

## Buffalo State Transfer Finder Guide

### What is Transfer Finder?

Transfer Finder is a tool accessible through Degree Works that students/advisors can use to see how their completed credits would transfer to another SUNY institution.

This tool is a resource for students to utilize and plan for transfer. SUNY General Education courses and Transfer Pathway courses should automatically fulfill requirements at differing SUNY Institutions.

### How to access Transfer Finder

1. From the Buffalo State home page, click Degree Works and login.
3. Enter student B# or search for a student
4. Degree Works will open at the main student view page. The worksheet will display
5. Click on the “Transfer” tab to open the transfer finder tool

### How to use Transfer Finder

Once you click on the Transfer tab, there are a variety of options



#### 1. My Courses:

“My Courses” will show a condensed list of the courses taken at Buffalo State College Only. My courses will not show courses that have transferred in to Buffalo State.

To add courses taken through different institutions or AP credits, click “Search/Add SUNY Schools” or “Add Other Schools.” Select the institution you wish to add. Once the institution is showing, click “Add New class.” You may then enter the courses which were taken at a previous institution. These courses will remain in your history until you delete them yourself.

Using this feature will assure your coursework earned from other institutions other than Buffalo State appear in your Transfer What If Audit to provide a more complete picture of your progress.

#### 2. Transfer What if Audit:

“Transfer What if Audit” allows the student to see how their completed courses would transfer to another SUNY institution.

The first choice is to select either a SUNY Transfer Pathways, an Academic Discipline or a specific Campus. Students can select up to three programs to compare.

**SUNY Transfer Pathway-** When programs are part of a Transfer Pathway, the transfer is essentially seamless, and the student will receive credit for all courses completed in that pathway. If the program the student wants to pursue is part of a Transfer Pathway, select this option. The student will be able to see which SUNY institutions recognize the program as a Transfer Pathway. Click on the “SUNY Transfer Pathway” link.

Select the desired pathway and click ok. All institutions that offer that pathway will show. Select up to three programs and click “See Comparison”.

**Academic Discipline-** If the student wants to pursue a specific discipline at another SUNY Institution, select this option. The student will be able to see what other SUNY institutions offer that program. Students can select up to three majors to see how their credits would apply to that program and see what their degree progress would look like. Click on “Academic Discipline,” select the discipline the student wants to pursue and then click ok. A list of available institutions with those programs will show. Select up to three programs and click “See Comparison”. Be sure to be hitting “clear criteria” as you make different selections.

**Campus-** If the student is looking to transfer to a specific SUNY institution, select this option. The student will see what programs that college offers. This option allows students to choose up to three colleges that they can compare their degree progress toward completion.

Select the desired pathway and click ok. All institutions that offer that pathway will show. Select up to three programs and click “See Comparison”.

### **3. Find Equivalent Courses within SUNY:**

This function allows students to search to see if a specific Buffalo State course is equivalent to any other course at another SUNY institution.

Input the course and number you wish to search, and select the institution where it was taken. For example, if the student took CIS 101 at Buffalo State, input “CIS 101” in the course box, and select Buffalo State in the School box. Click “Search for Equivalents.” A list of all SUNY equivalents will be displayed. You can sort the School Name and Course Name by clicking on the column headers. NOTE: The schools returned are all of the various institutions where one of their courses has been equated to our “CIS 101”.

### **How to Read the Comparisons/Transfer Audits**

1. when exploring under “SUNY Transfer Path”, and you click on “See Comparison” the degree progress bars will show for each selected program/institution. To view each program/institution, click “View Detail.” The student can then see how their credits would transfer to that institution in a degree audit format.

2. Course Equivalencies- The course equivalencies are shown at the top of the audit once the student clicks on “View Detail.” The course equivalency record will show how the courses transfer.

3. All General Education courses should transfer between SUNY Institutions. If a student receives General Education credits at one SUNY Institution, he or she should receive General Education credits at another SUNY Institution for the same course.

**4. The courses that have an equivalent at the transferring institution will populate in the degree audit**

**5. NOEQ 100 indicates that there are no equivalents.** You will see a display message that says “Insufficient grade- no credit awarded.” NOEQ 100 does not always indicate an insufficient grade, but most commonly an error where the transferring institution can’t accept that course due to no equivalency. Some schools may assign a generic code to accept such as ENG XXX.

**DISCLAIMER:** Transfer Finder is a new tool open for all advisers and students starting the Fall 2018 semester. Its results are not Official and in no way represents a contract between Buffalo State and another SUNY institution.

This is a SUNY-wide initiative and much effort has gone into its development. Thanks for your patience as other schools are slowly going live as well.

Please submit any feedback, recommendations or questions to [audit@buffalostate.edu](mailto:audit@buffalostate.edu)