Transfer Rule Evaluation (TRE) Website Walkthrough

This website was created in order to more easily facilitate the review and updating of the 1,000,000+ transfer rules within the CUNY system. This walkthrough was created to help you use this page with minimal difficulty.

Page 1 – A screenshot of page one is displayed below, followed by a text walkthrough with more details.

Step 1: Select Colleges

This is the first step for reviewing the 1,282,082 existing course transfer rules at CUNY.

To see just the rules you are interested in, start here by selecting exactly one sending college and at least one receiving college, or exactly one receiving college and one or more sending colleges.

In the next step you will select just the discipline(s) you are interested in, and in the last step you will be able to review the rules that match your selections in the first two steps.

Background information and more detailed instructions are available in the Reviewing CUNY Transfer Rules document.

1) The school where the courses were originally taken.
2) The school that is transferring IN the courses taken at the Sending College(s)
3) Verify you are a CUNY employee, and verify the identity of those who submit comments
4) Once you enter your email address and click outside the text box, click here to move on to the next step.

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Step 1: Select the Sending College – Where were these courses originally taken by the student? This can be used in a few different ways depending on what information you are looking for:

A. You can select multiple schools if you want to see what the rest of CUNY offers in a specific department or subject, or if you want to see how similar courses at other CUNY schools transfer in differently to your Home College.
   
B. You can select your home college, if you want to see how your course(s) are (or aren’t) being accepted within the rest of CUNY.
**Step 2:** Select the Receiving College – Where are the courses taken at the Sending College being transferred? Again, this can be used in a few different ways depending on what you chose for Step 1:

A. If you selected multiple schools in Step 1 to see how your Home College accepts a certain type of course, select your Home College for this option.

B. If you selected your home college in Step 1, select the colleges within CUNY that you want to see the transfer rules for. The resulting list will show you how the other colleges within CUNY accept your home college’s courses.

**Step 3:** Enter a valid CUNY email address. This email will be used to confirm any submissions you make while using this website, so make sure you don’t make any typos. If you just want to browse the rules without a CUNY email, you can enter a fake email address so long as it ends with cuny.edu, such as Nobody@cuny.edu.

**Step 4:** Once you’ve entered the email address, click outside the text box where you wrote your email address, and then click Next.

- If the Next button is greyed out, you will need to hit Tab on your keyboard or click outside of the text box to make it clickable.

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**Page 2 – A screenshot of page two is displayed below, followed by a text walkthrough with more details.**

**Step 2: Select CUNY Subjects**

There are 381 disciplines where the sending college is Borough of Manhattan CC or the receiving college is John Jay College. Disciplines are grouped by CUNY subject area. Select at least one sending discipline and at least one receiving discipline. By default, all receiving disciplines are selected to account for all possible equivalencies, including electives and blanket credit. The next step will show all transfer rules for courses in the corresponding pairs of disciplines. Clicking on these instructions hides them, making more room for the list of subjects.

**Reminder:** Departments offer courses in one or more disciplines, and disciplines correspond to CUNY subjects.

- **Sending College(s)**: Where the courses were originally taken.
- **Receiving College(s)**: Transferring IN courses from Sending College(s).

5) Select the disciplines you wish to review - you must select at least one discipline from each college.

6) Click Next when you are done selecting the information you would like to review.

**Page 2 – A screenshot of page two is displayed below, followed by a text walkthrough with more details.**

**Step 5:** Select the disciplines you wish to review the transfer rules for.

This entire page is divided between the Sending College(s) and the Receiving College(s) you selected on Page 1. You can select or de-select all disciplines from either group by checking the boxes at the top of the chart. If you want to only look
at the rules for a specific discipline from the Sending College, Receiving College, or both, check the specific box for that discipline. For example, in the screenshot above we have selected the boxes on either side of the CUNY Subject Accounting to see how BMCC’s Accounting courses will transfer in to John Jay.

**Step 6:** When you are done selecting the disciplines, click Next.

Page 3 – A screenshot of page three is displayed below, followed by a text walkthrough with more details.

[Image of screenshot with instructions and tables]

**Step 3:** Review Transfer Rules

Step 7: Click on a transfer rule to bring up the course description for both courses.

Step 8: Review the information - course description, credits, any relevant Pathways designations, etc.

Step 9: Select the appropriate Verification response, and write any details in the Explanation box as needed. Click OK when you are done. Repeat this step with any/all transfer rules.

Step 10: When you are done verifying, select Preview Your Submissions.
Step 3: Review Transfer Rules

There are 12 transfer rules.

Rules that are highlighted like this have a different number of credits taken from the number of credits transferred. Hover over the '<=>' to see the numbers of credits.

Credits in parentheses give the number of credits transferred where that does not match the nominal number of credits for a course.

Rules that are highlighted like this are ones that you have reviewed but not yet submitted.

Click on a rule to review it.

Clicking on these instructions hides them, making more room for the list of rules.

Step 11: Review the verifications you have made to ensure they are correct. If you do not want to submit one/any of these verifications, uncheck the box in the Include? column.

Step 12: Once you have checked/unchecked the verifications you want to submit, click Submit.

Step 13: Clicking submit will cause the system to send you an email to verify your identity and authenticity.

Review Your Submissions

Un-check the Include button if you don't want to submit an item.

<table>
<thead>
<tr>
<th>Include?</th>
<th>Rule</th>
<th>Your Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>BMC Pass CRJ-101H =&gt; JJC ELEC-1000 (3.0 cr.)</td>
<td>BMC: CRJ101H is the Honors version of CRJ101 and should transfer the same as CRJ101 (CRJBS-101)</td>
</tr>
<tr>
<td>12</td>
<td>BMC Pass CRJ-102H =&gt; JJC ELEC-1000 (3.0 cr.)</td>
<td>BMC: CRJ102H is the same as CRJ102H and should transfer to JJC the same as CRJ102 (SOC-203)</td>
</tr>
<tr>
<td>13</td>
<td>BMC Pass CRJ-201H =&gt; JJC ELEC-1000 (3.0 cr.)</td>
<td>BMC: CRJ201H is the same as CRJ201H and should transfer to JJC the same as CRJ201 (PSC-101)</td>
</tr>
</tbody>
</table>

Submit  Cancel
Link for confirming your reviews - Message (HTML)

CUNY_Transfer_Reviews@provost-access-148820.appspotmail.com

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Action Items

Use the link below to confirm that you want to record the following transfer rule reviews. You may ignore this message if you did not perform these reviews or if you have decided not to record them.

<table>
<thead>
<tr>
<th>Rule</th>
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<tbody>
<tr>
<td>BMC Pass CRJ-102H  =&gt;  JJC ELEC-1000 (3.0 cr.)</td>
<td>BMC: CRJ102H is the same as CRJ102H and should transfer to JJC the same as CRJ102 (SOC-203)</td>
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<td>BMC: CRJ201H is the same as CRJ102H and should transfer to JJC the same as CRJ201 (PSC-101)</td>
</tr>
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</table>

Submit These Reviews

This link will expire in 48 hours.

After submitting your changes on the website, you will receive a confirmation email. Click the link to officially submit your changes. If you do not click this link within 48 hours of submitting the changes on the website, your changes will not be submitted and you will have to re-do all your verifications.
Example
Example 1:
I want to see how Borough of Manhattan CC's Criminal Justice courses transfer to John Jay College.

For the first page of the website, I select Borough of Manhattan CC as the Sending College, since that is where the courses are being sent from/where the original courses were taken. Then, I select John Jay College as the Receiving College, since that is where the courses are being transferred to.

Lastly, I enter my email in the box, hit Tab on the keyboard or click outside the box, and click Next.

Next, I select the Criminal Justice discipline for BMCC, and All Receiving Disciplines for John Jay. This is because I want to see how BMCC’s CRJ courses will transfer into John Jay.

If I select the Criminal Justice subject for both colleges, I will only see the BMCC CRJ courses that transfer to John Jay as their Criminal Justice subjects (CJBA, CJBS, COA, COR, etc.). Because I know that not all of BMCC’s CRJ courses will transfer to John Jay as Criminal Justice, I selected All Receiving Disciplines to get the full spectrum.

(Once I’m done, I click the Next button)
You have not reviewed any transfer rules yet.

### BMC Course

**CRJ 101H:** Introduction to Criminal Justice
- Undergraduate; Criminal Justice
- 3.0 hr; 3.0 cr
- Prerequisite: ENG 6B or ESL 14 and ACR 94 and MAT 8
- Criminal Justice is the field that studies formal social control. This course covers the processing of crime by agents of formal control (police, courts and institutional corrections). The general focus is on understanding the complex interactions of structures and agents within the system. Of particular concern are discretion and diversity in law enforcement, due process in criminal courts, and the punishment-rehabilitation dichotomy in corrections. The ultimate goal is to provide a critical foundation that prepares students for the challenges of a career in criminal justice. 
- *Regular Non-Liberal Arts*

![Diagram of course matching process](image)

### JJC Course

**ELEC 100:** Elective Credit
- 0.0 hr; 0.0 cr
- Prerequisite: None
- Elective Credit (Message Liberal Arts)
- Attribute: Blanket Credit

On this page, I get a list of the courses matching the criteria I requested. I can then click on any of the courses listed to review the course descriptions. Once I compare the 2 courses, I can state that I verified this information if everything is correct, or suggest corrections if I feel that something should be changed.

<table>
<thead>
<tr>
<th>Sending Courses</th>
<th>Receiving Courses</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMC Pass CRJ-1</td>
<td>JJC ELEC-1000 (3.0 cr.)</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>BMC Pass CRJ-101</td>
<td>JJC CJS-101</td>
<td>Not Yet Reviewed</td>
</tr>
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<td>JJC ELEC-1000 (3.0 cr.)</td>
<td>Not Yet Reviewed</td>
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<tr>
<td>BMC Pass CRJ-102</td>
<td>JJC SOC-203</td>
<td>Not Yet Reviewed</td>
</tr>
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Once I click Preview Your Submissions, this box pops up listing all reviews I have completed, including any comments. If I have any problems with these submissions, I will un-check include so they are not submitted. If I'm happy with all my comments, I will click Submit at the bottom of the box.

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**Not sending this because it has a Typo (CJBS)**
Step 4: Respond to Email

Check your email at Example@bmcc.cuny.edu.
Click on the "activate these reviews" button in that email to confirm that you actually wish to have your two reviews recorded.

Thank you for your work!

[Link for confirming your reviews]

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