

INSTRUCTIONS

- ▶ The Special Enrollment Request form is used whenever a Coastal Carolina University student plans to take coursework at another institution and transfer it back to Coastal.
- ▶ The form must be completed and submitted ***prior to the student taking the coursework.***
 - This ensures that the student, the academic department and the college agree that the coursework will be transferable back to the student's degree program at Coastal Carolina University.
- ▶ The student, working with the academic adviser, determines what potential courses may apply toward the student's degree program. After that meeting, the student must seek an equivalency approval/authorization from the department chair of each course before returning the form to the academic adviser.
- ▶ After the form is approved by the academic adviser, department chair and dean (or dean's designee) of the student's major, the dean's office sends the completed form to the Office of the Registrar.

▶ **IMPORTANT**

The student must have an official transcript (that shows the completed coursework) sent from the outside institution to:

**Coastal Carolina University
Office of the Registrar
P.O. Box 261954
Conway, SC 29528-6054**

Once the official transcript has been received, The Registrar's Office will utilize the Special Enrollment form to award the equivalent credit(s).

PLEASE NOTE

- ▶ If a transfer course is being used to substitute for a major or minor requirement, the student/adviser/college should also submit a completed and signed "Course Substitutions Within the Major or Minor" form along with this document.
- ▶ If a two year transfer course is being made equivalent to a 300-400 level CCU course, then the department attach either a course syllabus or statement from the department chair articulating why the course is equivalent.
- ▶ Students who are currently awarded any S.C. Lottery Scholarship Funds, or will receive any in the future, are **REQUIRED** to provide an official transcript for all coursework taken at other institutions.
 - **Lottery Scholarship Funds will not be disbursed until your transcript is received.**

Office of the Registrar
COASTAL CAROLINA UNIVERSITY

Student name *Last* _____ *First* _____ *Middle* _____

Student ID Number _____ Student's major _____

Address (Street/P.O. Box/Apt) _____

City _____ State _____ Zip code _____

Cell Phone _____ CCU email _____

IMPORTANT

1. Upon completion of coursework at the outside institution, the **student must request an official transcript be sent** to the Office of the Registrar, Coastal Carolina University, P.O. Box 261954, Conway, SC 29528-6054, USA.
2. If any of the courses being considered for transfer on this form are being used to substitute for the student's degree program's major or minor requirements, a "Course Substitutions Within the Major or Minor" form must be submitted along with this form.
3. S.C. Lottery Scholarship funds will only be disbursed after all official transcripts from other institutions where you have taken coursework have been received.

Select one of the following:

- Transient study at another College or University
(select when you are not attending classes at Coastal Carolina University at the same time)
- Concurrent enrollment at Coastal Carolina University and another college or university
- Study abroad program through the National Student Exchange Program
- Study abroad program through Coastal Carolina University

 Term / Year of attendance: Fall Spring Summer I Summer II Year _____

Institution attending _____ CEEB Code _____

Address (Street/P.O. Box) _____

City _____ State _____ Country _____ Zip code _____

COURSES TO BE TAKEN

To be completed by the Student and Adviser			To be completed by the Department Chair of the Academic Unit responsible for the CCU Course Equivalency	
Dept. Name/ Course #	Credit Hours	Course Title	CCU Equivalent Course (e.g. UNIV 110)	Signature of department chair of CCU Equivalent Course approving Transfer

Signature of student _____ Date _____

Signature of student's adviser _____ Date _____

Signature of department chair of student's major _____ Date _____

Signature of dean of student's major _____ Date _____

Office use only: Entry by _____ Date _____