Using the Course Applicability System to plan your transfer to Portland State University

The Portland State University Course Applicability System (CAS) provides transfer course equivalency information and degree progress reports. CAS can be a very useful tool for students planning to transfer to Portland State.

Using the Course Equivalency Guides

The Course Equivalency Guides list how courses from certain colleges will transfer to Portland State. Most, but not all, Oregon colleges are listed as well as some community colleges in Southwest Washington.

Step One: Go to www.cas.pdx.edu. You may want to first review the "tips to using CAS."

Step Two: Click on "**Guest Login**"

Step Three: Click on "**Course Equivalency Guides**" on the left-hand side.

Step Four: Select "**Portland State University**" as the target institution.

Step Five: Click on **"Browse By School"** to find a specific college.

Step Six: Select the specific institution and click on **"See Equivalencies."**

Step Seven: Choose a department from the **"Course(s)"** pull-down menu to reveal PSU equivalencies for each courses offered in that department.

If PSU has a direct equivalent, the course number will show (e.g. WR 121). When an exact equivalent does not exist, a course transfers as "LD" (lower division) or "UD" (upper division), meaning credit is granted under that department, but not as a specific course. Also pay close attention to the "Effective Dates" column. On occasion, course content changes, so these dates indicate when the equivalency is in effect (e.g., 0000-Summer 2000 means if the course was taken after Summer 2000, it transfers differently. 0000-9999 means the equivalent is current).

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Creating a CAS account

By creating an account in CAS, students have access to more information, including the ability to create personalized degree audits which identify complete and incomplete requirements towards a specific major at PSU.

Step One: Go to www.cas.pdx.edu. You may want to first review the "tips to using CAS."

Step Two: Click on "**New Account.**"

Step Three: Make sure "**Oregon**" and "**Portland State University**" are highlighted in the center box and click on **"Select Institution."**

Step Four: Complete all required fields. Because this site is not secure, it is recommended that you do not complete the non-required fields. The website should then indicate that your account has been created and prompt you to click "Go" to begin using CAS. The next time you log-in, you will need to enter the "PDX" extension following the "@" symbol after the UserID is entered.