



UNCW Onslow Extension Site

Instructions for Transient Study

Step 1: See your academic advisor about the course(s) you want to take at a visiting institution. Your advisor will ensure the transferability of the course credits and hours into your degree program (using your degree audit).

Step 2: Submit a request for Permission for Transient Study which may be found by logging in to [My Seaport](#). To access a Transient Study Application, click on the Academics tab at the top of the My Seaport page. On the left side of the Academics page you will find, under Student Services, a link to the Transient Study Application. More information can be found on the Registrar's website at: <http://uncw.edu/reg/transfercredit-transStudy.htm>.

- The Registrar's office will determine the UNCW course equivalencies. The department will then determine if the course is appropriate for the student's degree program and either approve or deny the request. Once your Academic Advisor/department has approved or denied the request you will be notified via your UNCW email account.

Step 3: *If you are a visiting student and taking another class at Coastal Carolina Community College:*

- Visit the Student Center **AND** bring a copy of your unofficial transcript from SeaNet ; Coastal will help you submit an application (no fee) and register for classes.
- Once you receive UNCW's approval for the transient study class, submit a copy to Heather Calihan at CCCC either in person or via email at calihanh@coastalcarolina.edu.

Step 4: Pay for your transient study course(s) –

- You will need to adhere to the visiting institution's payment schedule.
**Note: Please see the Admissions and Financial Aid Coordinator at UNCW if you have any questions*
- If you have been awarded Financial Aid with UNCW and you have not maxed out your transfer hours, the courses you take with the visiting institution will be factored into your financial aid and will be included in your reimbursement from UNCW.
- Submit a completed Transient Study Request for Financial Aid form to UNCW's Office of Scholarships and Financial Aid. Form can be found by visiting <http://uncw.edu/finaid/1314Forms.html>.

Step 5: Upon completion of coursework, it is your responsibility to make sure that the Office of Scholarships and Financial Aid and the Office of the Registrar at UNCW receive a final transcript from the visiting institution after the transient term is over. After matching transcript data to the approved transient study, appropriate credit will be posted to the student's record. This credit will be available to the student on SeaNet.



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Frequently Asked Questions

Question: *I already have credit from a 2-year institution. Can I earn additional credit?*

Answer: You may only earn a total of 64 semester hours from a 2-year institution. UNCW will accept up to 93 semester hours of credit from all institutions attended, but only 64 hours can be transferred from a 2-year institution. No transfer work will be awarded for a course in which a grade below a C (2.000) was earned. Only earned credits can be applied to Financial Aid eligibility. *Remember, transfer credit earned without prior approval may not be awarded.*

Question: *Can I use transfer credit to improve my GPA, replace a grade, or to remove an academic deficiency at UNCW?*

Answer: You may **NOT** use transfer credit to remove an academic deficiency or to replace a grade. Transfer credit will not be awarded for repeating a course, in which a grade of D- or higher was earned at UNCW. Transfer credit received for a UNCW course in which a grade of F was earned, prevents the student from repeating this course at UNCW to improve the UNCW GPA.

Question: *When will my transfer credit be posted to my UNCW record?*

Answer: You must request that a final transcript from the visiting institution be mailed to the Registrar's Office. Upon receipt of the final transcript, transfer credit will be awarded for any approved course.

Question: *How will I know when the transfer credit will be posted to my record?*

Answer: You can access your Degree Audit in SeaNet and will show once credit has been transferred in.