



Columbia College

Approval to Enroll as a Transient Student at another Institution

Name \_\_\_\_\_ Columbia College ID No. \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_

I hereby apply for permission to enroll in the subjects listed below at

College or University \_\_\_\_\_

Address: \_\_\_\_\_

Semester Registering \_\_\_\_\_

I expect to return to Columbia College on \_\_\_\_\_ Graduation Date \_\_\_\_\_  
(date)

Table with 4 columns: Course Prefix & No., Course Title, CC Equivalent Course Prefix & No., Approval by Division Head. Contains 7 empty rows.

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

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The transcript for this coursework must be received by the Registrar's Office in order for the work to be officially recorded on the Columbia College transcript.

PROMPTLY RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR

2nd floor of the Allison Administrative building

FOR OFFICE USE ONLY

This student is eligible to enroll in courses listed above at the institution as designated.

Provost's Approval \_\_\_\_\_ Date \_\_\_\_\_

Copies to: Registrar, Institution, Academic Advisor, Student



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### TRANSIENT STUDENT RESPONSIBILITIES

The South Carolina Commission on Higher Education has mandated that all non-remedial credit taken by a college student is to be used by her home institution to compute the GPA for determining her eligibility for a LIFE scholarship.

Thus, in order to maintain or establish eligibility for a LIFE scholarship, a Columbia College student taking transient credit is responsible for ensuring that an official transcript from the institution attended, including the grades for the courses indicated on the attached Transient Study Approval Form, is sent to the Columbia College Registrar's Office **within 10 days after the last class date of ALL transient coursework. Failure to have the transcript sent by the specified deadline may result in losing or not obtaining eligibility for the LIFE Scholarship.**

**WHETHER A STUDENT IS ELIGIBLE FOR A LIFE SCHOLARSHIP OR NOT, failure to have a transcript sent will result in not receiving Columbia College credit for the course(s) taken.** Also, if a student chooses not to take one or more of the courses listed on the Transient Study Approval Form, she must notify the Columbia College Registrar's Office of this decision in writing by the deadline above.

### ACKNOWLEDGEMENT OF RESPONSIBILITIES AND RELEASE OF RECORDS

My signature below indicates that **I will follow through on the responsibilities noted above** and that I grant, for the purposes of determining my LIFE scholarship GPA, the Registrar of Columbia College the right to view, request, and receive printed copies of any and all academic records related to courses taken on a transient basis.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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