Transfer Equivalency Portal

This document provides general information for how to access and use the Transfer Equivalency Portal, generated by the evaluations department.

1. From the Transfer Equivalency Portal via the link on the Evaluations website:
   a. Select the school for which you would like to view equivalencies:
      i. Scroll through the list
      ii. Select the corresponding alphabet letter
      iii. Search for school by name
   b. Select the catalog year you wish to view (select VIEW ALL to view a list of all catalog years)
## Transfer Equivalency Portal Anatomy

### Table of Noncourse Codes and Definitions

<table>
<thead>
<tr>
<th><strong>Noncourse Code</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TR-Lower Level</strong></td>
<td>Course transfers at the lower level/division, though it may appear to have an upper level equivalency.</td>
</tr>
<tr>
<td><strong>TR-Upper Level</strong></td>
<td>Course transfers at the upper level/division, though it may appear to have a lower level equivalency.</td>
</tr>
<tr>
<td><strong>NOTR XXX</strong></td>
<td>Course receives no transfer credit or equivalency.</td>
</tr>
<tr>
<td><strong>NOTR EEE</strong></td>
<td>Course receives no transfer credit, but equivalency is granted for prerequisite purposes.</td>
</tr>
</tbody>
</table>

### Notes
- Detail into the VIEW box to see course descriptions.
- Add course to list of equivalencies for advising reference.
2. **Manage Equivalency List**

   a. Select courses on the main equivalency list to add to your list by selecting the icon next to the course in the MY LIST ADD column.

   b. Once all courses have been added, select VIEW LIST (see diagram above)

   c. Use envelope icon to e-mail list
      
      i. A submission form will pop-up
      
      ii. For audio assistance for the security code, select the volume icon to hear it out loud

   d. Use printer icon to print list