

## USING the UWEC TRANSFER CREDIT WIZARD

Transfer Wizard is a historical database of all courses that have been evaluated for transfer credit by the UWEC Admissions and Registrar's Offices. While it is a helpful tool for students in learning more about what classes have been offered at their host site, it has several important limitations to be aware of:

- It is a historical record of all courses from a particular institution abroad that have EVER been evaluated for credit. Just because a course is listed in Transfer Wizard, there is no guarantee that it is still offered at the host university.
- It does not indicate what term a course is typically offered. So even if the course is still offered at the host university, it may not be offered in the term a student is thinking of going.
- For long-standing programs with many established equivalencies, only the first 300 will show up on a simple search. To see more classes, you must:
  - a) Do a "School Subject" search. For this, you have to know the subject course code at the HOST university. For example, if you only want to see history courses at the University of Winchester, input "HS" in the search function. This is the U of Winchester code for history. If you input "HIST", the UWEC code, nothing will appear.
  - b) Search by course. If you want to see if a particular course has an established UWEC equivalency, you can input the host university subject code and course number in the "Search". If nothing appears, the course has not yet been evaluated. U of Winchester course has an established UWEC equivalency, you can enter the U of Winchester subject code and course number (e.g. HS1004) in the "Search". Some courses may not have an established equivalency. An official equivalency can be established for the course after you are accepted to the program.

This is what a Transfer Wizard search looks like. The example used is for the University of Winchester.

**Step 1) When you first get to the TW site, choose the country you want, then hit "Search"**

### Search for the Transfer Credit School

Enter the country or state and/or a portion of the name of the school from which you wish to transfer credit. For more results, leave more fields blank, or use broader search terms, e.g. "Wisconsin" or "La Crosse" instead of "University of Wisconsin La Crosse." Two year UW Colleges (e.g. Barron, Marshfield, Marathon) will be found under the "UW Colleges System" institution.

Country

College/University

**Step 2) All of the universities from that country that have course equivalency evaluations will appear. Click the one you want.**

Select a College/University			
<a href="#">Harlaxton College</a>		England	United Kingdom
<a href="#">Lancaster University</a>		Lancaster	United Kingdom
<a href="#">London Metropolitan Univ</a>		London, England	United Kingdom
<a href="#">Univ Of Aberdeen</a>	King'S College	Aberdeen Ab24 3Fx	United Kingdom
<a href="#">Univ Of Glasgow</a>		Glasgow G12 8Qq	United Kingdom
<a href="#">Univ Of Hertfordshire</a>	Aldenham, Watford	Herts Wd2 Sat, U.K.	United Kingdom
<a href="#">Univ Of Winchester</a>	West Hill	England	United Kingdom
<a href="#">Univ of Gloucestershire</a>		Cheltenham	United Kingdom
<a href="#">Univ of Stirling</a>		Fk9 4La	United Kingdom

Start Over

**Step 3) Use one of the search methods described above to start your search.** Here, you are searching for history classes at the University of Winchester, by entering “HS” as the Winchester subject code for History, then clicking Search

### Search Univ Of Winchester Courses

Enter all or part of a Subject abbreviation and/or Course Number at the transfer school, e.g., MATH 010, or leave that field blank if you wish to see all courses (up to 300) from this school.

Subject and Course Number

Start Over

Select Different School

Search

A list of all history courses from Winchester that have been evaluated for UWEC credit will appear in numerical order by Winchester course number.

#### Step 4) Understanding the UWEC equivalency

You will see that some courses have a specific UWEC equivalent:

Univ Of Winchester

Subject	Course Number	Title
HS	1004	Intro: United States

University of Wisconsin-Eau Claire

Subject	Course Number	Title
HIST	114	United States History to 1877

If this is the case, you will need to look up the UWEC course in the UWEC catalog to determine what GE or LE credit the course fulfills. For example, HIST 114 has the following attributes in the UWEC catalog:

Attributes: Cultural Diversity 1 cr., GE IVC Humanities-History, LE-DDIV Design for Diversity, LE-K3 Humanities, LE-R1 Equity, Diversity, and Inclusivity

If the course does not have a specific UWEC equivalent, the right-hand column will indicate what UWEC LE or GE requirements it fulfills. This example shows an upper division political science elective that counts as GE 3 or LE-K2.

Univ Of Winchester

Subject	Course Number	Title
AM	3607	War Americ Experi

University of Wisconsin-Eau Claire

Subject	Course Number	Title
POLS	980U20000	Upper Division GE3.LE-K2

If the right-hand column indicates a department, but no LE or GE requirements, then this course CANNOT be used for LE or GE. For example, this course is a social work elective, lower division. If you are a social work major, and need lower division electives, this course might count for you. You would need to consult with your adviser to find out.

Univ Of Winchester

Subject	Course Number	Title
AS	2124	Ind Wrk:Org Serv

University of Wisconsin-Eau Claire

Subject	Course Number	Title
SW	907L	Lower Division Elective

If the right-hand column does not indicate that the department is ELEC, and no LE or GE requirements are listed, then this course does not count in any specific department AND cannot be used for LE or GE. It would just be three additional credits on your transcript that do not count for any requirements.

Univ Of Winchester

Subject	Course Number	Title
AS	1020	Methods Inquiry I

University of Wisconsin-Eau Claire

Subject	Course Number	Title
ELEC	907L	Lower Division Elective