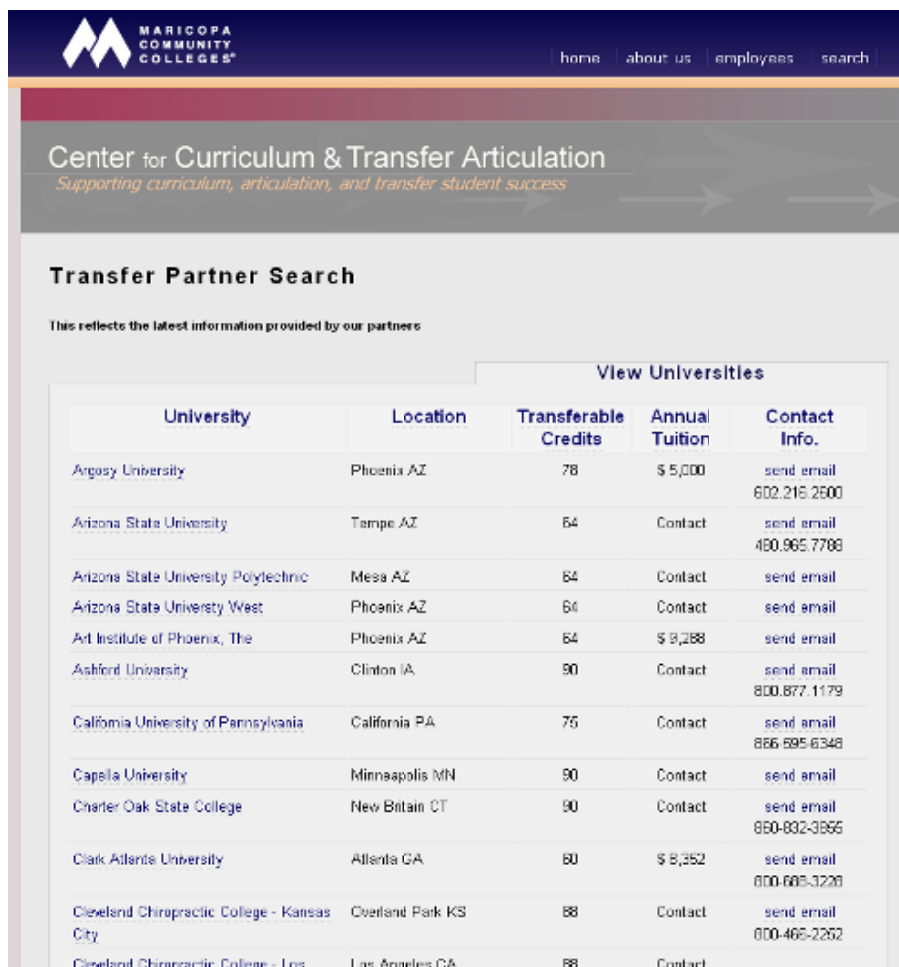


Transfer Partner Search Tool Users Guide

<http://www.maricopa.edu/transfer/>

Maricopa offers the student a way to learn more about our Partner Universities.

This Search Tool is your opportunity to show our transfer-ready students who you are and how you may meet their needs. We have designed this online tool to be updated by you, our Partners, allowing only the most current information to be displayed. Please feel free to use this user's guide to update your profile.



The screenshot shows the Maricopa Community Colleges website. At the top is the Maricopa Community Colleges logo and navigation links: home, about us, employees, search. Below this is the Center for Curriculum & Transfer Articulation header with the tagline "Supporting curriculum, articulation, and transfer student success". The main content area is titled "Transfer Partner Search" and includes a note: "This reflects the latest information provided by our partners". A "View Universities" button is present above a table of partner institutions.

University	Location	Transferable Credits	Annual Tuition	Contact Info.
Argosy University	Phoenix AZ	78	\$ 5,000	send email 602.216.2500
Arizona State University	Tempe AZ	64	Contact	send email 480.965.7788
Arizona State University Polytechnic	Mesa AZ	64	Contact	send email
Arizona State University West	Phoenix AZ	64	Contact	send email
Art Institute of Phoenix, The	Phoenix AZ	64	\$ 9,288	send email
Ashford University	Clinton IA	90	Contact	send email 800.877.1179
California University of Pennsylvania	California PA	75	Contact	send email 886.695.6348
Capella University	Minneapolis MN	90	Contact	send email
Charter Oak State College	New Britain CT	90	Contact	send email 860-832-3565
Clark Atlanta University	Atlanta GA	60	\$ 8,252	send email 800.605.3228
Cleveland Chiropractic College - Kansas City	Cleveland Park KS	88	Contact	send email 800-465-2252
Cleveland Chiropractic College - Los Angeles	Los Angeles CA	88	Contact	

Accessing your account

Enter this address in your internet browser:

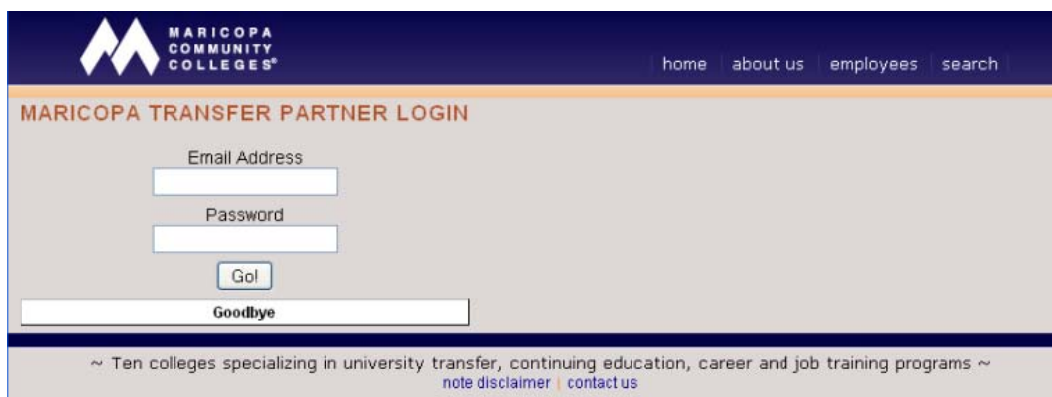
<http://www.maricopa.edu/transfer/partners/>

You will see the login page:

Your email address is info@YOURDOMAIN.edu

And your initial password is transfer1

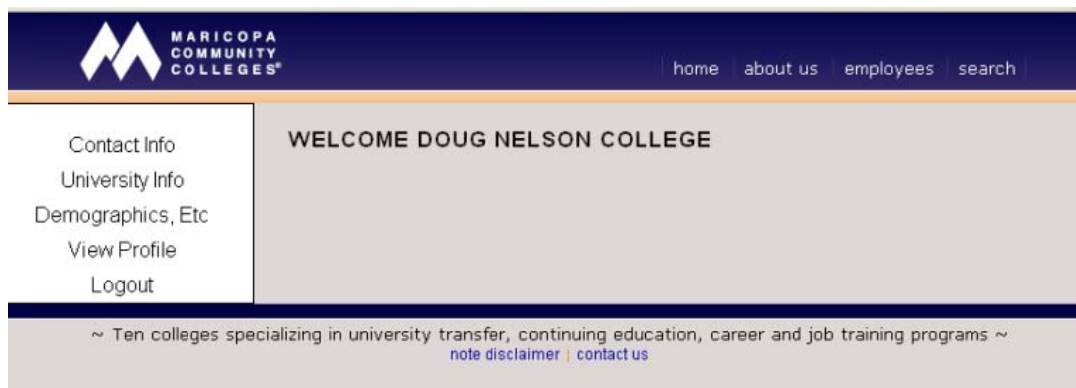
For security, once you have entered the site please change your password on the Contact Info page.



The screenshot shows the Maricopa Community Colleges logo and navigation links (home, about us, employees, search) at the top. Below the logo is the heading "MARICOPA TRANSFER PARTNER LOGIN". The form contains three input fields: "Email Address", "Password", and "Goodbye". A "Go!" button is positioned below the Password field. At the bottom of the page, there is a footer with the text: "~ Ten colleges specializing in university transfer, continuing education, career and job training programs ~" and links for "note disclaimer" and "contact us".

Login page

Once you have logged in, you will see your custom page:



The screenshot shows the Maricopa Community Colleges logo and navigation links (home, about us, employees, search) at the top. Below the logo is a sidebar menu with the following items: "Contact Info", "University Info", "Demographics, Etc", "View Profile", and "Logout". To the right of the sidebar is the heading "WELCOME DOUG NELSON COLLEGE". At the bottom of the page, there is a footer with the text: "~ Ten colleges specializing in university transfer, continuing education, career and job training programs ~" and links for "note disclaimer" and "contact us".

Custom page

University Information

On the University Information page, you will find fields to enter pertinent information. Please note that your “web address” is your institutions main domain address while the “URL to online application” address should be the link directly to your admissions department’s online application.

The screenshot shows the 'UNIVERSITY INFORMATION' page within the Maricopa Community Colleges system. The page has a dark blue header with the Maricopa Community Colleges logo and navigation links: 'home', 'about us', 'employees', and 'search'. On the left side, there is a vertical menu with the following options: 'Contact Info', 'University Info', 'Demographics, Etc', 'View Profile', and 'Logout'. The main content area is titled 'UNIVERSITY INFORMATION' and contains the following fields:

- University Name:** Text input field containing 'Doug Nelson Colle'.
- Address:** Text input field containing '2411 W. 14 Street'.
- Address (continued):** Empty text input field.
- City:** Text input field containing 'Tempe'.
- State:** Text input field containing 'AZ'.
- ZIP Code:** Text input field containing '85261'.
- Country:** Text input field containing 'USA'.
- Location:** Dropdown menu showing 'Maricopa County'.
- Phone:** Empty text input field.
- Web address:** Empty text input field.
- FICE Code:** Text input field containing '0'.
- Admission Deadline:** Text input field containing '0' followed by '(Mmdd)'.
- URL to Online Application:** Empty text input field.

A 'Save' button is located at the bottom right of the form area.

University Information Page

University Demographics

The information regarding your institution can be entered on the “Demographics” page:

The screenshot shows the 'UNIVERSITY DEMOGRAPHICS, ETC.' page. On the left is a navigation menu with links: Contact info, University Info, Demographics, Etc (highlighted), View Profile, and Logout. The main content area contains several sections with form fields:

- Main Campus Setting:** Rural (dropdown)
- Student Population:** 500000 (text input)
- Annual Tuition:** 4000 (text input)
- On-Campus Housing:** Yes (dropdown)
- Maximum Lower Division Credits Accepted in Transfer:** 80 (text input)
- Maricopa Transfer Scholarships:** No (dropdown)
- Regional Accreditations:** New England (dropdown)
- School Designation(s):** A list of checkboxes, all of which are checked: Minority-Serving Institution, Faith-Based, Non-Profit, For-Profit, Public, Proprietary, Private, and Independent.
- University Highlights:** A text area containing 'test test2 test3 test4'.

A 'Save' button is located at the bottom right of the form.

University Demographics Page

Contact and Login

You can modify your contact information instantly by using the “contact and login” page. Here is where you can safely change your username (contact email address) and password. As always, please select a password that is unique but still easy to remember. You may want to write it down and keep it in a very safe place.

home | about us | employees | search

CONTACT INFO
UNIVERSITY INFO
DEMOGRAPHICS, ETC
VIEW PROFILE
LOGOUT

MODIFYING CONTACT & LOGIN INFO

Contact Person

Contact Phone

Extension

Contact Email

Login Password

Save

**** Modifying the contact email address changes the login ID ****

Modifying Contact & Login Info page

Center for Curriculum & Transfer Articulation

Supporting curriculum, articulation, and transfer student success

Logo and Photo

Send us your University logo and campus photo and we will insert them into your pages in the places indicated below.

Your logo will appear in the left navigation bar as well as on the "University Profile" page

The screenshot shows the website interface for the Center for Curriculum & Transfer Articulation. The navigation bar includes links for HOME, STUDENTS, COMMUNITY, EMPLOYEES, and SEARCH. The main content area is titled 'WELCOME ARGOSY UNIVERSITY' and features the center's name and tagline. Below this, the 'Argosy University Logo' is displayed with its address: 2233 West Dunlap Avenue, Phoenix, AZ 85021, USA, and contact information: 602.216.2600, www.argosy.edu/. A photo of the campus is also shown. The left navigation bar contains links for Contact Info, University Info, Demographics, Etc., University Logo, University Photo, View Profile, and Logout. The right side of the page contains a table with university details and an 'Apply Online' button.

Annual Tuition (Out-time resident)	\$5000
Setting	Suburban
Location	Maricopa County
Student Population	7000
Accreditations	North Central
Designations	Faith-Based Month-Long Institution Public
Student Housing	Yes
Scholarships (Maricopa Transfer Student)	No
Maricopa Credits Accepted	75
FICE Code	6
Admission Deadline	
Admission Information	Apply Online