

Submissions for Honors for Regular grades can be submitted 24-48 Hours after the grade has been posted to CUNYFirst. Professors have **one year** after the grade has been posted to request an honors designation through the Honors for Regular Courses online queue.

Please use the steps below to submit an Honors request.

1. Log onto your BC Web Central through BC Knowledge
2. Click on “My Teaching Schedule”

The screenshot shows the Brooklyn College WebCentral interface. The left sidebar contains a navigation menu with 'MY TEACHING SCHEDULE' highlighted in yellow. The main content area is titled 'My Teaching Schedule & Rosters' and shows 'Courses for Summer 2018' with the message 'There are no courses to display'. Below this, there are links for 'Select Another Term' and 'View My Email History'. A yellow 'IMPORTANT:' notice is displayed, stating: 'Contact your department if some classes are missing from your schedule. Changes of teaching assignments in CUNYfirst may take up to 2 business days to appear in BC WebCentral.'

3. Click Select Another Term to find the course(s) you wish to submit honors for; the click “View”

This screenshot shows the 'Select a term below to view your schedule of classes and class rosters.' section. A dropdown menu is open, showing 'Fall 2018' selected, with 'Fall 2018' and 'Spring 2018' as other options. A 'View' button is visible next to the dropdown.

4. All courses in that semester that you are able to submit honors for will then be listed; click on “Submit Honors Credits” link and find the student you wish to submit honors for.

The screenshot shows the 'My Teaching Schedule & Rosters' page for Spring 2018. It displays a table with the following columns: COURSE ABBR, CREDITS, CODE, SECTION, and SCHEDULE. The table contains several rows of data, with some cells redacted with black boxes. To the right of the table, there are links for 'VIEW ROSTER', 'Access Class Email', and 'Submit Honors Credits'.

COURSE ABBR	CREDITS	CODE	SECTION	SCHEDULE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If it is over one year then a request can be submitted through the Registrar Exception Request queue with the following information: Semester and year student took the course, the course and the grade received.

Example text: "Fall 2018 CHST 4100 A with Honors"