Evaluation Process for Domestic Transfer and Non-UM Study Abroad Credits

BEFORE taking transfer/non-UM study abroad courses:
1. Will course transfer to University of Michigan? (in general)
   a. YES – Course is listed on Transfer Equivalencies webpage: http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx
   b. Course is NOT listed on Transfer Equivalencies webpage.
      i. Submit course(s) for evaluation: https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx

2. Will course count toward my major or minor in RLL? At which level? (Pre-evaluation)
   a. Make appointment with an RLL faculty advisor via the Online Appointment System
      i. Choose “Domestic Transfer Credit” or “Pre-eval for non-UM Abroad”
   b. It is required to bring material/documentation about the program/courses, including syllabi. Be able to describe whether the courses will be taken with international students or foreign students at either a center and/or at a local university.
   c. If needed, contact the RLL Main Office (rll.undergrad@umich.edu) to request a student group update, this will allow you to enroll at the appropriate level the semester following your time abroad (this cannot be done until your courses are pre-approved by a faculty advisor).

3. Will course count towards distribution? (Pre-evaluation)
   a. Make an appointment with a Newnan/LSA general advisor for review of the syllabus.

AFTER completion of the courses:
4. Has course posted on University of Michigan transcript?
   a. Have transfer/study abroad institution send transcript to University of Michigan, Office of Undergraduate Admissions, 1220 SAB, 515 E. Jefferson, Ann Arbor, MI 48109-1316. Posting can take 8-12 weeks!

5. Has course been finalized to count toward major, minor or distribution? (Final evaluation)
   a. Once the credits have posted to the UM transcript, make an appointment for a final evaluation with an RLL faculty advisor (“Returning from non-UM Abroad”) and/or Newnan advisor. It is suggested to meet with the advisor who did the pre-evaluation. You must bring completed course work (papers, syllabus, exams, etc.) for review!

Additional Tasks/Steps:
- Obtain a registration date for the following term: Visit www.ro.umich.edu and follow the “How to Obtain a Registration Appointment” link.
- Register your travel: www.mcompass.umich.edu/?go=studentregistry
- Purchase Health Insurance: www.uhs.umich.edu/ai/

Please Note:
- Transfer/ study abroad credit posted on UM transcript by Undergraduate Admissions or courses listed on TCE web page are NOT automatically approved credit toward the major or minor.
- Pre and final evaluation of credit toward the major or minor can only take place at an appointment with an RLL faculty advisor.
- Approved coursework not counted toward major or minor may be used toward 120 general credits for graduation or for distribution (if approved by a general advisor in the Newnan Advising Center).

Important Links:
- Undergraduate Admissions- Transfer Credit: www.admissions.umich.edu/apply/transfer-students/transfer-credit
- LSA Transfer Information & Residency Policy: https://lsa.umich.edu/lsa/academics/degrees-requirements/academic-policies/transfer-information---residence-policy.html
- LSA Study Abroad: www.lsa.umich.edu/students/studyabroad
- Financial Aid: www.finaid.umich.edu/Home/HowtoApplyforAid/StudentsStudyingAbroad.aspx