I want to take a transfer course! What do I do?

Step 1.

Talk with your advisor about your degree plan and how transfer courses could help with your degree completion. **If you are a senior only 6 credits of your last 36 credits can transfer in from a different school.** This is the MTU Graduation Residency Policy.

Step 2.

Visit the MTU Transfer Website: http://www.mtu.edu/registrar/students/transfer/

1. Read through **Transfer Credit Information** on the Registrar's Website.
    a. Click on "**Transfer Course Equivalents**"
    b. Find school and courses that other students have transferred into Michigan Tech and what the course came in as.
    c. This lists only courses that other students have taken and transferred into Michigan Tech and will not include every course offered at the school.
    d. If the course is listed and it is listed as the course you want to take, take it! You can double check with the transferring institution to make sure the credits/course still line up to Michigan Tech's transfer equivalency website.
    e. Some courses can transfer multiple ways. If the course you want to take is not listed or not the course you want (example, Java 1 course coming in as ENG1101 instead of CS1121):
        i. Get a syllabus (off the school's website or email department/instructor) to have it evaluated by MTU.
        ii. **Send the digital copy of the syllabus to transfer services (transfer@mtu.edu) and tell them what course you would like to have it evaluated for.**
        iii. They will send the syllabus to the department that teaches that course for evaluation.
        iv. If approved you can take the course. Plan ahead. That process can take a few weeks.
    f. Link to polices on transfer credits, **earn a C or higher to transfer the credit into MTU** Grades of CD/C- or lower, will not transfer in. http://www.mtu.edu/registrar/students/transfer/information/
2. General Education Transfer Guidelines http://www.mtu.edu/registrar/students/transfer/guidelines/
3. Michigan Transfer Agreement (if applicable) http://www.mtu.edu/registrar/students/transfer/mta/

Step 3.

Once your course has been approved for the MTU class you would like credit for, **apply as a guest student** at the school where you plan to take the course. This is for Michigan colleges and universities only. http://www.mtu.edu/registrar/students/transfer/guest/

1. Form: https://www.macrao.org/Publications/MichiganUniformGuestApplication.pdf
2. The **registrar's office is the "School Official" (registrar@mtu.edu)**, they will fill out that section on the form.

Step 4.

If any course that you plan to take off campus is a prerequisite for your next term on campus, please notify Transfer Services. They will enter course as "in-session", so you may schedule your courses.

1. Their email is: transfer@mtu.edu Questions regarding transfer course evaluation and the process of transferring courses should be directed towards the Transfer Office.

Step 5.

Get an **official transcript** sent from the institution you took the course at, contact their registrar and send the transcript to: Michigan Tech Transfer Services, 1400 Townsend Dr. Houghton, MI 49931