Transfer Equivalency Portal

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

- Go to the Transfer Equivalency Portal via the link on the Evaluations website.
  - Select the school for which you would like to view equivalencies:
    - Scroll through the list
    - Select the corresponding alphabet letter
    - Search for school by name

### Course Code

- **Transfer Course:** This is the default search setting. Use this setting to type the course prefix from the transfer institution (in this case, University of Central Florida).

- **Home Course:** Select this option and then type the Columbia College course to which courses from the transfer institution might equate.

**NOTE:** Leave the text field blank and click "Search" to populate the entire list of equivalencies for the institution.

### Effective Date

- **Active:** Select this option to limit your search results to only courses that are currently available. This means that you could technically register for, complete, and transfer credit for this course with this equivalency today. **ACTIVE courses do not have end dates.**
- **Inactive**: Select this option to limit your search results to only courses that are no longer available. This means that you will not receive the listed equivalency if you take the course today, but if you completed this course at any time during the listed date-range, the displayed equivalency will be granted. **INACTIVE courses always have end dates.**

- **SHOW ALL**: This will display both Active and Inactive equivalencies, as indicated by the date ranges for each equivalency.

**NOTE**: This is the recommended search filter.

**Transfer Equivalency Portal Anatomy**
<table>
<thead>
<tr>
<th>NONCOURSE CODE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR-Lower Level</td>
<td>Course transfers at the lower level/division, though it may appear to have an upper level equivalency.</td>
</tr>
<tr>
<td>TR-Upper Level</td>
<td>Course transfers at the upper level/division, though it may appear to have a lower level equivalency.</td>
</tr>
<tr>
<td>NOTR XXX</td>
<td>Course receives no transfer credit or equivalency.</td>
</tr>
<tr>
<td>NOTR EEE</td>
<td>Course receives no transfer credit, but equivalency is granted for prerequisite purposes.</td>
</tr>
</tbody>
</table>

**Manage Equivalency List**

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

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