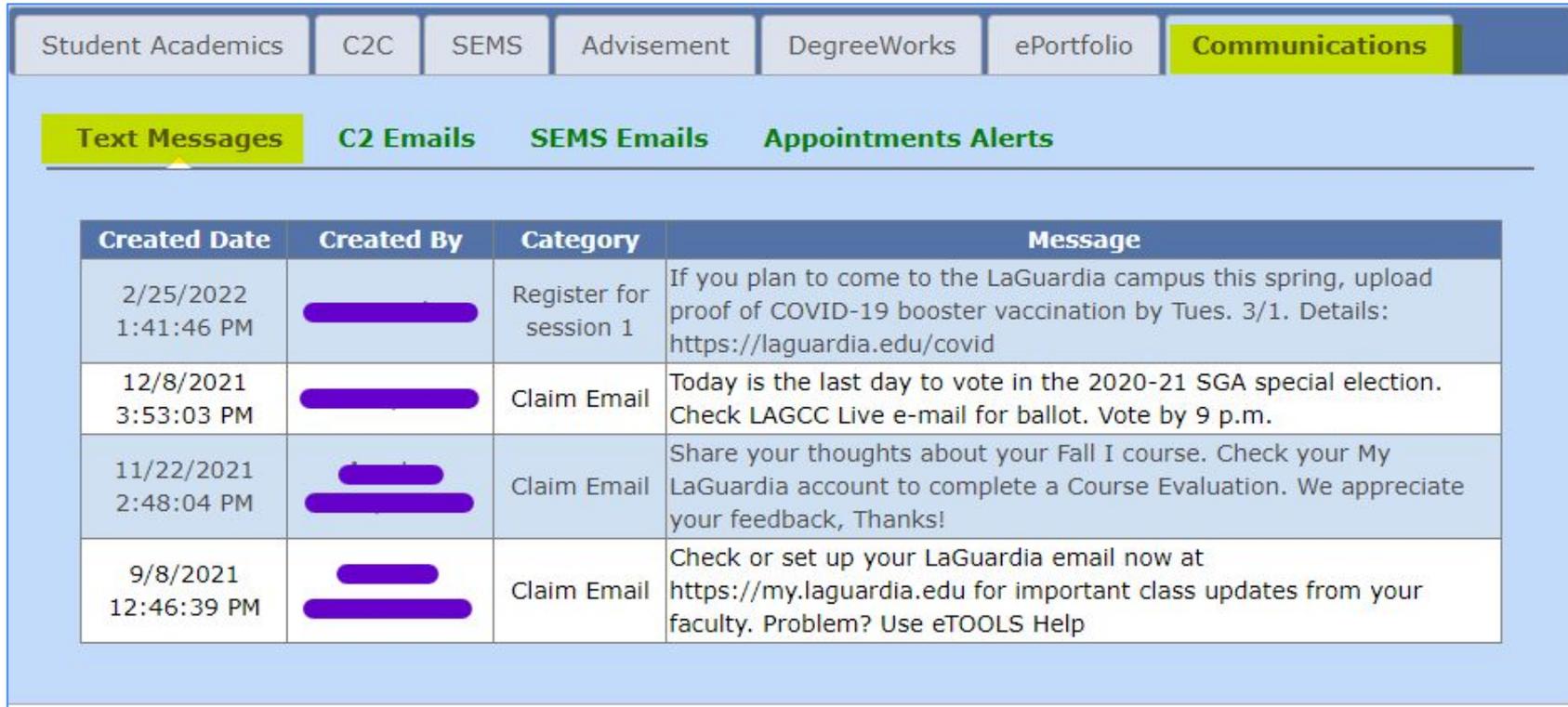
Below the legend, the student's name is redacted. The page is for LaGuardia Community College. Student information includes: Student View of 02/02/2022 at 03:25, Legal Name (redacted), Academic Status (GST) Good Academic Standing, ID (redacted), Student Group (redacted), Transfer Credits, and Cumulative GPA (redacted).

The program is ASSOCIATE IN APPLIED SCIENCE. The year is 2019-2020U. Credits Required: 60. CUM GPA: (redacted). Credits Applied: (redacted). A note indicates a minimum GPA requirement of 2.0 for graduation.

At the bottom, another navigation bar shows Student Academics, C2C, SEMS, Advisement, DegreeWorks (highlighted), ePortfolio, and Communications. Below it, a menu shows Degree Works Audit (highlighted) and Student Education Plan. The year 2019-2020 is displayed above a table header with columns: Semester, Year, Sess, Course Code, Course Name, Credits, Eq.Cred, and Contact Hours.

The DegreeWorks tab provides access to a simplified version of the student's Degree Works Audit, as well as the Student Education Plan (SEP), if one was completed.

Student Dashboard: Communications tab



The screenshot displays the Student Dashboard with the Communications tab selected. The dashboard includes navigation tabs for Student Academics, C2C, SEMS, Advisement, DegreeWorks, ePortfolio, and Communications. Under the Communications tab, there are sub-tabs for Text Messages, C2 Emails, SEMS Emails, and Appointments Alerts. A table lists four messages with columns for Created Date, Created By, Category, and Message.

Created Date	Created By	Category	Message
2/25/2022 1:41:46 PM	[Redacted]	Register for session 1	If you plan to come to the LaGuardia campus this spring, upload proof of COVID-19 booster vaccination by Tues. 3/1. Details: https://laguardia.edu/covid
12/8/2021 3:53:03 PM	[Redacted]	Claim Email	Today is the last day to vote in the 2020-21 SGA special election. Check LAGCC Live e-mail for ballot. Vote by 9 p.m.
11/22/2021 2:48:04 PM	[Redacted]	Claim Email	Share your thoughts about your Fall I course. Check your My LaGuardia account to complete a Course Evaluation. We appreciate your feedback, Thanks!
9/8/2021 12:46:39 PM	[Redacted]	Claim Email	Check or set up your LaGuardia email now at https://my.laguardia.edu for important class updates from your faculty. Problem? Use eTOOLS Help

These tabs provide a record of communications sent through C2C or SEMS.

Student Search results & My Advisement List

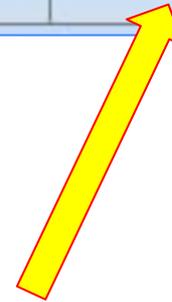
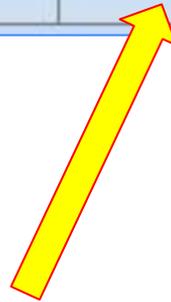
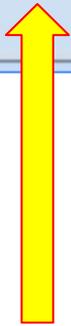
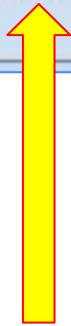
Student ID	First Name	Last Name	Advisement Alerts To Student	Send Email To Student	Student Referrals	Advisement 2.0	Milestones	ADV Hold	Advisement Notes	Lift Reg Hold	Advisor Name
[REDACTED]	[REDACTED]	[REDACTED]	  	Send Email		Submit Form 	OPEN/EDIT		Submit Notes	N/A	[REDACTED] Professional Advisor

Neither the Student Search results nor My Advisement List provide the full range of options that you can access through course rosters because they are primarily for use in advising.

As with Class Rosters, **click the EMPLID** to access a student's Dashboard. All Dashboard features are the same.

Student Search/ My Advisement List features

Advisement Alerts To Student	Send Email To Student	Student Referrals	Advisement 2.0	Milestones	ADV Hold	Advisement Notes	L R H
  	Send Email		Submit Form 	OPEN/EDIT		Submit Notes	N



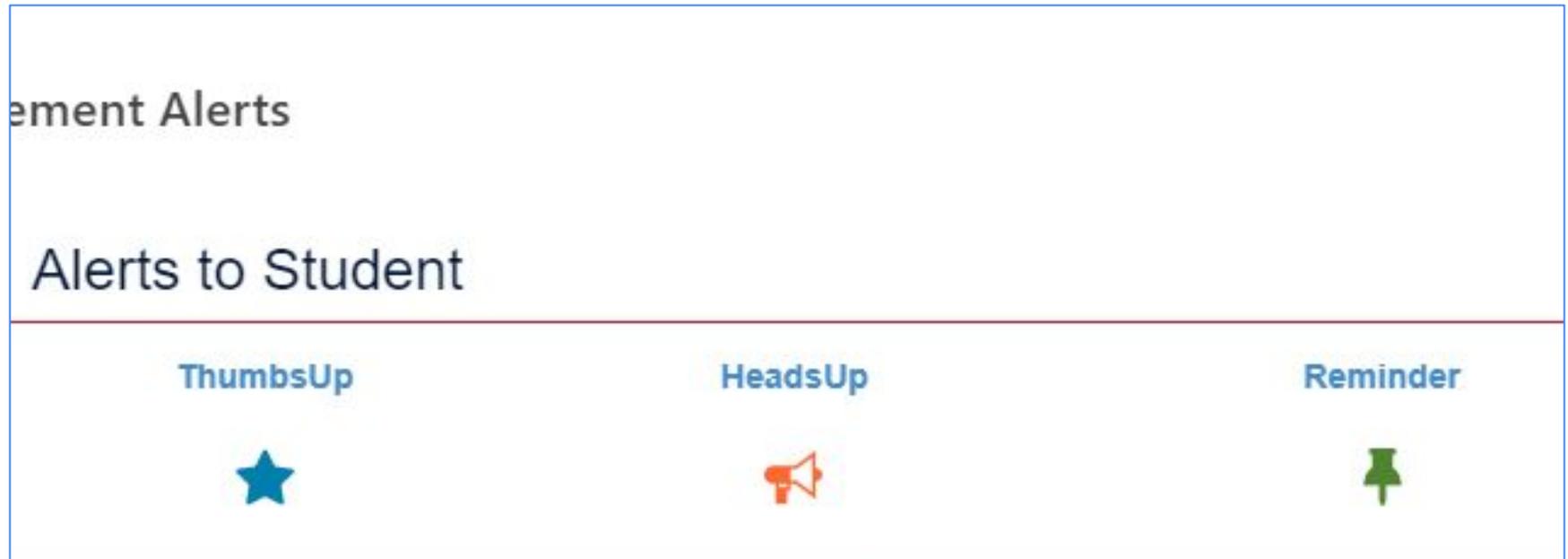
Send Email, Student Referrals, Milestones, and Submit Advisement Notes work here as they do through the Class Roster.

Advisement Alerts to Student

Student ID	First Name	Last Name	Advisement Alerts To Student	Send Email To Student
[Redacted]	[Redacted]	[Redacted]	  	Send Email

Use the icons    in the **Advisement Alerts column** to send a student a Thumbs Up or Heads Up about their progress and registration status, or a Reminder about advising and registration.

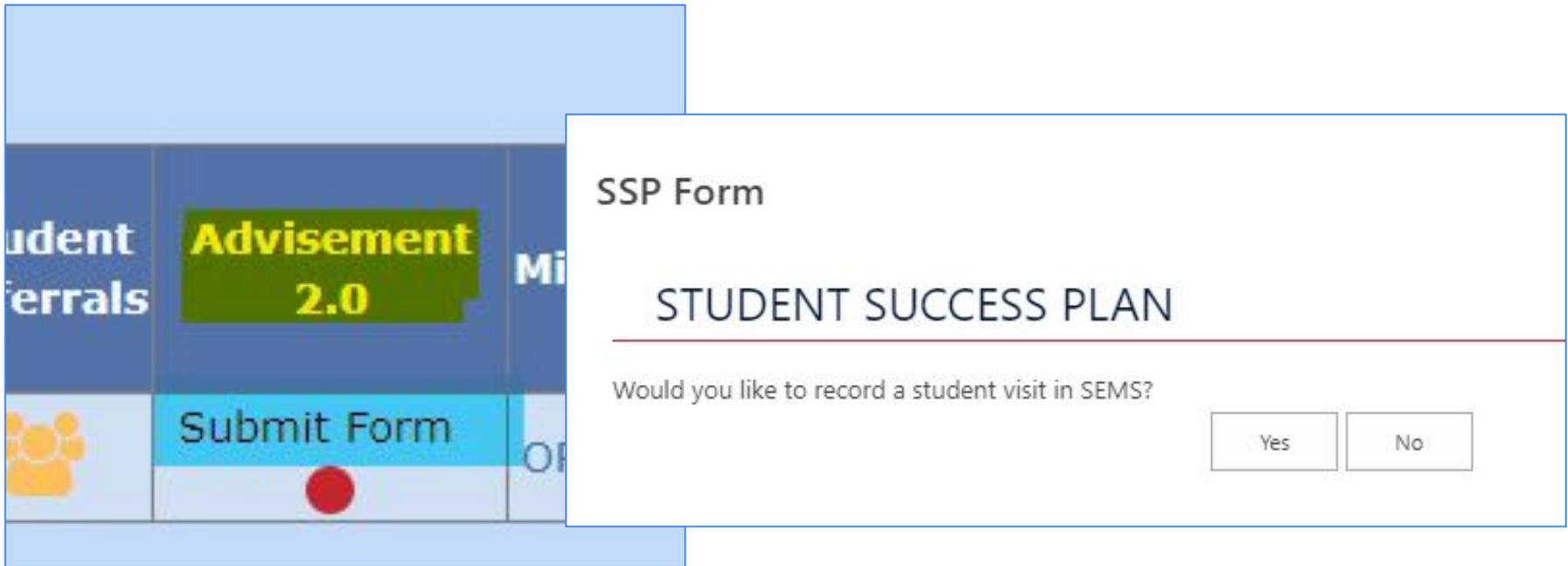
Student Search: Advisement Alerts to Student



As with class Alerts, you can select from a dropdown menu or create your own message, and view the Alerts history on the Dashboard.

Student Search: Advisement 2.0

Despite its title, faculty may never use this column/feature.



The image shows a screenshot of a web interface. On the left, there is a navigation menu with several items: 'Student Referrals', 'Advisement 2.0', and 'M...'. The 'Advisement 2.0' item is highlighted with a green box. Below the menu, there is a 'Submit Form' button with a red dot below it. To the right, a modal window titled 'SSP Form' is open. The modal contains the text 'STUDENT SUCCESS PLAN' and a question: 'Would you like to record a student visit in SEMS?'. Below the question are two buttons: 'Yes' and 'No'.

Click **Submit Form** to bring up the student's SSP; this also gives you the option to record a meeting or discussion with the student in SEMS.