1. Navigate to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

2. Log in with your **Username** and **Password**.

3. Select the **HR / Campus Solutions** link on the left-side menu.

4. Click the **Self Service** link on the left-side menu.

5. Click the **Advisor Center** link on the drop down menu.
6. Click the **Advisee General Info** link on the drop down menu.

![CUNYfirst Menu](image)

7. Enter the appropriate information in the appropriate field box. (i.e. type EMPLID in the ID box). Then, click on the **Search** link. **Please be aware that if you type in a name, multiple students may appear under the search results; make sure you select the correct student.**

![CUNYfirst Form](image)
8. Click the drop-down menu arrow.

9. Click the Transcript: View Unofficial link.

10. Click >>.

12. Click view report.

13. Click view report.
14. Look for "Writing Intensive Course" which will be listed for Course Topic & Course Attributes