

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/): <http://www.mtu.edu/registrar/students/transfer/>

1. Read through **Transfer Credit Information** on the Registrar's Website.
 - a. Click on "[Transfer Course Equivalent](#)s"
 - 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!
 - 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 policies 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/) <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): <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