1. Begin your *unofficial* transfer articulation by clicking the “Continue without signing in” button.

2. Answer the required questions. (You will only have one choice in the intended level, degree and major questions.)
3. Begin to enter the courses from your institution, by clicking the “Class” button.

4. Search for your institution in the “Select a School” box.

5. **If a course has been reviewed** for possible transfer credit to W&M, you will see it in the list of courses under the institution you selected. Simply click the title of the course to answer more questions.
6. Answer the questions about the course you selected. (If nothing appears in the drop down box, your browser might need to be refreshed. Try refreshing and then select the information from the drop-down boxes.)

Click the “Add another class from this school” box to continue adding all of the courses you want to articulate. Click the “Proceed” button.

You will begin to see the classes selected in the “My Transfer Work” section.

7. When you have finished adding all of your classes, click “I’m all done!”

8. Scroll to the bottom of the Results section to view the courses from your school and how they might transfer here.
9. To start over, click the circle arrow button on the Results screen.