

SUMMER COURSE INFORMATIONAL GUIDE

OVERVIEW

This guide provides students with an overview of the information they need to be aware of if they are considering taking summer courses at another institution. Read thoroughly and ensure you address any questions and concerns prior to summer enrollment.

SUMMER COURSE PREPARATION CHECKLIST

- Determine what school you would like to attend for the summer
- Speak with the Admissions Office of the school you wish to attend concerning admissions, costs, and payments
- Obtain and review the summer course offerings - this is usually available on the school's website
- Choose the course(s) you would like to enroll in
- Speak with your Advisor concerning how your intended summer course(s) may transfer back and how they will apply to your degree requirements
- Complete and Submit the Transient Student Permission Form to the Heidelberg Registrar's Office

TRANSIENT STUDENT PERMISSION FORM

All students planning on taking a summer course and transferring successfully completed coursework back to Heidelberg must submit the Transient Student Permission Form. The form is available in the Office of the Registrar and online.

Read through the entire form. Ensure you understand everything outlined in the agreement statements. If you have any questions, contact the Office of the Registrar.

If the course you wish to take has never been transferred to Heidelberg, you will need to meet with the appropriate Department Chair for equivalency evaluation. Be prepared to provide the catalog description and a syllabus for the course.

TRANSFER EVALUATION SYSTEM (TES)

TES is a tool that you and/or your advisor can use to *estimate* how the courses you decide to take in the summer may transfer back to Heidelberg. You can access TES on the Heidelberg website at <https://www.heidelberg.edu/admission-aid/non-traditional/transfer/transfer-evaluation-system>

TRANSFER NOTICES

- Only courses completed with a grade of "C" or higher will transfer back to Heidelberg
- Transfer course grades do not transfer, only the credit earned
- Developmental level courses (like our MTH 090) do not transfer
- Transfer courses *cannot* fulfill requirements that are noted "In Residence" (for example, reading and writing content general education courses) even if the course transfers in as a course listed in the category
- Courses taken at a 2-year institution will not satisfy the graduation hours needed at the 300+ level, even if the transfer equivalency is a 300+ level course
- It is *your responsibility* to request an official transfer to be sent to Heidelberg to complete the transfer process - mark the request "hold for grade" to ensure your final grade is posted prior to sending
- Keep your Transient Student Permission Form - all policies and where to send your transcript are included for your records
- If you wish to take a class in the summer for elective credit (not directly

SPECIAL NOTICES TO SENIORS

- If you plan to enroll in a summer course at a different institution and are within your final 30 hours before graduation, then you must obtain the permission and signature of the Provost
- Review details on the graduation website to know if you are eligible to graduate by the desired time

CONSIDER A HEIDELBERG SUMMER

Registration for summer courses at Heidelberg begins shortly before Fall registration. By taking courses at Heidelberg, you:

- Eliminate the need to complete the Transient Student Permission Form
- Know for certain how the courses apply towards meeting your degree requirements
- Continue to build your institutional GPA

If you are considering summer courses, please visit the Financial Aid and Business Offices concerning financial aid and payment matters.