#### Evaluate My Transfer Credit – Step by Step Guide

To arrive at "Evaluate My Transfer Credit", enter your Student Center and then choose the option in the drop down menu.



# Student Center



f this is the first time you are using this feature, you should click	CREATE NEW UNOFFICIAL EVALUATION
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# **Evaluate My Transfer Credit**

Use this process to evaluate how credits earned at selected institutions may be transferred to another CUNY College. To begin, either select CREATE NEW UNOFFICIAL EVALUATION or select an existing evaluation from the list.

CREATE NEW UNOFFICIAL EVALUATION

NOTE: Evaluations completed through this process are estimates and are subject to review by the institution. An official application to transfer and college evaluation of coursework will be required before a final determination can be made, and may vary based on major.

Search Plan Enroll My Academics

 $\sim$ go to ...

#### **Step 1: Transfer Credit Evaluation Information**

This is where you will answer a few preliminary questions.

Search	Plan	Enroll	My Academics
valuate My Transfer C	redit		
ransfer Credit Evalua	tion Informati	ion	1-2-3-4
nd the academic career, program hich your coursework will apply.	n of study, academic	major, and term informat	tion to
elect the Academic Career/level:			~
elect the Academic Career/level: elect the Institution/College:			~
elect the Academic Career/level: elect the Institution/College: elect the semester you plan to transf	fer:		> >
elect the Academic Career/level: elect the Institution/College: elect the semester you plan to transf elect the Academic Program:	fer:		> > >
elect the Academic Career/level: elect the Institution/College: elect the semester you plan to transf elect the Academic Program: hat major interests you?	fer:		> > > >
elect the Academic Career/level: elect the Institution/College: elect the semester you plan to transf elect the Academic Program: that major interests you?	fer:		> > > >

**\*Select the Academic Career/level**: Define your current academic career status. Although there are many options in this drop down, there are only three that you will be choosing between.

- 1. If you are interested in transferring to Kingsborough Community College, you will choose Undergraduate Kingsborough CC
- 2. If you are interested in transferring to LaGuardia Community College, you will choose Undergraduate LaGuardia CC
- 3. If you are interested in transferring to any other CUNY college, you will choose Undergraduate

\*Select the Institution/College: Choose the college you intend to transfer <u>TO</u> \*Select the semester you plan to transfer: Choose the semester you plan to transfer \*Select the Academic Program: Choose Undergraduate

The question 'What major interests you?' will disappear.

Click 'Next' to continue

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#### **Step 2: Transfer Credit Source Information**

This is where you will choose which college you are transferring FROM.

Evaluate My Transfer Credit				
Transfer Credit Source Inform	ation			<u>-2-3-4</u> )
Are you interested in transferring coursework from a College outside of CUNY?	OR	Are you one CUI	i interested in tra NY College to and	nsferring from other?
Find the institution where you completed the coursework you want to		Select the credits fro	e college you are i om:	nterested in transferring
transfer. If you do not find the name of the school you attended or are		Select One	Source Career	Source Institution
currently attending, it does not imply			Undergraduate	Baruch College
that your coursework will not transfer. Please contact the Admissions/Records			Undergraduate	Borough of Manhattan CC
office for more information.			Undergraduate	School of Professional Studies
Q				
			Previous	Next

If you are transferring <u>FROM</u> a CUNY College, check the box next to that school on the right.

If the school you are transferring from is not a CUNY College, click the <sup>Q</sup> Lookup tool on the left (skip to page 9 for more information). It is important to note that if you do not find a school listed here, it **does not** mean that you will not get credit for that coursework.

<u>NOTE:</u> You may only make one selection. If you are transferring credit from multiple schools a separate evaluation must be done for each one.

#### **Step 3: Current Coursework**

After selecting a CUNY College, the system will display all enrollment for that college. You will also see any courses in progress that don't yet have grades, but these will not be evaluated in the next step. After pressing submit, you can review your unofficial transfer evaluation.

#### **Evaluate My Transfer Credit**

## **Current Coursework**

Our records indicate that you have completed/enrolled in the following courses. Courses without grades may be excluded from your evaluation. The next step will process the evaluation.

Term	Term Subject Catalog Area Nbr		Description	Units	Grade	
2011 Fall Term	BUS	104	Intro To Business	3.00	в	
2011 Fall Term	ENG	201	English II	3.00	B-	
2011 Fall Term	SPE	100	Fund Of Speech	3.00	А	
2012 Spring Term	BUS	110	Business Law	3.00	B-	
2012 Spring Term	CIS	100	Comp. Applications	3.00	в	
2012 Spring Term	MAR	100	Intro To Marketing	3.00	А	
2012 Spring Term	MAT	150	Intro Statistics	4.00	в	
2012 Fall Term	ACC	122	Acct Principles I	4.00	С	
2012 Fall Term	BUS	200	Bus Org & Mgt	3.00	B-	
2012 Fall Term	BUS	311	Human Resource Mang	3.00	в	
2012 Fall Term	FNB	100	Intro To Finance	3.00	D+	
2013 Spring Term	BIO	110	General Biology	4.00	C+	
2013 Spring Term	BUS	150	Bus Communications	3.00	в	
2013 Spring Term	SBE	100	Prod & Ser Creation	3.00	8+	
2013 Fall Term	BUS	210	Business Methods	3.00	с	
2013 Fall Term	CED	201	Career Planning	2.00		
2013 Fall Term	CED	361	Bus Mgt Intern I	2.00	A	
2013 Fall Term	ECO	201	Macroeconomics	3.00	D	
2014 Fall Term	BUS	220	Decision Making		С	
2016 Fall Term	AFRS	101	Ethnology Of Africa	3.00		

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#### **Step 4: Transfer Credit Results**

Here you will see a summary and you can see more information by clicking the 'View Transfer Equivalency Details' button at the bottom of the screen.

# **Evaluate My Transfer Credit**

# **Transfer Credit Results**

Group	Source Course	Units Taken	Grade In	Status	Transfer Equivalent	Units Transferred	Grade	Requirement Designation
1	SPE 100	3.00	A	Accepted	MCS 200	3.000	A	Regular Liberal Arts
2	SBE 100	3.00	в+	Accepted	BBA 9999	3.000	в+	Regular Liberal Arts
3	MAT 150	4.00	в	Accepted	MAT 132	4.000	в	Required Core - Mathematical&QuantitativeReasoning
4	MAR 100	3.00	A	Accepted	BBA 9999	3.000	A	Regular Liberal Arts
5	FNB 100	3.00	D+	Accepted	BBA 9999	3.000	D+	Regular Liberal Arts
6	ENG 201	3.00	В-	Accepted	ENG 121	3.000	В-	Required Core - English Composition
7	ECO 201	3.00	D	Accepted	ECO 166	3.000	D	Flexible Core - Individual and Society
8	CIS 100	3.00	в	Accepted	CIS 106	3.000	в	Regular Liberal Arts
9	BUS 311	3.00	в	Accepted	BBA 328	3.000	в	Regular Liberal Arts
10	BUS 220	3.00	с	Accepted	BBA 9999	3.000	с	Regular Liberal Arts
11	BUS 210	3.00	с	Accepted	BBA 9999	3.000	с	Regular Liberal Arts
12	BUS 200	3.00	В-	Accepted	BBA 204	3.000	в-	Regular Liberal Arts
13	BUS 150	3.00	в	Accepted	BBA 9999	3.000	в	Regular Liberal Arts
14	BUS 110	3.00	В-	Accepted	BBA 336	3.000	В-	Regular Liberal Arts
15	BUS 104	3.00	в	Accepted	BBA 9999	3.000	в	Regular Liberal Arts
16	BIO 110	4.00	C+	Accepted	BIO 166	4.000	C+	Required Core - Life and Physical Sciences
17	ACC 122	4.00	с	Accepted	ACC 171	4.000	с	Regular Non-Liberal Arts
18	CED 361	2.00	A	No Rule				

VIEW TRANSFER EQUIVALENCY DETAILS

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The details page will display full course titles along with other useful information. To get back to the previous screen, click the 'Return' button at the bottom of the screen.

Transfer Equivalency Group 1						
	2011 54					
CDE 100	Fund Of Speech	MCS 200	Oral Communication			
SPE IVV	Fund Of Speech	MCS 200				
Units Taken:	3.00	Units Transferred:	3.000			
Grade:	A	Grade:	A			
Transfer Status:	Accepted	Requirement Designation:	Regular Liberal Arts			
Town of an Easting law and						
Transfer Equivalency	Group 2					
	2013 SP					
SBE 100	Prod & Ser Creation	BBA 9999	General Elective Credit			
Units Taken:	3.00	Units Transferred:	3.000			
Grade:	В+	Grade:	В+			
Transfer Status:	Accepted	Requirement Designation:	Regular Liberal Arts			
			-			
Transfer Equivalency	Group 3					
	2012 SP					
MAI 150	Intro Statistics	MAT 132	Introduction to Statistics			
Units Taken:	4.00	Units Transferred:	4.000			
Grade:	В	Grade:	В			
Transfer Status:	Accepted	Requirement Designation:	Required Core -			
			Mathematical&QuantitativeReasoning			
Transfer Equivalency	Group 4					
	2012 SP					
MAR 100	Intro To Marketing	BBA 9999	General Elective Credit			
Units Taken:	3.00	Units Transferred:	3 000			
Grade	A	Grade	A			
Transfor Status	Accepted	Bequirement Designation:	A Beaular Liberal Arta			
Transier Status;	Accepted	Requirement Designation:	Regular LIDEral Arts			
Transfer Equivalency	Group 5					

Return

Clicking the 'Return' button will bring you back to the 'Transfer Credit Results' page. From there, press the 'Finish' button.

VIEW TRANSFER EQUIVALENCY DETAILS	PREVIOUS FIN	NISH
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Any evaluations that you finish will be saved in your Student Center so that you can access them again whenever you like. From here, you can also delete the evaluation or create a new one.

## **Evaluate My Transfer Credit**

Use this process to evaluate how credits earned at selected institutions may be transferred to another CUNY College. To begin, either select CREATE NEW UNOFFICIAL EVALUATION or select an existing evaluation from the list.

	Career	Institution	Articulation Term	Academic Program	Academic Plan	Transferred from
$\bigcirc$	Undergraduate	Lehman College	2017 Fall Term	Undergraduate		Borough of Manhattan CC Undergraduate

EDIT SELECTED EVALUATION DELETE SELECTED EVALUATION CREATE NEW UNOFFICIAL EVALUATION

NOTE: Evaluations completed through this process are estimates and are subject to review by the institution. An official application to transfer and college evaluation of coursework will be required before a final determination can be made, and may vary based on major.

#### Transferring Credits from outside of CUNY (continued from page 4).

If the school you are transferring from is not a CUNY College, click the <sup>Q</sup> Lookup tool on the left.

## **Evaluate My Transfer Credit**

# **Transfer Credit Source Information**

Are you interested in transferring coursework from a College outside of CUNY?

completed the coursework you want to

transfer. If you do not find the name of

Find the institution where you

the school you attended or are currently attending, it does not imply that your coursework will not transfer. Please contact the Admissions/Records

office for more information.

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OR

Are you interested in transferring from one CUNY College to another?

Select the college you are interested in transferring credits from:

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Select One	Source Career	Source Institution
	Undergraduate	Baruch College
	Undergraduate	Borough of Manhattan CC
	Undergraduate	School of Professional Studies

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The list is in alphabetical order but the "Source Organization" field can be used to find the school by name.

Look Up	-	-	×	Look Up		×
Academic Insti External Org ID Source Organia	itution: D: begins with ↓ ization: begins with ↓	QNS01	^	Academic Institution: External Org ID: begins with Source Organization: contains	QNS01 V Nassau	
Look Up	Clear Cancel	Basic Lookup		Look Up Clear Cancel Search Results	Basic Lookup	
View 100           External Org ID           00000087         A           00000205         A           00000256         A           00000262         A           00000307         A           00000307         A           00000307         A           00000314         A           00000399         E           00000415         E           00000429         E           00000468         E           00000561         E           00000589         E           00000590         E           00000601         E           00000602         E           00000603         E           00000604         E           00000602         E           00000603         E           00000623         E           00000624         E           00000625         E           00000626         E           00000627         E           00000628         E           00000629         E           00000626         E           00000627         E           000006	First Source Organiza Adelphi University American University Dc Arizona State Univ Tem Arkansas State Univ Mtr Ashford University Aspira New York Inc Austin Cmty College Tx Bard College Bates College Bates College Bates College Barkeley College Little F Berkeley College Little F Berkeley College New Y Boricua College Boston University Bramson Ort College Brandeis University Briarcliffe College Briarcliffe College Briarcliffe College Briarcliffe College Brower Cmty College Brower Cmty College Browerd Cmty College Broward Cmty College Contri Florida Cmty College Centri Florida Cmty College Centri Florida Cmty College	280       Last         ation		View 100 First 1 of 1 Las External Org ID Source Organization 00003292 Nassau Cmty Colleg		
00000854 C	Centri Piedmont Cmty C Centri Texas College		~			

Enter all required information to see the transfer equivalencies. It is important to note that if you do not find a Subject or Course Number, it does not mean your coursework will not transfer.

# **Evaluate My Transfer Credit**

# **Education Data**

Enter all required information, if you do not find a Subject and Course Nbr combination, it does not imply that your coursework will not transfer. Please contact the Admissions/Records office for more information

To add additional courses, Select the Add Another Class link. When you are finished, select the Submit button.

	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Units	*Grade	
1		<b></b>		0	Q			Delete
2			Q	0	Q			Delete
3		<b></b>		Q	Q			Delete
4			Q	ď	Q			Delete
5		<b></b>		ď	Q			Delete
6		<b></b>	Q	Q	Q			Delete
7				ď	Q			Delete
8			Q	ď	Q			Delete
9				Q	Q			Delete
10		<b></b>	٩	Q	٩			Delete
Ad	d Anothe	er Class						

\* Required Field

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	*Year	*Term Type	*External Term	*Subject	*Course Nbr	*Units	*Grade	
1	2015	Semester 👻	FALL	ENG	101 Q	3.00	B+ 👻	Delete
2	2015	Semester 👻	FALL	PSY	203 🔍	3.00	C 🗸	Delete
3	2015	Semester 👻	SPR Q	CHE	107 Q	4.00	A 👻	Delete
4	2014	Semester 👻		COMP Q	110 Q	3.00	B- ▼	Delete
Add	Add Another Class							

After entering all information, press 'Submit' to see the evaluation.

\* Required Field

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Press 'View Transfer Equivalency Details' to see more information.

Group	Source Course	Units Taken	Grade In	Status	Transfer Equivalent	Units Transferred	Grade	Requirement Designation
1	PSY 203	3.00	с	Accepted	PSYCH 101	3.000	с	Flexible Core - Scientific World
2	ENG 101	3.00	в+	Accepted	ENGL 110	3.000	в+	Required Core - English Composition
3	CHE 107	4.00	A	Accepted	CHEM 1011	1.000	A	Required Core - Life and Physical Sciences
					CHEM 1013	3.000	А	Required Core - Life and Physical Sciences
4	COMP 110	3.00	в-	No Rule				

VIEW TRANSFER EQUIVALENCY DETAILS

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Transfer Equivalen	cy Group 1				
	2015 FALL				
PSY 203	General Psychology		PSYCH 101	General Psychology	
Units Taken:	3.00		Units Transferred:	3.000	
Grade:	С		Grade:	С	
Transfer Status:	sfer Status: Accepted		Requirement Designation:	Flexible Core - Scientific World	
Transfer Equivalen	cy Group 2				
	2015 FALL				
ENG 101	Composition 1		ENGL 110	College Writing I	
Units Taken:	3.00		Units Transferred:	3.000	
Grade	B.L		Grade	R.	

Requirement Designation: Required Core - English Composition

Transfer Status:

Accepted