Polytechnic School Advising Office

How to Utilize the Transfer Guide
Checking Transfer Guide for transfer course equivalencies

- Open the Transfer Guide on the ASU website.
- Click on the Class Search tab at the top of the page.
Checking Transfer Guide for transfer course equivalencies

- Fill in the Institution, Course Prefix, Number, Term Taken and Year Take, for your transfer course.
- Click Search for Matches when finished.
- ASU course equivalencies will appear below.
Submitting transfer course for evaluation

- If you need to submit a course to be evaluated by ASU, click on the Copy to Submit Courses for Evaluation.
- You will need a copy of the syllabus from the semester/year you took the course.

Course Equivalency Search

Search for an equivalent course at ASU. Find the college courses you took at another institution and determine how those credits will transfer to ASU by entering the criteria below. If you do not find the courses you are looking for, submit your courses for evaluation.

- Institution
- Select
- Course Prefix
- Number
- Term Taken
- Year Taken

[Search for Matches] [Copy to ‘Submit Courses for Evaluation’]
Submitting transfer course for evaluation

- Fill in all the boxes, Institution, Course Prefix, Number, Credit Hours, Term taken, Year, Title, note is optional.
- Upload the class syllabus from the semester/year you took the course.
- Click Submit for Evaluation
Submitting transfer course for evaluation

• After your courses have been evaluated you will receive an email notifying you of their status.

• Please be aware that evaluations may take anywhere from a few days to a few weeks depending on the volume of the evaluations the department is receiving.

• Once your evaluation is completed, contact your Academic Advisor with your questions pertaining to how these courses may be applied to your degree program.
Questions? Contact Us!

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