Greenville Technical College

Transient Student Enrollment Steps

http://gvltec.edu/transient-visiting

College Admissions

☐ Complete your **online application** for admission to Greenville Technical College (www.gvltec.edu/apply) indicating "Transient Visiting Students" as your program/major.

Steps to Enroll

☐ Submit the **Declaration of Legal Presence** form (http://gvltec.edu/Legal_Presence_Declaration/) with copies of appropriate documentation (e.g. driver's license, etc.). Submit all documents to OnlineOrientation@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 Form (SEA)** verifying your understanding of important information related to your enrollment at Greenville Technical College. You will find the SEA in the Notifications section of your GTC4me homepage.

☐ Complete the college's **Online Orientation**, accessible in GTC4me Notifications or Quick Access menu.

Important Log-In Information

GTC4me	Gmail
Visit www.gvltec.edu/GTC4me-login/ or click the "GTC4me" link located at the top of any page on the website.	Click the Student E-mail link on the top of any page of the website, or from the GTC4me homepage, click the Gmail icon. E-Mail Click to access student email
Username Click on "If you do not know your username" link. Enter requested information and submit. Your username will be displayed. **Password** Your temporary password is the last six digits of your Social Security number. If you do not have a social security number, enter the last six digits of your federal tax identification number. **Log-in** **Username**: Enter **GTS**username (note: use the back-slash, not the forward-slash) **Password**: Enter your temporary password.	**Username** Your campus Gmail address is your username. Example:smithes@my.gvltec.edu **Password** circlechange is your **temporary** Gmail password. **Log-in** **Username**: Your campus Gmail address **Password**: circlechange You will be prompted to **change your password**. All future email correspondence will be sent to your campus Gmail account.

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** (https://app.perfectforms.com/player.htm?f=jPEIAgMD) 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 Orientation Center 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** (http://www.gvltec.edu/Visiting_student_permission_form/) for each semester you wish to attend and have your Institution Dean or Advisor sign it approving the courses selected, **or** you may provide your home college's permission form. Please also complete the **Add/Drop/Withdrawal form** (http://www.gvltec.edu/AddDropWithdrawal_Form/) to register at the Orientation Center in Admissions & Registration Center starting the first day of registration. Should you need further information, please call (864) 250-8000.

☐ Individuals registering on behalf of a student must also provide to our Student Records department a completed **Information Release Authorization Form** (http://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 Admissions and Registration 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" single due-date delayed payment option. This option ensures that a student's class schedule will not be deleted for non-payment, though a down-payment will be required. Access the Do Not Purge Promissory Note at http://www.gvltec.edu/DoNotPurge/.

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 http://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. *(See login information below.)*

☐ Request your **GTC Transcript** to be sent to your home institution at the end of the semester after final grades are posted. Visit http://gvltec.edu/transcript-requests for information and to order your official transcript.

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) or from GTC4me's Quick Access menu. **Log-in:** Your username and password are the same as used for GTC4me (no GTS\).