Polytechnic School Advising Office

How to Utilize the Transfer Guide



Checking Transfer Guide for transfer course equivalencies

- Open the <u>Transfer</u> <u>Guide</u> 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.

CHANDLER - GILBERT COMMUNITY COLLEGE Showing 1 to 1 of 1 e	CHANDLER - GILBERT (Course Prefix Number AET AET Search for Matches	COMMUNITY	v tion'		
Search:		BERT COMMUNITY COLLEC	ЭЕ	SI	howing 1 to 1 of 1 entr
	CHANDLER - GIL				
	CHANDLER - GIL Course to Transfer	🔶 ASU Equivalent Course	♦ Effective Date	Search:]



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 Equiv	/alency Search
Search for an equivalent cour entering the criteria below. If	se at ASU. Find the college courses you took at another institution and determine how those credits will transfer to ASU by you do not find the courses you are looking for, <u>submit</u> your courses for evaluation.
Institution*	
Select	Domestic International
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



Course Evaluation Request
Is an institution or course missing from our equivalency guide? You can submit a course for evaluation h
I am an Arizona Community College Student completing a MAPP or TAG
CHANDLER - GILBERT COMMUNIT *
Course Prefix* Number* Credit Hours Term Taken* AET 200 3 Spring 2022
Title How To Fly Planes
Is this class equivalent to any AMT courses in the Professional Flight major on the Polytechnic Campus.
Browse) No file selected. + Upload Syllabus (Only pdf, doc, docx, png and jpeg files)
Syllabus URL(s)
I have another course to submit Im done Add Course 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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