



UNIVERSITY OF SOUTH CAROLINA  
**BEAUFORT**

## Transient/Concurrent Form

**READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM**

- ❖ To request approval to take courses at another institution, the following steps should be followed.
  - Step 1 – Complete the Transient/Concurrent Form with the information of the external institution and course(s) you plan to take, if multiple institutions please complete on separate forms.
  - Step 2 – Obtain advisor’s signature.
  - Step 3 – Return the completed form to the Office of the Registrar. You will receive an electronic copy of the form to your USCB email.
  
- It is the student’s responsibility to provide a copy of the completed form to the external institution if it is a non-USC college.
- The Transient/Concurrent Form does not guarantee enrollment into the course(s). The final decision for enrollment into the course(s) is up to the external institution.
- If unable to register for the course(s), it is the student’s responsibility to inform the Office of the Registrar to void their form. **Failure to void a Transient/Concurrent form could result in a hold on the student’s account with the Financial Aid Office.**
- If attending a non-USC Institution, it is the student’s responsibility to send an official transcript after completing the approved course(s). The minimum grade that will be accepted for transfer credit is a “C”.
- If attending another USC campus, transcripts are not needed and grades of "D" or higher will be accepted for transfer credit.
- The University of South Carolina Beaufort reserves the right not to accept courses for which permission has not been granted.
- Transfer credit brings in hours earned and letter grade, but does not impact a student's Institutional GPA if at a non-USC Institution only. USC campus grades will affect a student's Institutional GPA.
- To earn a USCB degree, students must comply with the In-Residence Requirements. See the University Bulletin for more information.

An official transcript of coursework taken at a Non-USC institution must be mailed to:

University of South Carolina Beaufort  
Office of the Registrar  
One University Boulevard  
Bluffton, SC 29909

Electronic Official Transcripts are accepted only through valid vendors such as Parchment or National Clearing House and must be emailed to [registrar@uscb.edu](mailto:registrar@uscb.edu).

**An attached electronic document emailed from the institution or student will not be accepted.**

