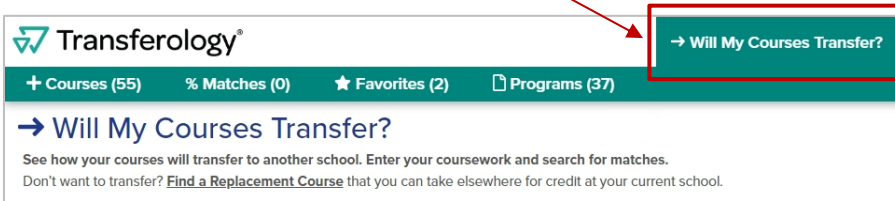


## Importing Courses into Transferology

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

Login to [www.transferology.com](http://www.transferology.com) or create a new account.

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



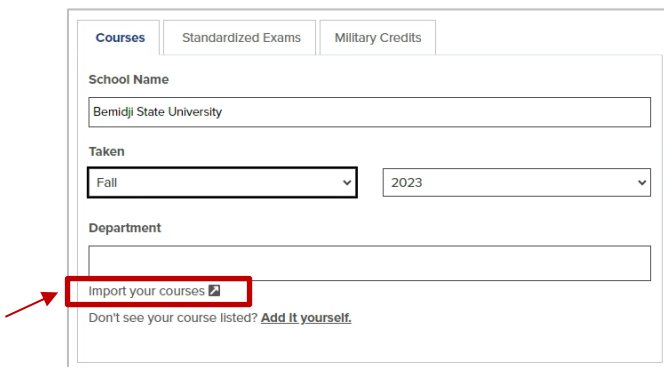
The screenshot shows the Transferology dashboard. The top navigation bar includes the Transferology logo and a menu with options: '+ Courses (55)', '% Matches (0)', '★ Favorites (2)', and '📁 Programs (37)'. A red box highlights the '→ Will My Courses Transfer?' link in the top right corner, with a red arrow pointing to it from the text above. Below the navigation bar, the page title is '→ Will My Courses Transfer?'. The main content area contains the text: 'See how your courses will transfer to another school. Enter your coursework and search for matches. Don't want to transfer? [Find a Replacement Course](#) that you can take elsewhere for credit at your current school.'

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



The screenshot shows the 'Courses' tab selected in the dashboard. The 'School Name' field is active, and a dropdown menu is open showing 'Bemidji State University (MN)'. The 'Courses' tab is highlighted with a red box. The 'School Name' field and the dropdown menu are also highlighted with a red box. Below the 'School Name' field, there are dropdown menus for 'Taken' (set to 'Fall') and 'Year' (set to '2023'). Below these, there is a 'Department' field.

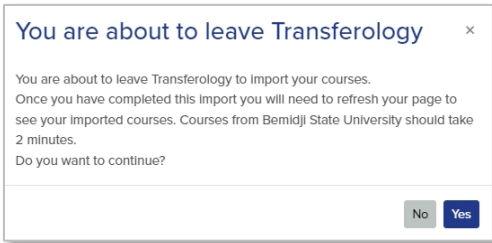
Select the “Import your courses” link located under the Department field.



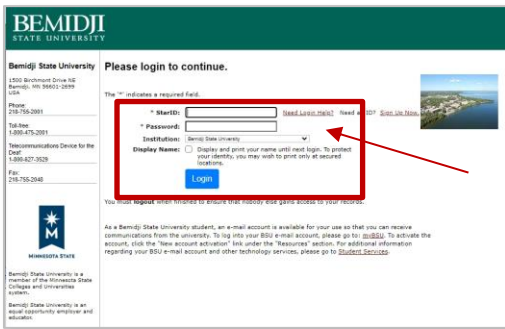
The screenshot shows the 'Courses' tab with the 'Department' field empty. Below the 'Department' field, the link 'Import your courses' is highlighted with a red box and a red arrow pointing to it from the text above. Below the link, there is a small text: 'Don't see your course listed? [Add it yourself.](#)'

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.

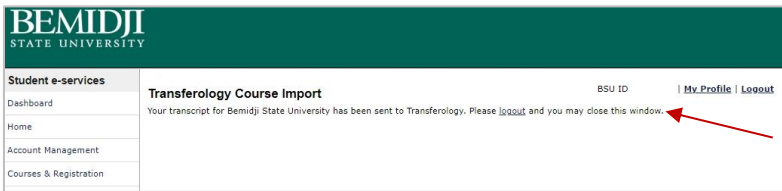
Select the “Yes” option to continue.



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.



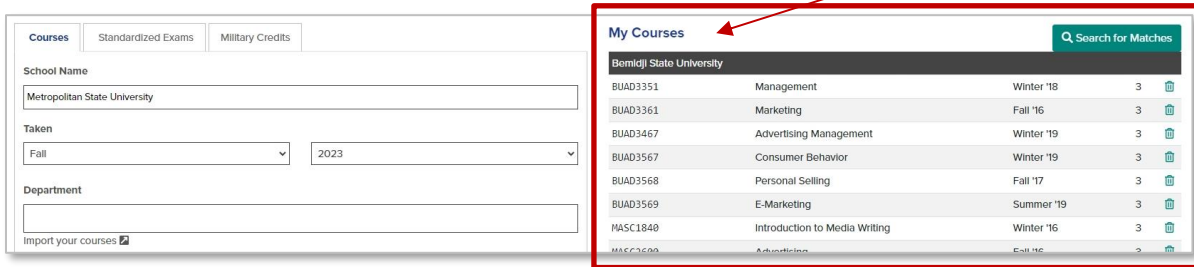
There are three possible messages in eServices that you could receive:

- 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.

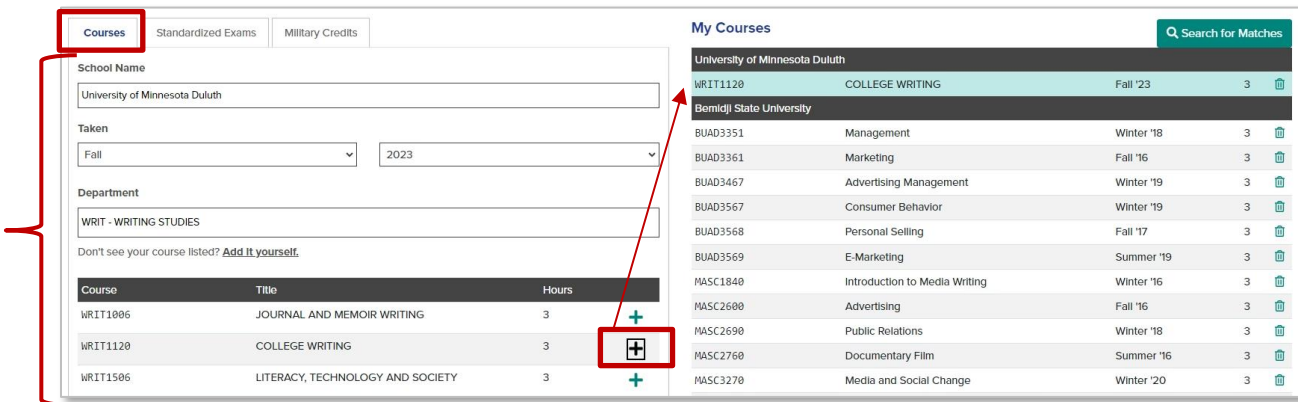


The bottom of the page will list “My Import Requests.”

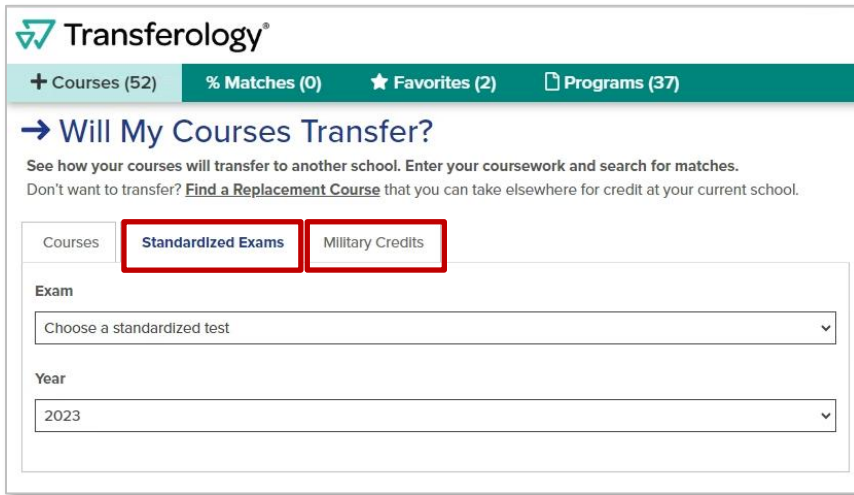


To add additional courses:

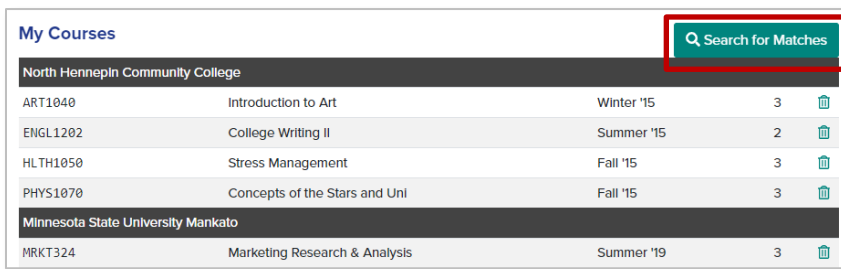
- Under “Taken,” select the **term and year** you took the course.
- Enter the **Department** name and select it from the drop-down menu.
- Select the **plus sign (+)** next to the course for the course to be added to your list of “My Courses.”



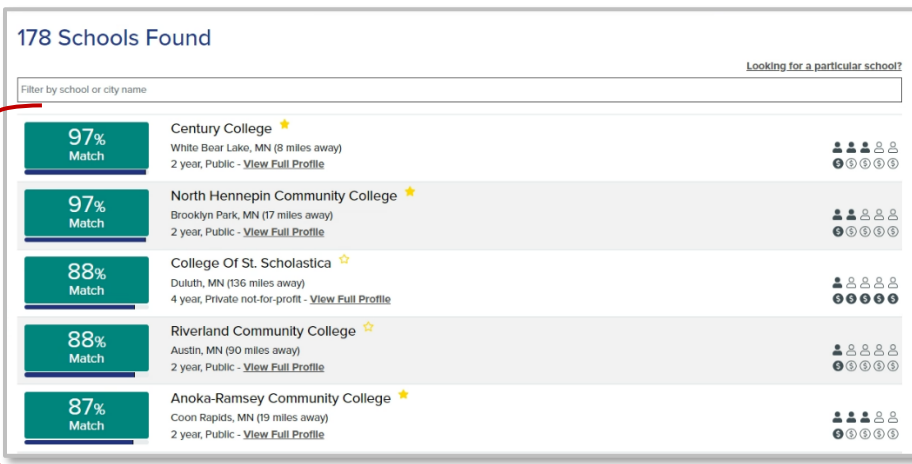
You can also add **Standardized Exams** such as CLEP and AP, as well as **Military Credits**, by selecting either the **Standardized Exams** or **Military Credits** tabs.



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

Exams Standardized Exams Military Credits

Exam: Choose a standardized test

Year: 2023

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

My Courses

University of Minnesota Duluth	COLLEGE WRITING		
WRIT1120			
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

Find out how your courses might transfer to other schools!

Courses will appear here

Help