

TRANSIENT APPROVAL PROCESS

PIERPONT COMMUNITY & TECHNICAL COLLEGE

For information on how courses taken at other institutions will return to PCTC, please use the Transfer Equivalency System (TES) located at: <http://www.fairmontstate.edu/student-services/registrars-transfer-credit-tables>

STUDENT INSTRUCTIONS

1. Visit PCTC'S Transfer Equivalency System: <http://www.fairmontstate.edu/student-services/registrars-transfer-credit-tables>
If the institution you want to attend is listed, determine which course(s) you want to take and how the course(s) will transfer to PCTC. Then check the other institution's schedule of courses to see if the course(s) you want to take are offered. Make a printed copy of the course articulation from the Transfer Equivalency System.
2. If the institution or the course is not listed in the menu, print off the course descriptions from the school that you wish to attend and attach them to the Transient Form for review.
3. Print a copy of the Transient Application Form from <http://www.fairmontstate.edu/student-services/enrollment-center>. If you plan on attending multiple institutions or multiple terms you will need to complete a form for each one. It is important that you complete all the required fields outlined on the form. Failure to do so may result in a delay in your request being processed.
4. Visit your academic advisor and take with you the Transient Application Form, any printed translation(s) from the Transfer Equivalency System, and any course descriptions you obtained from the other institution's catalog/website. Your advisor will sign the form, indicating their approval that the courses that you are planning on taking at the other institution will apply to your degree here at PCTC.
5. Once you have had your advisor, department or Dean's representative sign off on the form. Please bring the completed form to the Pierpont Student Services for final approval. Once the form has been completed, we will mail it to your home institution.
6. You must have an overall PCTC GPA of 2.0 or higher and no holds on your account to be eligible to take courses at another institution. Courses taken while on academic suspension or academic warning will not count towards your degree and will not be articulated back to PCTC.
7. The institutions that you attend as a transient student will not automatically send a transcript to PCTC on your behalf. Once the term is over you will need to request an official transcript from that institution and have it sent to the Office of Admissions, Admissions Processing Center, 1201 Locust Avenue, Fairmont, WV 26554.
8. Use of transient credit to satisfy college, major, or minor requirements may involve minimum grade standards. A student may need to retake a course for which the minimum grade is not met.
9. All grades will be brought in and entered on your PCTC transcript including any D's and/or F's. This includes courses approved through the transient process and those taken that were not prior approved.
10. It is the responsibility of the student to verify that courses listed on this form have not been previously completed and to verify if the credit will count toward graduation. This form verifies only the translation of credit.

ADVISOR INSTRUCTIONS: How to complete the Transient Form

1. Academic Advisor: Please review the form and course descriptions that were provided by the student. If necessary, you can request the student obtain a syllabus for a particular course. If you approve of what the student is planning on taking and that it will return and count towards the student's major you may sign the form. If the student has courses from multiple PCTC departments, direct them to the Pierpont College Registrar for review of their request.**
2. Pierpont's College Registrar will verify that the course(s) to be taken and the equivalent course(s) indicated are correct and will verify that institutions have the appropriate accreditation.