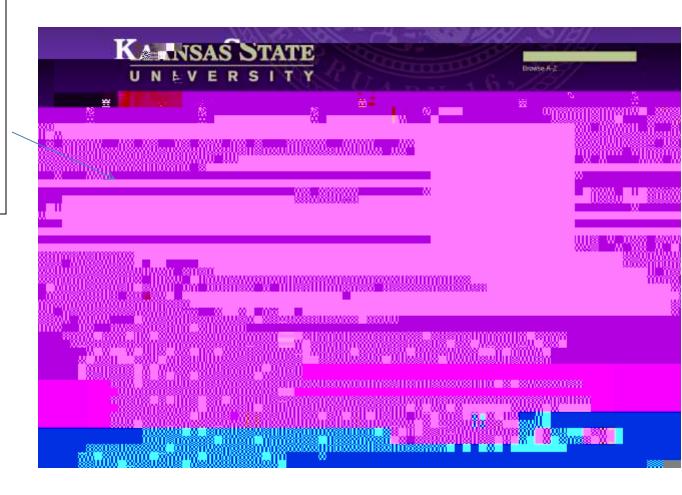
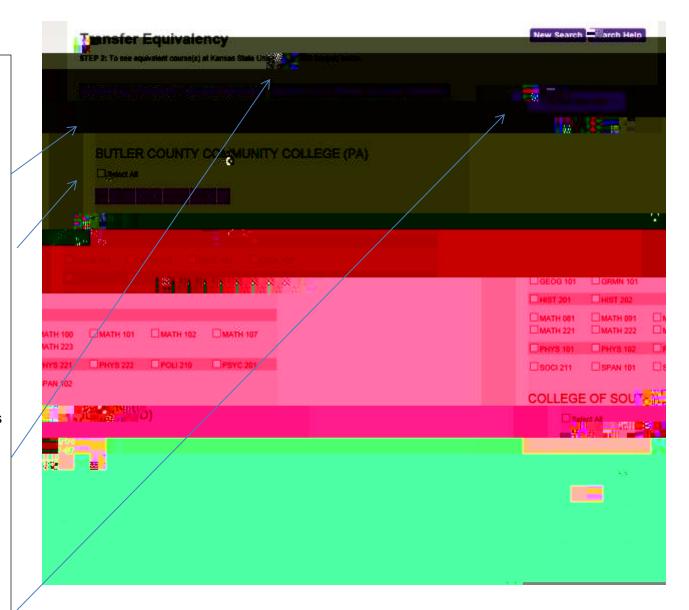
Just start typing your colleges name in this box. After 3 characters are entered it will start generating a list to select from and will continue to filter the list as you continue to type more information. After you find your school dick on it and it will be added to a list on the right. At that time you can enter another school by following the previous direction or dick next for Step 2. You can enter as many schools as you wish, but realize the more you select the more time it may take to generate the next step.



As you select courses you have several options-

- 1) Search by course number (helpful on longer lists) you can select as many courses as you wish from whichever colleges you have chosen.
- 2) Select ALL to see a full list of courses from that school.
- 3) You can hit select by K-State course number in the similar fashion as listed for your transfer institution if you know the K-State number.

Once you have selected courses they will show up on a list on the right and you can hit show results to get your report.



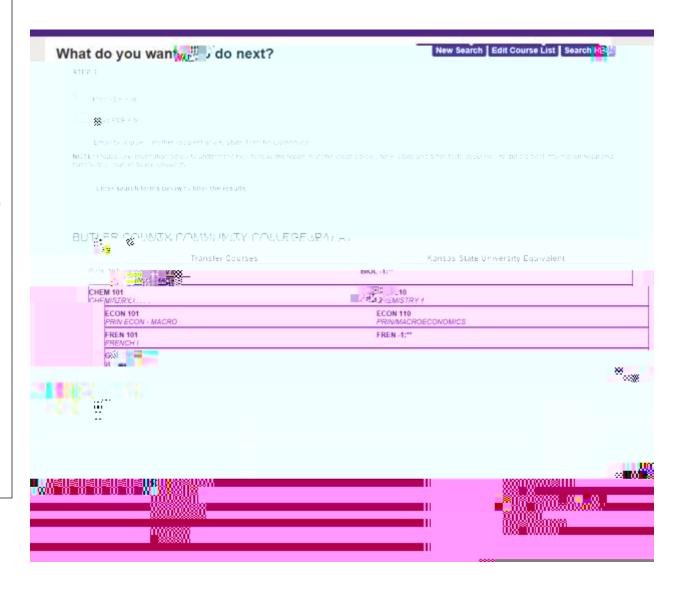
After you hit show results you will get a report that looks like the image to the right.

You can also filter the results with the search box provided.

If you want to edit the list of courses you can do so with the button on the right of the page. Noting if you change the method of search (From Transfer institution to K-State numbers or vice versa, the data you entered previously will be lost). Once you have made changes just hit show results once again.

At this point you have several options.

- You can print a PDF document for your records.
- 2) Save it as a PDF



To email this document just follow these instructions:

Name, email, K-state start date (estimated if need be) and major are required to submit the email.

Phone number is suggested especially if you have questions.

Under majors undecided or open option are not possibilities so please choose the most appropriate major for yourself or your student you are helping.

Questions-This is where you can type whatever type of questions

If you want to have these emailed to multiple recepients make sure to separate the email addresses by a comma.

If this box not checked the transfer coordinators at K-State will automatically receive a copy of the equivalencies and contact information for the student

