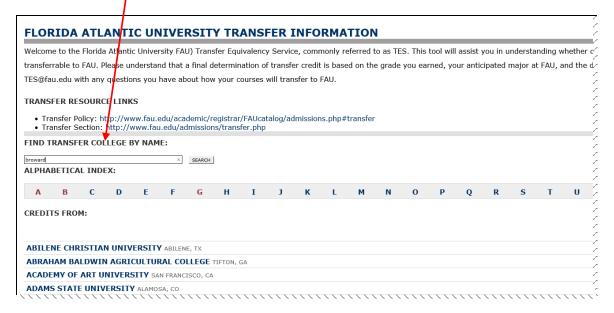
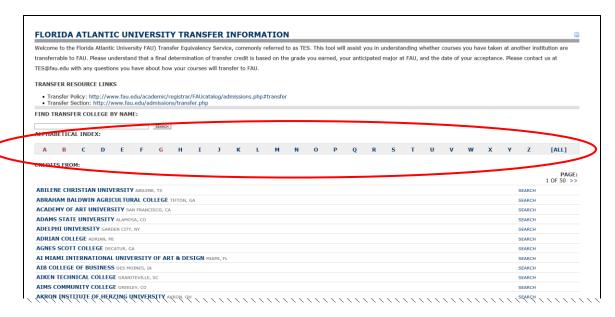
Transfer Equivalency Service

Below are the steps on how to use the Transfer Equivalency Service for determining courses that are transferrable to Florida Atlantic University (FAU).

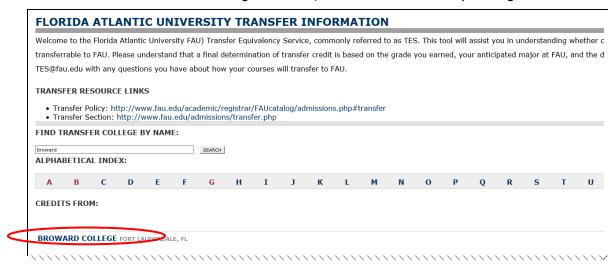
- Locate Institution: Use one of the two options shown below to search for your prior and/or current institution.
 - a. **Enter the Name of the Institution:** Enter the full or partial name of the institution in the **Find Transfer College by Name** and click **Search**. In the following example, a search is being conducted for Broward College.



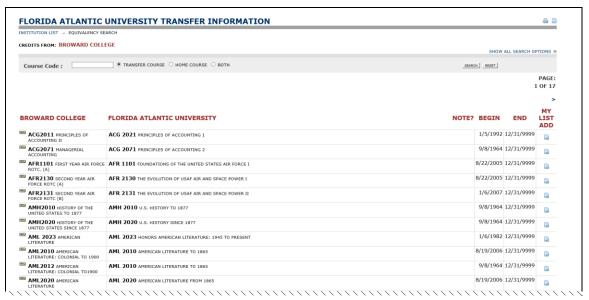
b. **Choose from the Alphabetical Index:** Use the alphabet located toward the top of the screen to jump to institutions only within the letter group specified.



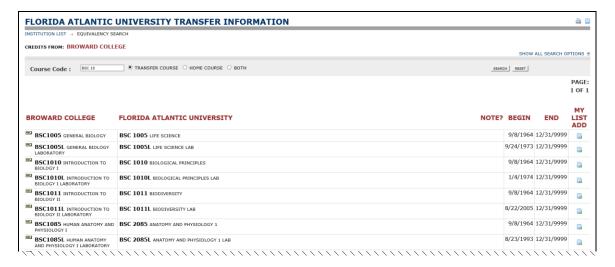
2. **Select Institution:** After conducting the search, choose the institution by clicking on the name.



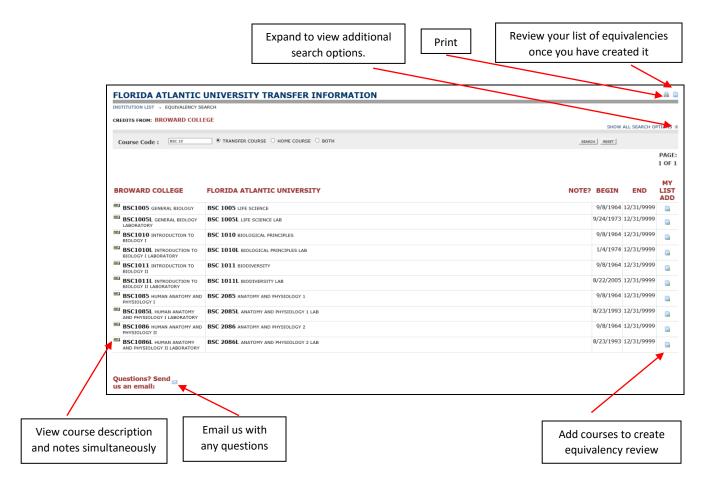
3. **Course Equivalencies:** Upon selecting an institution, existing course equivalencies will display alphabetically by subject followed numerically by the course number.



 Search for Courses: To locate specific course equivalencies, enter the course subject, or the course subject and course number, or the course subject and parital number. Select Search or hit Enter.



5. **Additional Functionality:** Below is a guide to the various icons on the results page.



6. **Transfer Course Setting:** The default search setting of **Transfer Course** looks for an existing equivalency to a FAU course. You will use this setting to enter your prior and/or current course subject (for example: BIOL) to display their respective FAU equivalencies. After entering the course prefix or course prefix with number, click **Search**.



7. **Home Course Setting:** The **Home Course** setting allows you to enter a FAU course to see the existing course equivalencies that exist at the other institution (example, Nova Southeastern University). After entering the course prefix or course prefix with number, click **Search**.



8. **Viewing Course Descriptions:** To view the course descriptions for both the transfer institution and FAU, click the the **View** icon to the left of the course.



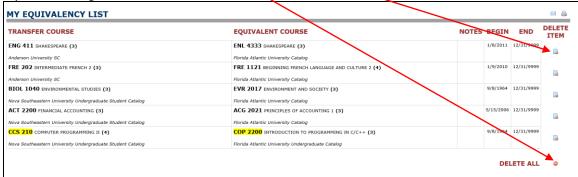
After clicking the **View** icon, the course descriptions for both the transfer institution and FAU will display.



9. **Create an Unofficial Equivalency Review:** You can create a list of each of your current and/or prior courses taken to their equivalency at FAU. As you identify the courses, click the icon under the **My List Add** in the row of the selected transfer course.



You may delete a course by choosing the icon at the end of the appropriate row, or delete all courses on the report by selecting the icon next to the **Delete All** directly underneath the report in the right-hand corner.



10. You can print and/or email this list at any time by clicking the appropriate icon and following the subsequent steps.



11. **Questions:** If you have any questions, you can select the [™] icon at the bottom of any page to contact Transfer Evaluation Services.

