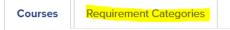
## **General Education <u>Indirect</u> Equivalencies Step-by-Step Instructions**

- 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 are highlighted in green\*\* below. Then click on the large plus sign in front of all other general education Requirement Categories that you are interested in satisfying through transfer work. Only the rows highlighted below are applicable to catalog years 2025 and forward, so only choose them.

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

Requirement Category Name	
Arts (2025 Catalog Year and Later)	+
Equity, Power, and Social Justice (2025 Catalog Year and Later)	+
Fine Arts Liberal Arts Foundation (FIA LAF - catalog years earlier than 2025)	+
Humanities (2025 Catalog Year and Later)	+
Humanities Liberal Arts Foundation (HUM LAF - catalog years earlier than 2025)	+
Languages & Oral Communication (2025 Catalog Year and Later)	+
Local & Global Perspectives (2025 Catalog Year and Later).	+
Mathematical Sciences (2025 Catalog Year and Later)	+
Nat Sciences & Math Liberal Arts Fndtn (NSM LAF-catalog years earlier than 2025)	+
Natural Sciences with Lab (2025 Catalog Year and Later)	+
Social & Behavioral Studies (2025 Catalog Year and Later)	+
Social, Behvrl Sciences Lib Arts Fndtn (SBS LAF-catalog years earlier than 2025)	+
Sustainability & Wellness (2025 Catalog Year and Later)	+
Writing (all catalog years)	+



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



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 tab(s) directly below the name of the transfer institution. Click on the "#
Requirement Category Matches" tab. Notice that there is a hyperlink for some or all of the
general education Requirement Categories that you selected earlier:



A missing hyperlink means that there are no indirect equivalencies for that particular Requirement Category.

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



c. SOME\*\*\* of the courses that will indirectly satisfy the particular general education requirement category 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.



\*\*\*Due to technical limitations with Transferology, not all indirect equivalents will appear on the report, unfortunately. Many of Augsburg's general education courses can apply to two Requirement Categories, but the designers of Transferology only programmed Transferology to allow courses to apply to one Requirement Category, not two. For those transfer courses that can apply to two Requirement Categories, the Registrar's Office Transfer/Graduation Team has set up Transferology to have the course apply to a theme (Local & Global Perspectives; Equity, Power & Social Justice; Sustainability & Wellness).

\*\*We advise looking at your theme print-outs for additional likely courses. For example, if you are interested in taking a history course to satisfy Humanities (notice that there are history courses listed on the Humanities print-out), look at the following theme print-outs to see if they include history courses, too: Local & Global Perspectives; Equity, Power & Social Justice; Sustainability & Wellness. Most likely a history course included on one of the theme's print-outs will also satisfy Humanities, even though the course is not included on the Humanities print-out. To confirm, send an email to transfereval@augsburg.edu.

- 12. Repeat the steps under #11 for each of the Requirement Category hyperlinks.
- 13. <u>If</u> there is a tab called "# Course Match" (*like pictured below*) under the institution's name, 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 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 <u>Registrar website page</u>.

LIST 2 – DIRECT EQUIVALENTS