

How to use Monarch TRANSFERmation at Old Dominion University

Monarch TRANSFERmation, short for “Transfer Information,” is a massive database on the Internet that allows you to easily obtain information about how credits may transfer to ODU from many different institutions of higher learning across the United States.

This simple handout is intended to ensure a rewarding experience with this one-of-a-kind tool, and to ease your *transformation* into an Old Dominion University Monarch.

How to locate Monarch Transformation online:

1. Visit: <http://www.leonline.odu.edu> ;
2. Click on Admissions Menu;
3. Click on Monarch Transformation (Transfer Equivalency Information);
4. On the drop down menu, select the state that is the home to the previous institution from which you are transferring (e.g., Virginia), and hit the “GET STATE” button;
5. On the next screen using the drop down menu, select the institution you are transferring from (e.g., J. Sargeant Reynolds Community College), and hit the “GET SCHOOL” button.
6. You will get a disclaimer screen and have the option to view a full report (i.e., a list of all subjects and their transfer equivalencies), or a subject report (i.e., a list of equivalencies by a specific subject). We recommend using the full report to make it easier for you to determine your equivalencies. Once you have selected the full report or subject report option from the drop down menu, hit the “I Understand” button. Please note it may take up to a minute or longer for the report to be pulled.

You should see the following screen:

J SARGNT REYNOLDS CC			VS.	Old Dominion University		
CLASS	TITLE	CREDIT HOURS	=>	CLASS	TITLE	CREDIT HOURS
ACC 100	Introduction to Bookkeeping	5	=>	GNRL 1ELE	ELECTIVE	
ACC 110	INTRO TO ACCOUNTING/BOOKKEEP	5	=>	GNRL 1ELE	ELECTIVE	
ACC 115	APPLIED ACCOUNTING	3	=>	GNRL 1ELE	ELECTIVE	
ACC 116	Hotel & Restaurant Acct	3	=>	GNRL 1ELE	ELECTIVE	
ACC 124	PAYROLL ACCOUNTING	3	=>	GNRL 1ELE	ELECTIVE	
ACC 211	Principles of Accounting I	4	=>	ACCT 201	PRINCIPLES OF ACCOUNTING	
ACC 212	Principles of Accounting II	4	=>	ACCT 202	PRINCIPLES OF ACCOUNTING	
ACC 215	Computerized Accounting	4	=>	BUSN 2ELE	ELECTIVE	
ACC 217	Analyzing Financial Systems	3	=>	BUSN 2ELE	ELECTIVE	

The report above shows the transfer equivalencies for accounting courses at J. Sargeant Reynolds Community College. You will notice that ACC 211 and ACCT 212 will transfer over, in most circumstances, as ACCT 201 and 202 respectively. The credit hours in the ODU column will be blank because ODU will accept however many credits the course is worth at the previous institution (with the exception of courses taken on a quarter hour basis).

Please keep in mind that a grade of “C” or better must be earned at the previous institution in order for a class to be considered for transfer credit. A course approved for transfer credit will be displayed as “TP” [Transfer Pass] on your transcript. Letter grades (i.e., A,B,C,D,F, etc.) DO NOT transfer with your credits.