Transfer Course Equivalency Search

How to use the **Transfer Course Equivalency Search** database:

Step 1:   Access Penn College's home page at www.pct.edu
Step 2:   Scroll down and select "Transfer Students"
Step 3:   Scroll down and select "Credits from Another College"
Step 4:   Click on the link titled, "Transfer Course Equivalency Search"

You can use the Course Equivalency three ways:
1. To evaluate your courses that you've completed at your institution
2. To evaluate courses you plan to take at your institution to transfer to Penn College
3. To search for courses to fulfill Penn College program requirements

1.) To evaluate if courses that you have previously taken at your institution to transfer to Penn College

On the first screen,

- Click the second option "Transfer courses from another institution" and click submit. This will take you to a second screen.
- Type in your school name and click "List all Courses"
- This drop down includes all courses that have been reviewed for equivalencies from that institution. It includes both 1-to-1 course equivalencies with your institution's courses listed on the left in white and the equivalent Penn College course on the right in gray.
- Scroll down to the bottom and you will find block course equivalencies. These courses are a combination of group equivalencies and each course must match to be equivalent.

2.) To evaluate courses you plan to take at your institution to transfer to Penn College
On the first screen,
- Click the second option "Transfer courses from another institution" and click submit. This will take you to a second screen.
- Type in your school name and in the next box type in the course designator. Click "Evaluate Course."
- If there is an equivalent course, the table will show all options that are equivalent. Your institution's courses are listed on the left in white and the equivalent Penn College course on the right in gray.

3.) To search for equivalent courses at other institutions to fulfill Penn College program requirements.
On the first screen,
- Access the curriculum course sequence for the program you want to study.
- To search a Penn College course at another institution to fulfill program requirements, choose the first option titled, "search for specific Penn College course."
- On the next screen, enter the Penn College course and then click "Find Equivalency Courses." You can either view all the institutions that offer an equivalent course or type in a specific institution to see if there is an equivalent course offered there for the Penn College course. If you have any questions, feel

free to inquire if you have identified a course that seems to be a likely match but may not be showing on the search.

Please note: If an equivalent course is not shown, it does not mean that it will not be considered for transfer credit. You can provide a course syllabus or description for evaluation by emailing or mailing the information to the Admissions office. Please include in the email that you would like the course reviewed for transfer.

You can contact the Admissions office at any time to assist you with your transfer. We are happy to help and look forward to working with you!

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