

## Transferology Guide

### Evaluating Courses to Meet Graduate Program Prerequisites

- ① Create an account or use your account information to log into [www.transferology.com](http://www.transferology.com)
- ② Click "Will my courses transfer?"
- ③ Add all courses you expect to meet program prerequisites. Courses in other subject areas do not need to be included. This list can include both coursework completed in the past, and courses planned for future terms. Once the "My Courses" list includes all courses you would like to have evaluated, click "Search for Matches."

(See image below)

My Courses				Search for Matches
<b>Michigan State University</b>				
STT201	Statistical Methods	Spring '17	4	
<b>Columbus State Community College</b>				
PHYS1200	Algebra-Based Physics I	Fall '16	5	
PHYS1201	Algebra-Based Physics II	Spring '17	5	
<b>Florida State University</b>				
CHM1045	General Chemistry I	Spring '12	3	
CHM1045L	General Chemistry I Laboratory	Spring '12	1	
<b>University Of Akron Main Campus</b>				
3100200	Human Anat & Physiology I	Spring '15	3	
3100201	Human Anat & Phys Lab I	Spring '15	1	
3100202	Human Anat & Physiology II	Spring '15	3	
3100203	Human Anat & Phys Lab II	Spring '15	1	

- ④ Search for "The University of Findlay" and click on the percentage button. This will generate your evaluation report. There are three possible evaluation outcomes for your courses – "Matches," "Maybe," and "Miss." See instructions below for each category of your evaluation.
  - a. "Matches" will provide you with a list of courses that are unofficially approved to meet a course equivalency at Findlay. This approval is always unofficial because course catalogs and descriptions can change over time, and may result in a change in equivalency status. You will receive an official evaluation of prerequisite equivalency if you are accepted into your graduate program of interest.
    - i. If the Findlay course number matches the course number of the prerequisite you need to fulfill, this is an unofficial approval that the course should be accepted to meet that prerequisite. Check the [Graduate Catalog](#) to view course numbers for all prerequisites.

Questions?

- ii. If the Findlay course number is not a regular number (i.e. 1XX) this means your course transfers into Findlay as an elective. It is possible that this course will still meet the prerequisite, which would be indicated by a note (► BIOL1XX ⓘ) next to the Findlay course number (see example below, last class listed on “Matches” report). If there is no note next to the course number, you should request information as instructed in the “Maybe” section below to receive an updated evaluation.

### The University of Findlay ☆

<b>4 Matches</b>	1 Miss	1 Maybe
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The matches below indicate specific courses you may be awarded after completing and transferring, assuming you earned a passing grade in the transferred course. Matches may change depending upon your major.

**Courses from:**

**Columbus State Community College**

- PHYS1200 Algebra-Based Physics I 2016 → PHYS250
- PHYS1201 Algebra-Based Physics II 2017 → PHYS251
- PSY1100 Introduction to Psychology 2016 → PSYC100

**Lewis And Clark Community College**

- BIOL141 Anatomy-Physiology I 2019 → BIOL1XX ⓘ

[Expand all notes](#)

- b. **“Maybe”** will provide you with a list of courses that have not yet been evaluated for equivalency. If you have courses in this category, please click the “Request Information” button in the top right corner. Please click the “Only share programs run for this school.” Please indicate which graduate program you are interested in at Findlay using the “Program” box. You can expect the equivalency to be updated in Transferology within 2-3 weeks of your request for information.

### The University of Findlay ☆

4 Matches	1 Miss	<b>1 Maybe</b>
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The courses below have not yet been reviewed by this school and may not transfer. Contact the school for more information.

**Courses from:**

**Michigan State University**

- STT201 Statistical Methods 2017

- c. **“Miss”** will provide you with a list of courses for which you are missing an essential part of the course needed to grant full credit at Findlay. Certain courses at Findlay are grouped together, such as lectures and labs for science courses. Courses listed in gray text must be completed at your institution in order to receive credit for the course at Findlay - or you must take an equivalent course to the one that was missed at another school. You may request information as instructed in the “Maybe” section above if you need additional clarification.

## Questions?

## The University of Findlay ☆

4 Matches   1 Miss   1 Maybe

Two types of misses are listed below: courses that will not transfer and those that will transfer to this school if you take additional coursework (shown in gray). Contact the school for more information.

**Courses from:**  
**Grand Rapids Community College**

- CHM130 General Chemistry I 2018 , CHM131 → CHEM130, CHEM130L

- ⑤ If you have questions about any of your courses and how they transfer into Findlay, please use the Request Information button in the top right corner of the screen to ask for clarification.
- ⑥ If all of your courses are on the “Matches” list and meet the prerequisites, then your report is complete. If you requested information for an updated evaluation, wait two-to-three weeks and check Transferology again to see if updates have been made. The goal is to find courses that match each prerequisite required for your graduate program of interest.

## Uploading Your Transferology Report to Your Application

If your application requires a report from Transferology or you would like to save a copy for your personal records, please follow the steps below to create a PDF.

1. Once your Transferology report is complete, click the “Print” button in the top right corner of your screen, then select the “Print All Tabs” option.
2. From the Print menu there should be an option to save your report as a PDF. Alternatively, you may print and scan this document to turn it into a PDF.
3. Save the PDF using the following naming convention: “Last Name First Name Transferology Report” (i.e. Smith Joseph Transferology Report).
4. Upload this PDF into the appropriate place in your application.

The screenshot shows the top right corner of the Transferology interface. It includes a 'Return to Search' button, a 'Print' button with a dropdown arrow, and a 'Request' button. The 'Print' dropdown menu is open, showing 'Print Current Tab' and 'Print All Tabs' (which is highlighted in yellow). Below this is a 'School Profile' section for The University of Findlay, featuring the school's logo, address (1000 North Main Street, Findlay, OH 45840), and contact information (Map, Web, and phone number (419) 422-8313).

Questions?