

SUMMER TRANSIENT STUDY

If you plan to take courses at another institution over the summer, then you will need to complete a Transient Study Form. The following steps explain how to complete the Transient Study Form.

Instructions

1. Download the Transient Study Form from the Office of the Registrar's website at <http://registrar.uncc.edu/forms>. This form is a fillable PDF. If you open the file and see the message "Please wait..." you need to save the file, then open it with Adobe Acrobat.
2. Complete the information fields and course equivalency fields. Enter the course information from the other institution where it says "Transient Study Courses." Check the Transfer Credit Advisor on the Undergraduate Admissions' website at to determine the UNC Charlotte course equivalency https://selfservice.uncc.edu/pls/BANPROD/ywsktrar.P_Displ_States to determine the UNC Charlotte course equivalency.
3. If the course is listed in the Credit Transfer Advisor, then please return the signed Transient Study Form to the SoA Office (no need to obtain approval from the Department that houses that particular course). If the course is **NOT** listed in the Credit Transfer Advisor, then you will need approval from the Department that houses that particular course. For example, if you plan to take Physics at another institution and it is not listed in the Credit Transfer Advisor, then you will need to take your Transient Study Form and a printout of the course description from that institution to the Physics Department for approval. That Department will need to sign the "Approved By" portion of the UNC Charlotte Equivalency. After the course is approved by that Department, then you can return the signed Transient Study Form to the SoA Office.
4. Submit the signed Transient Study Form to the SoA Office (Storrs 105).
5. Many institutions will require the Transient Study Form from UNC Charlotte before they will let you register for courses at their institution.
6. After you complete the course, remember to request that an official transcript is mailed to the Office of the Registrar at UNC Charlotte – this is your responsibility. UNC Charlotte will not ask for the transcript from that institution. If you do not complete this step, then the transfer credit cannot be awarded. Official transcripts must be mailed to the following address:

Records Section
Office of the Registrar, 141 King Building
University of North Carolina at Charlotte
9201 University City Boulevard
Charlotte, NC 28223-0001

FAQ

- No credit below a "C" will be accepted.
- Transfer Credit does not count toward your Overall GPA.
- If a course is not listed in the Credit Transfer Advisor, that doesn't mean that it won't be approved. You must follow the instructions above for courses not listed in the Credit Transfer Advisor.
- The SoA cannot approve course equivalencies for another Department (unless it is listed in the Credit Transfer Advisor).
- You cannot use a Grade Replacement for a course at another institution.
- If you do not submit a Transient Study Form before taking the course, you may not receive transfer credit for it.
- If you submit a Transient Study Form and then decide not to take the course, it is not a problem and you don't have to do anything more.
- You must request that an official transcript is mailed to UNC Charlotte. The transfer credit will not be awarded until an official transcript is received.
- Summer courses do not count toward tuition surcharge, regardless of where the course is taken.