

Guide to Transient Course Enrollment

University **Advising** Center

How to choose courses

1. Review DegreeWorks for courses needed toward degree completion.

- DegreeWorks is located through Self-Service Carolina (my.sc.edu).
- Courses previously attempted at USC 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 USC.
- You must have at least a 2.00 USC Institutional GPA.

2. 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.

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

registrar.sc.edu/html/transferwork/transfertable.stm

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

sc.edu/financialaid

Moving Forward

5. Obtain and complete the Special Enrollment Request Form. Bring the completed form to the appointment with your First-Year Advisor.

- Please complete the form before attending your advisement appointment with your First-Year Advisor.
- sc.edu/about/offices_and_divisions/registrar/documents/student_forms/spt.pdf

6. Meet with your First-Year Advisor to review selected transient courses and your Special Enrollment Request Form.

- Schedule at sc.edu/advising

7. Your visiting institution may have other requirements. Check with the institution's Admissions office to discuss applicable next steps.

8. 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 USC GPA.
- Only credit from approved courses will be accepted for transfer.