MCC Degree Works Transfer Finder Guide

What is Transfer Finder?
Transfer Finder is a tool accessible through Degree Works that students and advisors can use to see how their completed and/or in-progress coursework would transfer to another SUNY institution. It works by allowing the student to run a ‘Transfer What If Audit’ at any other SUNY school that is using Transfer Finder. SUNY General Education courses and Transfer Pathway courses should automatically fulfill requirements at every school.

How to access Transfer Finder
1. Sign into Degree Works through your myMCC account
3. Enter the student ID (M#)
4. Degree Works will open on the student view page and display the Degree Works audit
5. Click on the ‘Transfer’ tab to open the transfer finder tool

How to use Transfer Finder
Once you click on the Transfer tab, you will see three options:

My Courses
Transfer What If Audit
Find Equivalent Courses within SUNY

1. My Courses:
‘My Courses’ displays a condensed list of the courses the student has taken or that are in-progress at MCC. It will not show courses that have transferred into MCC. To add AP credits or courses taken at a different institution, click ‘Search/Add SUNY Schools’ or ‘Add Other Schools’ and select the institution you wish to add. If you select a SUNY School that the student previously attended, as long as the school also uses Transfer Finder and the student is still in their Degree Works database, it will automatically bring in the coursework they took there. Otherwise the student will need to click ‘Add New Class’ and manually enter his/her course information. Follow the same manual method when choosing ‘Add Other Schools’.
Using ‘My Courses’ will assure that the coursework earned from institutions other than MCC appear in the student’s ‘Transfer What If Audit’ to provide a more complete picture of his/her progress. The information entered there will remain in the student’s Transfer Finder history until the student/advisor deletes it.

2. Transfer What if Audit:
‘Transfer What if Audit’ allows the student to see how his/her completed courses would transfer to another SUNY institution. Select from the following options:

SUNY Transfer Path
Academic Discipline
Campus.
Students can select up to three of each within these criteria to compare.
Transfer What if Audit (continued):

SUNY Transfer Path - 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 student wants to pursue 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 Path’ link
- Select the desired pathway and click ok. All institutions that offer that pathway will display
- 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 the Academic Discipline option. This option allows students to choose as many disciplines as he/she wants and then compare up to three Campuses that offer Major/Programs in that discipline.

- 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 display
- Select up to three Campuses and click ‘See Comparison. Use the ‘clear criteria’ option to choose different programs

Campus -
If the student has a specific SUNY institution he/she is considering for transfer, select the Campus option. The student will see what Program/Majors that school offers. This option also allows students to choose up to three institutions to compare their degree progress* toward completion.

- Select the SUNY institution and click ‘ok’. All institutions that offer that program will display
- Select up to three programs and click ‘See Comparison’
- Use the scroll bar to the right to view the Major/Programs at each institution
- Click ‘View Detail’ to see the full ‘Transfer What If Audit’ reflecting how courses apply in each degree program
- The Degree Works audit that is run against that particular institution’s Major/Program includes the SUNY General Education block

3. Find Equivalent Courses within SUNY:
This function allows students to search for MCC courses that are equivalent to courses at another SUNY institution.

- Enter the course and number you wish to search, and select the institution where it was taken. For example, if the student took COM 101 at MCC, enter ‘COM 101’ in the course box, and select Monroe Community College in the School box.
- Click ‘Search for Equivalents’. A list of all SUNY equivalents will be displayed. You can sort by School Name and Course Name by clicking on the column headers.
How to Read the Comparisons/Transfer Audits:

1. After making a selection under the ‘SUNY Transfer Path’, ‘Academic Discipline’ and/or ‘Campus’, click ‘See Comparison’. This will display the Degree Progress* bars for each program/institution selected. The Requirements bar indicates the percentage of requirements that the student has completed or is registered and working towards. The Credits bar indicates the percentage of credits that the student has successfully completed.

   *NOTE: Degree Progress bars are generated from each institution’s individual Degree Works set-up, so they may not be a true indicator of progress when comparing between schools. The Degree Progress bars provide a more accurate picture when comparing different program/majors within one school.

2. Click ‘View Detail’ to see how the student’s coursework would transfer to that institution.

3. Course Equivalencies- Once in the ‘Transfer What If Audit Detail’, the courses the student has taken (or are in-progress) at MCC (and any other school that was populated from ‘My Courses’) are displayed at the top of the audit on the left hand side. The equivalent to each course appears on the right hand side. Courses that have an equivalent will also populate in the degree audit where applicable. “NOEQ 100” with the message “No Equivalent Found” indicates that there are no equivalents to the course at the transfer institution. While the transferring institution cannot accept that course due to no equivalency, they may assign a generic code to accept the course as an elective. It would then display as (discipline) XXX, i.e. ENG XXX Elective. “NOEQ 100” may also indicate the grade requirement for the course has not been met for transfer.

5. SUNY General Education Requirements (SUNY-GER) block- Many of the transfer Major/Programs will include a SUNY GER block in the audit consisting of the General Education categories Mathematics, Basic Communication, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, and Foreign Language. If a student receives SUNY-GER credit at one SUNY institution, they should receive SUNY-GER credit at another SUNY institution for the same course. When a SUNY-GER course is transferred and meets one of these categories, it will display as “GETA Class Used” (General Education Transcript Addendum) which indicates a course has been applied to that specific category. If a course is NOT considered a SUNY-GER at MCC but satisfies the SUNY-GER at the transfer institution, it will display as “(SUNY GER) Category” rather than “GETA Class used.”

6. Copies of the Transfer Finder audits are not saved anywhere within the system. The only way to save the audit for future use or for more comparison is to use the ‘Save Audit as PDF’ functionality on the ‘Transfer What If Audit Detail’ page.

7. To return to a previous search screen or to start over, click on the link where you want to go above ‘Transfer What If Audit’. (If you are an advisor and want to assist another student, you will need to click on the Worksheets tab in order to enter a new Student ID.)
How to Read the Comparisons/Transfer Audits (continued):

8. As each institution accepts transfer courses differently, the number of credits and the grades that are acceptable for transfer are dependent on each institution’s unique transfer policies. Students should speak with a representative from the transfer school if they need more detailed information.

DISCLAIMER:
Transfer Finder is a new tool open for all advisors and students. Its results are not official and do not represent a contract between Monroe Community College and another SUNY institution.

Please submit any feedback, recommendations or questions to:
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