

APPLICATION PROCESS FOR GUEST CREDIT
(Taking classes at another school)

1. WWW.LTU.EDU
2. Select 'Future Students'
3. Select 'Transfer'
4. Select 'Transfer Guides'
5. Look for the community college or university of your choice.
6. Make sure the course equivalent is being offered at the school of your choice for the semester you wish to take the class.
7. If the school of your choice is not listed, go to the Admissions office for additional transfer guide sheets.
8. Then from BannerWeb go to:
 - Current Students
 - Office of the Registrar
 - Forms to Print
 - Guest Credit Approval Form
 - Michigan Uniform Guest Credit Application
9. Fill out the paperwork for Guest Credit application. No additional signatures are needed.
10. Turn the paperwork into the LTU Registrar's office.
11. Guest Credit committee meets every other Wednesday.
12. You will receive your response within one week of the Wednesday that the committee has met.