Taking Summer Classes at Home

If you are a current student going home for the summer and planning to take a summer course at your local community college (CC) the CEAS Advising Office needs you to do the following in order to assist in registering you for fall courses:

1. Talk to your academic advisor to ensure the course(s) you want to take back home will transfer back to WMU and apply to your academic program. Some places to start include:
   a. CEAS transfer guides for MI/IL CC’s: http://www.wmich.edu/engineer/transferguides.htm
   b. Transfer classes from other MI institutions: http://michigantransfernetwork.org/default.asp
   c. If the school you will be attending is not in Michigan be prepared to obtain a course description/syllabus to review its transferability.
2. Talk to your local CC about the process required for admittance to take summer classes and start the process as early as possible. If you need to complete a guest application you can do so on goWMU:
   a. From your “Student Home” tab click on “Academic Services.”
   b. Click on “Guest Application” and complete the information for your local community college and which course(s) you wish to take over the summer.
   c. Submit the form and as long as the Registrar’s signature is generated you can mail it directly to your community college.
   d. You also can access a printable application online at http://www.wmich.edu/apply/print/MichiganUniformGuestApplication.pdf
3. If the course(s) you wish to take over the summer has prerequisites verify what you can send to vouch for the respective prerequisite (unofficial transcript, copy of your current schedule, etc.)
4. Register for your summer schedule back home.
5. Print off a copy of your summer schedule for CEAS Advising to add to your file. Please be sure the schedule identifies:
   a. The institution you will be attending
   b. You as the student
   c. The course for which you are registered
6. Create your fall WMU schedule. Be sure to write down the CRN for each class, including labs. Please be sure this step is completed before you return to CEAS Advising for help registering (see step 7)!
7. Register for any WMU courses that are not impacted by your summer course back home.
8. Return to CEAS Advising Office with the printed copy of your summer schedule and to fill out the Prerequisite Override Form (no appointment required for this). Please note: CEAS advisors will NOT over-ride a pre-requisite to register you without a copy of your summer schedule!!
9. When you have successfully completed your summer course back home immediately send an unofficial transcript to your Academic Advisor and also request an official transcript be sent to WMU:
   Office of Admissions
   Western Michigan University
   1903 W. Michigan
   Kalamazoo, MI 49008-5211
10. The first day of fall courses, have a copy of your transcript (may be unofficial) or a grade report from your class in case your pre-requisites are challenged.