

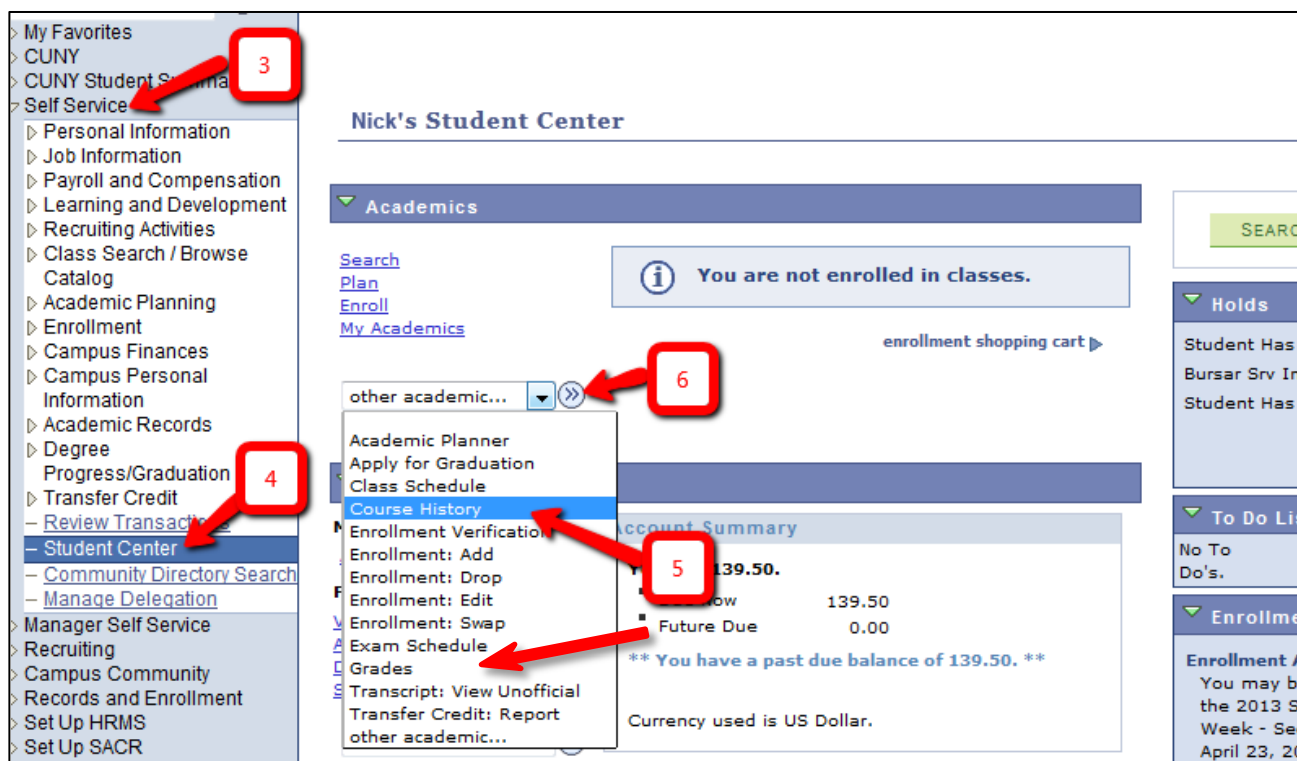
Quick Guide: Checking Your Grades

Last update: 12 August 2014

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Student Center**
5. In the **Other Academic** dropdown menu, select **Course History** or **Grades**
6. Press the **Go** button
7. *Selecting **Grades** from the **Other Academics** dropdown is a very effective way to check

A screenshot of the 'Nick's Student Center' interface. The left sidebar contains a 'My Favorites' menu with 'Self Service' highlighted by a red box and arrow labeled '3'. Below 'Self Service', 'Student Center' is highlighted by a red box and arrow labeled '4'. The main content area shows the 'Academics' section with a message 'You are not enrolled in classes.' Below this, a dropdown menu labeled 'other academic...' is open, showing options like 'Academic Planner', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification', etc. 'Course History' is highlighted by a red box and arrow labeled '5'. A 'Go' button next to the dropdown is highlighted by a red box and arrow labeled '6'. The interface also shows an 'Account Summary' table with a balance of 139.50 and a 'To Do List' on the right.

Note: Requesting your **Unofficial Transcript** can be time consuming and may fail at the time of the semester where many students are checking grades.

8. On the **My Course History** page, your courses are listed in Alphabetical order, to sort them by term from the most recent, click on the **Term** column header twice
- Courses that have a grade submitted will show the green check status (✔)
 - Courses where grades have not been posted (or classes still in progress) show the yellow diamond status (◆)

✔ Taken ← Transferred ◆ In Progress							
Institution	Course	Description	Term	Grade	Units	Status	Requirement Designation
HTR01	PHILO 24600	POLITICAL PHILO	2013 Spring Term	A	3.00	✔	Regular Liberal Arts
HTR01	PHILO 21800	REVOL IN MOD PHILO	2013 Spring Term	B+	3.00	✔	Regular Liberal Arts
HTR01	PHILO 17100	INTRO:SYMBOLIC LOGIC	2013 Spring Term		3.00	◆	Regular Liberal Arts
HTR01	PHILO 20100	KNOWLEDGE& REALITY	2013 Spring Term		3.00	◆	Regular Liberal Arts
HTR01	PSYCH 17000	PSY OF HUM SEXUALITY	2013 Spring Term		3.00	◆	Regular Liberal Arts
HTR01	PHILO 25800	AESTHETICS (W)	2012 Summer Term	A-	3.00	✔	Regular Liberal Arts