



**Annery Caceres, MIS.**

**Admissions Specialist**



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**Kingsborough Community College**

# Steps to Process Readmit Students Utilizing CUNYFirst (Fully Integrated Resources and Services Tool)





# 6 - Readmission Steps

- 1. Update Campus Solution (CS) - Program Plan**
- 2. Update CS - Student Term**
- 3. Update CS - Add/Update a Person**
- 4. Add Service Indicators (SI)/Mass assign SI**
- 5. Add Student Groups (SG) / Mass assign SG**
- 6. Emailing the readmit welcome communication**



# Step 1 - Update CS - Program Plan

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1. Login into **CUNYfirst** and select the **Campus Solutions (CS) tile**. Then, Click on the **Student Records** tile.
2. On the **CS Student Records Collection** homepage dropdown menu, Click **Career and Program**.



# Step 1 - Update CS-Program Plan - continued

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3. Click **Student Program/Plan**.
4. Search for an existing record by student EMPLID, or by Last Name and First Name.
5. Under Search Results, choose your institution **Academic Career & check Correct History**.
6. On the Student Program page, click add a new row icon [+].



# Step 1 - Update CS-Program Plan - continued

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7. In the new row, set the **Effective Date** of the new program action (**Discontinuation or dismissal is required to readmit a student**).
8. Use the **Student Program** tab to select the program action to be performed, the action reason, and to verify or update other data for this program action.



# Step 1 - Update CS-Program Plan - continued

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9. Make all or any other appropriate changes to any necessary fields (e.g., Student Plan and Sub-Plan) on all pages in the component.
10. Click the **Save** button.
11. **End of Procedure.**



## Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

ID begins with

Academic Career =

Student Career Nbr =

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History  Correct History  Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

## Search Results

View All

First 1-5 of 5 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Graduate	2	MS	BKL01		1-Female		(blank)	****	USA	SSN		
	Graduate	0	MS	BKL01		1-Female		(blank)	****	USA	SSN		
	Undergrad	1	UGRD	YRK01		1-Female		(blank)	****	USA	SSN		
	Undergrad	0	UGRD	YRK01		1-Female		(blank)	****	USA	SSN		
	UKCC	0	UGRD	KCC01		1-Female		(blank)	****	USA	SSN		

Find an Existing Value | Add a New Value



# Student Academic Program/Plan

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Academic Career Undergraduate Kingsborough CC

Career Requirement Term

Student Career Nbr 0

## Student Details

Find | View All First 1 of 7

Status Discontinued

\*Effective Date 10/23/2017

Effective Sequence 2

\*Program Action DATA Data Change

Action Date 10/23/2017

Action Reason EGTC EGT Cleared

\*Academic Institution KCC01 Kingsborough CC

\*Academic Program UGRD Undergraduate

Joint Program Approval

\*Admit Term 1169 2016 FA

Requirement Term 1169 2016 FA

Expected Graduation Term

Last Updated On 10/23/2017 11:02:36PM

By APSADM

### Admissions

From Application  
Application Nbr 01386822

Application Program Nbr 0

\*Campus MAIN KBCC

\*Academic Load Full-Time

OK

Cancel

Apply





Academic Career Undergraduate Kingsborough CC

Student Career Nbr 0

Car Req Term 2016 Fall Term

Student Details

Find | View All First 1 of 7 Last

Status Discontinued  
Effective Date 10/23/2017  
Program Action Data  
Action Reason Change  
EGT  
Academic Program Cleared  
UGRD

Admit Term 2016 FA  
Effective Sequence 2  
Action Date 10/23/2017  
Requirement Term  
2016 FA

Find | View All First 1 of 1 Last

\*Academic Plan   Speech Communication AS  
\*Plan Sequence   
\*Declare Date    
\*Requirement Term   2016 FA  
\*Advisement Status

Major  
Degree AS  
Degree Checkout Stat  
Student Degree Nbr  
Completion Term

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display | Include History | Correct History





Academic Career Undergraduate Kingsborough CC

Student Career Nbr 0

Student Details

Find | View All First 1 of 7 Last

Status	Discontinued	Admit Term	2016 FA
Effective Date	10/23/2017	Effective Sequence	2
Program Action	Data Change	Action Date	10/23/2017
Action Reason	EGT Cleared		
Academic Program	Undergraduate		Kingsborough CC

Academic Plan

Find | View All First 1 of 1 Last

Academic Plan	Speech Communication AS	Major
Requirement Term	2016 Fall Term	

Academic Sub-Plan

Find | View All First 1 of 1 Last

\*Academic Sub-Plan SPE-COMSTU Communication Studies



Academic Sub-Plan Type Concentration

\*Declare Date 09/21/2017

\*Requirement Term 1169 2016 FA



# Student Records Collection

- Student Summary View
- Student Services Center
- Student Term
- Career and Program
- Student Program/Plan**
- Student Groups
- Student Career
- Student Term Search
- View Student Groups by Student
- Process Student Groups
- Enroll Students
- Transcripts
- Batch Transcripts
- Legacy Portal

- Student Program**
- Student Plan
- Student Sub-Plan
- Student Attributes
- Student Degrees

Academic Career Undergraduate Kingsborough CC Career Requirement Term Student Career Nbr 0

**Student Details** Find | View All First 1 of 8 Last

Status Active in Program

\*Effective Date 12/01/2024 Effective Sequence 1

\*Program Action RADM Readmit Action Date 12/01/2024

Action Reason 4 Readmitted

\*Academic Institution KCC01 Kingsborough CC

\*Academic Program UGRD Undergraduate Joint Program Approval

\*Admit Term 1252 2016 FA

Requirement Term 1252 2016 FA

Expected Graduation Term 1272

Last Updated On 10/23/2017 11:02:36PM

By APSADM

**Admissions**

From Application

Application Nbr 01386822

Application Program Nbr 0

\*Campus MAIN KBCC

\*Academic Load Full-Time

- Save
- Return to Search
- Previous in List
- Next in List
- Notify
- Refresh
- Add
- Update/Display
- Include History
- Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

## Step 2 - Update CS-Term activate a student

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1. Login into **CUNYfirst** and select the **Campus Solutions Administrator** homepage.
2. Click the **Student Records** tile.
3. Click **Student Term** under **Student Records Collection**.



## Step 2 - Update CS-Term activate a student (continued)

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4. Click **Term Activate a Student**.

5. Search for an existing record by student, ID, Campus ID, or Last Name, First Name

6. On the Term Activate a Student, click add a new row icon [+] (Academic Institution needs to match your institution).



## Step 2 - Update CS-Term activate a student – (continued)

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7. In the new row, set the **Term** of the new **Term activation** to the **current readmitted term** (for example type **1252** for the **spring 2025 term**).
8. Use the **Save tab** and end the **term activation process**.



## Term Activate a Student

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

ID begins with ▼ |

Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria



[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

### Academic Career Details

Find | View All First 3 of 3 Last

Academic Career Undergraduate Kingsborough CC

Find | View All First 1 of 1 Last

Academic Institution  Kingsborough CC



Term  2016 FA Semester

Activation Date 09/08/2016

Student Career Nbr  Undergraduate

Override All Academic Levels

Academic Year 2017

Override Projected Level

Load Determination Units

Academic Level - Projected Lower SO

\*Form of Study

Academic Level - Term Start Lower SO

Academic Load Less 1/2

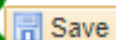
Academic Level - Term End Lower SO

\*Billing Career

Level Determination Units

Eligible To Enroll

Go to [Calculate Tuition](#)



Save



Return to Search



Notify

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)



## Step 3 - Update CS-Add/Update a Person - Contact Information/Phone

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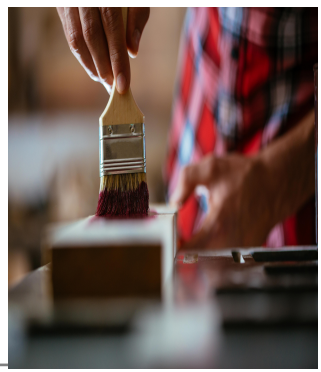
### Update Contact Information (Phone/Email)

1. Log into **CUNYfirst** and click the **Campus Solutions Administrator** tile.
2. Click the **Campus Community** tile.
3. Under CS Collection, Click **Add/Update a Person**.





## Step 3 - Update CS-Add/Update a Person - Contact Information/Phone (continued)



### Update Contact Information (Phone/Email)

4. Enter search criteria, click the **Include History** checkbox and click **Search**.
5. If multiple results are returned, select the appropriate record.
6. To change data for **Phone**, click the **Add button** and enter the new data.



## Step 3 - Update CS-Add/Update a Person - Contact Information/Phone (continued)

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### Update Contact Information (Phone/Email)

7. Select a **Phone Type** and enter the new phone number. Select **Preferred** for the phone entry preferred by the student.
8. To change data for **Email**, click the **Add button** to enter the new data.



## Step 3 - Update CS-Add/Update a Person - Contact Information/Phone (continued)



### Update Contact Information (Phone/Email)

9. Select an **Email Type** and enter the new email address. Select **Preferred** for the email entry preferred by the student.
  10. Click **Save**.
- End of procedure.



# Step 3 - Update CS-Add/Update a Person - Name Change

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## **Name change Based on the Required Documentation submitted**

- ❖ Repeat steps 1 through 5 from the Update Contact Information (Phone/Email) process.



## Step 3 - Update CS-Add/Update a Person - Name Change (continued)

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6. Click the **View Name** button to review the current name saved in the system.
7. Click the **Cancel** button.
8. Click the **Add a new row (+)** button located in the upper right corner of the **Name** section.
9. Adjust the **Effective Date** field as necessary.
10. Click the **Edit Name** button and enter the new information



## Step 3 - Update CS-Add/Update a Person - Name Change (continued)

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11. Type of Name - **Primary**

12. Click the **Submit** button.

13. Click the **OK** button.

14. Click the **Save** button.

**End of Procedure.**



## Step 3 - Update CS-Add/Update a Person - Update Student Address

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❖ Repeat steps 1 through 5 from the Update Contact Information (Phone/Email) process.



## Step 3 - Update CS-Add/Update a Person - Update Student Address (continued)

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6. Click **Addresses**.
7. To add a new **Address type**, select the **Address Type** checkbox appearing under the **Add Address Types**
8. Click the **Edit Address** link in the Add Address area.
9. Enter address information. If applicable, click the **Override Address Verification** checkbox.
10. Click **OK**.





## Step 3 - Update CS-Add/Update a Person - Update Student Address (continued)



11. Click **Submit** to move the data up to Current Address.
  12. Click **Save** to retain new data and update the user identification and date/time stamp.
- End of Procedure.



Biographical Details | Addresses | Regional

Names

Person Information

Date of Birth [Redacted]

Campus ID [Redacted]

Biographical History

Find | View All First 1 of 2 Last

\*Effective Date 02/01/2005  
\*Marital Status Married  
\*Gender 1-Female (F)

As of 01/29/20 [Redacted]

National ID

Personalize | Find | [Icons] First 1 of 1 Last

Country	*National ID Type	National ID	Primary
USA	Social Security Number	[Redacted]	<input checked="" type="checkbox"/>

Add

Contact Information

Addresses

Find | View All First 1 of 4 Last

Address Type Home  
Effective Date 10/05/2020  
Status Active  
Country USA  
Address [Redacted]

Addresses

Phone

*Type	*Phone	Ext	Country	Preferred
Home	[Redacted]			<input type="checkbox"/>
Main	[Redacted]			<input checked="" type="checkbox"/>

Add

Email

*Email Type	*Email Address	Preferred
Business	[Redacted]	<input checked="" type="checkbox"/>
Campus	[Redacted]	<input type="checkbox"/>
Home	[Redacted]	<input type="checkbox"/>

Add



### Current Addresses

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home		10/05/2020	Active		10/05/2020 1:36:48PM	Edit/View Address Detail
Mailing		10/05/2020	Active		10/05/2020 1:36:48PM	Edit/View Address Detail

### Add Address

Effective Date  Status

Country  United States

Address  Address Linkage

### Add Address Types

<input type="checkbox"/>	*	Home
<input type="checkbox"/>	*	Mailing
<input type="checkbox"/>		Business
<input type="checkbox"/>		Check
<input type="checkbox"/>		Dormitory
<input type="checkbox"/>		Legal
<input type="checkbox"/>		Campus
<input type="checkbox"/>		Other
<input type="checkbox"/>	*	Billing
<input type="checkbox"/>		Other 2
<input type="checkbox"/>	*	Permanent
<input type="checkbox"/>		Preferred
<input type="checkbox"/>		Veteran

\* Active address exists  
[Explain](#)

# Edit Address



Help

Country United States

[Change Country](#)

Address 1

Address 2

Address 3

City

State  

Postal





County


[Clear](#)

[Override Address Verification](#)




## Current Names

Personalize | Find | View All |  | First  1 of 1  Last

Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary		05/06/2019	Active		05/06/2019 4:00:09PM	Name History

## ▼ Add/change a name

Type of Name  ▼Effective Date  Status  ▼

\*Format Using English

[Change Format](#)Prefix First Name Middle Name Last Name Suffix 

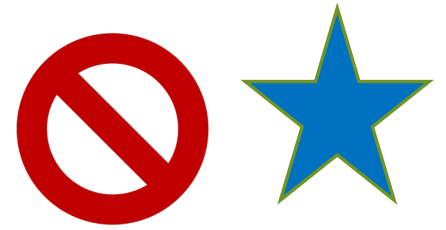
Display Name

Formal Name

Name



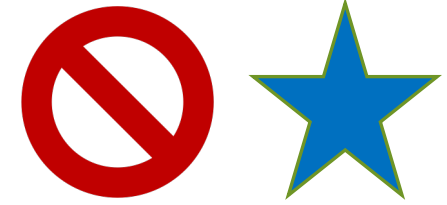
## Step 4 – Add Service Indicators



- 
1. Login into **CUNYfirst** and select the **Campus Solution Administrator** homepage tile.
  2. Click the **Campus Community** tile.
  3. Click **Service Indicators**.



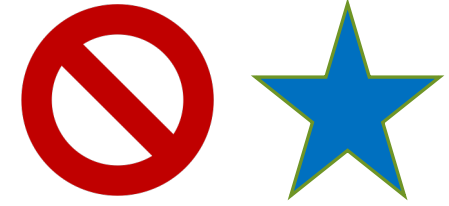
## Step 4 – Add Service Indicators - (continued)



- 
4. Click Manage Service Indicator.
  5. Search for an existing record by student, ID, Campus ID, or Last Name, First Name
  6. On the Manage Service Indicators, click add Service Indicator.



## Step 4 – Add Service Indicators - (continued)



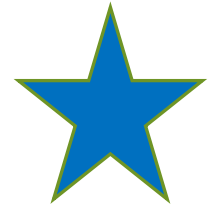
- 
7. Select the Service Indicator Code by clicking on the Look Up Service Indicator.
  8. Select the Reason by clicking on the Look Up Service Indicator.





## Step 4 – Add Service Indicators - (continued)

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9. Under the Effective Period select: Start Term, Start Date, End Term and End Date.

10. Under Assignment Details select Department.

11. Under Comments use up to 2000 characters word description.

12. Click OK to end procedure



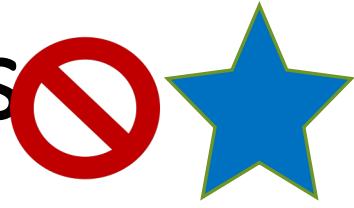
# Step 4 – Mass Assign Service Indicators



- 
1. Repeat steps 1 through 5 from the Add Service indicator process.
  2. Click Mass Assign
  3. Create Run Control Id
  4. Run
  5. Process Monitor for errors
  6. Require readmit Service Indicator is Advisement Required (ADV) and Pending Transfer Credits (TRN)



## Step 4 – Mass Assign Service Indicators - (continued)

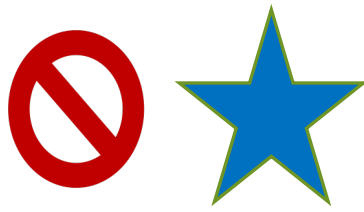


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A required readmit Service Indicator for students not in good academic standing is “*Advisement Required*” (**ADV**).



# Step 4 – Add a Run Control ID



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Create Run Control ID to run a report:

- Go to Report Management
- Add a New Value button
- Type the Name (do not use space or special characters. Run Control ID cannot be deleted)



# Campus Community Collection

- Student Services Center
- Add/Update a Person
- Personal Information
- Biographical
- Addresses/Phones
- Personal Attributes
- Identification
- Student FERPA
- Relationships
- Accomplishments
- Participation Data
- Health Information
- Service Indicators**
- Manage Service Indicators**

[New Window](#) | [Help](#) | [Personalize Page](#)

## Manage Service Indicators

10905538  
 Display    Effect     Institution     Refresh

[+ Add Service Indicator](#)

**Service Indicator Summary**

No Service Indicators exist for selected criteria.

[+ Add Service Indicator](#)

[Return to Search](#)    [Notify](#)

# Add Service Indicator

\*Institution

Kingsborough CC

\*Service Indicator Code

Spouse or Child of Vet

\*Reason

Spouse or Child of Vet

Description

Effect Positive Service Indicator

## Effective Period

Start Term

2024 SP

End Term

Start Date

End Date

## Assignment Details

\*Department

Office of the Registrar

Reference

Amount

Currency

## Contact Information

Contact ID

Contact Person

Placed Person ID



Placed By


## Comments

Spouse of Child of Veteran.

1973 characters remaining

## Services Impacted

Personalize | Find | View All |  | 

First  1 of 1  Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 NO	No Impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

# Step 5a – Add Student Groups



1. Login to **CUNYfirst** and select the **Campus Solution Administrator** homepage.
2. Click the **Student Records** tile.
3. Under the Career and Program, Click **Student Groups**.



### Population Selection

Selection Tool

Attached File ALLADVCAS8\_29\_2023.txt

File Mapping

[Edit File Mapping](#)

[Preview Selection Results](#)

### Service Indicator Data

\*Institution

\*Service Indicator Code  Advisement Required

\*Reason  Advisement Required

Use System Date

### Effective Period

Start Term  2023 Fall Term

End Term

Start Date

End Date

### Assignment Details

\*Department  Admissions

Reference

Amount

Currency Code  Dollar

### Contact Information

Contact ID

Contact Person

Placed Person ID

Placed By

### Comments



# Step 5a – Add Student Groups - (continued)



4. Search for an existing record by student EMPLID, academic career and Student Career Number.
5. On the Student Groups page, click add a new row icon.



# Step 5b – Mass Assign Student Groups



1. Repeat steps 1 through 5 from the Student Program Plan.
2. Click Process Student Groups
3. Search by Run Control Id or Add a New Value
4. Run
5. Process Monitor for errors



# Step 5b – Mass Assign Student Groups - (continued)

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Required Readmits Run Control ID Populations:

1. Good Academic Standing (**RDMT**)
2. CUNY-Connect student (**CURC**)
3. StartFish (**STRF**)
4. Matriculate Newly-Place Probation (**PRB1**)
5. Readmit – Forgiveness (**RADF**)

**All population files are saved as text.**



- Student Summary View
- Student Services Center
- Student Term
- Career and Program**
- Student Program/Plan
- Student Groups
- Student Career
- Student Term Search
- View Student Groups by Student
- Process Student Groups**
- Enroll Students
- Transcripts
- Batch Transcripts
- Legacy Portal

### Process Student Groups

#### Add a New Value

Find an Existing Value

\*Run Control ID

Add

# Student Records Collection

[New Window](#) | [Help](#) | [Personalize Page](#)

- 📄 Student Summary View
- 🏠 Student Services Center
- 📅 Student Term ▾
- 📁 Career and Program ▴
- Student Program/Plan
- Student Groups
- Student Career
- Student Term Search
- View Student Groups by Student
- Process Student Groups**
- 📄 Enroll Students ▾
- 📄 Transcripts ▾
- 📄 Batch Transcripts ▾
- 📄 Legacy Portal ▾

## Process Student Groups

Run Control ID  

[Report Manager](#) [Process Monitor](#)

[Run](#)

**Population Selection**

Population Selection

Selection Tool

Attached File ALLRADMCT11\_19\_2024.txt [Upload File](#) [Delete File](#) [View File](#)

File Mapping  [Edit File Mapping](#) [Preview Selection Results](#)

**Student Group Data**

\*Academic Institution  Kingsborough CC  Update Tuition Calc Required

\*Student Group  Readmit Student

\*Effective Date

\*Effective Status

Comment

**Student Override**

Student Override

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

### Population Selection

#### Population Selection

Selection Tool External File

Attached File CASMATRPROB8\_29\_2023.txt

File Mapping EMPLID

Upload File

Delete File

View File

Edit File Mapping

Preview Selection Results

### Student Group Data

\*Academic Institution KCC01 Kingsborough CC

Update Tuition Calc Required

\*Student Group PRB1 Newly-Placed Probation Student

\*Effective Date 12/29/2023

\*Effective Status Inactive

Comment KCC readmitted for the FALL 2023 Matriculated on probation by the College Committee on Admissions and Academic Standing.

### Student Override

Student Override



# Step 6 – Emailing Readmit Welcome Communication with Customer Relationship Management (CRM) CONNECT

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- ❑ Complete the KCC readmission Template, and use it to create the CSV import file
- ❑ The CSV import file must have the same Header Row as the original readmission template
- ❑ Log-in into Hobsons' software to import the CSV file



# Step 6 – Emailing Readmitted Welcome Communication with CRM CONNECT (con't)

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- ❑ Click on “Import Now” and follow the steps:
  - ❖ Step 1: Import File Type (Known Layout)
  - ❖ Step 2: Select Import File (< than 1.5 MB from Local Disk)
  - ❖ Step 3: Import File Delimiter (Comma)
  - ❖ Step 4: Character that encloses text fields (Double Quote (“text”))
  - ❖ Step 5: Header Row and Start Row (check First row of import contains attribute names)
  - ❖ Step 6: Upload File





# Step 6 – Emailing Readmitted Welcome Communication with CRM CONNECT (con't)

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□ Click Next then:

- ❖ Step 1: Specify a Source Code (select your saved source code)
- ❖ Step 2: Map Input File Columns to CRM Contact Attributes
- ❖ Step 3 Contact-to-Organization Relationship (null)
- ❖ Step 4: Update Conditions (update existing contact if attribute matches) CUNY Start, CUNY Start REC files by EMPLID
- ❖ Then click next



# Step 6 – Emailing Readmitted Welcome Communication with CRM CONNECT (con't)

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- Email supervisor letting he/she know that the file is ready to send
- Verify that all imported information is not rejected on the Import Logs tab. If rejected investigate the causes.



# Step 6 – Emailing Readmitted Welcome Communication with CRM CONNECT (con't)

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- Contacts Import Options (file attributes Mapped (Imported file name)
  - ❖ Step 1: Select and Preview Contacts to import
  - ❖ Step 2: Import log (Email import to your boss for backup)
- End procedure by Queue and Monitor Import



## Step 6 – Emailing Readmitted Welcome Communication with CRM CONNECT (con't)

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- Email supervisor letting he/she knows that the file is ready to send with Hobson's software
- Verify that all imported information is not rejected on the Import Logs tab. If rejected investigate the causes.
- End procedure



# Thank you!

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Annery S. Caceres, MS ISM  
Kingsborough Community College  
Admissions Specialist

[Annery.Caceres@kbcc.cuny.edu](mailto:Annery.Caceres@kbcc.cuny.edu)

[Zoom Virtual Admissions Information Center \(Site Link\)](#)

[Kingsborough Community College application process \(Site Link\)](#)

**Session name is Steps to Process Readmit Students Utilizing CUNYFirst (Fully Integrated Resources and Services Tool)**

**Please, complete the session evaluation Form in the WHOVA app.**

