

Viewing Your Transfer Credit Report in CUNYfirst - Undergraduate

1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:
 - Enter your Username and Password
 - From the Enterprise Menu, select the HR/Campus Solutions link
2. Navigate to: **Self Service > Student Center**
3. In the **Academics** section from the **Other Academic** dropdown box, select **Transfer Credit: Report**, then click on the >> **Go** icon.
4. You will see something like this:

View Transfer Credit Report

Course Credits

Model Nbr	1	Posted			Credit Source Type		Internal		
Institution	Brooklyn College	Brooklyn College			Source Institution		College of Staten Island		
Career	Undergraduate	Undergraduate							
Program	Undergraduate	Undergraduate							
Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes	Requirement Designation
2015 Spring Term	SOC 100	3.00	C+	Posted	SOCY. 1101	3.000	C+		Flexible Core - Individual and Society
2015 Spring Term	ENG 111	3.00	A-	Posted	ENGL. 1010	3.000	A-		Required Core - English Composition
2015 Spring Term	ECO 111	4.00	D	Posted	ECON. 9999	0.000	D		
2015 Spring Term	COR 100	3.00	B+	Posted	HIST. 3401	3.000	B+		Flexible Core - US Experience in its Diversity
2015 Spring Term	MTH 123	4.00	C+	Posted	MATH. 1021	2.000	C+		Required Core - Mathematical&QuantitativeReasoning
2015 Spring Term				Posted	RCMQ 1000	2.000	C+		Required Core - Mathematical&QuantitativeReasoning
2015 Spring Term	ENG 151	3.00	B+	Posted	ENGL. 1012	3.000	B+		Required Core - English Composition
2015 Spring Term	BIO 107	1.00	B+	Posted	BIOL. 1000E	1.000	B+		College Option
2015 Spring Term	BIO 106	3.00	F	Rejected		0.000		Grade points out of range	
2015 Spring Term	MTH 30		P	Rejected		0.000			
2015 Spring Term	MTH IMFF20		P	Rejected		0.000			

See the next page for a detailed explanation of the Transfer Credit Report

Your Transfer Credit Report in Detail

1. **Course Credits** lists courses that you took from each prior college and the Brooklyn College equivalent.
2. **Test Credits** or **Other Credits** lists credit from any other source (i.e. AP, IB, CLEP, Permit courses, etc.)
3. The **Institution** is the college you are transferring **TO** – Be sure to look for Brooklyn College as the Institution. The **Source Institution** is the college you are transferring **FROM**.
4. The **left side** lists all of your courses from your **prior college** and the **right side** lists the **Brooklyn College** equivalents.
5. See below for a detailed explanation of each column:
 - a. **Transfer Term:** The first term which you attended Brooklyn College
 - b. **Incoming Course:** The course you took at your prior college
 - c. **Units Taken:** The number of credits you earned for the course at your prior college
 - d. **Grade Input:** The grade you received for the course at your prior college
 - e. **Status:** If the course is listed as “rejected” it may be for one of the following reasons:
 - i. The course was evaluated by Brooklyn College and is determined not to have a suitable course equivalent.
 - ii. The grade received for the course is not sufficient for transfer credit (see transfer grading policies). If this is the case, it will state "Grade points out of range" in the **Notes** section of your Transfer Credit Report.
 - iii. Two transfer courses on your report received the same Brooklyn College equivalent (e.g., ENGL 1010). A student cannot receive credit twice for the same course unless the course is listed as "repeatable" in the Brooklyn College Undergraduate Bulletin. If the course is not "repeatable," one of the courses will be listed as "rejected."
 - f. **Equivalent Course:** The Brooklyn College equivalent course as per the academic department. If the course is listed as 9999 (ENGL. 9999, BIOL. 9999; DEPR 9999) you must have it evaluated by the academic department. See “Evaluating Your Transfer Courses” under “Important Forms” on the TSSC’s main webpage.
 - g. **Units:** The number of credits you have been granted for the Brooklyn College equivalent course. If the course is listed as 9999, it will be entered as zero (0) credits until you have it reviewed by the appropriate academic department.
 - h. **Grade:** The grade on the Brooklyn College side should match the grade you received from your prior college. Some students may see a grade of “CR” rather than an actual grade. This is acceptable.
 - i. **Notes:** This gives an explanation to the **Status** column when needed.
 - j. **Requirement Designation:** This lists the Pathways core requirement that has been fulfilled by the course. It will also display on your Degree Progress report (a.k.a. Degree Works).

Please review the FAQ on the TSSC’s main web page for information regarding transfer credit policies and procedures: www.brooklyn.cuny.edu/tssc

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