



(Formerly Course Applicability System – CAS)

www.transfer.org

USER ID: _____

SCHOOL ID: _____

PASSWORD: _____

1. Create an account

- To properly use the program, follow the directions on-screen to create an account

2. Once you have logged into the system, go to *COURSES* and click on the ‘My Courses’ link

- Click on ADD COURSE to enter the courses you have completed into the system
- Pay attention to the terms in which you completed the courses and make sure you enter the courses in the *correct* terms

3. Go to *PROGRAMS* and click on the ‘Create A Plan’ link

- This is where you will create a planning guide that will show you the courses to complete at your college or university that will transfer to UT (or any other public institution in Ohio)
 - A. Select State = Ohio and School = UT or the school to which you would like to transfer
 - B. Select the appropriate college your major is located in and select the major
 - C. When PLAN TYPE is requested, select ‘Request a Plan with equivalencies
 - D. Select State = Ohio and the school from which courses will transfer
 - E. Select YEAR and TERM
 - F. Have you completed the Ohio Transfer Module at your institution? = NO
 - G. Have you completed an associate’s degree from another university? = NO
 - H. Review the plan you have requested and click on the SUBMIT key

4. Under *PLAN* you will see a paper icon. Click on the icon

- Scroll down the page and you will see the planning guide for the major you selected
- The courses you may complete at your school will appear in **GREEN** print

**For Assistance, you may call
The University of Toledo
Office of Undergraduate Admission
at 419.530.UTUT**

