UNCW Instructions for Transient Study

Before enrolling at the Visiting Institution

1. The student should submit a request for Permission for Transient Study. The request form is available in mySeaport. The link for the Transient Study request is on the Academics tab.

2. The Registrar’s office will determine the UNCW course equivalencies.

3. The department will then determine if the course is appropriate for the student’s degree program and either approve or deny the request.
   *** Note: If an exception to the Residency Requirement is being requested, the department chair will forward the form to the appropriate dean with a memo explaining the request. Upon review, the Dean will forward the original form to the Registrar’s Office.

4. The department’s approval (or denial) will be sent to the Registrar’s Office, with a copy to the student.

In preparation of returning to UNCW

1. Upon completion of coursework, the student should have an official transcript sent from the visiting institution to the UNCW Registrar’s Office, 601 South College Road, Wilmington, NC 28403-5618. If the visited institution sends electronic PDF transcripts, these may be sent to registrar@uncw.edu directly from the visited institution.

2. 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.

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: Transfer credit information is available on SeaNet. Please see Transfer Credit Evaluation Access (http://www.uncw.edu/reg/transfercredit-accessEval.htm) for details.