


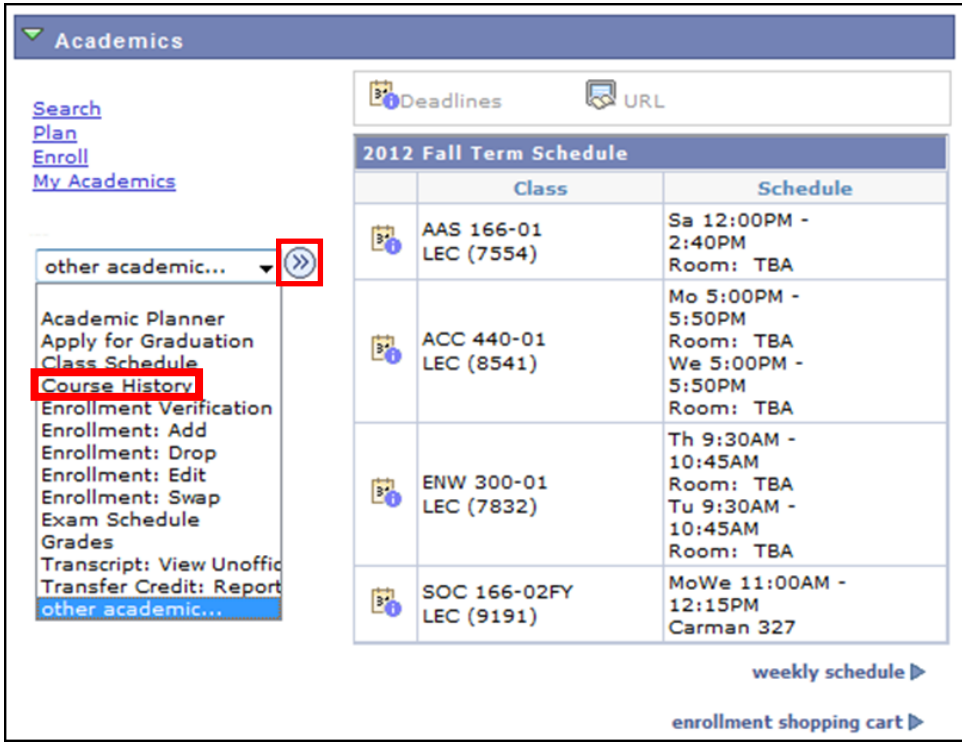


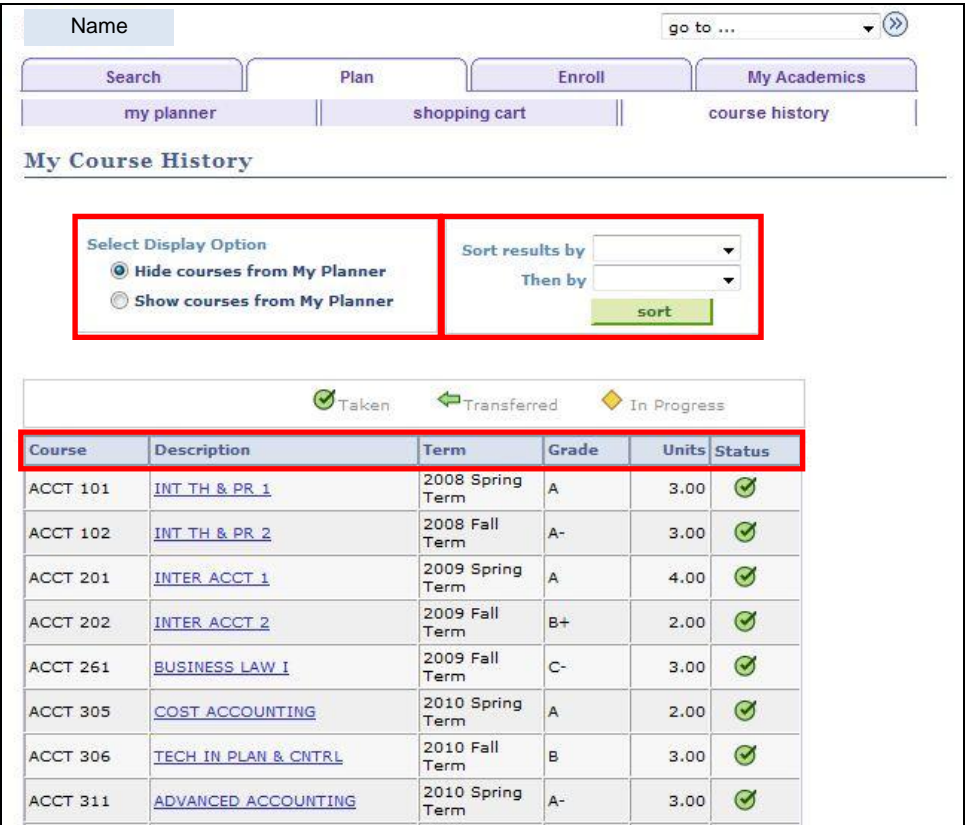

## View My Course History

Students view their academic history at CUNY. Course History displays a grid of every course a student has previously taken (including transfer or test credit) with units and grade.

Step	Action
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  <b>Go</b> icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	Navigate to: <b>Self Service &gt; Student Center</b> .
3.	In the <b>Academics</b> section from the  <b>other Academic</b> dropdown box, select <b>Course History</b> and then click the  <b>Go</b> icon.



The screenshot shows the 'Academics' section of the CUNYfirst system. On the left, there is a navigation menu with links for Search, Plan, Enroll, and My Academics. Below this is a dropdown menu labeled 'other academic...' with a 'Go' icon to its right. The dropdown menu is open, and 'Course History' is highlighted in red. Other options in the menu include Academic Planner, Apply for Graduation, Class Schedule, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Enrollment: Swap, Exam Schedule, Grades, Transcript: View Unofficial, and Transfer Credit: Report. To the right of the dropdown menu is a '2012 Fall Term Schedule' table with columns for Class and Schedule. The table lists four courses: AAS 166-01 LEC (7554), ACC 440-01 LEC (8541), ENW 300-01 LEC (7832), and SOC 166-02FY LEC (9191). At the bottom right of the screenshot, there are links for 'weekly schedule' and 'enrollment shopping cart'.

<p>4.</p>	<p><b>Select Display Option</b> defaults to the <b>hide courses from My Planner</b> radio button. Select the <b>Show courses from My Planner</b> radio button to view those courses needed to complete your requirements but not yet taken.</p> <p><b>Note: The Status column on the right displays whether the course has been taken, transferred, is in progress or is either in your planner or shopping cart.</b></p>  <table border="1" data-bbox="414 892 1193 1281"> <thead> <tr> <th>Course</th> <th>Description</th> <th>Term</th> <th>Grade</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ACCT 101</td> <td><a href="#">INT TH &amp; PR 1</a></td> <td>2008 Spring Term</td> <td>A</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>ACCT 102</td> <td><a href="#">INT TH &amp; PR 2</a></td> <td>2008 Fall Term</td> <td>A-</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>ACCT 201</td> <td><a href="#">INTER ACCT 1</a></td> <td>2009 Spring Term</td> <td>A</td> <td>4.00</td> <td>✓</td> </tr> <tr> <td>ACCT 202</td> <td><a href="#">INTER ACCT 2</a></td> <td>2009 Fall Term</td> <td>B+</td> <td>2.00</td> <td>✓</td> </tr> <tr> <td>ACCT 261</td> <td><a href="#">BUSINESS LAW I</a></td> <td>2009 Fall Term</td> <td>C-</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>ACCT 305</td> <td><a href="#">COST ACCOUNTING</a></td> <td>2010 Spring Term</td> <td>A</td> <td>2.00</td> <td>✓</td> </tr> <tr> <td>ACCT 306</td> <td><a href="#">TECH IN PLAN &amp; CNTRL</a></td> <td>2010 Fall Term</td> <td>B</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>ACCT 311</td> <td><a href="#">ADVANCED ACCOUNTING</a></td> <td>2010 Spring Term</td> <td>A-</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table>	Course	Description	Term	Grade	Units	Status	ACCT 101	<a href="#">INT TH &amp; PR 1</a>	2008 Spring Term	A	3.00	✓	ACCT 102	<a href="#">INT TH &amp; PR 2</a>	2008 Fall Term	A-	3.00	✓	ACCT 201	<a href="#">INTER ACCT 1</a>	2009 Spring Term	A	4.00	✓	ACCT 202	<a href="#">INTER ACCT 2</a>	2009 Fall Term	B+	2.00	✓	ACCT 261	<a href="#">BUSINESS LAW I</a>	2009 Fall Term	C-	3.00	✓	ACCT 305	<a href="#">COST ACCOUNTING</a>	2010 Spring Term	A	2.00	✓	ACCT 306	<a href="#">TECH IN PLAN &amp; CNTRL</a>	2010 Fall Term	B	3.00	✓	ACCT 311	<a href="#">ADVANCED ACCOUNTING</a>	2010 Spring Term	A-	3.00	✓
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<p>5.</p>	<p>Results may be sorted by selecting one or two of these criteria: course, description, grade, status, term and units from the  <b>Sort results by</b> and <b>Then by</b> dropdown menus.</p>																																																						
<p>6.</p>	<p>Click the <b>sort</b> button.</p>																																																						
<p>7.</p>	<p>Alternatively, click a column header once to sort the data alphanumerically by that column.</p> <p><b>Note: Click a column header twice to reverse the order.</b></p>																																																						
<p><b>End of Procedure.</b></p>																																																							