

## GUIDE TO SUMMER TRANSFER COURSES

This document provides a general guide for students on how to find summer transfer courses, the typical application process, and how to get those courses counted as credit at the University of Iowa.

### Finding Summer Transfer Courses and Signing up for Classes:

**Step 1:** Identify what course(s) you would like to take over the Summer.

**Step 2:** Create a list of community colleges or universities that you could attend and ensure the institution offers an equivalent course.

- You can find the equivalent transfer course by utilizing the following online resources:
  - MyUI: <https://myui.uiowa.edu/my-ui/courses/transfer-uisearch.page>
  - Transferology (**you must create an account** to access the database): <https://www.transferology.com/school/uiowa>
- If your local institution does not offer a course equivalent, investigate other community colleges or universities. Many colleges offer their summer courses online.

**Step 3:** Check your intuition's summer course offerings and ensure that the course:

- Times and dates fit your summer schedule
- Ensure the mode (Zoom, in-person, asynchronous, etc.) meets your expectations and desired mode of learning

**Step 4:** Apply to the transfer institution as a guest/visiting/non-degree seeking student. You may be asked to provide an unofficial or official transcript to verify you meet the pre-requisite requirements for your transfer course.

- If you have attended your summer institute previously, you may be able to skip this step depending on the specific institution's policies. Please check with your specific institution Admissions or Registrar's Office.

**Step 5:** Take the transfer course through your transfer institute. Students must receive a grade of "C-" or higher for the course to count towards your University of Iowa College of Engineering degree(s).

**QUESTIONS:** Please contact the Engineering Registrar at [enr-registrar@uiowa.edu](mailto:enr-registrar@uiowa.edu).

## Pre-requisite Waiver for Fall Course(s) when Transferring the Credit from a Summer Transfer Institution

There are cases where students take courses over the Summer at a transfer institution to meet a pre-requisite for an upcoming Fall course. Students are required to provide documentation throughout this process to ensure they will meet the pre-requisites by the time Fall starts.

### STAGE 1: Registering for a fall course when you are taking the pre-requisite over the summer:

**Step 1:** Enroll into the pre-requisite equivalent course at your summer transfer institution of choice.

**Step 2:** Fill out the [Pre-requisite Permission to Enroll Form](#).

- During this process you will be asked to provide a screenshot of your enrollment in the pre-requisite course at your summer transfer institution

**Step 3:** Wait for your request to be processed. Please keep an eye out on your University of Iowa email for communication regarding your request.

**Step 4:** When your pre-requisite permission form is approved, log back into MyUI and officially sign up for the course.

- You will receive weekly e-mails to your University of Iowa account to remind you to complete the *Pre-requisite Proof of Completion Form* when final grades are released for your transfer course(s). These emails also contain a link to the form.

### STAGE 2: Submit proof of passing final grades by the Wednesday before the fall starts:

**Step 1:** After completing the transfer course, submit proof of a passing grade to the *Pre-requisite Proof of Completion Form*. A link is provided in the reminder emails.

- Students can submit unofficial transcripts, official transcripts, or screenshots of their final grades as proof of passing.

**\*\* FAILURE to complete STAGE 2 (listed above) by the Wednesday before Fall classes start will result in the student being dropped from the course(s) they are missing pre-requisites for!\*\***

## Transferring the College credit to the University of Iowa

**Step 1:** Wait until you officially complete the course(s) **AND** have received the final grade(s)

**Step 2:** Contact your transfer institute's Registrar or Transcripts Office and request an official transcript be sent on your behalf to the University of Iowa Enrollment Management team:

**ADDRESS** Enrollment Management  
2900 University Capitol Centre  
201 S. Clinton Street  
Iowa City, IA 52242

**EMAIL** [admissions@uiowa.edu](mailto:admissions@uiowa.edu)

**Step 3:** Allow up to two weeks for your transcript to be received and processed. Then review your degree audit on MyUI to ensure the transfer credit has been received and counting towards the correct requirement.

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