

## Transient Student Information

### **Another Institution's Student (Host School)**

Students currently enrolled at another regionally accredited institution may enroll as a transient student on a space available basis in order to complete coursework to transfer back to their home institution.

Students who apply for admissions, pay the application fee, and submit a completed Transient Agreement Form (TAF) to the Registrar's Office from their home institution, may be granted Transient admission status at Oconee Fall Line Technical College. The Transient Agreement Form must verify the student is in good standing at their home institution and must list the specific semester and course(s) the student is eligible to take. Financial Aid eligibility should also be verified on the TAF.

An application for admission to OFTC and a new Transient Agreement Form are required for each term of enrollment. Transient students are required to meet Oconee Fall Line Technical College's admissions application deadlines.

OFTC does not guarantee that transient students will be able to enroll in desired courses, nor is OFTC responsible for advising transient students about which course are applicable to their programs or transferable to their home institutions. OFTC does not automatically forward transcripts to the home institution; transcripts are sent only at the students' request through Parchment, our third-party processing company.

### **Oconee Fall Line Technical College Students (Home School)**

OFTC students who wish to take courses at other institutions must complete the admissions application at the host institution. The student must also complete the Transient Request Form (OFTC website, Student Resources, Forms and Procedures, Transient Procedures and Request Form). Once the Transient Request Form has been completed and signed by you, please email the document to the Registrar's Office at [Registrar@oftc.edu](mailto:Registrar@oftc.edu). Once the transient status has been approved, a copy of the transient agreement will be emailed to the host institution and to the student. Students must be currently enrolled and have at least a 2.0 GPA, have completed all required prerequisite courses, and the course cannot be offered online at OFTC. The course must be required to complete your program of study at OFTC. Students completing coursework at other institutions must request an official transcript to be sent to OFTC before credit will be awarded. Transfer credit will be awarded upon course completion with a grade of 2.0 or higher.



Transient Request

Host School: \_\_\_\_\_  
(School you wish to attend)

Term:            Spring            Summer            Fall            Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Program of Study: \_\_\_\_\_

Will you be taking classes at Oconee Fall Line Tech    Yes    No

Transient Course(s) Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for transient: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and understand the transient procedures attached to this form.**

Student Signature: \_\_\_\_\_

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