

# Transfer NOTES

Office of Admissions

Kalamazoo, MI 49008-5211

(269) 387-2000

[www.wmich.edu/admissions/](http://www.wmich.edu/admissions/)

## YOUR NEXT STEPS: Advising and Registration

After you read the following information it is important that you **CALL** for an **ADVISING APPOINTMENT** as soon as possible so that you will be prepared to take advantage of early registration priority.

### ADVISING OFFICE PHONE NUMBERS:

COLLEGE OF ARTS & SCIENCES	269-387-4366
COLLEGE OF AVIATION	269-387-0347
HAWORTH COLLEGE OF BUSINESS	269-387-5075
COLLEGE OF EDUCATION	269-387-3474
COLLEGE OF ENGINEERING & APPLIED SCIENCES	269-276-3270
COLLEGE OF FINE ARTS	
ART	269-387-2440
DANCE	269-387-5830
MUSIC	269-387-4672
MUSIC THEATRE PERFORMANCE	269-387-3210
THEATRE	269-387-3220
COLLEGE OF HEALTH & HUMAN SERVICES	269-387-2656
GENERAL UNIVERSITY STUDIES CURRICULUM	269-387-4156
LEE HONORS COLLEGE	269-387-3230
UNIVERSITY CURRICULUM	269-387-4410

THE ATTACHED DOCUMENT IS YOUR OFFICIAL EVALUATION OF THE COURSES FOR WHICH YOU HAVE BEEN GRANTED TRANSFER CREDIT. IT IS IMPORTANT THAT YOU SAVE THIS EVALUATION AND BRING IT WITH YOU WHEN YOU MEET WITH YOUR ACADEMIC ADVISOR, WHO WILL DETERMINE HOW TRANSFER CREDIT APPLIES TO WMU REQUIREMENTS. THIS EVALUATION IS SUBJECT TO REVISION UPON: 1) CHANGE OF CURRICULUM; 2) RECEIPT OF ADDITIONAL COURSE WORK; AND/OR 3) REQUIRED CORRECTION.



## Registration Information

Transfer students participate with all current WMU students in online registration. Your opportunity to begin registering for classes is based on the number of hours you have transferred. To obtain information about the registration process and courses offered, log in to [gowmu.wmich.edu](http://gowmu.wmich.edu) or visit [www.wmich.edu/registrar](http://www.wmich.edu/registrar).

# Frequently Asked Questions

## What is my classification?

Classification is determined by the number of hours earned.

- Freshman: 0-25 semester hours
- Sophomore: 26-55 semester hours
- Junior: 56-87 semester hours
- Senior: 88 or more semester hours

## What grade is required for a course to transfer?

No courses with grades less than “C” will transfer. When a course transfers, only credits transfer; grades do not transfer to WMU.

## My credit evaluation includes a “Credit by Departmental Recommendation Only” (CBDRO) notation. What should I do?

Contact the appropriate academic department for consideration of credit for any course designated as CBDRO. If credit is granted, the department will notify the Office of Admissions, and you will receive a supplemental credit evaluation.

## Will WMU grant credit for my credit by exam?

In order to receive consideration for credit, official score reports of AP or CLEP examination results must be sent to WMU, college code 1902. Scores will be reviewed under the WMU catalog’s credit by examination policies.

## I have fulfilled the requirements of the MACRAO (Michigan Association of Collegiate Registrars & Admissions Officers) Articulation Agreement. What does that mean?

Transfer students whose transcripts have been appropriately identified and certified as having fulfilled the requirements of the MACRAO agreement by their respective Michigan community colleges will have satisfied WMU’s lower level General Education requirements. Students should consult their curriculum advisor in order to determine remaining General Education requirements.

## Is there an orientation to WMU for transfer students?

There is a program for admitted transfer students entering WMU in the fall and spring semesters. Details will be mailed to you.

## If you have other questions about your credit evaluation, please contact the Credit Evaluators in the Office of Admissions at (269) 387-2000.

**PLACEMENT TESTS:** AS A TRANSFER STUDENT, YOUR CHOICE OF CURRICULUM/MAJOR AND YOUR ACADEMIC PREPARATION WILL DETERMINE THE NEED FOR PLACEMENT TESTING. TO LEARN ABOUT TESTING NEEDED FOR COURSE PLACEMENT, PLEASE CONSULT A WMU ACADEMIC ADVISOR.



**IF YOU ARE CURRENTLY ENROLLED AT ANOTHER INSTITUTION** or if there are additional transcripts still to be evaluated, your classification is tentative. It is imperative that you request a final transcript from your former institution to be sent to the Admissions Office. Having an updated transcript sent after the completion of each semester/quarter may allow you an earlier opportunity to register for WMU classes. You will receive a supplemental credit evaluation. Any additional/final course work from your former institution must be completed at or above the level required for WMU admission. Poor work may cancel admission.

## For more information

FINANCIAL AID & SCHOLARSHIPS	269-387-6000
GRADUATION AUDIT	269-387-4300
REGISTRAR’S OFFICE	269-387-4300
RESIDENCE LIFE	269-387-4735
STUDY ABROAD	269-387-5890
WMU APARTMENTS	269-387-2175
WMU INFORMATION	269-387-3530