General Education Equivalencies Step-by-Step Instructions
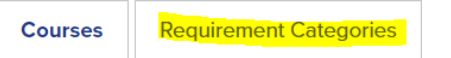
1. Create a log-in for Transferology and/or log in to Transferology (transferology.com).
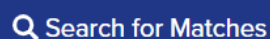2. Click on "Find a Replacement Course" in the upper right to highlight the tab.

3. Click on the "Requirement Categories" tab.

4. Click on the five large plus signs in the middle of the page.

5. Click on "Search for Matches."

6. In the "Filter by school or city name" field, type the name of the school at which you would like to take a course to satisfy one of Augsburg's general education requirements.

7. Click on the "Search" button.
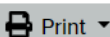
8. Click on the "# of # Match" button to the left of the transfer institution's name. The numbers in the # positions will vary.
9. On the "# Course Match" tab, look at the right column to see the course option(s) for satisfying Augsburg's Effective Writing 2. The number in the # position will vary.

10. 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.

11. On the "Requirement Category Matches" tab, expand each of the categories by clicking on the hyerlink for each.

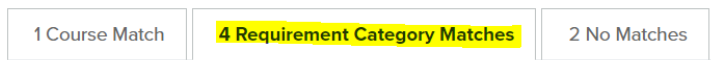| 1 Course Match	**4 Requirement Category Matches**	2 No Matches

Fine Arts Liberal Arts Foundation (FIA LAF)

12. Only one department will display under each category. Edit this default for each category by clicking on the drop-down list and selecting the word "All."

Fine Art

ARTT
All
ARTT
MUST
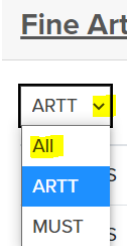
13. All of the courses that will satisfy the liberal arts foundation (general education requirement) at Augsburg will be displayed in the right column.

take	ART100
take	ART112
take	MUSI110

Augsburg's general education requirements can be seen on its Graduation Audit, particularly under number 4 (Complete All Core Curriculum Requirements). This section 4 of the graduation audit states that two courses must be completed from each of the four Liberal Arts Foundations and that these two courses must come from different departments. Departments are identified by the alphabetical characters in the course code (e.g. ENG is short for the department of English; BIO is short for the department of Biology).

Keep in mind that you may have already satisfied some of Augsburg's general education requirements through transfer work. Refer back to your unofficial evaluation results.

14. 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.

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