

## Transient Study Steps

### Student Resource

#### What is a transient/visiting student?

Transient students are currently enrolled in a program of study at USC and want 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:

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](#)

#### Complete the Special Enrollment Request Form:

Contact your advisor for Special Enrollment Request Form (SERF) completion which is required if you attend another institution while enrolled at USC. This form is the formal approval that the course you are planning to take at another institution will transfer and receive credit for an approved equivalent course at USC.

- [SERF Form](#)
- [Completing the SERF Form Help Video](#)

#### Register for course(s):

##### At another USC campus:

1. An admissions application is not necessary if taking a class at another USC campus as a transient student.
2. Submit the signed SERF form to the Registrar's Office ([advisreg@mailbox.sc.edu](mailto:advisreg@mailbox.sc.edu)) to have a campus override processed.
3. If additional overrides are needed, contact the Registrar's Office for the other system campus and let them know you are a transient student from USC-Columbia.
4. After overrides have been processed, register for the approved course(s) and pay tuition and fees at that institution.

##### At a non-USC campus:

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 USC:**

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 USC. 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 USC'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](mailto:transfer@sc.edu)
4. Check your DegreeWorks audit to confirm that the course has been applied to the correct degree requirement.