

## Using Transferology.com to find Equivalent Courses for Concordia | M STATE | MSUM

Transferology.com is the software used by M State, MSUM and Concordia. When searching for replacement courses (also called equivalent courses), \*take note that these college naming conventions are used in the Transferology website/database.

- Concordia = \*Concordia College at Moorhead
- M State = \*Minnesota State Community and Technical College (Fergus Falls)
- MSUM = \*Minnesota State University Moorhead
- NDSU = \*North Dakota State University – Main Campus

**Step 1:** Analyze your graduation requirements and decide which course you are trying to replace.

Example: In the examples a Concordia student is searching for the replacement class for ACCT 256. The same process is used for M State and MSUM students.

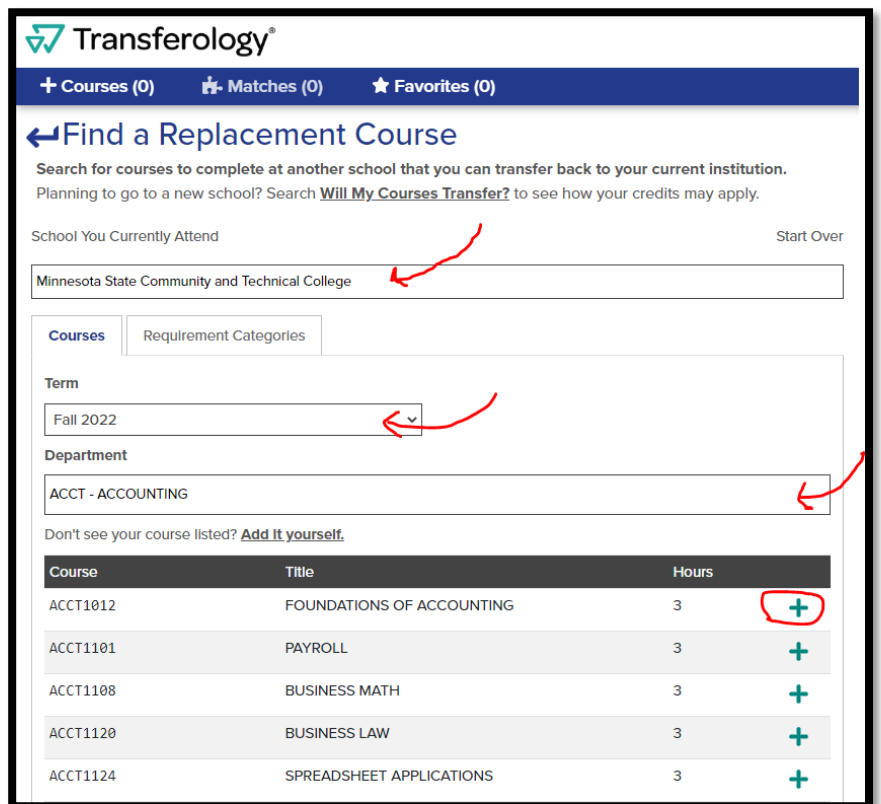
**Step 2:** Go to [www.transferology.com](http://www.transferology.com)

Step 3: Create an account

Step 4: Select “find a replacement course”

**Step 5:** Complete the form as shown:

- \*Enter “School you Currently Attend”
- Enter the term
- Select the department (subject) code.
- Next, select the class you are trying to replace.



**Find a Replacement Course**

Search for courses to complete at another school that you can transfer back to your current institution.  
Planning to go to a new school? Search [Will My Courses Transfer?](#) to see how your credits may apply.

School You Currently Attend Start Over

Minnesota State Community and Technical College

**Courses** | Requirement Categories

Term: Fall 2022

Department: ACCT - ACCOUNTING

Don't see your course listed? [Add It Yourself.](#)

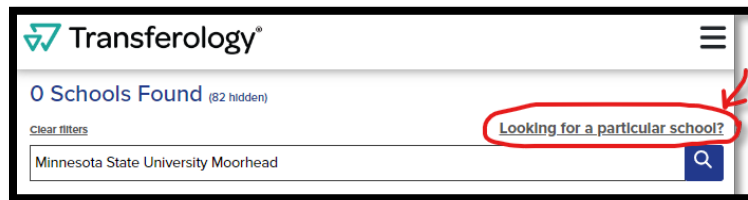
Course	Title	Hours	
ACCT1012	FOUNDATIONS OF ACCOUNTING	3	+
ACCT1101	PAYROLL	3	+
ACCT1108	BUSINESS MATH	3	+
ACCT1120	BUSINESS LAW	3	+
ACCT1124	SPREADSHEET APPLICATIONS	3	+

# TRI-COLLEGE UNIVERSITY

**Step 6:** Search for a match.

**Step 7:** \*Type in the name of the school where you want to take the class = host campus.

\*Hint: for NDSU, NDSCS and Concordia, use the “looking for a particular school” lookup.)

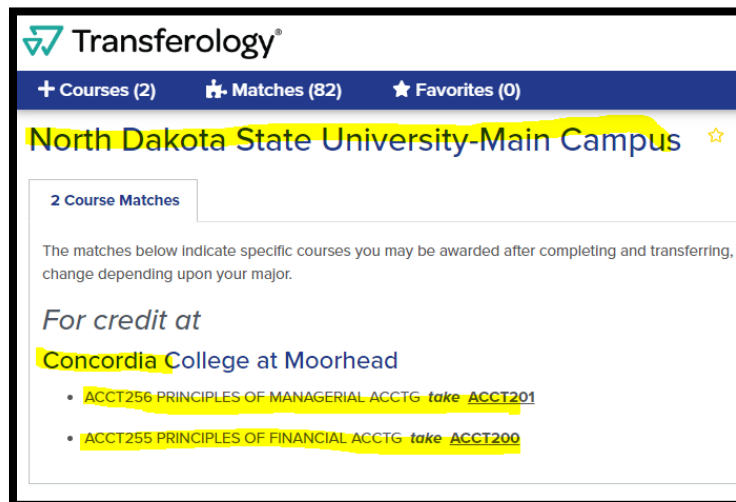


**Step 8:** Search results

- The host campus is displayed at the top.
- The home campus (where you are enrolled) is at the bottom.
- The class you search for is listed first (ACCT 256) and the replacement class is at the end (**take ACCT201**)

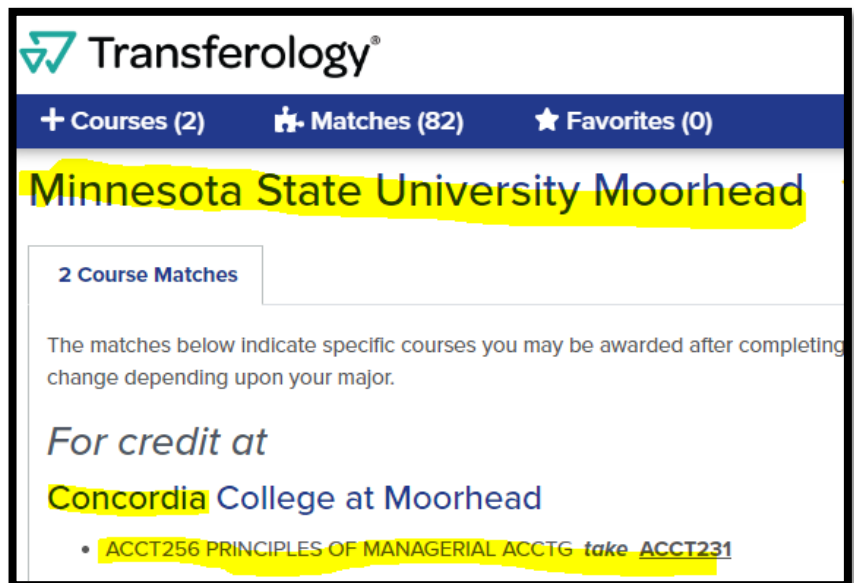
**Example 1 – NDSU (host campus):**

The screen shot shows that at NDSU, the equivalent for Concordia Acct 256 is Acct. 201.



## Example 2 – MSUM (host campus):

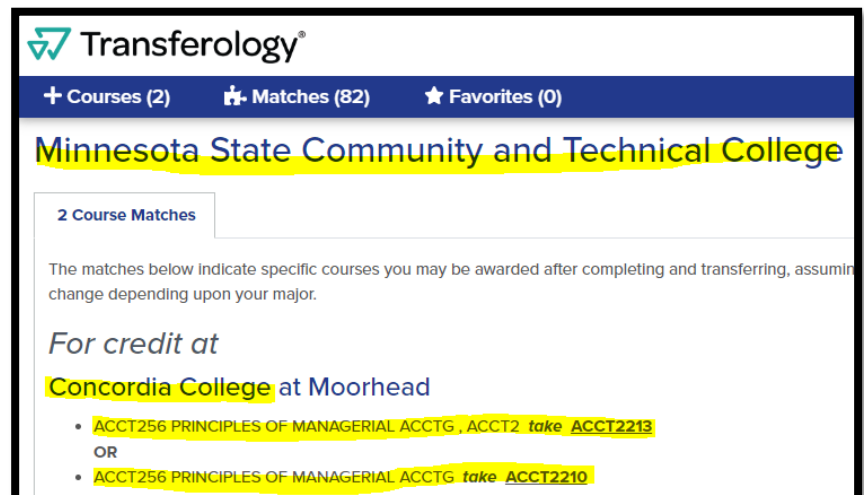
The screen shot shows that at MSUM, the equivalent for Concordia Acct 256 is Acct. 231.



The screenshot shows the Transferology interface for Minnesota State University Moorhead. At the top, it displays 'Transferology' with a logo, and navigation options: '+ Courses (2)', '+ Matches (82)', and '★ Favorites (0)'. The institution name 'Minnesota State University Moorhead' is highlighted in yellow. Below this, a section titled '2 Course Matches' is shown. A text block explains: 'The matches below indicate specific courses you may be awarded after completing change depending upon your major.' Underneath, it says 'For credit at Concordia College at Moorhead'. A bullet point lists: '• ACCT256 PRINCIPLES OF MANAGERIAL ACCTG take ACCT231'.

## Example 3–M State (host campus):

The screen shot shows that at M State, the equivalent for Concordia Acct 256 is Acct. 2213 or Acct 2210.



The screenshot shows the Transferology interface for Minnesota State Community and Technical College. At the top, it displays 'Transferology' with a logo, and navigation options: '+ Courses (2)', '+ Matches (82)', and '★ Favorites (0)'. The institution name 'Minnesota State Community and Technical College' is highlighted in yellow. Below this, a section titled '2 Course Matches' is shown. A text block explains: 'The matches below indicate specific courses you may be awarded after completing and transferring, assuming change depending upon your major.' Underneath, it says 'For credit at Concordia College at Moorhead'. Two bullet points list: '• ACCT256 PRINCIPLES OF MANAGERIAL ACCTG , ACCT2 take ACCT2213' and 'OR' followed by '• ACCT256 PRINCIPLES OF MANAGERIAL ACCTG take ACCT2210'.

If there is no equivalent course, an error message in a pink box appears that looks something like this example:

© Minnesota State Community and Technical College has not yet identified matches for your courses at this time. Contact Minnesota State Community and Technical College for more information.

**Next**, navigate to the course schedule for each of the campuses to find out if the equivalent course is available, and schedule a meeting with your advisor to review and confirm your research on classes.

**Finally**, submit the completed Tri-College Registration form to your home campus registrar EARLY! Registration between the colleges is a manual process, and your registrar needs additional time for processing. Requests are processed during *open enrollment*.