

Transfer Evaluations Office

2900 Bedford Ave. • Brooklyn, NY 11210 Room 306 West Quad TEL 718.951.5263 • FAX 718.951.5268 tcevaluation@brooklyn.cuny.edu www.brooklyn.cuny.edu/teo

## <u>Viewing your Transfer Credit Report on CUNYfirst</u> <u>Undergraduate</u>

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:

* Shud-	d See ( r	- 0-	151.00		1					
studen	it servici	es ca	(Stud	6. A	-					
) 🔒 http	s://hrsa.	cuny	first.c	uny.edu	u/psp/cnyl	hcprd/EMPL	OYEE/H	IRMS/c	/SCC_A	DMIN_OVRD_STDNT.SSS_STUDENT_CEN
CUN Taily Integrated R	YTI Manual A	TS	t							
iew Tr	ansfe	er C	redi	t Rej	port					
<sup>7</sup> Course	Credi	ts								
Model Nb	_			Destad						
Institutio	on	Broo	klyn (	College		Cre	dit Sou	rce Typ	e	Internal College of States Island
Program		Unde	ergrad	luate						Concyc or staten Island
Term	Cours	ing t ie T	Units Taken	Input	Status	Course	Units	Grade	Notes	Requirement Designation
2015 Spring Term	SOC 1	00	3.00	C+	Posted	SOCY. 1101	3.000	c+		Flexible Core - Individual and Society
2015 Spring Term	ENG 1	11	3.00	A-	Posted	ENGL. 1010	3.000	A-		Required Core - English Composition
2015 Spring Term	ECO 1	11	4.00	D	Posted	ECON. 9999	0.000	D		
2015 Spring Term	COR 1	00	3.00	в+	Posted	HIST. 3401	3.000	8+		Flexible Core - US Experience in its Diversity
2015 Spring Term	мтн з	23	4.00	C+	Posted	MATH. 1021	2.000	c+		Required Core - Methematical&QuantitativeReasoning
2015 Spring Term					Posted	RCMQ 1000	2.000	c+		Required Core - Mathematical&QuantitativeReasoning
2015 Spring Term	ENG 1	51	3.00	в+	Posted	ENGL. 1012	3.000	8+		Required Core - English Composition
2015 Spring Term	BIO 1	07	1.00	B+	Posted	BIOL. 1000E	1.000	8+		College Option
2015 Spring Term	BIO 1	06	3.00	F	Rejected		0.000		Grade points out of	
2015 Spring Term	мтн	30		P	Rejected		0.000		longe	
2015 Spring Term	MTH IMFF20	,		p	Rejected		0.000			

## 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