South Carolina

Transient Study Steps
Student Resource

What is a transient/visiting student?
Transient students are currently enrolled in program of study at UofSC, who wants to complete courses at another regionally accredited college or university. A common example are students who take classes at an institution near their home during the summer.

Research course(s) options:
1. Use the Course Equivalency table to find out if the institution you plan to attend has an equivalent for the course you want to take. Or use the Institutional Equivalency table to see a listing of all institutions that offer an equivalency for the course you want to take.
    - Course Equivalency Table Help Video
    - Institutional Equivalency Table Help Video
2. Contact your advisor for Special Enrollment Request Form (SERF) completion which is required if you attend another institution while enrolled at UofSC.
    - SERF Form
    - Completing the SERF Form Help Video
3. Signed SERF must be submitted to Office of the Registrar at advisreg@mailbox.sc.edu. Keep a copy for your records.

Register for course(s):
1. Research admissions requirements at the other institution. As a transient/visiting student, you will likely be required to submit an application and a copy of the SERF to verify you are approved to take the course(s). Some institutions require their own permission form, be sure to know what is necessary for registration.
2. After acceptance, register for the approved course(s) and pay tuition and fees at that institution.

Receive Transfer Credit at UofSC:
1. You may only take the course(s) approved on the SERF.
2. You must get at least a 'C' for the credit to transfer to UofSC. Note: Your College/Department may have additional requirements for transfer courses to count toward your program of study. Make sure you are aware of any requirements prior to courses as a transient student.
3. Request an official transcript to be sent to UofSC's Registrar's Office.
    a. By mail:
        Office of the University Registrar
        University of South Carolina
        1244 Blossom Street
        Columbia, SC 29208
    b. Electronically: transfer@sc.edu
4. Check your DegreeWorks audit to confirm that the course has been applied to the correct degree requirement.