

## Transient Student Enrollment Steps

<https://www.gvltec.edu/transient-visiting/>

### College Admissions

- Complete your **online application** for admission to Greenville Technical College ([www.gvltec.edu/transient-visiting](http://www.gvltec.edu/transient-visiting)). If you are asked to choose a major, "**Transient Visiting**" is at the bottom of the list.

### Steps to Enroll

- Submit the **Declaration of Legal Presence** form ([https://gvltec.edu/Legal\\_Presence\\_Declaration/](https://gvltec.edu/Legal_Presence_Declaration/)) with appropriate documentation (e.g. driver's license, etc.). Submit all documents to [transients@gvltec.edu](mailto:transients@gvltec.edu).
- Once you have received an email of college acceptance, log in to GTC4me student portal **AND** access your Greenville Technical College Gmail account to obtain the information, processes and services you need. (*See login instructions below.*)
- Review and electronically sign the **Student Enrollment Agreement (SEA)** verifying your understanding of important information related to your enrollment at Greenville Technical College. You will find the SEA in the Self-Service section of your GTC4me homepage.

### Important Log-In Information

GTC4me	Gmail
Visit <a href="https://www.gvltec.edu/">https://www.gvltec.edu/</a> click the "Student Login" link located at the top of any page on the website. Then click on "GTC4me."	Click the "Student Login" link on the top of the page of the website, then click on "Student Email."
 <p>Authentication is <i>Required</i> to use this system</p> <p><b>Username</b> Click on "What's my username?". Enter requested information and submit. Your username will be displayed.</p> <p><b>Log in to GTC4me</b> Enter the username</p> <p><b>Password</b> Your temporary password is the last six digits of your social security number.</p>	<p><b>Username</b> Your campus Gmail address is your username. Example: smithes@my.gvltec.edu</p> <p><b>Password</b> <i>circlechange</i> is your <b>temporary</b> Gmail password.</p> <p>You will be prompted to <b>change your password</b>. All future email correspondence will be sent to your campus Gmail account.</p>

### Blackboard



Every course will require students to access information and other learning activities via the Blackboard system. Access Blackboard at the top of any GTC webpage ([www.gvltec.edu](http://www.gvltec.edu)) or from the GTC4me icon list. Course content will be available in Blackboard approximately one day before the class begins.

**Log-in:** Your username and password are the same as used for GTC4me.

# Transient Student Enrollment Steps *(continued)*

## Registration

- Students can choose one of two options to register for classes:
  1. **Our new online process:** Transient Students must complete the online [Transient Visiting Student Enrollment & Permission Form](#) for each semester you wish to attend and have your Institution Dean or Advisor sign it approving the courses selected.
    - Students must complete the top portion of the form, sign, then click submit for the form to electronically send to your Dean or Advisor.
    - Once the Dean or Advisor signs the form, it will submit to Greenville Technical College's Enrollment Services to be processed.
    - When registration begins, you will be registered and an email will be sent to your @my.gvltec.edu email.

Or:

2. **Our walk-in process:** Transient Students must complete the **Transient Visiting Student Permission form** ([https://www.gvltec.edu/Visiting\\_student\\_permission\\_form/](https://www.gvltec.edu/Visiting_student_permission_form/)) for each semester you wish to attend and have your Institution Dean or Advisor sign approving the courses selected, **or** you may provide your home college's permission form. Please also complete the **Add/Drop/Withdrawal form** ([https://www.gvltec.edu/AddDropWithdrawal\\_Form/](https://www.gvltec.edu/AddDropWithdrawal_Form/)). To be registered, submit both forms to Enrollment Services either in person at the Student Success Center (Barton campus) or via email at OnlineOrientation@gvltec.edu. Should you need further information, please call (864) 250-8000.
- Individuals registering on behalf of a student must also provide a completed **Information Release Authorization Form** ([https://www.gvltec.edu/Information\\_Authorization\\_Form/](https://www.gvltec.edu/Information_Authorization_Form/)) that has been signed by the student along with a copy of the student's picture ID.

## Next Steps

- Make payment for classes. Payment is due in full. Payment can be made online, over the phone, or in person at the Dreisbach/Anderson Student Success Center or Student Services at any satellite campus. Failure to pay tuition or make payment arrangements may result in your class(es) being purged (deleted).

If you cannot pay your tuition in full, GTC offers a "Do Not Purge" payment option. This option ensures that a student's class schedule will not be deleted for non-payment. A down payment will be required.

- Access the Do Not Purge Promissory Note at <https://www.gvltec.edu/DoNotPurge/> or
- After you have logged into GTC4me, choose the Self Service icon.
  - Select the Student Finance box.
  - Select Do Not Purge under Helpful Links
  - You will have to log in again. Put GTS\ before your username and use your GTC4me password.

*Note: Transient students are not eligible for financial aid at Greenville Technical College. Check with your home institution for financial assistance information concerning attending another institution.*

- Obtain your **parking permit**. Take a paper copy of your schedule, state-issued picture ID, and vehicle information (including license plate number) to the Greenville Technical College Police/ID Office. Visit <https://www.gvltec.edu/vehicle-registration> for locations and schedules.
- Purchase required **books** and supplies.
- Access **Blackboard** for location and starting dates and be prepared for your first day of class. Course content will be available in Blackboard approximately one day before the class begins.
- Request your **GTC Transcript** be sent to your home institution at the end of the semester after final grades are posted. Visit <https://www.gvltec.edu/transcript-requests> for information and to order your official transcript.