# UMD Guide for Transferology Lab

## Log In

**Students:** [www.transferology.com](http://www.transferology.com)

## Seek Information

### Students:
- *View Equivalencies*
- *View Programs (degree audit/APAS)*
- *Find a replacement course to find transfer courses equivalent to specific UMD course*

### Advisers:
- *View Equivalencies*
- *View Programs (degree audit/APAS)*
- *Find a replacement course to find transfer courses equivalent to specific UMD course*

## Training & Security Support

### Students:
Students can request an account via [www.transferology.com](http://www.transferology.com).

*Note: students can convert their U.Select accounts.*

### Advisers:
To request Transferology Lab access,
- Visit [One Stop](http://www.transferologylab.com) web page for Faculty/Staff
- Submit [Transferology Lab Security Request](http://www.transferologylab.com) form to request an account
- Receive an email from CollegeSource with your account information

Access Transferology resources, webinars, and user guides

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## Steps to begin using Transferology Lab:

- Log in to Transferology at [www.transferologylab.com](http://www.transferologylab.com)
- Select “Advising & Recruiting …” from the main Transferology Lab toolbar (top right of screen)
- Select your Search Options:
  - Equivalencies – see how courses transfer to UMD
  - Course Bundles – 1.) Create a list of frequently viewed transfer courses from an institution or 2.) Create a list of transfer courses for a specific student
  - Programs – see how transfer courses apply to UMD programs (majors)
View Equivalencies: Transfer

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of screen)
- Select “Equivalencies”
- Select the “Transfer” tab
- Enter the school name or filter by state. *Note: Institutions with multiple campuses and one course catalog may only list the institution not the campuses (i.e. University of Wisconsin Colleges).*
- Select the magnifying symbol to view courses
**View Equivalencies: Find a replacement course**

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of screen)
- Select “Equivalencies”
- Select the “Find a replacement course” tab
- Enter the UMD department (example: Mathematics) & select from drop-down list
- Select the UMD course
- Select the magnifying symbol to view results
- View list provided of approved transfer courses from other institutions
- **To find courses to satisfy liberal education requirements, view pages 8-11 of this document**
View Programs

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of screen)
- Select “Programs”
- Enter a UMD Program (major) or select from the Program Name list
- Run Program based on 1.) Course bundles, 2.) A student’s coursework already entered in Transferology, or 3.) Do not include any coursework
- Once you have run the program go into the “My Program Requests” tab (same page) to view. Also, you will get an email message when the Program is complete
- The Program Requests are a degree audit/APAS report showing UMD Program(major) requirements
Course Bundles: Transfer

Enables you to simulate the student experience in Transferology by determining how multiple courses may transfer to UMD.

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of screen)
- Select “Course Bundles”
- Either create a new bundle or manage already existing bundles. Name your bundle to keep organized
- Enter transfer courses
- Select “Find schools that accept this coursework”
Course Bundles: Replacement Course

Enables you to find the equivalent of multiple UMD courses at other institutions.

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of
- Select “Course Bundles”
- Either create a new bundle or manage already existing bundles. Name your bundle to keep organized
- Search for UMD course/requirement by entering department. If searching for multiple courses, repeat
- Search for matches.
- Select an institution, or filter by distance, state, tuition, etc
### Lake Superior College

**For credit at University of Minnesota Duluth**

- **MATH1005** take **MATH100**
- **WRIT1120** take **ENGL1109**
Using Transferology Lab’s Find a Replacement Course Option to Find Courses which Satisfy Specific Liberal Education Program Requirements

Steps to use Transferology’s “Find a Replacement Course” functionality for UMD Advisers

- Select “Advising & Recruiting” from the main Transferology Lab toolbar (top right of
- Select “Equivalencies”
- Select “Find A Replacement Course”
- Users can search for courses equivalent to a UMD class by entering the UMD department, or
- Users can search for courses which satisfy UMD Liberal Education Program requirements by selecting “Search by alt course or iflg instead”

4. Enter the Liberal Education Category code for the student’s unfulfilled category or requirement in the Alt course/iflg field. Use the chart below for Liberal Education Category codes.
5. Review the list of class options by selecting the magnifying glass to see important details including the transfer institution and the effective dates of the transfer decision.

6. Share the information with the student and remind the student to send official college transcripts to UMD once the course is completed.

Details can be found on the One Stop Student Services website: http://d.umn.edu/onestop/transfer/steps.html

Helpful Hints:

If you are assisting students who are following the Liberal Education Program requirements prior to Fall 2012, please contact the Office of the Registrar for assistance by emailing umdreg@d.umn.edu. We can provide you and the student with class options.

Additional Transferology resources including a UMD guide, login, webinars, and tutorials can be found online: http://d.umn.edu/onestop/faculty-staff/index.html

If you have any questions, please contact the Office of the Registrar.
<table>
<thead>
<tr>
<th>Liberal Education Program Category (2012)</th>
<th>Codes for Transferology’s Alt course/iflg Search</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Writing and Information Literacy:</strong> 3 credits required</td>
<td>Use search for WRIT 1120</td>
</tr>
<tr>
<td><strong>Oral Communication and Languages:</strong> 3 credits required</td>
<td>ORALELEC</td>
</tr>
<tr>
<td><strong>Logic and Quantitative Reasoning:</strong> 3 credits required</td>
<td>LOGICELEC</td>
</tr>
<tr>
<td><strong>Fine Arts:</strong> 3 credits required</td>
<td>FAELEC</td>
</tr>
<tr>
<td><strong>Global Perspectives:</strong> 3 credits required</td>
<td>GLOBALELEC</td>
</tr>
<tr>
<td><strong>Cultural Diversity in the United States:</strong> 3 credits required</td>
<td>CULDELEC</td>
</tr>
<tr>
<td><strong>Sustainability:</strong> 3 credits required</td>
<td>SUSTAINELEC</td>
</tr>
<tr>
<td><strong>Natural Sciences with Lab:</strong> Students must complete one course with a lab</td>
<td>NATLABELEC</td>
</tr>
<tr>
<td><strong>Natural Sciences without Lab:</strong> 6 credits required, 2 unique subjects/designators, and one course with a lab</td>
<td></td>
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<tr>
<td>Astronomy class: NSAST</td>
<td>Geography class: NSGEOG</td>
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<tr>
<td>Biology class: NSBIOL</td>
<td>Geology class: NSGEOL</td>
</tr>
<tr>
<td>Chemistry class: NSCHEM</td>
<td>Health class: NSHLTH</td>
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<tr>
<td><strong>Social Sciences:</strong> 6 credits required, 2 unique subjects/designators</td>
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<tr>
<td>American Indian Studies class: SSAMIN</td>
<td>Early Childhood Studies class: SSECH</td>
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<tr>
<td>Anthropology class: SSANTH</td>
<td>Economics class: SSECON</td>
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<tr>
<td>Biology class: SSBIOL</td>
<td>Environment &amp; Sustainability class: SSES</td>
</tr>
<tr>
<td>Business class: SSBUS</td>
<td>Geography class: SSGEOG</td>
</tr>
<tr>
<td>Communication Sciences &amp; Disorders class: SSCSD</td>
<td>Industrial Engineering class: SSIE</td>
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<tr>
<td>Communication class: SSCOM</td>
<td>Pharmacy class: SSPHAR</td>
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<tr>
<td>Criminology class: SS CRIM</td>
<td>Philosophy class: SSPHIL</td>
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<tr>
<td><strong>Humanities:</strong> 6 credits required, 2 unique subjects/designators</td>
<td></td>
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<tr>
<td>African and African American Studies class: HUMAAAS</td>
<td>Civil Engineering class: HUMCE</td>
</tr>
<tr>
<td>American Indian Studies class: HUMAMIN</td>
<td>Computer Science class: HUMCS</td>
</tr>
<tr>
<td>Anthropology class: HUMANTH</td>
<td>Criminology class: HUM CRIM</td>
</tr>
<tr>
<td>Art History class: HUM ART H</td>
<td>Communication class: HUMCOM</td>
</tr>
<tr>
<td>Business Law class: HUM BLAW</td>
<td>Cultural Studies class: HUM CST</td>
</tr>
<tr>
<td>Chinese class: HUM CHIN</td>
<td>Education class: HUM EDUC</td>
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</tbody>
</table>
Liberal Education Program Category (2012) | Codes for Transferology’s Alt course/iflg Search
---|---
**Humanities: continued...**

<table>
<thead>
<tr>
<th>Language class: HUMLANG</th>
<th>Russian class: HUMRUSS</th>
<th>Women's Studies class: HUMWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music class: HUMMU</td>
<td>Sociology class: HUMSOC</td>
<td>Any class with a subject/designator other than listed above: HUMADNL</td>
</tr>
<tr>
<td>Physical Education class: HUMPE</td>
<td>Spanish class: HUMSPAN</td>
<td></td>
</tr>
<tr>
<td>Political Science class: HUMPOL</td>
<td>Theatre class: HUMTH</td>
<td></td>
</tr>
<tr>
<td>Philosophy class: HUMPHIL</td>
<td>Writing Studies class: HUMWRIT</td>
<td></td>
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