SPECIAL ENROLLMENT REQUEST FORM (SERF)
SUBMIT TO: Transfercredit@usca.edu or Penland 109

INSTRUCTIONS

COMPLETE THE SPECIAL ENROLLMENT REQUEST FORM (SERF) PROCESS

Step 1: Complete all sections of the Special Enrollment Request Form (SERF). Complete a separate form for each institution that you plan to attend.
Step 2: Contact your academic advisor to review your SERF and course requests
Step 3: Obtain all approval signatures before submitting the SERF.
Step 4: Submit the completed and signed SERF to transfercredit@usca.edu or deliver to the Registrar's Office in Penland 109.
Step 5: After receiving email notification that your SERF has been processed, register for the requested course(s). *See **Register For Approved Special Enrollment Courses**.
Step 6: After completing your approved SERF course(s), submit an official transcript directly to USC Aiken from the non-USC institution(s) that you attended. **An official transcript is not required for Special Enrollment courses completed at a USC campus.**

IDENTIFY TRANSFER EQUIVALENT COURSES

Consult with your academic advisor, Degree Works, and the Bulletin to identify the correct courses to complete your degree requirements. Then, use the ***Transferable Credits from Colleges and Institutions*** table (located at usca.edu/transfer in the Transfer Credit Evaluation section to identify course equivalency information. Instructions for the table are available at the ⑦ icon. **Consult with your academic advisor** to ensure selection of the proper SERF courses. If a course is not listed in the transfer table, contact the Registrar's Office for assistance.

REGISTER FOR APPROVED SPECIAL ENROLLMENT COURSES

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 USC Aiken, regardless of the grade earned.

REGISTRATION FOR OTHER USC CAMPUSES
(COLUMBIA, BEAUFORT, UPSTATE, SUMTER, LANCASTER, SALKEHATCHIE, OR UNION)
After receiving email notification that your SERF has been processed, it is **your responsibility to register** for courses in SSC. If any overrides or special enrollment permissions are required for a course, it **is your responsibility to contact the academic department on the USC campus** to request and receive permission to register in the course.

REGISTRATION FOR NON-USC INSTITUTIONS
It is **your responsibility to contact the institution's Admissions Department** to process your admission to their institution and obtain course registration instructions. If an Enrollment Verification Letter is required, you may request a letter at https://www.usca.edu/registrar/forms/enrollment-verification.

REGISTRATION FOR AIKEN TECHNICAL COLLEGE
The application and enrollment instructions for Aiken Technical College are located at https://www.atc.edu/Offices/Enrollment-Services/Steps-to-Enrollment/Guest-Student. After completing the application, visit the Registrar's Office for assistance completing the Verification of Academic Standing portion of the application.

SEND AN OFFICIAL TRANSCRIPT TO USC AIKEN

After completing your course(s), you must **send an official final transcript directly to USC Aiken from each non-USC institution** that you attended. Students must submit transcripts regardless of the grade earned. An earned grade of C or higher at non-USC institutions is transferable. A grade of D or higher at a USC campus may be applied towards a degree requirement. Failure to report all attempted college courses may result in dismissal from the University.

Hand delivered transcripts will not be accepted. Transcripts may be sent electronically through services, ie. 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

FINANCIAL AID

If you are receiving or requesting Financial Aid at USCA, **YOU MUST contact the Office of Financial Aid** to discuss your SERF enrollment plans.

SPECIAL ENROLLMENT REQUEST FORM (SERF)

NAME: _____ **USC or VIP ID:** _____

    Last   First   Middle

PHONE: _____ **EMAIL:** _____ **MAJOR:** _____

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.

State your enrollment plans by checking <u>one</u> of the following:

__**Concurrent enrollment** to attend another USC campus or non-USC institution while enrolled at USC Aiken during the same semester.

__**Transient enrollment** to attend another USC campus or non-USC institution while **NOT** enrolled at USC Aiken.

__**Study abroad.**

Is this enrollment within the last 25% of credit hours for your degree? If so, an Academic Petition must be submitted to the Office of the Registrar along with a copy of the SERF. You must allow four to six weeks for this process and are not allowed to enroll in SERF courses until final approval is given. Visit usca.edu/registrar/forms for details. **This policy also applies to enrollment at other USC campuses.**

Institution you plan to attend: _____ **Term:** __Fall __Spring __Summer **Year:** _____

Courses to be taken: *Visit usca.edu/transfer (Transfer Credit Evaluation section) to identify course equivalency information. Consult with your academic advisor to ensure selection of the proper SERF courses. If you and your advisor would like assistance evaluating a course which is not listed in the transfer tables, contact the Registrar's Office.*

COURSE(S) FROM OTHER INSTITUTION				USCA COURSE EQUIVALENT
SUBJ	**COURSE #**	**TITLE**	**HRS**	**SUBJ, COURSE # and TITLE**
Example: BIO	*101*	*Biological Science I*	*4*	*BIOL A121- Biological Science I*

_____ _____ _____

Student Signature Date   USCA Advisor Signature Date   USCA Dean/Dept. Chair Signature Date

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.

SPECIAL REMINDERS:

- If enrolling in courses at other USC campuses, <u>registration dates and withdrawal dates may differ at each campus</u>. It is your responsibility to be aware of the deadlines.
- Each USC campus has individual tuition and fee schedules. Be aware that you <u>may be billed</u> 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 USC Aiken 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.
- **READ the SPECIAL ENROLLMENT REQUEST FORM INSTRUCTIONS page for registration and final transcript information.**

Registrar's Office Use Only

Course/CRN	Overrides/Permissions/Notes	Processed by/Date

If **ALL Signatures are included**, then submit completed SERF to **transfercredit@usca.edu** or to the Registrar's Office in Penland 109.