


How to Submit Grades with Honors Distinction

1. Student and Professor agree on an honors project and sign contract. Student keeps contract.
2. Once the work has been submitted and evaluated as honors, the professor signs contract again.
3. Professor posts letter grade for student.
4. Once grades have been posted on CUNYfirst, professor can enter honors distinction through BC WebCentral > Teaching > My Teaching Schedule and Rosters > Term > Submit Honors Credits.



The screenshot shows the BC WebCentral interface. At the top is a navigation bar with links: My Info, eServices, Academics, Campus Info, CUNYfirst, Advisement, Student Affairs, and Ca. Below this is the main heading 'Teaching Schedule & Rosters'. Underneath is a section titled 'Courses for Spring 2014'. This section contains a table with columns: Abbr, Credits, Code, Section, Schedule, and a link 'Get Printable Version'. The table has one row of data: '3108', '3.0', '46233', 'TQ8B', 'T 08:35-12:15PM 2407B J'. To the right of the table are three links: 'View Roster', 'Access Class Email', and 'Submit Honors Credits'. Below the table is a footer area with the text 'Select another term | View my Office Hours'.

Abbr	Credits	Code	Section	Schedule	Get Printable Version
3108	3.0	46233	TQ8B	T 08:35-12:15PM 2407B J	View Roster Access Class Email Submit Honors Credits

Select [another term](#) | [View my Office Hours](#)