



## Transient Coursework Approval Form

Home Institution: \_\_\_\_\_ PTC ID: \_\_\_\_\_

**INSTRUCTIONS:**

1. The Student **MUST** 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. The form can be submitted by mail or email using the contact information above.
4. Once the completed form has been received, you will receive further instructions via email.

**SECTION A - (to be completed by student)**

Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

semester course(s) to be taken: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

**Please sign and date acknowledging that you have read the information below:**

- Refer to the South Carolina Transfer and Articulation Center for course equivalencies [www.sctrac.org](http://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 online classes require proctored exams. Exams proctored outside of PTC may incur additional charges at that proctoring institution.
- I understand that I am responsible for requesting my official transcript to be sent to my home institution via [www.ptc.edu/transcripts](http://www.ptc.edu/transcripts)

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**SECTION B – Desired PTC Courses (to be completed by Home Institution)**

Prefix	Number	Course Title

**This signature certifies 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 Signature (or other college official)**

\_\_\_\_\_  
**Date**