1. Log into C2C through the Student Engagement tab in Faculty Portal

2. Click the course of interest (you can also search for a specific student if you wish)
3. You are now in your class list!

4. In the Course Communication tab, you can contact your students.

Use Course Notes to send pre-determined messages, or select “Other” to write your own note. Send to one, some, or all students. Students see these messages in MyLaGuardia and the Mobile App.

You can also use the e-mail feature to e-mail one student or use the “Send An Email to All” feature.
5. In the Advisement & Registration tab, you can view advisement and registration information.

By clicking the EMPLID for the student, you can view the Student Dashboard (see next page for more info). The dashboard is accessible in each tab. By clicking SRVC Ind (Service Indicator), you can view any holds that may prevent a student from registering.

Also see if there is an advising hold, and advising status. Encourage students to meet with their advisor, and also feel free to guide the student yourself! In the Progress and Notes section, you can document any advising conversation you have with a student.

See Enrollment Status for the Current Term and Next Term, including if the student is enrolled for Session II. Encourage students to register!!!

PAR Info shows status for the Proactive Advisement and Registration Initiative, in which professional advisors select schedules for students and register them. Students receive multiple communications asking them to review the schedule and approve or make changes.

- **PARTICIPATING** = advisor will be creating a schedule for student if the student doesn’t register on his/her own
- **REGISTERED** = advisor registered the student for courses – student should confirm
- **ACCEPTED** = student accepted the schedule or made changes
By clicking the student’s EMPLID in any tab, you can access the Student Dashboard, which contains a wealth of information. Among other things, you can view courses student is registered, student major, GPA, advising records, the student’s Degree Audit and Student Education Plan (SEP), both located in the Degree Works tab, and a student’s ePortfolio.
In the Progress and Notes tab, you can view and document various advising and student progress issues.

Student Success Form – an advising form used by advisors and faculty. If a form has been completed, it will show in green (you can always add to the form). See more on the next page.

If you would like to document a conversation that you had with a student and you would like the student to see the information, complete a Student Success Form. You can check off meeting topics and recommended actions, and also write any notes you wish. This information will be viewable by the student in MyLaGuardia.

Milestones – coming soon. A new way to track key benchmarks for students as they advance to graduation.

Advisement Notes – use if there are notes you would like to take but do NOT want the student to see. Use this feature for situations in which you think documentation is important, and would like future advisors and faculty to see the information.

Student Referrals – use this feature to send information to a campus office that will be viewable by that office if a student visits.

Interventions – flag students who need advisor support. The information you complete will be sent to the assigned advisor for follow-up.
The Student Success Plan allows you to document an advising conversation with a student. You can check off Meeting Topics and recommended Student Actions, make referrals, and write your own notes. A student will be able to view this information in MyLaGuardia for future reference.

When the form opens, you will be asked if you want to log a SEMS check-in. Only click “Yes” if meeting with the student in-person.

You can indicate for an advising hold to be removed by selecting “Yes.”

Make sure to click Save when finished.

7. For more help, reach out to the Faculty Advising Liaison in your department, or e-mail Josh Goldblatt (jogoldblatt@lagcc.cuny.edu)