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

- 7. Refresh the screen with the refresh button on the top oig 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!