

## Transient Procedures

1. Students wanting to take classes as a transient student but not online must apply to the host college and pay the application fee. Students must complete the Transient Request Form and return it to the Registrar's Office of Southern Crescent Technical College. The form must be signed by the student and the student's program advisor and a reason for transient must be given.

2. Students taking transient classes **online** must go to [www.gvtc.org](http://www.gvtc.org) to apply to another technical college, find courses offered for each college and pay the application fee.

Please check the application deadline for the host college before applying and paying the application fee. Follow instructions on the website to complete application and select student type "Transient". Southern Crescent Tech will be the home school and the college the student will attend is the host college.

3. Students taking classes at SCTC and at another college will be required to pay the \$55.00 Technology Fee at SCTC only.

4. Once the student has completed the application process for transient, the Registrar will send the approved Transient Student Agreement Form (TAF) to the host college electronically.

5. To qualify for transient status students must meet the following criteria:

- a. Student must be in good standing. A first term student will not be allowed to be a transient student.
- b. Restricted to one term
- c. Taking less than a full load at SCTC
- d. Class is not offered at SCTC for the transient quarter unless extenuating circumstances approved by advisor.
- e. Completed all required prerequisite courses.

6. **Diploma and Certificate students:** Grades earned in transient course work will appear on the student's SCTC transcript as transfer credit and will not be calculated in the student's grade point average. **Degree students:** Grades earned in transient course work will appear on the student's SCTC transcript as transfer credit and will be calculated in the student's attempted hours and HOPE GPA for HOPE Scholarship. Failures will not appear on the transcript but will be calculated as attempted hours for HOPE GPA.

7. The procedure for disbursing Financial Aid for transient work at another TCSG College is as follows: The SCTC Financial Aid Office (home college ) authorizes HOPE and Pell eligibility and forwards to College student plans to attend (host college ). If the student is eligible for HOPE, the host college will use HOPE Grant/Scholarship to cover tuition and fees. If the student is eligible for Pell Grant, those funds are not available at the beginning of the term and will be disbursed by SCTC once the Financial Aid Office receives enrollment verification from the host college. If the student is not eligible for HOPE, they must pay their tuition and fees at the Host College.



# TRANSIENT REQUEST FORM

**\*THIS FORM SHOULD BE COMPLETED ONLY IF TAKING CLASSES AS TRANSIENT ON ANOTHER CAMPUS (NOT ONLINE)\***

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_ Birthdate \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone # (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Major \_\_\_\_\_ Requested Academic Term \_\_\_\_\_

	<u>Prefix</u>	<u>Number</u>	<u>Hours</u>		
Course(s)	_____	/	_____	/	_____
	_____	/	_____	/	_____
	_____	/	_____	/	_____
				Requested Tech College	_____
					_____
					_____

Will course(s) be taken on-line or in the classroom? \_\_\_\_\_ On-line \_\_\_\_\_ Classroom

Will you be enrolled in courses at Southern Crescent Technical College this academic term? \_\_\_ Yes \_\_\_ No

Do you receive financial aid from \_\_\_\_\_ College? \_\_\_ Yes \_\_\_ No

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Have you applied through [www.GVTC.org](http://www.GVTC.org)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Advisor's Recommendation	_____ Yes	_____ No
Comments/Justifications: _____		
_____		
Advisor's Signature	_____	Date: _____

Registrar's Approval \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Advisor must sign prior to form being sent to Registrar for final approval. Final approval will be determined by the student's academic standing at the end of the current academic term of enrollment. Student must be in good standing at Southern Crescent Technical College in order to qualify for transient status. Student may be responsible for financial obligations to the host college.**

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.