

## Concurrent Enrollment/ Guest Student Procedure

**GRADUATE STUDENTS**— *This is the procedure ONLY if you are taking undergraduate classes –not graduate classes - at another U.S. school. If you are interested in taking graduate classes at another U.S. school, you need to contact the Graduate School for approval instructions on completing the Michigan Intercollegiate Graduate Studies Program (MIGS) application. After approval from the Graduate School, you need to submit the approved MIGS form, class schedule, and grades to the OISS (follow steps 7 and 8).*

### **UNDERGRADUATE STUDENTS:**

**Step 1: Verify** with your academic advisor that the class(es) you wish to take at another school will count toward your EMU degree. Complete the **Concurrent/Guest Enrollment Request Form** and ask your academic advisor to sign it. **If you are receiving an EMU scholarship or other type of Financial Aid/scholarship, it is your responsibility to determine if your eligibility will be affected.** For example, if you are funded by the **Saudi Arabia Cultural Mission (SACM)**, you are only allowed to take guest classes at their approved schools (even if you are paying for it). **CHECK FIRST!**

**Step 2: Enroll** for at least 50% of minimum required hours at EMU (6 for undergraduate students). Registration at EMU is required only during mandatory terms (fall, winter, and summer for new students only).

**Step 3: Bring your Concurrent/Guest Enrollment Request Form to the OISS.** The OISS front desk will prepare a concurrent/guest enrollment authorization letter for you. There is NO need for an appointment, but allow OISS proper time to process. Check with OISS for current estimated processing time.

**Step 4: Complete** the MICHIGAN UNDERGRADUATE GUEST APPLICATION by **filling out part 1** at <http://www.macrao.org/Publications/MichiganUniformGuestApplication.pdf>.

**Step 5: Submit the guest application and OISS letter** to Service EMU (2<sup>nd</sup> floor, Student Center) or to Records & Registration (303 Pierce Hall). They will complete part 2 and **mail the application** to the other school. **This may take 2-3 days.**

**Step 6: Admissions Decision & Registration:** The other school will receive your application and make an admissions decision. Once you are admitted you will be notified and can then **register for classes** at the other school. **Be sure to determine if the guest school will automatically enroll you in their health insurance – if so, you may need to complete a waiver.**

**Step 7:** Bring your class schedule **to the OISS within the first 15 days of the start of the semester.** This class schedule proves your full-time enrollment. **If the OISS does not have proof of your full-time enrollment, your SEVIS record is subject to termination.**

**Step 8: Print** a copy of your **final grades and bring it to OISS** when the semester is over. This is proof that you actually completed the class and thus were enrolled full-time. If you do not provide a copy of your grades to OISS, approval for another concurrent enrollment in future semesters will **NOT be given.**

**Step 9:** If you would like your **credits transferred to EMU**, ask your guest school to submit a transcript to EMU's Office of Records and Registration (303 Pierce Hall, Ypsilanti, MI 48197). Only credits from grades of "C" or higher will transfer. If approved, only the credit, not the grades will count toward your EMU diploma.

**Concurrent/Guest Enrollment- Undergraduate Request Form**

**Section to be completed by student:**

Last Name:	First Name:	E ID:
Address:	City:	State/Zip Code:
Major:	Degree Expected: (circle) Undergraduate or Graduate	Expected Date of Completion:
Have you been approved for Concurrent/Guest Enrollment before? Yes or No (circle) If so, when were you approved? List all semesters:		
Semester Requested: FA WI SU (circle) _____ (year)	Total # of credits you would like to take at other school: _____ Cr.	List # of credits you are enrolled in at EMU during requested term: _____ Cr.
Guest College/University: Location of Guest College/University:		
<b>You are required to take at least 50% of your minimum course load at EMU. The minimum course load for undergraduate students is 12 credits during mandatory terms of enrollment. Mandatory terms of enrollment are fall, winter and summer (for new EMU students only).</b>		
Courses I intend to take at the guest school:		
<u>Name of Course(s)</u>	<u>Course Number</u>	<u># of Credits</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
I understand that:		
<ul style="list-style-type: none"> <li>- I need to be enrolled at EMU in at least 50% of my minimum course load by the start date of the requested semester.</li> <li>- I need to submit the "Michigan Undergraduate Guest Application" and OISS authorization letter to Service EMU each semester that I am doing concurrent/guest enrollment.</li> <li>- I need to submit my guest enrollment class schedule to the OISS within the first week of the requested semester and also submit my grades upon completion of the term. I will inform the OISS if I decide not to enroll as a guest student.</li> <li>- Future guest enrollments will not be approved until the OISS has my schedule and grades.</li> <li>- I must request a transcript from my guest school to EMU to be considered for transferring the credits toward my EMU degree.</li> </ul>		
Student Signature: _____		Date: _____

**Section to be completed by academic advisor:**

F-1 students are allowed to take courses at other colleges or universities. These guest courses can count toward the full course of study requirements (12 for undergrad students) *if* EMU accepts the transfer credit toward the student's program of study. We recommend that F-1 students first contact their EMU academic advisor to ensure credit transfer before enrolling at the guest university/college.

I certify that the course(s) named above will be accepted by EMU and used toward the student's degree requirements.

\_\_\_\_\_ Academic Advisor Name                      \_\_\_\_\_ Academic Advisor Signature                      \_\_\_\_\_ Date

Section completed by OISS    Enrolled credits at EMU: \_\_\_\_\_    Previous schedules received: \_\_\_\_\_    Previous grades received: \_\_\_\_\_