

Quick Start Guide to Search the Transfer Credit Guide

Log on to website at www.spotg.ca

Course Equivalencies

- Step 1 If you are a student at a Saskatchewan education institution (for example, U of R) and want to know which of your courses (for example, Art) will transfer to another institution, choose **Search for Course Equivalencies**
- Step 2 Choose **Search by Sending Institution** (the institution where you have taken or plan on taking a course)
- Step 3 Select "Sending Institution" from the first drop-down list (for example, U of R)
- Step 4 Select a "Course Name" from the next drop-down list (for example, Art). You may leave all of the other fields blank.
- Step 5 Select "Receiving Institution" (the institution where you want to be granted transfer credit) (for example, U of S) or leave as "All Institutions"
- Step 6 Click "Search"
- Step 7 For further details, check the box in the left-hand column
- Step 8 Click "Show Detail for Selected Items"
- Step 9 Click "Return to Search Results"
- Step 10 Click "Return to Search" to do another search

Program Agreements

- Step 1 If you are a graduate of a program from a Saskatchewan educational institution (for example, SIAST) and want to know if your program of study is transferable to another institution, choose **Search by Program Agreement**
- Step 2 Choose **Search by Sending Institution** (the institution where you have taken or plan on taking a program)
- Step 3 Select "Sending Institution" from the first drop-down list (for example, SIAST)
- Step 4 Select "Program" from the next drop-down list (for example, Chemical Technology)
- Step 5 Select "Receiving Institution" (the institution where you want to be granted transfer credit) (for example, U of R) or leave as "All Institutions"
- Step 6 Click "Search"
- Step 7 For further details, check the box in the left-hand column
- Step 8 Click "Show Detail for Selected Items"
- Step 9 Click "Return to Search Results"
- Step 10 Click "Return to Search" to do another search

The above steps show how to get quick results using simple search criteria. Please consult the *Transfer Credit Guide* for advanced search functionality.