



(843) 349-5277
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 Admissions@hgtc.edu

TRANSIENT COURSEWORK APPROVAL FORM

INSTRUCTIONS:

1. Complete and sign Section A of this form.
2. The Registrar (or designee) at your home institution **MUST** complete and sign Section B of this form.
3. Return the completed form to HGTC's Admissions Office. The form may also be mailed, faxed, or emailed to HGTC at the address above. Once the form has been received, you will be registered for the classes requested as available.

SECTION A (to be completed by student)

Name _____ HGTC H# _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____ Date of Birth _____

Term Course(s) to be Taken: Fall _____ Spring _____ Summer _____ Year _____

Please refer to the South Carolina Transfer and Articulation Center website for course equivalencies, www.sctrac.org.

I understand that if I register for course(s) not approved on this form, I assume full risk of transferability. I understand that I am responsible for requesting my official transcript to be sent to my home institution via my WaveNet account.

 Student Signature _____
Date

SECTION B (to be completed by Home Institution) (Course to be taken at HGTC)

Home Institution: _____

| Course Prefix | Course Number | Course Title |
|---------------|---------------|--------------|
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This signature signifies that the student's citizenship has been verified by the home institution and that the student is authorized to take the course(s) listed above.

 Registrar's/Advisor's Signature (or designee) _____
Date

Office Use Only: Keyed by and Date _____