

SPECIAL ENROLLMENT REQUEST FORM (SERF)

 SUBMIT TO: transfercredit@usca.edu or Penland 109

 Student Name *last* _____ *first* _____ *middle* _____

USC Aiken ID _____ Student's Major _____

Phone Number _____ USCA Email _____

Select One of the Following:

- ☐ **Concurrent Enrollment** to attend another USC campus or Non-USC Institution while enrolled at USCA during the same semester.
- ☐ **Transient Enrollment** to attend another USC campus or Non-USC Institution while **Not** enrolled at USCA
- ☐ **Study Abroad**

Term: ____ Fall ____ Spring ____ Summer **Year:** _____

Transfer College or University Attending: _____

City _____ State _____ Zip Code _____

Courses to be Taken

Courses listed from the Other Institution **MUST** have established USC Aiken course equivalencies. Visit usca.edu/transfer and select "More Info on Transfer Articulation" via the Academic Credit Transfers section. Then select "Transfer Course Information" to navigate to the Course Equivalency table to look up established course equivalency information by institution. If a course does not have an established USC Aiken equivalency, you must **first** submit the [Transfer Credit Equivalency Request](#) for the course(s) to be evaluated. Submitted SERFs with unapproved course equivalencies will be returned, delaying approval.

COURSE(S) FROM OTHER INSTITUTION				USCA EQUIVALENT				REPEATED COURSE?
SUBJ	COURSE#	TITLE	HRS	SUBJ	COURSE#	TITLE	HRS	Y/N
<i>Example: Bio</i>	<i>101</i>	<i>Biological Science</i>	<i>4</i>	<i>BIOL</i>	<i>A121</i>	<i>Biological Science I</i>	<i>4</i>	<i>N</i>

Are you a Student Athlete? Yes No

If yes, you must provide a copy of this form to the NCAA Compliance Officer.

Are you an International Student? Yes No

If yes, you must provide a copy of this form to the Dir. of International Programs.

All signatures are required before submitting this form. Electronic signatures are acceptable if the completed form is sent to the Registrar's Office directly from the advisor, dean or department chair. To ensure that all content and signatures are submitted properly, save a copy of the SERF before forwarding for each signature or submitting it to transfercredit@usca.edu.

Signature of Student _____ Date _____

Signature of Student's Advisor _____ Date _____

Signature of department chair/dean of Student's Major _____ Date _____

Registrar's Office Only: Entry by _____ Date _____

INSTRUCTIONS AND ROUTING FOR TRANSIENT PERMISSION FORM

Instructions for Completing the Special Enrollment Form:

1. Complete all sections of the Special Enrollment Request Form (SERF). You must complete a separate form for each institution that you plan to attend.
2. Contact your academic advisor to review your SERF and course requests. Use the Transferable Credits from Colleges and Institutions table (located at usca.edu/transfer) to identify course equivalency information. If a course does not have an equivalency in the table, you must first complete the Transfer Credit Equivalency Request.
3. Obtain all approval signatures before submitting the SERF. If electronic signatures are included, the completed form must be submitted on the student's behalf by the student's advisor, department chair, or dean.
4. Submit the completed and signed SERF to transfercredit@usca.edu or deliver the SERF to the Registrar's Office in Penland 109.
5. After receiving email notification that your SERF has been processed, register for the requested course(s).

Instructions for Receiving Credit for Courses Taken:

1. Complete all necessary requirements at the other institution.
2. Once final grades have been submitted, request an official transcript be sent directly to USC Aiken from the non-USC institution(s) that you attended.
3. Hand delivered transcripts will not be accepted. Transcripts may be sent electronically through services, i.e. Parchment, to admit@usca.edu. Or transcripts may be mailed to: University of South Carolina Aiken, Office of Admissions, 471 University Parkway, Aiken, SC 29801
4. An official transcript is not required for Special Enrollment courses completed at a USC campus.

Financial Aid/Tuition Considerations:

- If enrolling in courses at other USC campuses, registration dates and withdrawal dates may differ at each campus. It is your responsibility to be aware of the deadlines.
- Each USC campus has individual tuition and fee schedules. Be aware that you may be billed at their rate for any requested courses.
- The reciprocal tuition agreement which allows residents of Richmond and Columbia counties in Georgia to pay in-state tuition rates at USCA does **NOT** apply to other USC campuses.
- If you have financial aid questions or are requesting aid, contact the Office of Financial Aid at 803-641-3476, stuaid@usca.edu, or visit Penland 102. If you have previously taken any of the courses listed on this request at USC Aiken or another university, it is your responsibility to contact Financial Aid to determine eligibility.

Required Grades:

- Courses taken outside the USC System must be passed with a letter grade of "C" or better in order for USCA to award credit.
- A grade of D or higher at a USC Campus may be applied towards a degree requirement only if the course does not require a grade of C or above.

Notes:

- If enrollment is within the last 25% of your degree, an Academic Petition must be submitted to the Office of the Registrar along with a copy of the SERF.
- **Submitting a SERF does not guarantee enrollment into courses.** The institution that you plan to attend must grant the final approval for enrollment. Additionally, courses that are NOT listed on your approved SERF are not guaranteed to be accepted for transfer to USCA. You will be contacted via your USC Aiken account once your request has been fully processed and approved.