

University of MN College in the Schools Credits

The process to transfer your credits from the UM-TC College in the Schools program to the college of your choice is as follows:

Option 1 Regular request: \$5.00 (check, credit card, money order)

University of Minnesota

Address a letter to the:

University of MN - Office of the Registrar

130 Coffey Hall

1420 Eckles Avenue

St. Paul, MN 55108

Include:

The complete college name and address where you want transcripts sent.

Include your name, address, social security number, date of birth, name registered under, daytime phone number and University of MN ID number (if you know it). What college you attended – *College in the Schools*

Indicate whether you want document signed and sealed.

Print, **Sign** and date the letter!

Option 2 rush request: \$10.00

Same letter process

Request must be received by 2 p.m. to have same day service.

Option 3 rush fax request: \$10.00

Same letter process

Fax number: 612-625-4351

Include your credit card number and expiration date, specify the fax number you want it sent back. They will send a hard copy to the same location.

NO phone requests!

If you are unable to see Ms. Farbo about this transfer process, contact University of MN-TC/Registrar at 612-625-6480.

University of MN – TC College in the Schools courses:

ENGL 1001W	Intro to Literature, Poetry, Drama and Narrative	CIS Modern Fiction	4 sem. cr.
WRIT 1301	University Writing	CIS Acad Writ	4 sem. cr.
WRIT 1201	Writing Studio	CIS WRITING STUDIO	4 sem. cr.
SPANISH 1003	Spanish	CIS Spanish	5 sem. cr.

