

## 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.**

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 appropriate 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. Taking less than a full load at SCTC
- c. Class is not offered at SCTC for the term unless extenuating circumstances approved by advisor.
- d. Completed all required prerequisite courses.

6. Successful completion with a grade of "C" or better in equivalent course(s) is necessary for transfer credit to SCTC. **You must order an official transcript from the Host Institution and have it sent to the SCTC Registrar's Office once the course(s) have been completed for any transfer credit to be posted.** It is your responsibility for any transfer credit to be posted. It is your responsibility to register for courses which are applicable to your program of study.

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: 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

Read, complete, print, and sign this form

Submit by:

- Email: [registrar@sctech.edu](mailto:registrar@sctech.edu)
- Fax: 770-229-3227 – Griffin campus 706-646-6063 – Flint River Campus
- Mail: SCTC Registrar's Office, 501 Varsity Road, Griffin, GA 30223  
SCTC Registrar's Office, 1533 Hwy. 19 South, Thomaston, GA 30286
- Hand: Deliver to the Registrar's Office on any SCTC campus

- If you are taking a course online at another Georgia Technical College visit <http://www.gvtc.org> ..... Do not complete this form.

### Terms and Conditions

- To be approved as a transient student, you must be in good academic standing. The course(s) you wish to take must be required for completion of your current SCTC program of study. You must have fulfilled any prerequisites.
- If you approved, you must pay the Host Institution in advance and await reimbursement from either PELL or HOPE for the amount of aid you are deemed eligible. Submit financial aid questions to [finaid@sctech.edu](mailto:finaid@sctech.edu).
- All fields are required.

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

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

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

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

Program of Study \_\_\_\_\_ Requested Academic Term \_\_\_\_\_

Host College	Host College Course Number(s) Ex: HIS 1111	SCTC Equivalent Course Number(s) Below Ex: HIST 1101	Online
(1) _____	_____	(1) _____	Yes ___ No ___
(2) _____	_____	(2) _____	Yes ___ No ___
(3) _____	_____	(3) _____	Yes ___ No ___

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

Advisor Approval:

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

For Office Use Only:  
 Registrar's Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Registrar's Initial: \_\_\_\_\_ Date: \_\_\_\_\_