Transferology Lab & the Form 13 Process

- Method to Document **Existing Articulations Only**
  - Not to establish new articulations
  - Not for courses with substantive changes

- Approved by ICCB

- Live Demo
  - Available on request
  - Can schedule webinars or individual online/phone meetings
  - Contact Dena Lawrence, Illinois MyCreditsTransfer Coordinator
    phone: (217)244–0931 or email: denalawr@uillinois.edu
Sign in to the Transferology Lab at [www.transferologylab.com](http://www.transferologylab.com)

If you do not have a Lab account, click the “Request Lab account” link to have one established.

In the “Advising & Recruiting” menu, click to select “Course Bundles.” Then click “+ Create Transfer Bundle” This opens your institution access to Transferology. Designed for employee use, it has greater capacity than the student-use side of the tool.
Bundle Name:
The system will automatically designate each new instance as, “New Bundle” with the date. Click the “Bundle Name” box to rename it. For this example, I have used the name “Form 13 – Accounting.”

Place your cursor in the “School Name” field and type a keyword from your institution’s name (such as Rock for Rock Valley College). The resulting list should include your institution. Simply click the name to select it.
With the bundle created, appropriately named, and the school selected, it’s time to select courses.

For best results, select the most recent full semester term.

Type the subject of the desired course(s) to select the “Department” name.

A list will populate showing all classes available during that year & term for that subject. In this example, Accounting.

Click the green plus sign (+) to add courses for which articulation documents are needed.

*In this example, I did NOT select the 1 credit hour courses, the internship, the independent study course, and the capstone course. I selected ATG 110 through ATG 220.
With the course list in place, click the green box labelled, “Search for Matches.”

For relevance to the Form 13 process, filter the results using the settings on the right side of the screen, to the following:
- Change “Any State” to “Illinois”
- Change “Any Year” to “4 Year”
The resulting list of Illinois, public, 4-year universities are ordered by best match. Click the green “% Match” box to view specific articulations from each school. Use the “Print” button to document the results and attach them to the Form 13 (form instructions being updated).

### 11 Schools Found (51 hidden)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Distance</th>
<th>City</th>
<th>State</th>
<th>Percentage Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Illinois University Charleston, IL</td>
<td>40 miles</td>
<td>IL</td>
<td></td>
<td>100% Match</td>
</tr>
<tr>
<td>Western Illinois University Macomb, IL</td>
<td>131 miles</td>
<td>IL</td>
<td></td>
<td>100% Match</td>
</tr>
<tr>
<td>Southern Illinois University Carbondale, IL</td>
<td>71 miles</td>
<td>IL</td>
<td></td>
<td>100% Match</td>
</tr>
<tr>
<td>Illinois State University Normal, IL</td>
<td>50 miles</td>
<td>IL</td>
<td></td>
<td>78% Match</td>
</tr>
</tbody>
</table>

**Western Illinois University**

The matches below indicate specific courses you may be awarded after transferring, assuming you earned a passing grade in the transferred course. Matches may change depending upon your choice of major.

#### Courses from: Rock Valley College

- ATG110 FINANCIAL ACCOUNTING 2018 → ACCT201
- ATG111 MANAGERIAL ACCOUNTING 2018 → ACCT202
- ATG120 MICROCOMPUTER SPREADSHEET APPLICATION IN ACCOUNTING 2018 → GENELEC
- ATG123 GENERAL LEDGER SOFTWARE APPLICATIONS IN ACCOUNTING 2018 → GENELEC
- ATG210 COST ACCOUNTING 2018 → GENELEC
- ATG215 INTERMEDIATE ACCOUNTING I 2018 → GENELEC
- ATG216 INTERMEDIATE ACCOUNTING II 2018 → GENELEC
- ATG218 FEDERAL INCOME TAX 2018 → GENELEC
- ATG220 FRAUD DETECTION AND DETERRENCE 2018 → GENELEC