1. To access the Transfer Credit Equivalency Guide via the Transferology website, click the purple button located at [https://www.jmu.edu/registrar/students/transfer_credit.shtml](https://www.jmu.edu/registrar/students/transfer_credit.shtml)

2. To create a Transferology login, click the Start Exploring button
3. Enter your first and last name, your email address, and create a password you’d like to use to sign in. You may also sign up using your Facebook or Google credentials.

4. Sign into Transferology with your email and password.
5. To search for courses from an outside institution, select “Will My Courses Transfer?” at the top right of your screen.

6. Search the name of the institution you are transferring from in the “School Name” field.
7. Enter and select the department that the transfer course falls under.

8. Click the teal plus button next to each course you’d like to search for. Selected courses will populate into your Course list on the right side of the screen. Once you’ve added all courses, click Search for Matches.
9. Click on “James Madison University” to see how your transfer courses will be accepted at JMU.

10. Course Equivalents will appear along with any special transfer notes the course may have.
11. You may also search for equivalents using the JMU course by selecting the “Find a Replacement Course” search option.

12. Enter James Madison University in the “School You Currently Attend” field.
13. Enter the department the JMU course falls under and select the appropriate course from the list.
14. Click “Search for Matches”.
15. Select the institution where you would like to take the course.

16. The course you should take at the selected institution will populate to the right of the entered JMU course.