

Transferology Resource Guide

Importing Transfer Credits

1. Go to **transferology.com** to create a free account.

2. Select the green **Will My Courses Transfer** button.



3. On the left side of screen, select the **Courses** tab.

4. Enter previously attended Minnesota State institution name.

5. Select **Import your courses** and repeat step 4 for all Minnesota State institutions.

3. Courses Standardized Exams Military Credits

School Name

4. Winona State University

Taken

Fall 2018

Department

Enter department abbreviation (i.e. ENGL)

5. **Import your courses**

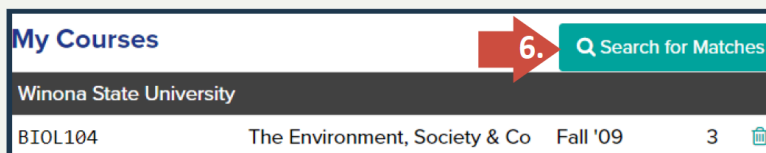
Don't see your course listed? [Add it yourself.](#)



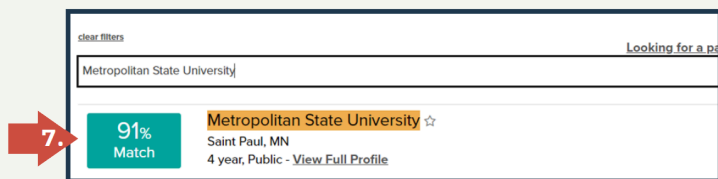
NOTE: Institutions outside of Minnesota State will require importing each individual class. **Watch video** to learn how to individually enter courses.

Applying Transfer Credits to a Major:

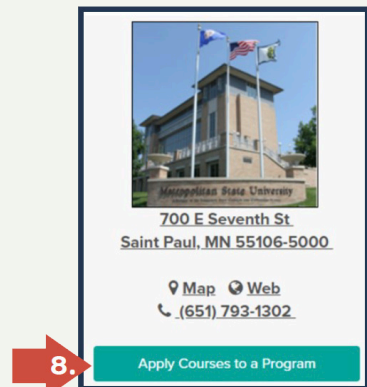
6. Refresh the web browser to see imported classes and select **Search for Matches**.



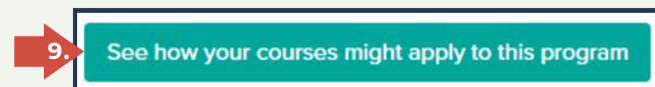
7. Type in Metropolitan State University. Click the green **% Match** button.



8. Select the **Apply Courses to a Program** button.



9. Choose a program and click **See how your courses might apply to this program** button.



10. A pop-up will appear, select **Yes** and then **Next** on the dialogue boxes.

11. Check the box acknowledging the notice and click **Go**.

12. Click the **Programs** tab at top of page.

Time	Program	School	Viewing Other Courses From	Status	✉	🗑
9/24/18 2:19	Business Administration Major - BS	Metropolitan State University	Winona State University	✓	✉	🗑

13. Click the desired Unofficial Degree Audit Report (DAR). Refreshing your browser window can help load the report.

NOTE: Official transfer evaluation occurs after acceptance into Metro State University and prior to registering for classes.