

Operations and Process Manual

Transferology Lab and TES Guide for Advisors

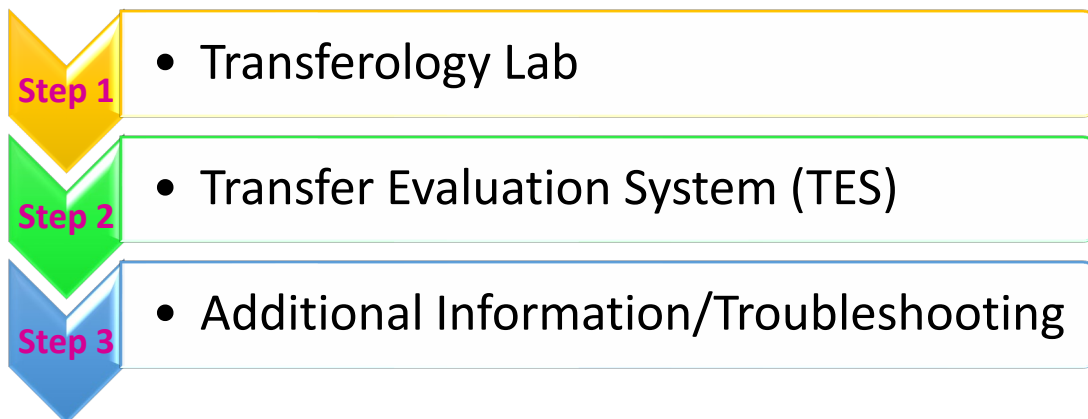
Created by: Ashley Duran, May 2023

Process Reviewed by: Susan Wheeler, May 2023

Rationale and Purpose:

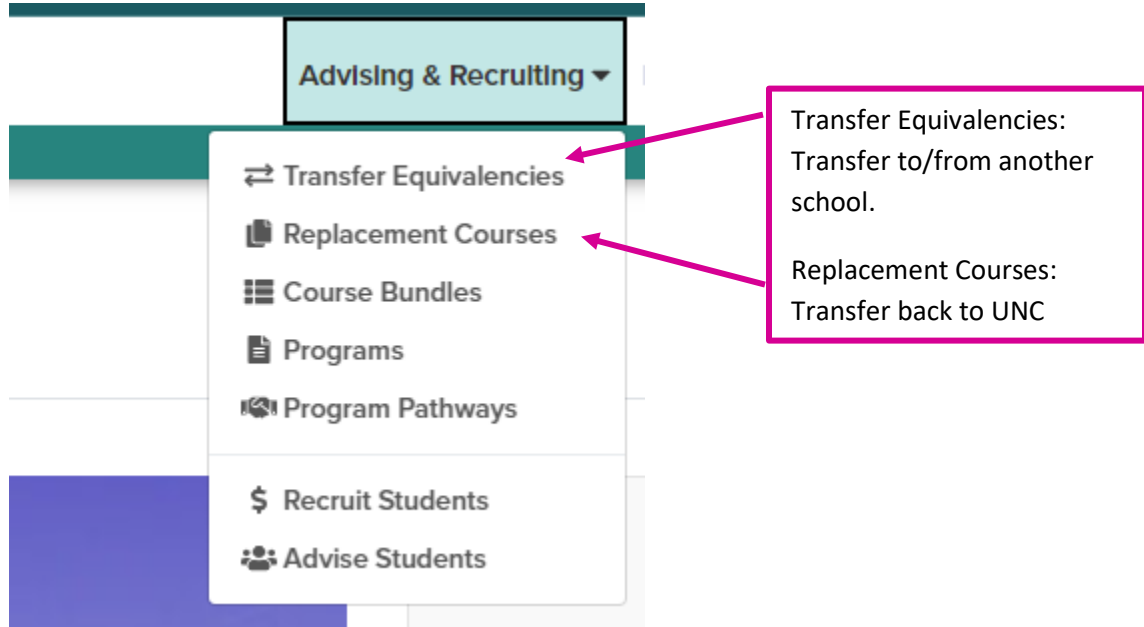
Using the **Transferology Lab**® will help you assist students who have transferred work from other regionally accredited institutions in fulfilling LAC requirements and direct equivalency courses. Transferology Lab also benefits students if they take courses from another institution. If we evaluate the course, the student can see how the course will transfer back to UNC. If students receive a C- or higher and the course is not remedial or vocational, the course may be eligible for UNC credit. If a course cannot be found in the lab, please get in touch with the Transfer Team at transfereval@unco.edu.

Transfer Evaluation System (TES®) is another support system that identifies coursework from other institutions. This tool helps to identify course descriptions and credit hours, helping our office establish direct equivalencies and determine possible LAC credit. Another valuable part of this tool is that it provides direct links to the institution's profile, homepage, and transcript key. Remember that a course listed in TES does not necessarily mean the course is offered at that institution.



Step 1. TRANSFEROLOGY LAB®

1. Login to <http://transferologylab.com>
2. Click on the Advising & Recruiting icon at the top.



- 3.
4. Select Transfer Equivalencies **OR** Replacement Course
 - a. Transfer Equivalencies
 - Used for courses that will transfer to/from another school.
 - b. Replacement Course
 - Used for courses that will be completed at another school that transfers back to UNC.
5. Transfer Equivalencies Process
 - a. Transferring To will default to the University of Northern Colorado.

- b. Enter the transfer institution's name when transferring from.

Transfer Equivalencies

Transferring To

University Of Northern Coloradd

Transferring From

Start typing source name

Filtering source schools by name "" and location Colorado. [Clear filters](#)

Source School Name

Adams State University

Alms Community College

American Sentinel University

Arapahoe Community College

Colorado Christian University-Foothills Campus

Colorado Christian University

Colorado College

Colorado Mesa University

Colorado Mountain College

Colorado Northwestern Community College

Enter the transfer institution that the student is attending in the "Transferring From" field.

NOTE: Colorado is set to default, if looking for a school out of state either clear the Filter or choose the out of state location

- c. The filter option may be used to select a different state. The Filter will default to Colorado.

Filter

Colorado

All Locations

Alabama

Alaska

Alberta

American Samoa

Arizona

Arkansas

British Columbia

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

Georgia

Guam

Hawaii

Idaho

Illinois

Indiana

To narrow the search for out of state schools, use the Filter drop-down box and enter the location of the transfer institution

- d. Select the correct transfer institution by clicking the magnifying glass under View.

Source School Name	Year/Terms	State	View
Adams State University	All	CO	
Alms Community College	All	CO	
American Sentinel University	All	CO	

- e. The transfer course can be found by either selecting the drop-down list next to the institution name.

Adams State University

All Year Terms

ANTH 201 - Introduction to Anthropology

ANTH 300 - Archaeology

ANTH 205 - Physical Anthropology

ANTH 310 - Anthropological Linguistics

ANTH 399 - Individual Studies (Starting 1992 August)

- f. The drop-down box next to the University of Northern Colorado will sort by established prefixes built for the transferring institution.

University Of Northern Colorado

ANT 100 - Introduction to Anthropology

Note: Counts Toward Core (LAB3, LC5C)

ANT 120 - World Archaeology (up to 3 hours)

Note: Counts Toward Core (LAB3, LC5C)

ANT 130 - Introduction to Biological Anthropology (up to 3 hours)

Note: Counts Toward Core (LAST, LC6)

ANT 3XX - --

ANT 3XX - --

- g. A list will be generated corresponding to whether the institution's department was used or by sorting through the UNC prefixes.

ANTH 201 - Introduction to Anthropology (Starting 2003 August)	→	ANT 100 - Introduction to Anthropology (up to 3 hours) Note: Counts Toward Core (LAB3, LC5C)
ANTH 300 - Archaeology (Starting 2007 August)	→	ANT 120 - World Archaeology (up to 3 hours) Note: Counts Toward Core (LAB3, LC5C)
ANTH 205 - Physical Anthropology (Starting 2014 August)	→	ANT 130 - Introduction to Biological Anthropology (up to 3 hours) Note: Counts Toward Core (LAST, LC6)
ANTH 310 - Anthropological Linguistics (Starting 1992 August)	→	ANT 3XX - --

- h. All courses that have been evaluated will populate and show the equivalent at UNC.

6. Replacement Course Process

- a. Department box will be blank.

Replacement Course

School Name

University Of Northern Colorado

Department

|

[Search by alt course or ifig instead](#)

- b. Select the appropriate department where the student is looking for a replacement course.

Department

po

ANT - ANTHROPOLOGY

PSCI - POLITICAL SCIENCE

SES - SPORT EXERCISE SCIENCE

- c. All courses offered at UNC will populate for that department.
d. Click the magnifying glass under Search.

Department

PSCI - POLITICAL SCIENCE

[Search by alt course or ifig instead](#)

Course	Title	Hours	Search
PSCI100	UNITED STATES NATIONAL GOVERNMENT	3	
PSCI105	FUNDAMENTALS OF POLITICS	3	
PSCI110	GLOBAL ISSUES	3	
PSCI200	INTRODUCTION TO COMPARATIVE POLITICS	3	
PSCI203	COLORADO POLITICS	3	
PSCI207	WOMEN AND POLITICS	3	

- e. Results will populate for all institutions in which we have established equivalencies for the department.

Matches for PSCI100 at University Of Northern Colorado, CO

Filter by source school name

[Clear filters](#)

Found 35 Results

Adams State University, CO → University Of Northern Colorado, CO (212 miles from zip code 80639)

- [GOVT291 \(Starting 2005 August\)](#) → PSCI100
- [POLS291 \(Starting 2014 August\)](#) → PSCI100

Alms Community College, CO → University Of Northern Colorado, CO

- [POS1011 \(Starting 2022 May\)](#) → PSCI100
- [POS111 \(Starting 1993 August\)](#) → PSCI100

Arapahoe Community College, CO → University Of Northern Colorado, CO (57 miles from zip code 80639)

- [POS1011 \(Starting 2022 May\)](#) → PSCI100
- [POS111 \(Starting 1993 August\)](#) → PSCI100

Colorado Christian University, CO → University Of Northern Colorado, CO (52 miles from zip code 80639)

- [POL202 \(Starting 1997 August\)](#) → PSCI100
- [POL207 \(Starting 2004 August\)](#) → PSCI100

Colorado Christian University-Foothills Campus, CO → University Of Northern Colorado, CO (58 miles from zip code 80639)

- [POL207 \(Starting 2004 August\)](#) → PSCI100

Colorado Mesa University, CO → University Of Northern Colorado, CO (224 miles from zip code 80639)

- [POLS101 \(Starting 1993 August\)](#) → PSCI100

Colorado Mountain College, CO → University Of Northern Colorado, CO (151 miles from zip code 80639)

- [POS1011 \(Starting 2022 May\)](#) → PSCI100
- [POS111 \(Starting 1993 August\)](#) → PSCI100

Colorado Northwestern Community College, CO → University Of Northern Colorado, CO (217 miles from zip code 80639)

- [POS1011 \(Starting 2022 May\)](#) → PSCI100
- [POS111 \(Starting 1993 August\)](#) → PSCI100

- These results auto-default to Colorado. If looking for another school out of state, use the Filter box to change the location and/or the distance.

Filter

Any distance

from **80639**

Colorado

Apply

Clear filters

When finding a replacement course, a search can be done by either distance or other locations.

Step 2. Transfer Evaluation System (TES®)

1. Login to <http://tes.collegesource.com>
2. Search for the course in question:
 - a. Search for the Institution, selecting the correct one from the search results.



Enter school/institution name and select search.
NOTE: you can choose between U.S. Schools and non-U.S. Schools. Not all non-U.S. Schools may be listed.

Course Finder 1

INSTITUTION SEARCH:

☒ U.S. Schools ☐ Non U.S. Schools ☐ All

Enter a keyword

Search

- b. After selecting search, a list will populate indicating institution, city, and state. Make sure to choose the correct institution within the correct city and state.

INSTITUTION SEARCH:

☒ U.S. Schools ☐ Non U.S. Schools ☐ All

University of Alaska

Choosing the incorrect location, may cause the course not to populate.

INSTITUTION	CITY	STATE	DATASET	CATALOG	SHARED
UNIVERSITY OF ALASKA ANCHORAGE	ANCHORAGE	AK	✓	✓	VIEW
UNIVERSITY OF ALASKA FAIRBANKS	FAIRBANKS	AK	✓	✓	VIEW
UNIVERSITY OF ALASKA SOUTHEAST	JUNEAU	AK	✓	✓	
UNIVERSITY OF ALASKA SYSTEM OF HIGHER EDUCATION	FAIRBANKS	AK	✓	✓	VIEW

- c. Once the institution has been selected, you can find the course you need more information on. There are two ways to search: by Course Code or Course Title.
 1. **Course Code:**

- a. Use if you have the exact course prefix and number—press search.

INSTITUTION → DATA SET

UNIVERSITY OF ALASKA ANCHORAGE ANCHORAGE, AK

DATA SET:

UNIVERSITY OF ALASKA ANCHORAGE 2022-2023

Select

SEARCH ALL DATA SETS:

☒ Course Code ☐ Course Title

anth a101

Search

CATALOG:

KENAI PENINSULA COLLEGE-UNIVERSITY OF ALASKA ANCHORAGE 1998-2000

Select

Course Code will default when searching. Enter exact course prefix and number.

- b. A list will populate, showing each catalog year the course has been offered.

INSTITUTION → DATA SET → COURSE LIST

UNIVERSITY OF ALASKA ANCHORAGE ANCHORAGE, AK

Search term: anth a101

COURSE CODE	COURSE TITLE	UNITS	DATA SET
ANTHROPOLOGY			
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2022-2023
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2021-2022
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2020-2021
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2019-2020
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2018-2019
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2017-2018
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2016-2017
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2015-2016
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2014-2015
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2013-2014
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2012-2013
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2011-2012
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2010-2011
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2009-2010
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2008-2009
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2007-2008
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2006-2007
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2005-2006
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2004-2005
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2003-2004
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2002-2003
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2001-2002
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2000-2001
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	1999-2000
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	1998-2000
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	1998-1999
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	1997-1998
<input type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	1997-1998

View

- c. Check the box next to the Course Code. Click View.

UNIVERSITY OF ALASKA ANCHORAGE ANCHORAGE, AK

Search term: anth a101

COURSE CODE	COURSE TITLE	UNITS	DATA SET
ANTHROPOLOGY			
<input checked="" type="checkbox"/> ANTH A101	INTRODUCTION TO ANTHROPOLOGY	3	2022-2023

View

- d. The course description will populate, providing an overview. If the transfer department has reviewed the course, the equivalency history will populate with a UNC equivalent.

ANTH A101 INTRODUCTION TO ANTHROPOLOGY
Introduction to fundamentals of the four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology. Special Note: Recommended for majors and non-majors. Attributes: UAA Social Sciences GER.

Units: 3
Department: ANTHROPOLOGY ⓘ
Source catalog: University of Alaska Anchorage 2017-2018
Course history: View Detail ⓘ

EQUIVALENCY HISTORY
There are no data records fo

MATH A251 CALCULUS I
A first course in single-variable calculus. Topics include limits; continuity and differentiation of functions; applications of the derivative to graphing, optimization and rates of change; definite and indefinite integration; and the fundamental theorem of calculus. Registration Restrictions: If the prerequisite is not satisfied, an approved UAA placement test is required. Attributes: UAA Quantitative Skills GER.

Units: 4
Prerequisite: (MATH A151 with a minimum grade of C and MATH A152 with a minimum grade of C or MATH A155 with a minimum grade of C or ALEKS Overall Test 1 with a score of 078 or ALEKS Overall Test 2 with a score of 078 or ALEKS Overall Test 3 with a score of 078 or ALEKS Overall Test 4 with a score of 078 or ALEKS Overall Test 5 with a score of 078

Department: MATHEMATICS ⓘ
Source catalog: University of Alaska Anchorage 2022-2023
Course history: View Detail ⓘ

EQUIVALENCY HISTORY

TRANSFER COURSE(S)	EQUIVALENCY
MATH A251	MATH 131

EVALUATION HISTORY
There are no data records found.

If no equivalency history populates, either we have never evaluated this work before, or we recently evaluated work but has not been uploaded into the system. If an equivalency does exist, and has been uploaded, the equivalency will populate. Contact the Transfer Team with questions.

2. Course Title:

- a. If you are unable to find the exact course prefix and number, you may enter a course description. Click Course Title to begin the search.

INSTITUTION → DATA SET

UNIVERSITY OF ALASKA ANCHORAGE [ANCHORAGE, AK](#) ⓘ

DATA SET:

UNIVERSITY OF ALASKA ANCHORAGE 2022-2023

▶ Select

SEARCH ALL DATA SETS:

☐ Course Code ☒ Course Title

Art

🔍 Search

CATALOG:

KENAI PENINSULA COLLEGE-UNIVERSITY OF ALASKA ANCHORAGE 1998-2000

▶ Select

If exact course prefix and number cannot be found, use the Course Title button to search for the specific course.

- Entering the course description can be a guessing game; the vaguer the entry (i.e., “Art,” instead of entering “introduction” or “intro to,”) allows for TES to pull all courses that have “Art” in the prefix or title.

<input type="checkbox"/>	AKNS A261	ALASKA NATIVE ART HISTORY
<input type="checkbox"/>	AKNS A261	ALASKA NATIVE ART HISTORY
<input type="checkbox"/>	AKNS A261	ALASKA NATIVE ART HISTORY

ANTHROPOLOGY

<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART
<input type="checkbox"/>	ANTH A360	ANTHROPOLOGY OF ART

APPLIED TECHNOLOGY

<input type="checkbox"/>	APT A105	ARTICULATING CONSTRUCTION TRUCK OPERATION
<input type="checkbox"/>	APT A105	ARTICULATING CONSTRUCTION TRUCK OPERATION
<input type="checkbox"/>	APT A105	ARTICULATING CONSTRUCTION TRUCK OPERATION

ART

<input type="checkbox"/>	ART 100	STUDIO ART ACTIVITIES
<input type="checkbox"/>	ART 100	STUDIO ART ACTIVITIES
<input type="checkbox"/>	ART 100	STUDIO ART ACTIVITIES
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<input type="checkbox"/>	ART 100	STUDIO ART ACTIVITIES
<input type="checkbox"/>	ART 100	STUDIO ART ACTIVITIES
<input type="checkbox"/>	ART 160	ART APPRECIATION

Department

Every course and department will be listed based on the search description. Scrolling through will help determine the correct course number and prefix to be evaluated.

Match Description

- Departments will be listed separately and contain all courses and/or prefixes that begin with the search word.

- b. If unable to find through course description, a course may be found by selecting the department based on the catalog year the student took the course.

INSTITUTION → DATA SET

UNIVERSITY OF ALASKA ANCHORAGE ANCHORAGE, AK

DATA SET:

UNIVERSITY OF ALASKA ANCHORAGE 2022-2023

Select

SEARCH ALL DATA SETS:

☐ Course Code ☒ Course Title

Enter search term

Search

CATALOG:

KENAI PENINSULA COLLEGE-UNIVERSITY OF ALASKA ANCHORAGE 1998-2000

Select

DATA SET:

UNIVERSITY OF ALASKA ANCHORAGE 2022-2023

Select

UNIVERSITY OF ALASKA ANCHORAGE 2022-2023
UNIVERSITY OF ALASKA ANCHORAGE 2021-2022
UNIVERSITY OF ALASKA ANCHORAGE 2020-2021
UNIVERSITY OF ALASKA ANCHORAGE 2019-2020
UNIVERSITY OF ALASKA ANCHORAGE 2018-2019
UNIVERSITY OF ALASKA ANCHORAGE 2017-2018
UNIVERSITY OF ALASKA ANCHORAGE 2016-2017
UNIVERSITY OF ALASKA ANCHORAGE 2015-2016
UNIVERSITY OF ALASKA ANCHORAGE 2014-2015
UNIVERSITY OF ALASKA ANCHORAGE 2013-2014
UNIVERSITY OF ALASKA ANCHORAGE 2012-2013
UNIVERSITY OF ALASKA ANCHORAGE 2011-2012
UNIVERSITY OF ALASKA ANCHORAGE 2010-2011
UNIVERSITY OF ALASKA ANCHORAGE 2009-2010
UNIVERSITY OF ALASKA ANCHORAGE 2008-2009
UNIVERSITY OF ALASKA ANCHORAGE 2007-2008
UNIVERSITY OF ALASKA ANCHORAGE 2006-2007
UNIVERSITY OF ALASKA ANCHORAGE 2005-2006
UNIVERSITY OF ALASKA ANCHORAGE 2004-2005
UNIVERSITY OF ALASKA ANCHORAGE 2003-2004

Search

Select

If unable to find a course as listed above. Find what year the student took the course. Select the dropdown arrow and choose the correct catalog year. Then, enter the Course Code or Course Title.

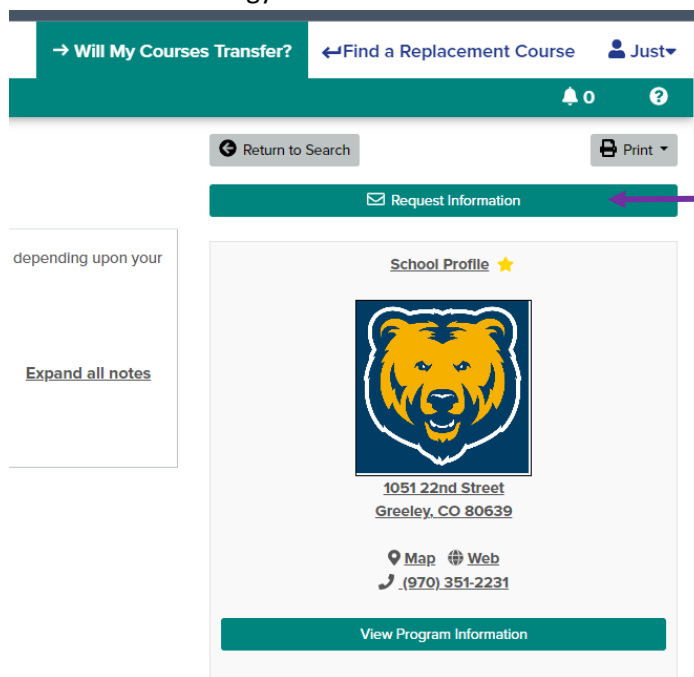
- c. Follow the directions under the Course Code to select and check course descriptions.
2. Additional TES Information:
1. If more questions arise, TES provides a toolbar in which the institutional profile, website homepage, and back of transcript key are provided. Some institutions will list a course catalog in the toolbar as well.



- The bank icon is for the institution profile.
- The world icon is for the website homepage of the institution.
- The key is the transcript key, the backer of the transcript.

Step 3. Additional Information/Troubleshooting

- b. If you need an account for Transferology and TES, please email transfereval@unco.edu, and a member of our team will send you a link.
- c. The password for Transferology and TES will be the same as that for each system that communicates with the other.
- d. Students should use Transferology at www.transferology.com when looking up courses for transfer on their own.
- e. There is a tutorial on how to operate Transferology on the Office of the Registrar homepage: <https://www.unco.edu/registrar/transfer/transferology.aspx>
- f. We encourage students to use Transferology to find the best equivalency course, check if the course will transfer, and find replacement courses.
- g. Students may also request information from the Transfer Team if they do not see a course listed in Transferology.



Prospective students and/or current students can click the "Request Information" button if they are unable to locate a course in Transferology. This will send an email to transfereval@unco.edu and we will evaluate the course and respond with the email provided through the request.

- h. Uploads for TES are done each quarter.
- i. If a course does not have an equivalent listed, either we have never evaluated work from the institution or recently received work and are waiting for the current upload.
- j. When in doubt, email transfereval@unco.edu, and the Transfer Team will gladly assist.