

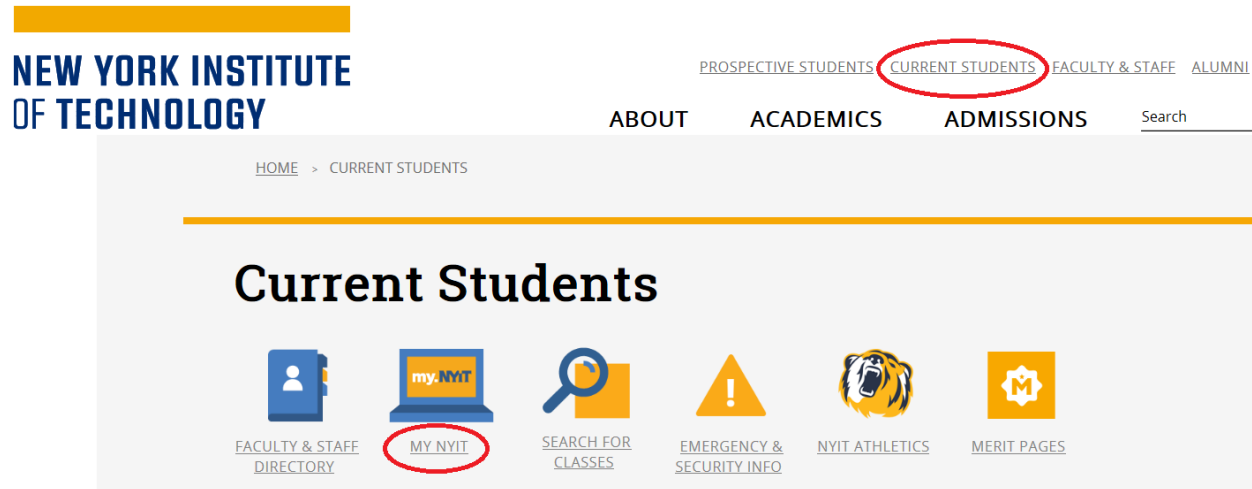
Student Guide to NYITConnect

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Getting Familiar with the Student Center

The Student Center provides access to enrollment and student information. To access the Student Center, log in to the MY NYIT portal. The link to the portal is located in the “CURRENT STUDENTS” section of the NYIT homepage.



After logging in, click on the “NYITConnect: Students” tile to begin.



Once you are logged in to NYITConnect, you will be taken to the Student Center main page. You can view your weekly class schedule for a current term as well as past or future terms. On the left of the page there are several links with different functions. The drop-down list titled “other academic...” provides access to a number of items including grades, course history, and academic requirements, for example. On the right of the page you can view your registration holds, items on the To Do List, and your academic advisor name if applicable.

STUDENT CENTER

Tiesto's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

[Transcript Ordering](#)
[Enrollment Verification](#)
[Schedule Planner](#)
[Triple Platforms of Excellence](#)

other academic... >>

[Deadlines](#) [URL](#) [Gradebook](#)

This Week's Schedule		
	Class	Schedule
	BIOL 110-W01 LEC (1163)	TuTh 9:30AM - 10:50AM Harry J. Schure Hall, Rm. 130
	BIOL 110-W03L LAB (1164)	We 8:00AM - 10:50AM Theobald Hall, Rm. 404
	FCIQ 101-W03 LEC (1144)	Mo 9:00AM - 10:50AM Harry J. Schure Hall, Rm. 125
	FCSC 101-M03 LEC (2079)	MoWe 9:30AM - 10:50AM Guiliano Global Ctr., Rm. 406
	MATH 141-W03 LEC (1241)	MoWe 6:10PM - 8:25PM Harry J. Schure Hall, Rm. 216B

[weekly schedule](#) ▶
[enrollment shopping cart](#) ▶

SEARCH FOR CLASSES

Holds

Registration Hold

[details](#) ▶

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Enrollment

You must meet with your academic advisor prior to enrollment. Your advisor will approve your course selections and release your advising hold. You will then add the course sections, or classes, to your shopping cart using Schedule Planner or Search for Classes and complete your enrollment.

Schedule Planner

Use Schedule Planner to create a class schedule that accommodates your needs. Follow the instructions in Schedule Planner or click the Help icon in the upper right corner of the Schedule Planner application to view video tutorials.

- [Transcript Ordering](#)
- [Enrollment Verification](#)
- [Schedule Planner](#)
- [Triple Platforms of Excellence](#)



Week 2 (09/12/2016 - 09/18/2016)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Anthropology 101																
Art (Design) 101																
Foundations of Speech 105																
Mathematics 141																

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
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2pm					
2:15					
2:30					
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					

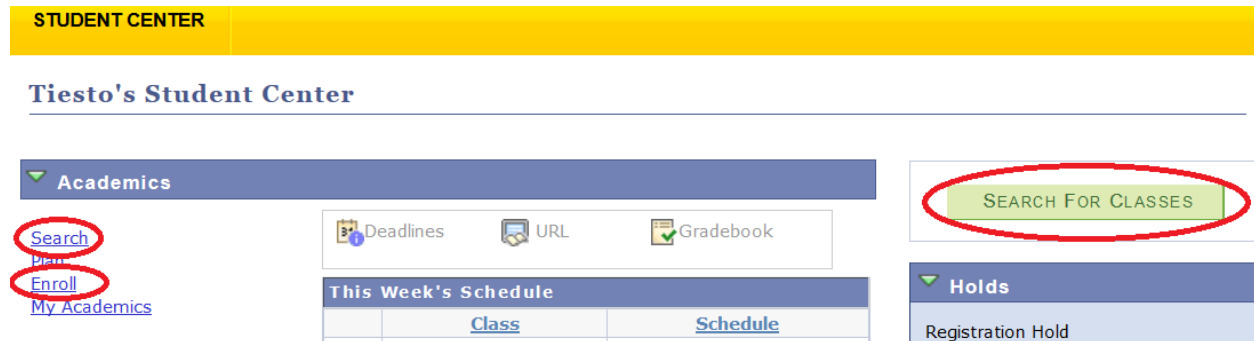
Once you selected a schedule that you like, click on the “Send to Shopping Cart” button. Your schedule will then appear in your shopping cart.

[← Back](#)
[Print](#)
[Send to Shopping Cart](#)
Schedule 1 of 21

**You are viewing a potential schedule and must send it to your Shopping Cart to enroll.*

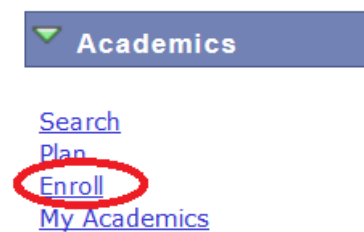
Search for Classes

You can access Search for Classes from the Student Center page using the “Search” or “Enroll” links or the “Search for Classes” button.



The screenshot shows the Student Center interface. At the top is a yellow bar labeled "STUDENT CENTER". Below it is the header "Tiesto's Student Center". A blue navigation bar contains a dropdown menu for "Academics". Under "Academics", there are links for "Search", "Plan", "Enroll", and "My Academics". The "Enroll" link is circled in red. To the right of these links are icons for "Deadlines", "URL", and "Gradebook". Below these icons is a section titled "This Week's Schedule" with a table containing "Class" and "Schedule" columns. Further right is a "SEARCH FOR CLASSES" button, also circled in red. Below the "Academics" bar is a "Holds" section with a "Registration Hold" entry.

In our example, let's click on the “Enroll” link.



This is a close-up of the "Academics" dropdown menu. The menu is open, showing the following links: "Search", "Plan", "Enroll", and "My Academics". The "Enroll" link is circled in red.

Select a term you plan to enroll and click “Continue.”

Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring 2016	Undergraduate	NY Institute of Technology
<input checked="" type="radio"/>	Fall 2016	Undergraduate	NY Institute of Technology

CONTINUE

Click the "Search" button.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2016 | Undergraduate | NY Institute of Technology

[change term](#)

Open Closed

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Planner
[search](#)
[schedule planner](#)

Fall 2016 Shopping Cart

Your enrollment shopping cart is empty.

Enter at least two search criteria or expand the "Additional Search Criteria" link to narrow your search.

Search for Classes

NY Institute of Technology | Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject	select subject	<input type="text" value="FCSP"/>	Foundations of Speech
Course Number	is exactly	<input type="text" value="105"/>	
Course Career			
Mode of Instruction			
Campus			

▶ Additional Search Criteria

[Return to Add Classes](#) [CLEAR](#) [SEARCH](#)

Click the “Select” button to add a class to your shopping cart.

26 class section(s) found

▼ FCSP 105 - Foundations of Speech Communication

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1157	F01-LEC Semester	-	-	Michael Gamble	09/07/2016 - 12/23/2016		select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1475	M01-LEC Semester	Tu 9:35AM - 12:35PM	26 W. 61st St., Rm. 313	Catherine Bernard	09/07/2016 - 12/23/2016		select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1476	M02-LEC Semester	Th 9:35AM - 12:35PM	26 W. 61st St., Rm. 313	Staff	09/07/2016 - 12/23/2016		select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1477	M03-LEC Semester	We 2:20PM - 5:20PM	26 W. 61st St., Rm. 313	Staff	09/07/2016 - 12/23/2016		select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1478	M04-LEC Semester	Mo 2:20PM - 5:20PM	26 W. 61st St., Rm. 313	Michael Gamble	09/07/2016 - 12/23/2016		select

Finish Enrolling

Once you added all classes to your shopping cart either through Schedule Planner or through Search for Classes, click the “Finish Enrolling” button in your shopping cart to complete your enrollment. You will receive an email confirming your enrollment sent to your NYIT email address.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall 2016 | Undergraduate | NY Institute of Technology

Open
 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
FCSP 105-F01 (1157)	Speech Comm (Lecture)		-	M. Gamble	3.00	

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2016 | Undergraduate | NY Institute of Technology

✔ Success: enrolled		✘ Error: unable to add class	
Class	Message	Status	
FCSP 105	Success: This class has been added to your schedule.	✔	

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Adding, Dropping, or Swapping

If you need to add or drop a class, click on the “Enroll” link in Student Center and select the “Add” or “Drop” tabs. Follow instructions on the page.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap edit term information

Swapping means dropping one class and adding another class in the same enrollment transaction. Select the “Swap” tab and follow the steps.

Swap This Class	
Select from your schedule	<input type="text" value="FCSP 105: Speech Comm"/>
With This Class	
Search for Class	<input type="text" value="Class Search"/> <input type="button" value="search"/>
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>

Term Information

Term information displays your enrollment appointment for a selected term, open enrollment dates, and your term credit limit. Click the "Term information" tab and then "View My Enrollment Dates."

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Enrollment Dates [View my enrollment dates](#)

Exam Schedule [View my exam schedule](#)

Grades [View my grades](#)

Fall 2016 | Undergraduate | NY Institute of Technology

[change term](#)

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Cycle A	April 29, 2016	
Cycle B	April 29, 2016	
Regular Semester	April 29, 2016	

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00	18.00	18.00	18.00

[SHOPPING CART](#)

[ADD CLASSES](#)

My Academics

You can find the following information in My Academics: transfer credit, course history, current program, major and concentration, view your advisor, academic requirements, and etc. Click on the “My Academics” link on the Student Center page.



Tiesto's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Transcript Ordering](#)
[Enrollment Verification](#)
[Schedule Planner](#)

Deadlines URL Gradebook

This Week's Schedule

	<u>Class</u>	<u>Schedule</u>
	BIOL 110-W01 LEC (1163)	TuTh 9:30AM - 10:50AM Harry J. Schure Hall, Rm. 130
	BIOL 110-W03L LAB (1164)	We 8:00AM - 10:50AM Theobald Hall, Rm. 404

Transfer Credit

Transfer Credit allows you to view all of your transferred courses and credits including your AP exam credit, for example. Click “View My Transfer Credit Report” in My Academics.



My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history
Graduation	Apply for graduation View my graduation status

My Program:

- Institution - NY Institute of Technology
- Career - Undergraduate
- Program - Ugrd College of Arts & Sci
- Major - BS Life Sciences
- Concentration - Physical Therapy

▼ **Course Credits**

Model Nbr 1 Posted
Institution NY Institute of Technology **Credit Source Type** Manual
Career Undergraduate **Source Institution** Nassau Community College
Program Ugrd College of Arts & Sci

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
Spring 2016	PSYC 101	3.00		Posted	PSYC 101	3.000	TC

▼ **Test Credits**

Model Nbr 1 Posted
Institution NY Institute of Technology
Career Undergraduate
Program Ugrd College of Arts & Sci

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade
Spring 2016	AP	ENG C	4.00	Posted	FCWR 101	3.000	PC
Spring 2016				Posted	FCWR 151	3.000	PC

Course History

Course History allows you to view all of the courses that you have taken, including transfer courses. Click “View My Course History” in My Academics. You can sort the fields by clicking on the column title.

Course	Description	Term	Grade	Units	Status
BIOL 110	Gen Biology I	Spring 2016		4.00	◆
FCIQ 101	Found of Inquiry	Spring 2016	D	3.00	✔
FCSC 101	Found of Scientific Process	Spring 2016		3.00	◆
FCWR 101	Writing I:Found Coll Comp	Spring 2016	PC	3.00	←
FCWR 151	Writing II:Fnd Rsrch Writ	Spring 2016	PC	3.00	←

Academic Requirements

Academic Requirements lists courses needed to graduate in your major and all of your completed or in progress coursework that applies to your major. View [Academic Advisement Report Student Training Manual](#) (PDF) for more information. Click “View My Advisement Report” in My Academics.

Undergraduate Description		Catalog Year
BS Life Sciences	Major	2015
Physical Therapy	Concentration	2015

Collapse All
Expand All
Print

✗ Not Satisfied
✓ Satisfied
✓ Taken
◆ In Progress
★ Planned

NYIT Degree Audit (RG-3273)

The degree audit identifies:

1. Requirements for the curriculum for which you are being evaluated;
2. NYIT coursework (graded and in-progress); and,
3. Transfer and Prior Learning coursework (where applicable).

Foundations (R-3346, L-10)

✗ Not Satisfied: Complete the following courses: FCWR 101, FCWR 151, FCSP 105, FCSC 101, FCIQ 101, FCWR 302.

- Units: 18.00 required, 15.00 taken, 3.00 needed
- Courses: 6 required, 5 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
FCIQ 101	Found of Inquiry	3.00	Fall 2016	A	✓
FCSC 101	Found of Scientific Process	3.00	Spring 2016		◆
FCSP 105	Speech Comm	3.00	Fall 2016		◆
FCWR 101	Writing I:Found Coll Comp	3.00	Spring 2016	PC	✓
FCWR 151	Writing II:Fnd Rsrch Writ	3.00	Spring 2016	PC	✓
FCWR 302	Comm for Health	3.00			

First
1-6 of 6
Last

Updating Personal Information

In the Personal Information section you can update your address, phone number, preferred first name, and social security number.

Address

To update your address, select “Addresses” in the drop down menu titled “other personal...” under Personal Information on the Student Center page.

The screenshot shows the 'Personal Information' section. On the left, there is a dropdown menu titled 'other personal...' with options: 'Addresses', 'Phone Numbers', and 'other personal...'. The 'Addresses' option is selected. To the right, the 'Contact Information' section displays:

Home Address	Mailing Address
100 Main Street Oakland, CA 94610 Alameda	None
Cell Phone	NYIT Email
None	tt@nyit.edu

Click “Edit” to update your address.

A row of four navigation tabs: 'addresses', 'names', 'phone numbers', and 'emergency contacts'. The 'addresses' tab is highlighted.

Addresses

View or change your home and/or mailing address.

IMPORTANT NOTE FOR GRADUATING STUDENTS: Your diploma will be mailed to your current mailing address. After your graduation date has passed, you must contact the Office of the Registrar at graduation@nyit.edu prior to updating your address online.

Address Type	Address	
Home	100 Main Street Oakland, CA 94610 Alameda	edit
Mail	100 Main Street Oakland, CA 94610 Alameda	edit

Add values as needed and click "OK."

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **State:** **Postal:**

County:

Click "Save" on the next page.

Change Address

Verify your address information below.
Indicate the date the change is to take effect.

Change Address		Address Types
100 My Way Oakland, CA 94610 Alameda	Edit Address	<input type="checkbox"/> Home *
Date changes will take effect	<input type="text" value="05/13/2016"/> <input type="text" value="31"/> (example: 12/31/2000)	<input checked="" type="checkbox"/> Mail
<input type="button" value="SAVE"/>		<input type="checkbox"/> Business
		<input type="checkbox"/> Billing

Your updated address is now saved.


Address Type	Address	
Home	100 Main Street Oakland, CA 94610 Alameda	<input type="button" value="edit"/>
Mail	100 My Way Oakland, CA 94610 Alameda	<input type="button" value="edit"/>

Phone Numbers

To update your phone number, select “Phone Numbers” in the drop down menu titled “other personal...” under Personal Information on the Student Center page.

Personal Information

[Emergency Contact Names](#)

other personal... 

- Addresses
- Phone Numbers
- other personal...

Contact Information

Home Address 100 Main Street Oakland, CA 94610 Alameda	Mailing Address None
Cell Phone None	NYiT Email tt@nyit.edu

Click “Add a Phone Number” to update your phone number. Click “Save.”

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Student Mobile*	516/686-7580			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

You have updated your phone number.

*Phone Type	*Telephone	Ext	Country	Preferred	
Student Mobile*	516/686-7580			<input checked="" type="checkbox"/>	delete

Preferred First Name

To add your preferred first name, select “Names” under Personal Information on the Student Center page.

Personal Information

[Emergency Contact Names](#)

other personal... >>

Contact Information

Home Address 100 Main Street Oakland, CA 94610 Alameda	Mailing Address 100 My Way Oakland, CA 94610 Alameda
---	---

Click “Add a Preferred Name.”

Names

Your primary name is your official name of record at NYIT and appears on your diploma. To change your primary name, complete the Application to Change Personal Information available at www.nyit.edu. You can add, change, or delete your preferred first name on this page. Preferred first name appears in the Student Center and on class rosters.

Name Type	Full Name	First Name	Middle Name	Last Name	Name Suffix
Primary	Tiesto Test Jr.	Tiesto		Test	Jr.

ADD A PREFERRED NAME

Add values as needed and click “Save.”

Names

Add a preferred name

Enter your preferred first name below. Students may have one preferred first name active at any time.

Add a preferred name

Name Type: Preferred

Format Using: English

Prefix: Mr

First Name: Tijs **Middle Name:**

Last Name: Test

Suffix: Junior

Date new name will take effect 08/25/2016

SAVE

Your preferred first name is now displayed in Student Center.

Tijs Test

go to ... 

- addresses
- names
- phone numbers
- email addresses
- emergency contacts

Names

Your primary name is your official name of record at NYIT and appears on your diploma. To change your primary name, complete the Application to Change Personal Information available at www.nyit.edu. You can add, change, or delete your preferred first name on this page. Preferred first name appears in the Student Center and on class rosters.


Name Type	Full Name	First Name	Middle Name	Last Name	Name Suffix		
Primary	Tiesto Test Jr.	Tiesto		Test	Jr.		
Preferred	Tijs Test Jr.	Tijs		Test	Jr.	edit	delete

Social Security Number

To add or update your social security number, select the "Update Social Security Number" link under Personal Information on the Student Center page.

Personal Information

[Emergency Contact](#)
[Names](#)

other personal... 

Contact Information

Home Address 100 Main Street Oakland, CA 94610 Alameda	Mailing Address 100 My Way Oakland, CA 94610 Alameda
Cell Phone 516/686-7580	NYIT Email tt@nyit.edu

[Update Social Security Number](#)

Add SSN with or without dashes in both fields and click "Save."

Update Social Security Number

Update Social Security Number

Student ID

*Social Security Number

*Confirm Social Security Number

You will get a confirmation message stating that your SSN has been updated.

Message

Your SSN is updated successfully (32567,19)