

How to Get Started in the University College

1. **New Students** Apply for admission to the University of Memphis. You can access the application online through the [Office of Admissions](#) or call 901.678.2111. **DEADLINES TO APPLY FOR ADMISSION: July 1 for Fall; December 1 for Spring; and May 1 for Summer.** There is a \$25 application fee. The Office of Admissions receives and evaluates all transcripts and determines admission status.

- a. Send all of your official [transcripts](#) from high school and any colleges or universities that you have attended to the Office of Admissions, 101 Wilder Tower, Memphis, Tennessee 38152.

Former Students (Readmission)

Former undergraduate students who wish to return to the University at the same level as when they previously attended and have missed any academic term excluding summer, must file an application for [readmission](#). This form should be secured, completed, and returned to the [Office of Admissions](#). If the student has enrolled at another institution since last attending the University of Memphis, a transcript must be forwarded to the Office of Admissions. An applicant will receive favorable consideration only if eligible for readmission under all university regulations, including the grade point average (GPA) for [transfer](#) students. (NOTE: [International students](#) who wish to apply for readmission to the university must meet the deadlines for new admission for international students.) There is no fee for readmission to the University.

2. Once you are admitted or readmitted to the University of Memphis as an undergraduate student and your transcripts are evaluated by the Office of Admissions, you will receive a letter in the mail informing you that it's time to meet with an advisor.

- b. If you do not have previous college course work in Math and English or an ACT or SAT score within the last three years, you will be required to take a placement exam to determine where you need to start in these subjects. Students who need to take the placement exam or need to complete developmental study courses are advised in the [Academic Counseling Center](#). You can call 901.678.2062 to set up an appointment with an advisor.
- c. If you have previous college-level course work in Math and English and wish to declare a major in the [University College](#), you can call 901.678.2716 to schedule an appointment with an advisor. Students declaring a major in the University College must also complete the college's [declaration of major form](#) (no fee).

3. After meeting with an advisor and selecting courses, you will register for courses online using [myMEMPHIS](#). Registration for classes typically begins in mid-November for spring, and in or around the first or second week in April for summer and fall. The [Office of the Registrar](#) has a complete listing of registration dates and times as well as class schedules.

4. If you decide to major in one of the programs offered by the University College, you will need to complete the college's [declaration of major form](#). Please return the form by delivery or by fax to the University College office. You will be notified by email of your admittance to the college. Please note that registration for a semester opens well before the admissions deadline passes so we encourage you to apply as early as possible in order to get the best selection of classes.

www.memphis.edu/univcoll

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