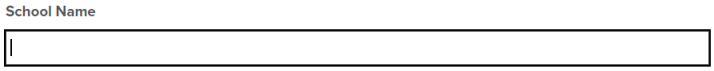
Unofficial Evaluation Step-by-Step Instructions

1. Create a log-in for Transferology and/or log in to Transferology (transferology.com).

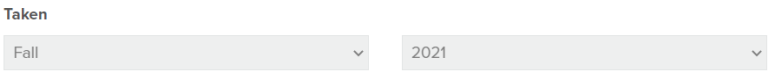
2. The "Will My Courses Transfer?" tab in the upper right should already be selected (green). If it is not, click on it.



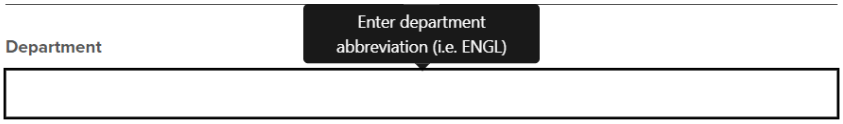
3. Enter all of your transfer work (include in-progress work and planned coursework, if desired), one course at a time.
   a. In the "School Name" field, type the name of the institution on the transcript.



   b. Select the term and year the course was taken (or the current term for in-progress and planned coursework).



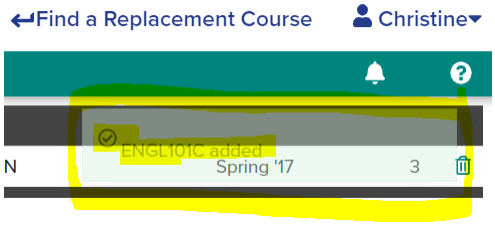
   c. Enter the course's department abbreviation.



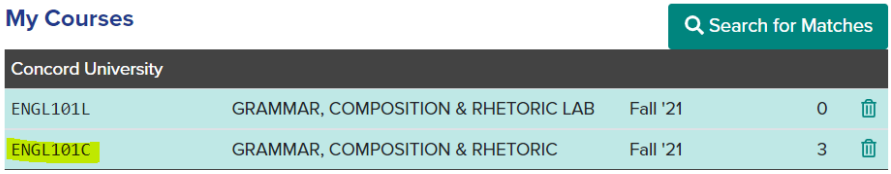
   d. Find the course in the list and then click on the large plus sign to its right.



   e. You may notice a confirmation notice appear briefly in the upper right.



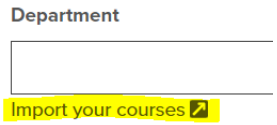
   You will also observe that the course has been added to the top of the column on the right.



   f. Add the next course by repeating steps 3b-3e.

g. After entering all of the courses from one transcript, enter all of the courses from the next transcript and then from subsequent transcripts by repeating steps 3a-3f.

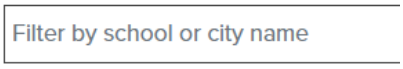
Note: If you see the text below appear after entering the School Name, click on it. You may be able to import your transfer work rather than manually enter it. ☺



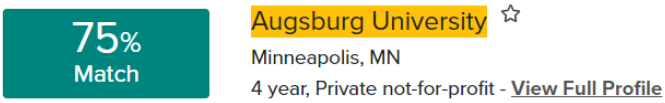
4. Click on "Search for Matches" in the upper right.



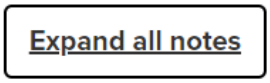
5. Type "Augsburg University" in the "Filter by school or city name" field in the upper left.



6. Click on "##% Match" button to the left of "Augsburg University." The number in the ## position will vary.

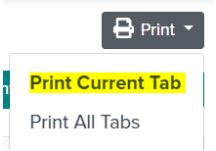


7. On the "Matches" tab, click on all of the hyperlinked "Expand all notes" buttons on the page. Scroll to the bottom of the page to ensure that you do not miss any.

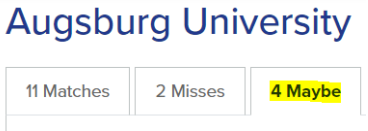


8. Augsburg course equivalencies and notes about general education satisfactions will automatically appear for all of the transfer courses and transfer exams that have rules built for them by Augsburg.

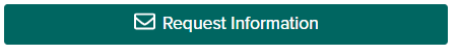
9. Click on the Print button in the upper right and select "Print Current Tab." If you do not have a printer, select the destination of "Save as PDF" and save the document to your desktop for future reference.



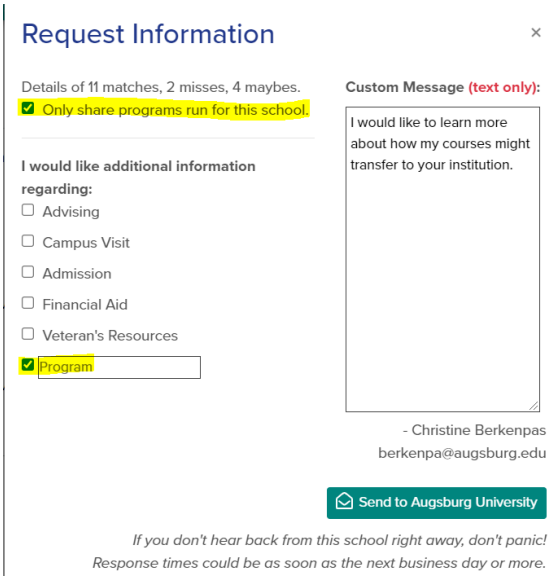
10. Courses that have not yet been evaluated by Augsburg, and therefore have no transfer equivalencies **yet**, will appear on the Maybe tab located under "Augsburg University."



11. If desired, you can share your equivalency results with the Augsburg Admissions office.
    a. Click on the "Request Information" button on the right side of the screen:



    b. Click on the two highlighted checkboxes below and type a custom message. Then click on the "Send to Augsburg University" button.



12. If desired, you can also run an unofficial degree progress report (a degree audit). This is the best time to do it. (The process will require additional steps if not done now.) Click back on the "Matches" tab. Then use the Transferology Steps on the website page called "Progress Toward Augsburg Degree."

