How to use the Transfer Equivalency System and get approval for classes

1. How to find it
   a. Go to www.xavier.edu/registrar
   b. Click on Transfer Work
   c. Scroll down to Online Equivalency Listing
   d. Search for the University you will be attending
   e. See if any of the classes you will take are listed
2. General information about some core course listings
   a. ENGL 127 – humanities elective
   b. ARTS 000 – creative perspective
   c. MUSC 000 – creative perspective
   d. BIOL, CHEM, PHYS 001 – natural science lecture
   e. BIOL, CHEM, PHYS 002 – natural science lab
3. Who to contact for course approval
   a. Department chair for each course
      i. Department chairs can be found at :
         https://www.xavier.edu/provost/department-chairs
   b. Who approves flags?
      i. Oral Communication – Dr. Andrew Zolides
         1. Communication Department
      ii. Quantitative Reasoning – Dr. Liz Johnson
         1. Computer Science Department
      iii. Writing – Dr. Wendy Maxian
         1. Communication Department
      iv. Ethics/Religion and Society – Dr. Myron Jackson
         1. Philosophy Department
      v. Diversity – Dr. Christine Anderson
         1. History Department
4. How to seek course approval
   a. Is it approved in TES?
      i. In department initials box write "see TES"
   b. Is it not approved in TES?
      i. Email or schedule a meeting to discuss course equivalency with department chair or approver