



[www.transferology.com](http://www.transferology.com)

### **I. Directions for Transferology**

1. Create an Account (This is free!)
2. Enter the school the student is currently attending or has attended under School Name
3. Under Taken enter which term and year the course was taken
4. Under Department enter the department/subject of the course
5. Then select the correct course from the list provide by clicking the Green Plus Sign
6. Continue this process until all courses have been uploaded
7. Click Search for Matches
8. Find University of Toledo in the list and click on the Percentage Match to see the evaluation at UT a.)  
If the course has the evaluation of TRAN CRED this does not mean the course does not transfer it means that it has to be reviewed

### **II. Check out how courses might be used in a specific program by clicking the Apply Courses to a Program button.**

1. Select the degree
2. Click on the **See how your courses might apply to this program** button
3. Answer the questions that pop up and click **Next**
4. Answer no to “view how courses from other school apply” and click **Next**
5. Agree to the terms and click **Go**
6. A box will pop up in the upper right hand corner. Click in the box to be directed to the degree audit.
7. **Refresh** the screen with the refresh button on the top right on the webpage
8. Click on the degree entered and this provides an unofficial look at how transfer courses apply at UT

### **III. If the student wants a Recruiter or Academic Adviser to see their courses – this allows us to run program degree audits that include the student’s coursework.**

1. Request Information from the University of Toledo through Transferology
2. Place a Checkmark in the Advising box
3. Fill out the rest of the information request Send in the request!