

Dec.  
2017



#### Upcoming Dates

**Dec. 5-11, 2017**

Dead Week

No exams

**Dec. 12-16, 2017**

Final exam

Period

**Dec. 16, 2017**

Official End of

Fall 2017

semester

**Dec. 18, 2017**

Faculty Fall 2017

Final Grades Due

at NOON

**Dec.23, 2017-**

**Jan 1, 2018**

University Closed

for Holiday Break

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For more advising  
information visit:

<https://www.udmercy.edu/academics/academic-affairs/advising>

# ADVISING MONTHLY

News & Reminders for Detroit Mercy

## How to Use Transfer Guides

Transfer Guides are built as roadmaps to guide future transfer students' paths. The objective is to help students at other institutions make the right choices to ensure they transfer to Detroit Mercy with credits that meet our program requirements.

While Transfer Guides are crafted for prospective students, they also may be utilized by you and your advisees who choose to take a class elsewhere as a guest student. The Transfer Guides and the Nursing/Dental Hygiene Transfer Table are specific tools created by the Office of the Registrar-Transfer Team to help students interested in specific academic areas. The [Transfer Credit System](#) is an up-to-the moment, complete list of courses which have been put into our database from all other institutions.

Transfer Guides (listed by institution and program) may be found here, along with the links to our Transfer Credit System and Nursing/Dental Hygiene Transfer Table: [Transfer Admissions](#)

All of these tools have information regarding fulfilling both the New Core and Old Core since we have students working toward both.

Another resource is the [Michigan Transfer Network](#). You can enter a Detroit Mercy course and search for other Michigan institutions that offer an equivalent course.

## Undergraduate Guest Applications

Students who want to take a class at another institution need to get approval from their college/school office at Detroit Mercy. A [Michigan Uniform Guest Application](#) is used at all universities/colleges in Michigan. Many out-of-state institutions will accept this form. The form is completed by the student and lists the class(es) the student intends to take at the host institution. As the Home Institution, Detroit Mercy needs to verify that these classes will transfer back to meet a degree or certificate requirement as long as the student earns a "C" or better. Note: The College of Engineering and Science has an additional form that must be completed by the department before the application is reviewed for approval at the college/school level.

Students need to be in good standing and eligible to enroll in order to qualify for guest student status at the host institution. Some Detroit Mercy college/schools limit or have restrictions on the credit that can be taken at another institution. Students have reached senior standing and are within 30 credits of degree completion are restricted from taking guest classes under the Senior Residency rule.

Once the form is completed by the student and is signed by the assistant/associate dean/or other authorized individual it comes to the Office of the Registrar to get the university seal embossed on the form. The student takes the form with them to the host institution and follows the host institution process for registration. If a course requires a pre-requisite the student may be asked to provide proof and can usually present an Academic History from TitanConnect.

Once the student has completed the course(s) at the host institution they need to request an official transcript be sent to the Office of the Registrar-Transfer Team at Detroit Mercy so the transfer credit can be added to their official university transcript. The university tracks all the courses that have been authorized on guest applications and an annual review takes place by the colleges/schools. For assistance with guest classes, contact the Office of the Registrar-Transfer Team at [transferteam@udmercy.edu](mailto:transferteam@udmercy.edu) or 313-993-1940.

*Produced monthly on behalf of the University of Detroit Mercy's Academic Advising Committee.*

*If you have questions specifically pertaining to the academic advising newsletter, please contact:*

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