Quick Guide: Checking Your Grades

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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
6. Press the Go button

Note: Requesting your Unofficial Transcript can be time consuming and may fail at the time of the semester where many students are checking grades.
7. 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
   a. Courses that have a grade submitted will show the green check status (✔)
   b. Courses where grades have not been posted (or classes still in progress) show the yellow diamond status (◇)
   c. Courses that were transferred in from another college will show the green arrow status (←)

Note: Grades are posted only once per day (at midnight).