How to Use Transferology Lab

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**To begin using Transferology Lab:**

1. Log in to [www.transferologylab.com](http://www.transferologylab.com).

2. Select **Advising and Recruiting** from the toolbar (top right of screen).

3. Select a search option:
   - **Transfer Equivalencies:**
     See how courses transfer to UMTC.
   - **Replacement Courses:**
     See how a course from an institution transfers as a specific UMTC course (reverse course look up).
   - **Create Course Bundles:**
     Create a list of frequently viewed transfer courses from an institution and/or create a list of transfer courses.
   - **Programs:**
     See how transfer courses apply to UMTC programs (majors).

4. Select **Rule Management** from the Transferology Lab toolbar.
   - **TES Evaluations:** Track TES evaluation requests from a defined time range (30 day limit).
Viewing Transfer Equivalencies:
Viewing Transfer Equivalencies in Transferology Lab shows users if and how courses transfer to UMTC.

1. Select Transfer Equivalencies under the Advising and Recruiting menu.

2. Enter the school name or filter by state.
   - Institutions with multiple campuses and one course catalog may only list the institution, not the individual campuses (i.e. University of Wisconsin Colleges).

3. Select the magnifying glass icon to view courses.

4. Select All to see every course, filter by subject on the left, and view how courses transfer to UMTC on the right.
   - Hover your mouse over the UMTC course for additional details.
Viewing Replacement Courses:
Viewing Replacement Courses in Transferology Lab shows users how a course from an institution transfers to UMTC as a specific course. It’s like a reverse course look-up.

1. Select Replacement Course under the Advising and Recruiting menu.

2. Enter the UMTC department (example: Mathematics) and select the UMTC course from the drop-down list.

3. Select the magnifying glass icon to view results of approved transfer courses from other institutions.

4. To find courses that satisfy liberal education requirements, visit admissions.tc.umn.edu/CLE/index.html
Viewing Programs:

Viewing Programs in Transferology Lab shows users how transfer courses apply to UMTC programs (or majors).

1. Select Programs under the Advising and Recruiting menu.

2. Enter a UMTC program (major) or select an option from the Program Name list.

3. Run Program audit based on:
   - Course bundles
   - A student’s coursework already entered in Transferology
   - Do not include any coursework

4. Once you have run the program, go into the My Program Requests tab (same page) to view. You will receive an email when the Program is complete.

5. The Program Requests are a degree audit/APAS report (including courses with pending grades or planned courses) showing UMTC Program (major) requirements.
Creating Course Bundles:

Course Bundles can be used to save frequently viewed equivalencies or courses for use throughout Transferology Lab searches, or to share with staff and students through email.

Transfer Courses & Equivalencies:

1. Select Course Bundles under the Advising and Recruiting menu.

2. Stay on the Transfer tab.

3. Create Transfer Bundle or manage existing bundles. Name your bundle to keep it organized.

4. Enter Transfer courses.

5. Select Search for Matches. UMTC will always show as the first result, regardless of match percentage.
Creating Course Bundles cont.:

Replacement Courses:

1. Select **Course Bundles** under the Advising and Recruiting menu.

2. Select the **Replacement** tab.

3. Create a new bundle or manage existing bundles. Name your bundle to keep it organized.

4. Select **home institution (UMTC)**.

5. Search for UMTC courses by entering the **department**. If searching for multiple courses, repeat.

6. Click **Search for Matches**.

7. Select an institution or filter appropriately.
Searching for Replacement Courses by LE Requirements:
To find courses from another institution that transfer into UMTC and meet a Liberal Education (LE) requirement, use the Replacement Categories search option under Course Bundles.

1. Under Course Bundles, click on Replacement then Create Replacement Bundle.

2. Type in University of Minnesota - Twin Cities under School You Currently Attend and then click on Requirement Categories.

3. Select the LE requirement(s) you wish to search for by clicking the plus sign and then Search for Matches.

4. Click on the match button next to the school you wish to view.

5. Click on the requirement name to view results.
Using the TES Evaluations Tracker:
The TES Evaluations Tracker will show all courses under review at the University of Minnesota - Twin Cities for a specific date range. Users can sort or filter results to limit the course reviews they see.

1. Select TES Evaluations, under the Rule Management menu.

2. Filter evaluations by date, school, and status.

3. All evaluations from your defined time range will appear. Time ranges are limited to a 30-day window.