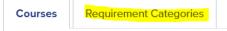
## General Education <u>Indirect</u> Equivalencies Step-by-Step Instructions

- 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.

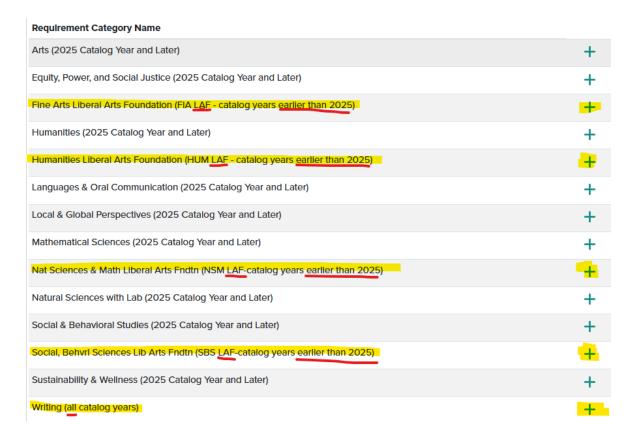
←Find a Replacement Course

3. Click on the "Requirement Categories" tab.



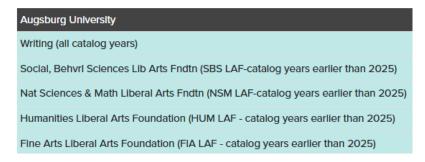
4. Click on the large plus sign to the right of all general education requirement(s) that you are interested in satisfying through transfer work. Only the rows highlighted below are applicable to catalog years prior to 2025, so only choose them.

**If your catalog year is Fall 2025 or later**, you either need to 1) switch to the similar <u>2025 catalog year instructions</u> or 2) choose from the rows below that are NOT highlighted and realize that some parts of the instructions will refer to LAFs rather than to the new general education requirements.



5. Notice that your selected general education category (or categories) appear in the upper right.

## Courses



If there are any additional rows from a previous search, click on the trash can to remove them.

6. Click on "Search for Matches."



7. In the "Filter by school or city name" field, type the name of the school at which you would like to take one or more courses to satisfy Augsburg general education requirements.

Filter by school or city name

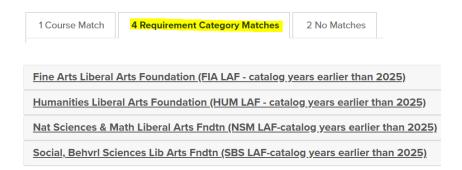
8. Click on the "Search" button to the right.



9. Identify your transfer institution of choice in the results list. Click on the "# of # Match" button to its left. The numbers in the # positions will vary.



10. Notice that there are tabs directly below the name of the transfer institution. Click on the "#
Requirement Category Matches" tab. Notice that there is a hyperlink for each of the general
education Requirement Categories that you selected earlier:



- 11. One hyperlink at a time, perform the following steps:
  - a. Click on the hyperlink of the Liberal Arts Foundation category.
  - b. Click on the drop-down arrow and choose "All" at the top of the list.



c. All of the courses that will indirectly satisfy the Liberal Arts Foundation (general education requirement) at Augsburg will be displayed in the right column.



d. 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.



- 12. Repeat the steps under #11 for each of the Liberal Arts Foundation hyperlinks.
- 13. If there is a tab called "# Course Match" (like pictured below), click on the tab, look at the right column to see which courses indirectly satisfy Augsburg's Effective Writing II, and click on the "Print" button in the upper right as you did for step 11d.



If there is no tab called "# Course Match," one of two scenarios below is true:

- a. You did not select the Requirement Category of "Writing" on the first screen.
- b. There is no transfer course that is **indirectly** equivalent to ENL111. Most likely, though, there is a course that is **directly** equivalent to ENL111. See the school's static list under the "List 2" header on this Registrar website page.

## LIST 2 – DIRECT EQUIVALENTS