

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

The screenshot shows the web interface for the Transfer Course Equivalency Search tool. At the top left is the Pennsylvania College of Technology logo. The main header reads "Administrative Information Systems" with contact information for the Student & Administrative Services Center. The page title is "Transfer Course Equivalency Search". Below the title, there is a paragraph explaining the system's purpose: "You can use this system to view the courses offered at other institutions that will transfer to Penn College. You can search by Penn College course number and see results for all institutions that offer an equivalent course. Alternately, you can focus your search on a specific institution and the courses it offers that will transfer to Penn College." An important note follows: "IMPORTANT! The lists generated from this system may not be complete; classes are evaluated on an as needed basis. Final approval of a course transfer is at the discretion of Academic Affairs. Consult the College's online catalog for more information about transferring credits." Below this is a section titled "What would you like to do?" with two radio button options. The first option is "I want to check course equivalency for a specific Penn College course or course type (e.g., all math courses). I can view the results across all institutions or choose one specific institution." The second option is "I want to look up a specific course at another institution or list all courses at that institution that will transfer to Penn College." The second option is selected. A "Submit" button is located below the options.

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.

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Administrative Information Systems
Student & Administrative Services Center, Rm 2072 · (570) 320-2400 ext. 7329

Transfer Course Equivalency Search

To view all courses from a particular institution that will transfer to Penn College, provide the name of the institution in the box below and select the List All Courses button. If you wish to look up a single class from that institution, provide the course number, and press the Evaluate Course button.

School:

Course:

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.

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School:

Course:

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.

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IMPORTANT! The lists generated from this system may not be complete; classes are evaluated on an as needed basis. Final approval of a course transfer is at the discretion of Academic Affairs. Consult the [College's online catalog for more information about transferring credits](#).

What would you like to do?

I want to check course equivalency for a specific Penn College course or course type (e.g., all math courses). I can view the results across all institutions or choose one specific institution.

I want to look up a specific course at another institution or list all courses at that institution that will transfer to Penn College.

Submit

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To check for equivalent courses at other institutions, type in the Penn College Course Number (use alphanumeric course number without spaces, e.g., ENL111). To search for all courses of one type (e.g., math), enter only the three-letter course designator (e.g., MTH).

To view a list of all schools that offer an equivalent course, click the Find Equivalent Courses button. To narrow your results to equivalent courses at one particular institution, enter that institution's name and click the Find Equivalent Courses button.

Penn College Course Number:

School:

Find Equivalent Courses

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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