

## How to Receive Credit for Summer Classes

Spring/summer is a great time to catch up on classes you need, or get ahead to lighten your course load for future terms. You can stay at UM to complete courses during Spring Term, from April 29 - June 20, and/or Summer Term, from June 25 - August 15. Or, you can take courses at another institution and transfer the credits back to UM. Read the instructions for each choice below, and **consult your EAC advisor about the classes you intend to take.**

### **If you want to take courses at UM-Ann Arbor:**

The Registrar's Office will post Spring/Summer Term course schedules in March (see: <http://www.umich.edu/~regoff/schedule/>), and you can register for Spring/Summer courses at the same time you register for Fall Term courses in April. Six credits per term is considered full time; you can take a maximum of nine credits each term.

### **If you want to take courses at any other institution (including UM-Dearborn and Flint):**

1) Call or read the website for your chosen institution to obtain their deadlines and requirements for guest students. Be sure to ask if your courses of interest will be taught in the summer!

2) Find out whether the courses are equivalent to the same courses at UM. Check the Transfer Equivalency Databases:

- For engineering courses: <http://www.engin.umich.edu/transferdatabase/index.jsp>
- For LSA courses: [http://www.lsa.umich.edu/lsa/students/req\\_conversion](http://www.lsa.umich.edu/lsa/students/req_conversion)

If you find an equivalent course listed for your chosen institution, **proceed to step four.** PLEASE NOTE: All CoE procedures apply for transferring courses, even if they are LSA courses!

3) If you cannot locate your selected institution or courses on the Transfer Equivalency Databases, you will need to submit a Transfer Credit Approval form; go to: [www.engin.umich.edu/students/undergraduate](http://www.engin.umich.edu/students/undergraduate) (look under "Academics and Advising"). In addition, you need to contact your chosen institution to obtain course descriptions and syllabi for the courses. Email these to the CoE Credit Evaluator, Dawn Simpson, [dlsimp@umich.edu](mailto:dlsimp@umich.edu), or bring them to the Office of Recruitment and Admissions (ORA), 1108 Lurie. Dawn will evaluate whether the course is equal to the same UM course. Please allow 1-3 weeks for courses to be evaluated, and call ORA with questions: 734-647-7101.

4) Once you have a list of courses you want to take, and have determined they will transfer back to UM, go to the Registrar's website: <https://umich-regoff.custhelp.com/> and type "guest application" into the search box. Fill out the form, and submit it to the Registrar's office – either on Central Campus or in North Campus Pierpont Commons. The Registrar's Office will verify that you are a UM student in good academic standing, and will submit the completed form to your institution.

5) Register for classes at your chosen institution according to their dates and deadlines. Courses must be taken for a grade, and you must receive a "C" or above to transfer credits back to UM. Only the credits will transfer, not the grades, so your GPA will not be affected.

6) Upon completion of the course(s), ask your summer institution to send your official transcript to:

University of Michigan  
Office of Recruitment and Admissions, 1108 LEC  
1221 Beal Avenue  
Ann Arbor, MI 48109-2102

7) Allow 4-6 weeks for the transfer credit to be posted to your transcript.