

Central Michigan University Registration Directions



COLLEGE OF EDUCATION
& HUMAN SERVICES

**CENTER FOR
ADMINISTRATION
& LEADERSHIP**

CENTRAL MICHIGAN UNIVERSITY

The CMU Credit Registration Envelope Includes:

- How-to-Guide to complete your CMU Admission Application
- Grade & Transcript Information

Admission Requirements and Application

A baccalaureate degree from a regionally accredited U.S. institution is required. In the case of degrees from non-U.S. schools, the equivalent from an institution of recognized standing will be determined by the graduate dean to be admitted to CMU Graduate Studies.

International students should be aware that they cannot take any courses until regular or conditional admission is granted and that admission to CMU may not satisfy student visa requirements.

Four Steps to Transfer Your TCL Course for CMU Credit

Step 1: Complete the *CMU/TCL Course Registration form*.

Individuals need to complete one CMU/TCL Course Registration Form for each TCL course.

Step 2: Immediately after completing the course registration form, you must complete the *CMU Non-Degree Graduate Admission Application* online at: <https://fireup.cmich.edu/register/nondegree>. There is a one-time \$50 application fee.

You must have graduate admission status at CMU to receive credit for a TCL course. The admission application needs to be completed if:

- You have never taken graduate-level classes through CMU.
- It has been three (3) years or more since you last took a course through CMU. The application will reactivate your admission status and be used to update your personal information.
- If you are taking more than one TCL course from their current catalog, you only need to complete the CMU non-degree admission application once.

Step 3: Submit a Transcript.

- If this is your first course through CMU, you will need to send an unofficial copy of your transcript from the university that issued your last degree.
- If you have previously completed courses through CMU but did not submit a transcript, you will need to send a copy of your official undergraduate transcript to the university. If you have previously sent your official transcript to CMU, then you do not need to send another copy.
- Transcripts can be sent directly to CMU via email or mail.

Email to: transcripts@cmich.edu

Mail to: Central Michigan University
Attn: Transcripts
802 Industrial Drive
Mount Pleasant, MI 48859

Step 4: Return the *CMU/TCL Course Registration Form(s)* to The Connecting Link at info@connectinglink.com. TCL will send CMU your registration materials after you have completed your course.