SIUE Transfer Equivalency Self-Service

Overview

Transfer Equivalency Self-Service is a tool that helps current and prospective students understand how previous academic work may apply to their intended SIUE degree. It connects with SIUE's Degree Works audit system to generate a preliminary degree audit based on your transfer credits.
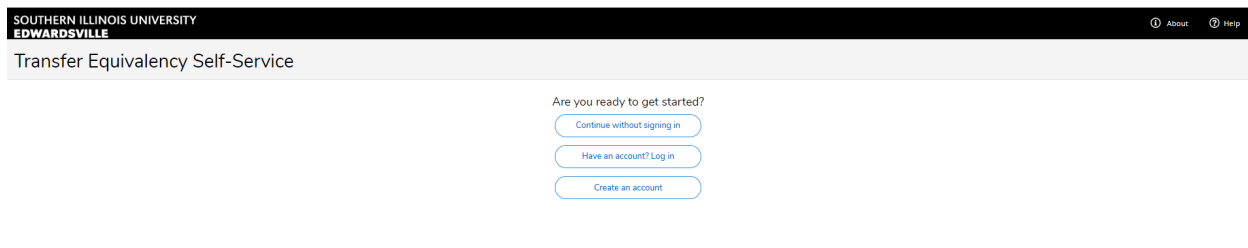

Getting Started

Accessing the Tool

Start from the [Transfer Equivalency Self-Service](#) landing page.

Account Creation (Optional)

You do **not** need to create an account to use the tool. However, an account allows you to:

- Save your audit
- Return to edit it later without re-entering information

To create an account, you will need:

- Email address
- Name
- Password

Note: This account is specific to Transfer Equivalency Self-Service and is not tied to your SIUE e-ID or other systems.

Step 1: Enter Your Goal Information

Regardless of whether you create an account, you will begin by entering:

- **Planned enrollment term** (e.g., Fall 2025)
- **Program** you plan to pursue
- **Level** (Undergraduate or Graduate — this is auto-filled based on your degree)
- **Degree** you plan to pursue
- **Major** (based on your degree selection)

Optional:

- **Minor**
- **Concentration**

The "Your Answers" panel helps track your progress.
If you need to restart, click the circular arrow icon in the upper right.

Step 2: Enter Your Transfer Courses

Add a Class

1. Click **"Class"** to begin.
2. Select the **school** you are transferring from.
   - Use the search bar to filter the list.
   - If your school is not listed, you may still receive credit. The Transfer Center will review your transcripts during the formal evaluation.
3. Select the **course** from the list of equivalencies.
   - If the course is not listed, it may still be eligible for credit upon official review.
4. Enter course details:
   - **Term taken**
   - **Credit hours**
   - **Grade received**
   - **Credit system** (Semester or Quarter; choose "Semester" if unsure)
5. To add more courses from the same school, check **"Add another class from this school."**

Step 3: Enter Credit by Exam or Military Credit

To enter non-course credit (e.g., AP, CLEP, Military):

1. Select the appropriate **school** option:
   o "Advanced Placement"
   o "Military"
   o Other test sources
2. Choose your test/course:
   o Example: **AP 007.4** = AP US History with a score of 4
3. On the Class Information screen:
   o Select the **term**
   o Enter placeholder values for:
     ▪ **Credits**: 3
     ▪ **Grade**: A
     ▪ **Credit Type**: Semester

Required fields cannot be blank, even for test-based credit.

Step 4: View and Edit Your Degree Audit

As you enter coursework, it appears in a panel on the right.

Editing or Deleting Entries

- Click the **pencil icon** to edit
- Select the checkbox and click the **minus icon** to delete

Viewing Your Audit

Click:

- **"Results"** in the top navigation
- Or **"I'm done!"** to view the full audit

The audit includes:

- Program summary with progress bars
- Breakdown of requirements:
    - General Education
    - Intellectual Area
    - Major
    - Minor and Concentration (if applicable)
- Summary of how each course transfers

Audit Symbols

- ✅ Green Check = Requirement fulfilled
- ❌ Red Box = Requirement not yet met
- 🔄 TRF XXX / SPAN 2XX = General elective or non-specific course
- 📌 No credit = Reason will be noted

Step 5: Save or Share Your Audit

- If you did **not** create an account:
  → Click **"Download PDF"** to save your audit for future reference.
- You can return to update or modify your data and re-run the audit at any time.

Important Notes

- This is **not an official transcript evaluation.**
- Official credit is awarded only after the Transfer Center reviews your transcripts.
- Use this tool as a planning resource to guide discussions with your **advisor** or **Transfer Center staff**.

Need Help?

If you have questions about your results, contact:

SIUE Office of the Registrar