The following instructions provide a basic framework for utilizing the TRANSFEROLOGY website. It is your responsibility to verify that courses you take from another school will transfer to CSU and count toward your degree program. Carefully review the information you locate with this equivalency tool.

- Log in to RamWeb, go to the Tools Section, and select Transferology (u.select)

You are now at the homepage for Transferology (https://transferology.com/)

- If you have not already created an account, select “Get Started” and follow the steps
- If you have an account, select “Sign in” (upper right side of the page)

Enter the name of the school where you want to take courses that might transfer back to CSU—

- For example, if I want to take Calculus II at Front Range Community College, my first step will be to locate the course listings at Front Range (in Colorado)
- Also, select the correct term (e.g. Summer, 2014) AND the Department (e.g. MATH)
You will now see a list of courses in the Math Department at Front Range Community College, **scroll down to locate a course** that may have a similar title (e.g. Calculus II)

Click the PLUS sign (+) to add this course to the menu on the top, right side of the page.

You’re now ready to determine if CSU has a direct equivalent—the goal is to see if it matches MATH 161 at CSU

- Verify that the course from Front Range (MAT 202 Calculus II Summer ’14) is located at the top, right
- CLICK ON “FIND SCHOOLS THAT ACCEPT MY COURSEWORK”

CSU should come up once you click on the search button, but if it does not, enter “Colorado State University”

- You can also enter the zip code (80523) or use the “current location” box if you are on-campus
- Click on the “% match” box to open the course listings for CSU.
The match should be clearly identified with the FRCC course on the left, and the CSU course to the right.

**REMEMBER**

- Your degree requires a specific number of credits for each course
  - If the transfer equivalent is fewer credits than the requirement at CSU, you will need to make up the credit(s) through Engineering Tech Electives.
  - If the transfer equivalent is more credits than the requirement at CSU, you simply have additional credits on your transcript. Additional credits through transfer coursework do not count toward the 130 credits required for your degree.

- If you do not find the school and/or course(s) you were hoping to take, do not give up just yet.
  - It doesn't necessarily mean that CSU won’t accept credits from this school. Rather, it means that CSU needs more information. Research the courses directly through the transfer school’s website and then contact the Registrar's Office. They will be able to look up those specific courses and tell you how they will transfer to CSU. Their phone number is (970) 491-7159 or you could visit them in person (100 Centennial Hall).