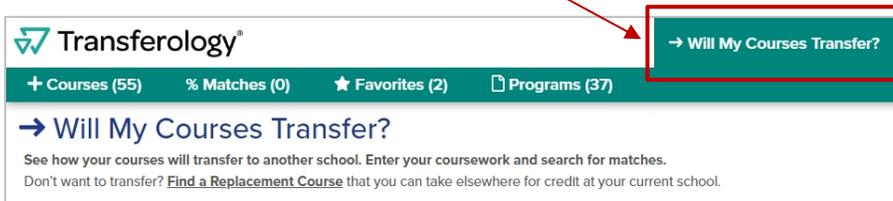


Importing Courses into Transferology

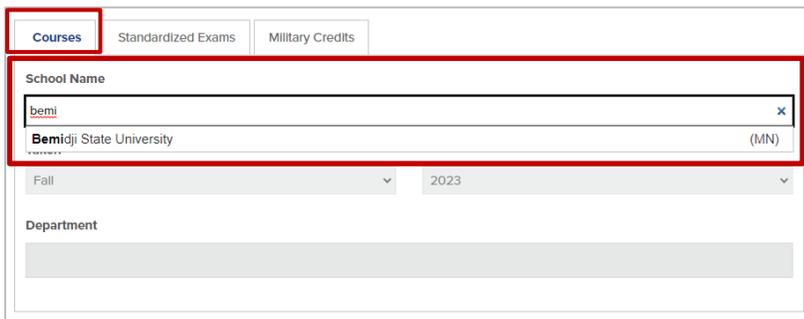
Complete this process for each Minnesota State college and university you attended.

Login to www.transferology.com or create a new account.

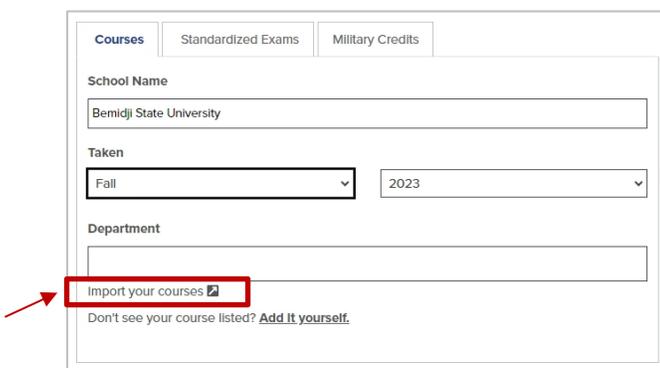
Once logged in, confirm that the “Will My Courses Transfer?” path is selected.



Select the “Courses” tab, begin typing the **School Name**, and select from the drop-down menu.

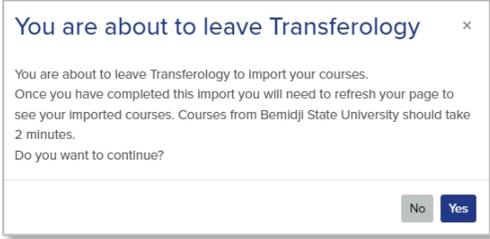


Select the “Import your courses” link located under the Department field.

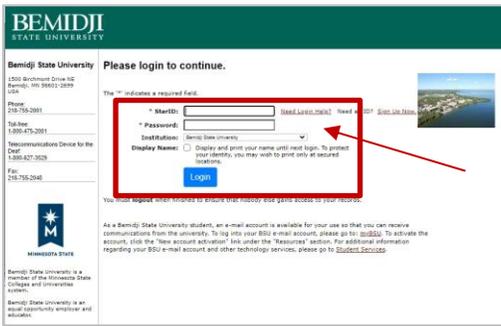


After selecting the “Import your courses” link, you will receive a pop-up notifying you that you are about to leave Transferology to Import your courses.

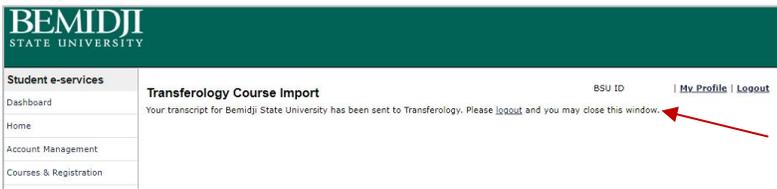
Select the **“Yes”** option to continue.



You will be redirected to eServices at the selected college/university. **Login** with your **StarID** and **password**.



If you have courses, you will receive a message that your courses were sent to Transferology.



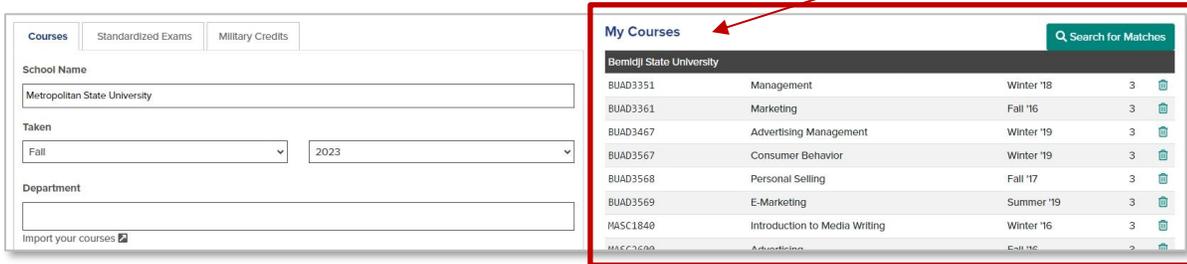
There are three possible messages in eServices that you could receive:

- Your transcript for [school] has been sent to Transferology. Please logout and you may close this window.
- No courses were found for [school]. Please logout and you may close this window.
- Something went wrong. Your transcript for [school] has not been sent to Transferology. You may submit a help desk ticket. Please logout before closing this window.

IMPORTANT: Select the **“Logout”** option in eServices before going back to Transferology. If you have courses from multiple Minnesota State colleges/universities, **you need to logout of your eServices session before going through this process at another college or university.**

Navigate back to Transferology.

Refresh your Transferology page and your courses will be listed under “My Courses” after they have been imported.

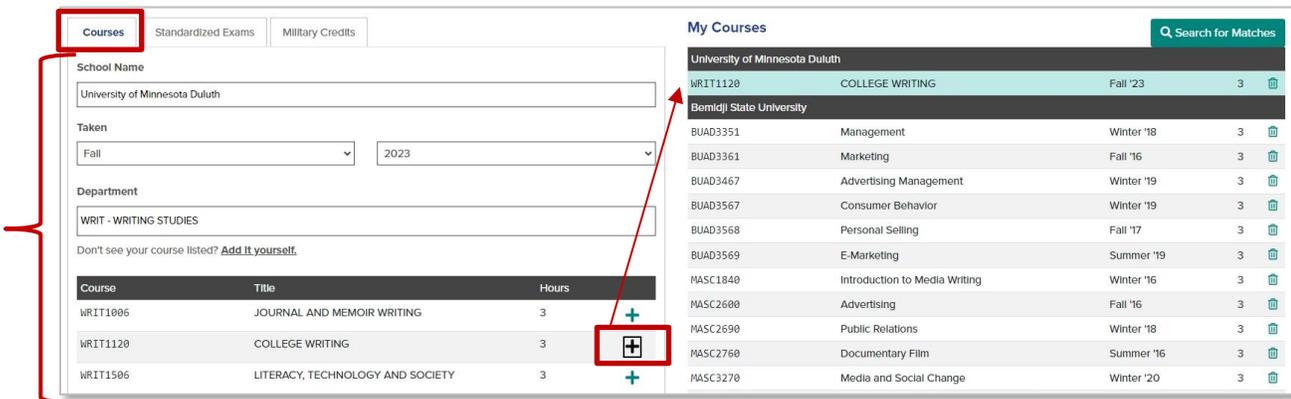


The bottom of the page will list “My Import Requests.”

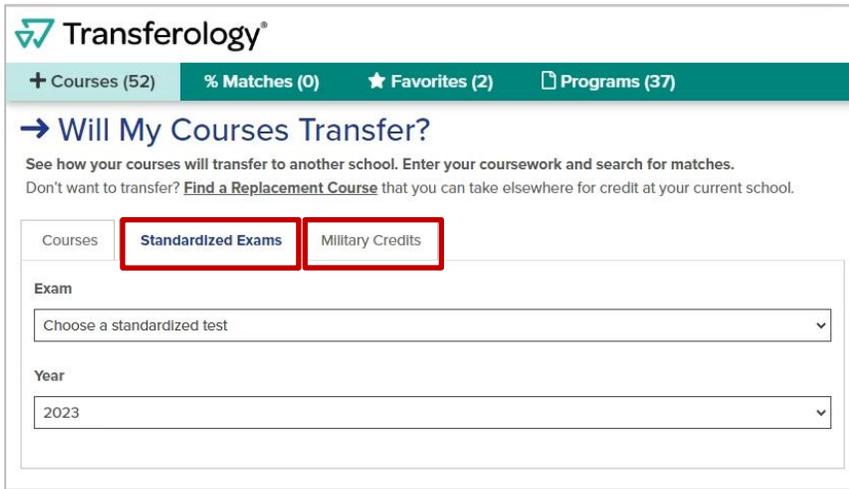


To add additional courses:

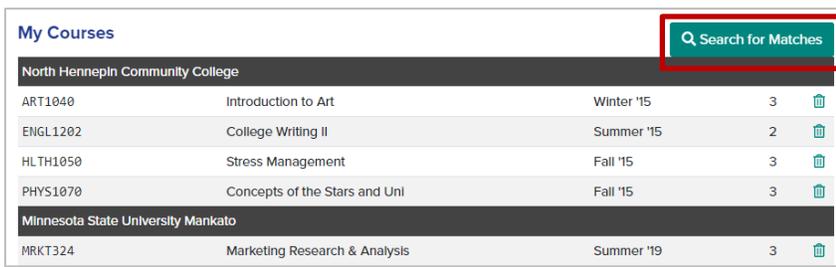
- Under “Taken,” select the **term and year** you took the course.
- Enter the **Department** name and select it from the drop-down menu.
- Select the **plus sign (+)** next to the course for the course to be added to your list of “My Courses.”



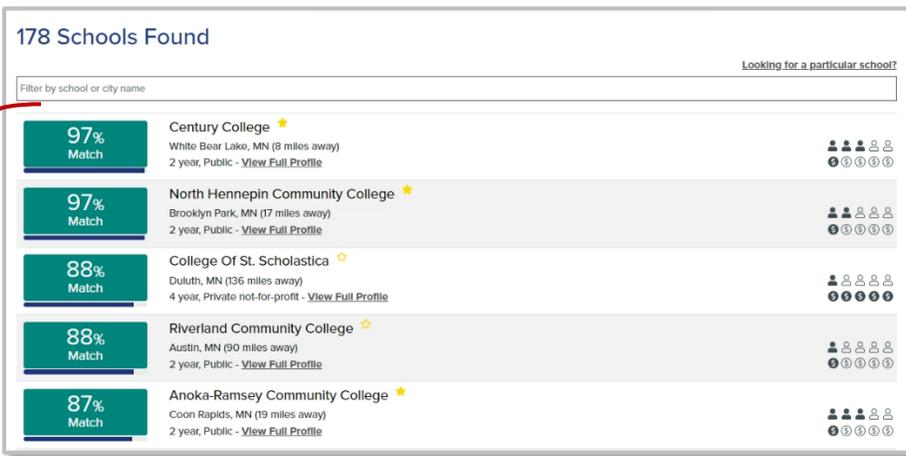
You can also add **Standardized Exams** such as CLEP and AP, as well as **Military Credits**, by selecting either the **Standardized Exams** or **Military Credits** tabs.



To learn how your courses may transfer to other colleges and universities, select **“Search for Matches.”**



A list of results will be displayed showing by percentage how your courses may transfer to other colleges and universities.



Select a college or university from the list for more detailed information on how your courses may transfer.

Century College ★

16 Matches | 6 Maybe | 35 Taken Here

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:
Bemidji State University [Expand all notes](#)

- BUAD3351 Management 2018 → BMGT**** ⓘ
- BUAD3361 Marketing 2016 → MKTG2050 ⓘ
- BUAD3467 Advertising Management 2019 → MKTG2063 ⓘ

Note: For helpful hints for navigating Transferology, select the **question mark** in the upper right-hand corner of the screen.

Transferology®

Toggle → Will My Courses Transfer? Find Placement Course

+ Courses (52) % Matches (0) ★ Favorites (2) 📁 Programs (37)

→ Will My Courses Transfer?

Select course type. Enter your coursework and search for matches. Don't want to transfer? Add a Placement Course that you can take elsewhere for credit at your current school.

Help ⓘ

Enter School, Term Taken and Department to begin adding your coursework!

Find out how your courses might transfer to other schools!

Courses will appear here

My Courses	Search for Matches
University of Minnesota Duluth	
WRIT1120 COLLEGE WRITING	
Bemidji State University	
BUAD3351 Management	Winter '18 3
BUAD3361 Marketing	Fall '16 3
BUAD3467	Winter '19 3
BUAD3567 Consumer Behavior	Winter '19 3
BUAD3568	Fall '17 3
BUAD3569 E-Marketing	Summer '19 3
MASC1840 Introduction to Media Writing	Winter '16 3
MASC2600 Advertising	Fall '16 3
MASC2690 Public Relations	Winter '18 3