**View Advisee Transfer Credit**

The **transfer credit** tab shows the classes, tests, and other credits for which the student has been given credit due to previous class work in other institutions, test results or other successful related developmental experiences.

*Note: Parts of images may be obscured for security reasons.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
      - Enter your Username and Password and click the **Go** icon.  
      - From the **Enterprise Menu**, select the **HR/Campus Solutions** link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Transfer Credit**. |
| 3.   | **Transfer Credit Summary**  
      Enter any information you have and click Search. Leave fields blank for a list of all values.  
      - **Find an Existing Value**  
      - **Maximum number of rows to return (up to 300): 300**  
        - **ID:** begins with **Campus ID:** begins with **National ID:** begins with **LastName:** begins with **FirstName:** begins with  
      - **Case Sensitive**  
      - **Search**  
      - **Clear**  
      - **Basic Search**  
      - **Save Search Criteria**  
      - **On the Transfer Credit Summary search page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.**  
| 4.   | Click the **Search** button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. The **Advisee Transfer Credit** page displays the Career, Institution, Program, Articulation Term, and Model Status columns.
For each type of credit, click the **view all columns** icon to see all of the columns display including **Career**, **Institution**, **Program**, **Articulation Term**, **Model Status**, **Units Transferred**, **Transfer Passed for GPA**, **Transfer Passed Not for GPA**, **Transfer Grade Points**, and **Transfer GPA** columns.

**End of Procedure.**