



# GUIDE TO TRANSIENT COURSE ENROLLMENT

## HOW TO CHOOSE COURSES

### Review DegreeWorks for courses needed toward degree completion.

- ▶ Courses previously attempted at UofSC cannot be taken at another institution (not including courses with a W).
- ▶ You may take up to eighteen (18) semester hours of courses in transient status provided that you are in good standing.
- ▶ You must complete your last 30 hours in residence at the UofSC.
- ▶ You must have at least a 2.00 UofSC Institutional GPA.
- ▶ DegreeWorks is located through Self-Service Carolina [my.sc.edu](https://my.sc.edu)

### Check the course listing of visiting college.

- ▶ Ensure that the visiting institution is fully accredited, that coursework meets University specifications for transfer credit, and that the course will be offered in the desired term.

### Verify course equivalency using the Registrar's website.

- ▶ <https://my.sc.edu/codes/transferequiv/index>

### Check with the Office of Student Financial Aid and Scholarships regarding financial aid consideration for transient courses.

- ▶ [sc.edu/financialaid](https://sc.edu/financialaid)

## MOVING FORWARD

### Obtain and complete the Special Enrollment Request Form.

- ▶ Bring the completed form to the appointment with your Academic Advisor.
- ▶ [https://www.sc.edu/about/offices\\_and\\_divisions/registrar/documents/special-enrollment-request.pdf](https://www.sc.edu/about/offices_and_divisions/registrar/documents/special-enrollment-request.pdf)

### Meet with your Academic Advisor.

- ▶ Review selected transient courses and your Special Enrollment Request Form.
- ▶ Schedule at [sc.edu/advising](https://sc.edu/advising)

### Check with the institution's Admissions office to discuss applicable next steps.

- ▶ Your visiting institution may have other requirements.

### Once the course is complete, request that the official transcript be sent from the visiting college to the USC-Columbia Office of the University Registrar.

- ▶ Transient work must be passed with a grade of C or higher.
- ▶ All work taken at other institutions is treated as transfer work and is not included in the UofSC GPA.
- ▶ Only credit from approved courses will be accepted for transfer.