Brooklyn College

Transfer Evaluations Office

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Viewing your Transfer Credit Report on CUNYfirst Undergraduate

1.Log in to your CUNYfirst account:
 •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:

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 9999R (ENGL. 9999R, BIOL. 9999R; DEPR 9999R) If you have courses listed as "9999R" - Need review (i.e. BIOL. 9999R, ENGL. 9999R, DEPR. 9999R) on your Transfer Credit Report, this course is considered an elective, however, we will attempt to get these courses evaluated by the appropriate departments in order to receive a major equivalent. *
    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. **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).

*"9999R" If the department requires additional documentation, or our department is unable to locate a course description, you will be notified to submit these documents, via e-mail. Any document that is submitted via e-mail, must have the words "Course Descriptions and Other Documentation" in the subject line of the e-mail. Our e-mail address is Tcevaluation@brooklyn.cuny.edu