



UNIVERSITY OF SOUTH CAROLINA
BEAUFORT

Transient/Concurrent Form

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

- ❖ Step 1 – Complete the Form with the information of the institution and course(s) you plan to take, *if taking at multiple institutions please complete separate forms for each.*
- ❖ 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.
- ❖ Step 4 – If taking the course at a non-USC Institution, please make sure to send your official transcripts to the address below.

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

If the institution is unable to mail the transcript, they can send it via email to registrar@uscb.edu.

- 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 you register for a course and later withdraw from the course we may still require a transcript showing the withdraw or a letter of non attendance.
- The University of South Carolina Beaufort reserves the right not to accept courses for which permission has not been granted.
- To earn a USCB degree, students must comply with the In-Residence Requirements. See the University Bulletin on pages for more information.
- 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” and it will not impact your institutional GPA.
- If attending another USC campus, transcripts are not needed and grades of "D" or higher will be accepted for transfer credit and all grades will affect your institutional GPA.

If you have any questions please contact our office at registrar@uscb.edu or 843-208-8055.

