Do you want to take a MATH course at another institution this summer?

If so, follow these steps:

1. Determine which WVU course would be the next MATH course in sequence.
   a. If you need assistance with this, see your assigned academic advisor.
2. Determine the institution you would like to attend during the summer, as a transient (guest) student.
3. Obtain a syllabus from the selected institution for the MATH course you believe is equivalent.
   a. Typically, course titles remain consistent among institutions, but course descriptions can also be helpful in deciding which course is likely equivalent.
4. Meet with your academic advisor.
   a. Bring the syllabus AND transient application form
   b. [http://tinyurl.com/WVU-Transient](http://tinyurl.com/WVU-Transient)
5. Your advisor will verify all information listed on the form and that you have the syllabus available for review.
   a. If everything is correct and valid, advisors will sign their approval
   b. Advisors may note that their signature is valid only after the addition of the math department’s approval.
6. Scan BOTH documents and email to [scheduling@math.wvu.edu](mailto:scheduling@math.wvu.edu) – MATH will **ONLY** accept electronic submissions sent to this address.
   a. **ESB G39 Scanner:** In order for someone to scan a document, the student needs to have Mountie Bounty on their student ID. Scanning is free but the student needs an initial balance in order to log into the scanner. If a student does have some Mountie Bounty on their ID, scanning should be a smooth process. If a student has Mountie Bounty and can access the scanner outside of G39, IT offers assistance (they are located in ESB G40).
   b. **ESB 239 Scanner:** This scanner is connected to a computer and you can easily log into the computer with the same credentials used on the ELC computers. The only issue with this scanner is that it can be inconvenient depending on the quantity of papers you are scanning. This is because each page needs to be scanned individually.

**Be sure to note when the transient courses ends – all transcripts MUST be back and listed on your WVU transcript prior to scheduling the next sequential MATH course for the fall term. The first day of class for WVU’s Fall 2017 term is August 16th.**