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.
If 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.

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**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.
Step 1: Transfer Credit Evaluation Information

This is where you will answer a few preliminary questions.

*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 TO

*Select the semester you plan to transfer: Choose the semester you plan to transfer

*Select the Academic Program: Choose Undergraduate

What major interests you?

* Required Field

The question ‘What major interests you?’ will disappear.

Click ‘Next’ to continue
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 Information

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

OR

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

Select the college you are interested in transferring credits from:

<table>
<thead>
<tr>
<th>Select</th>
<th>Source Career</th>
<th>Source Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Baruch College</td>
</tr>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Borough of Manhattan CC</td>
</tr>
<tr>
<td></td>
<td>Undergraduate</td>
<td>School of Professional Studies</td>
</tr>
</tbody>
</table>

If you are transferring FROM 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 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.

NOTE: 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.

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**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.

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

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[Submit]

[Previous]
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.

### Transfer Credit Results

<table>
<thead>
<tr>
<th>Group</th>
<th>Source Course</th>
<th>Units Taken</th>
<th>Grade In</th>
<th>Status</th>
<th>Transfer Equivalent</th>
<th>Units Transferred</th>
<th>Grade</th>
<th>Requirement Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPE 100</td>
<td>3.00</td>
<td>A</td>
<td>Accepted</td>
<td>MCS 200</td>
<td>3.00</td>
<td>A</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>2</td>
<td>SBE 100</td>
<td>3.00</td>
<td>B+</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>B+</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>3</td>
<td>MAT 150</td>
<td>4.00</td>
<td>B</td>
<td>Accepted</td>
<td>MAT 132</td>
<td>4.00</td>
<td>B</td>
<td>Required Core - Mathematical &amp; Quantitative Reasoning</td>
</tr>
<tr>
<td>4</td>
<td>MAR 100</td>
<td>3.00</td>
<td>A</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>A</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>5</td>
<td>FNB 100</td>
<td>3.00</td>
<td>D+</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>D+</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>6</td>
<td>ENG 201</td>
<td>3.00</td>
<td>B-</td>
<td>Accepted</td>
<td>ENG 121</td>
<td>3.00</td>
<td>B-</td>
<td>Required Core - English Composition</td>
</tr>
<tr>
<td>7</td>
<td>ECO 201</td>
<td>3.00</td>
<td>D</td>
<td>Accepted</td>
<td>ECO 166</td>
<td>3.00</td>
<td>D</td>
<td>Flexible Core - Individual and Society</td>
</tr>
<tr>
<td>8</td>
<td>CIS 100</td>
<td>3.00</td>
<td>B</td>
<td>Accepted</td>
<td>CIS 106</td>
<td>3.00</td>
<td>B</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>9</td>
<td>BUS 311</td>
<td>3.00</td>
<td>B</td>
<td>Accepted</td>
<td>BBA 328</td>
<td>3.00</td>
<td>B</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>10</td>
<td>BUS 220</td>
<td>3.00</td>
<td>C</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>C</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>11</td>
<td>BUS 210</td>
<td>3.00</td>
<td>C</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>C</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>12</td>
<td>BUS 200</td>
<td>3.00</td>
<td>B-</td>
<td>Accepted</td>
<td>BBA 204</td>
<td>3.00</td>
<td>B-</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>13</td>
<td>BUS 150</td>
<td>3.00</td>
<td>B</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>B</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>14</td>
<td>BUS 110</td>
<td>3.00</td>
<td>B-</td>
<td>Accepted</td>
<td>BBA 335</td>
<td>3.00</td>
<td>B-</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>15</td>
<td>BUS 104</td>
<td>3.00</td>
<td>B</td>
<td>Accepted</td>
<td>BBA 9999</td>
<td>3.00</td>
<td>B</td>
<td>Regular Liberal Arts</td>
</tr>
<tr>
<td>16</td>
<td>BIO 110</td>
<td>4.00</td>
<td>C+</td>
<td>Accepted</td>
<td>BIO 166</td>
<td>4.00</td>
<td>C+</td>
<td>Required Core - Life and Physical Sciences</td>
</tr>
<tr>
<td>17</td>
<td>ACC 122</td>
<td>4.00</td>
<td>C</td>
<td>Accepted</td>
<td>ACC 171</td>
<td>4.00</td>
<td>C</td>
<td>Regular Non-Liberal Arts</td>
</tr>
<tr>
<td>18</td>
<td>CED 361</td>
<td>2.00</td>
<td>A</td>
<td>No Rule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units Taken</th>
<th>Grade</th>
<th>Transfer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 100</td>
<td>Fund Of Speech</td>
<td>3.00</td>
<td>A</td>
<td>Accepted</td>
</tr>
<tr>
<td>MCS 200</td>
<td>Oral Communication</td>
<td>3.00</td>
<td>A</td>
<td>Regular Liberal Arts</td>
</tr>
</tbody>
</table>

### Transfer Equivalency Group 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units Taken</th>
<th>Grade</th>
<th>Transfer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBE 100</td>
<td>Prod &amp; Ser Creation</td>
<td>3.00</td>
<td>B+</td>
<td>Accepted</td>
</tr>
<tr>
<td>BBA 9999</td>
<td>General Elective Credit</td>
<td>3.00</td>
<td>B+</td>
<td>Regular Liberal Arts</td>
</tr>
</tbody>
</table>

### Transfer Equivalency Group 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units Taken</th>
<th>Grade</th>
<th>Transfer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 150</td>
<td>Intro Statistics</td>
<td>4.00</td>
<td>B</td>
<td>Accepted</td>
</tr>
<tr>
<td>MAT 132</td>
<td>Introduction to Statistics</td>
<td>4.00</td>
<td>B</td>
<td>Required Core - Mathematical/Quantitative Reasoning</td>
</tr>
</tbody>
</table>

### Transfer Equivalency Group 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units Taken</th>
<th>Grade</th>
<th>Transfer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 100</td>
<td>Intro To Marketing</td>
<td>3.00</td>
<td>A</td>
<td>Accepted</td>
</tr>
<tr>
<td>BBA 9999</td>
<td>General Elective Credit</td>
<td>3.00</td>
<td>A</td>
<td>Regular Liberal Arts</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Career</th>
<th>Institution</th>
<th>Articulation Term</th>
<th>Academic Program</th>
<th>Academic Plan</th>
<th>Transferred from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Lehman College</td>
<td>2017 Fall Term</td>
<td>Undergraduate</td>
<td></td>
<td>Borough of Manhattan CC Undergraduate</td>
</tr>
</tbody>
</table>

**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 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?

Find the institution where you completed the coursework you want to transfer. If you do not find the name of 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.

**OR**

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

Select the college you are interested in transferring credits from:

<table>
<thead>
<tr>
<th>Select One</th>
<th>Source Career</th>
<th>Source Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Baruch College</td>
</tr>
<tr>
<td></td>
<td>Undergraduate</td>
<td>Borough of Manhattan CC</td>
</tr>
<tr>
<td></td>
<td>Undergraduate</td>
<td>School of Professional Studies</td>
</tr>
</tbody>
</table>
The list is in alphabetical order but the “Source Organization” field can be used to find the school by name.
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.

<table>
<thead>
<tr>
<th>1</th>
<th>Year</th>
<th>Term Type</th>
<th>External Term</th>
<th>Subject</th>
<th>Course Nbr</th>
<th>Units</th>
<th>Grade</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Another Class**

* Required Field

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

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015</td>
<td>Semester</td>
<td>FALL</td>
<td>ENG</td>
<td>101</td>
<td>3.00</td>
<td>B+</td>
</tr>
<tr>
<td>2</td>
<td>2015</td>
<td>Semester</td>
<td>FALL</td>
<td>PSY</td>
<td>203</td>
<td>3.00</td>
<td>C</td>
</tr>
<tr>
<td>3</td>
<td>2015</td>
<td>Semester</td>
<td>SPR</td>
<td>CHE</td>
<td>107</td>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>2014</td>
<td>Semester</td>
<td>SUMR</td>
<td>COMP</td>
<td>110</td>
<td>3.00</td>
<td>B-</td>
</tr>
</tbody>
</table>

Add Another Class

* Required Field

Press ‘View Transfer Equivalency Details’ to see more information.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSY 203</td>
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<td>C</td>
<td>Accepted</td>
<td>PSYCH 101</td>
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</tr>
<tr>
<td>2</td>
<td>ENG 101</td>
<td>3.00</td>
<td>B+</td>
<td>Accepted</td>
<td>ENGL 110</td>
<td>3.00</td>
<td>B+</td>
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<tr>
<td>3</td>
<td>CHE 107</td>
<td>4.00</td>
<td>A</td>
<td>Accepted</td>
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<td>1.00</td>
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</tr>
<tr>
<td></td>
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<td>B-</td>
<td>No Rule</td>
<td>CHEM 1013</td>
<td>3.00</td>
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</tr>
</tbody>
</table>

Press ‘View Transfer Equivalency Details’ to see more information.

Transfer Equivalency Group 1

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
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Transfer Equivalency Group 2

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