

## Steps for Taking Summer Transfer Courses

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 follow the steps below to assist in registering you for fall courses.

**Please do not wait until you have completed your summer course to begin registering for fall semester!**

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/advising/communitytransfer>
  - b. Transfer classes from other institutions: [https://bssp3.cc.wmich.edu/PLS/BPROD/WSHATCE.P\\_TCEMain](https://bssp3.cc.wmich.edu/PLS/BPROD/WSHATCE.P_TCEMain)
  - 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. Complete a guest application for your community college. If it is in Michigan, you can do this 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.

3. Register for your summer schedule. You may need to prove you satisfy any prerequisite that institution has in place for the course(s) you'll be taking.

**Note: If you cannot register for a summer course until *after* your date to register fall courses at WMU, register what you can on your initial fall registration date.**

4. Send a copy of your summer schedule, and a completed 'Prereq Override for Class Taken Elsewhere' form, (located on the "Forms" section of the CEAS Advising website) to your CEAS Academic Advisor via WMU email.  
**Please be sure the schedule identifies:**
  - a. **The institution you will be attending**
  - b. **You as the student**
  - c. **The term & course for which you are registered**

**Please note: CEAS Advisors will NOT override a pre-requisite to register you without a copy of your summer schedule!**

5. Once the Advisor has given you the necessary overrides, complete your fall registration. **Do not wait until you finish the summer course.** Register for any WMU courses that are not impacted by your summer course back home.
6. 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 via email to [admissions-transcripts@wmich.edu](mailto:admissions-transcripts@wmich.edu), or via mail to:

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