

ADMISSIONS AND REGISTRATION PROCEDURES FOR VISITING (TRANSIENT) STUDENTS ENROLLING IN COURSES TO TRANSFER TO THEIR HOME COLLEGE OR UNIVERSITY



Step 1

Meet with your academic advisor at your home institution to verify that the course(s) in which you wish to enroll at York Technical College will transfer for your major. It is recommended that you obtain a course transfer approval form from your college or university. College transfer information is also available at: http://www.yorktech.com/advising/advising_info.php

Step 2

Complete and submit a York Technical College [Application for Admission](#). A new application is required for all students who have not attended York Technical College within the past two semesters including the summer term.

Step 3

Contact the Admissions Office at (803)327-8008 or 1-800-922-8324 or visit us in the Student Services Building Monday-Thursday 8:00am – 7:00pm or Fridays 8:00am – 3:00pm to be accepted to the college as a transient student. Your admissions counselor will also discuss with you the necessary documentation needed to satisfy the prerequisite(s) for the course(s) in which you wish to enroll. Consult the course description section in the back of the [Catalog and Handbook](#) for specific course prerequisites. Note: A course approval form from your home institution is not considered evidence of satisfaction of the required prerequisites.

Step 4

Before registering for an on-line (internet) course, you must complete **WEB 100**. **WEB 100** is a free online tutorial that will help you discover if online learning is for you and learn how to navigate an online class. This 3- to 5-hour tutorial will show you how an online classroom works. Even if you have taken an on-line course at your home institution, WEB 100 will help you more effectively use the tools of D2L – Desire to Learn (YTC's distance learning management system). To sign up:

- Log in to WebAdvisor* from the York Technical College homepage
- Click on Student
- Click on the link to "Sign up for WEB100"
- Select the box to register, Submit
- Log in to D2L the following day (if you registered by 4 p.m.)
- Click on the WEB 100 course link under the Student tab and read the News to begin

* WebAdvisor is your personal on-line student information account which provides academic, financial, and registration services. All students will have a WebAdvisor account within one hour after submitting the York Tech application for admission. Follow the [log-in instructions](#) to access your account.

Step 5

Register. See the [Credit Class Schedule](#) for course times and section numbers and the [Registration Guide](#) for additional information.

Step 6

Pay your tuition and fees by the payment deadline. Click here for the [Summer/Fall 2012 Registration Calendar](#).

Please note: Transient students are not eligible for SC State financial aid. In some cases, transient students may be eligible federal financial aid if they are taking courses under an approved financial aid consortium agreement between the host institution and York Tech. Students should check with their home institution to determine if such an agreement exists.

Excluding the summer term, students may be eligible to participate in the CAEC (see below)

The Charlotte Area Educational Consortium (CAEC)

[What is the CAEC?](#)

[Which colleges and universities belong to the CAEC?](#)

[CAEC Guidelines](#)

What is required for a student at YTC to take a course through the CAEC?

- The student must be currently enrolled as a full-time degree seeking student at YTC
- The student must take the course fall or spring semester. The CAEC is not available during summer
- The student must be able to transfer the course selected at a member institution back for credit in your degree at YTC
- The student should contact [Academic Records](#) for more information

York Technical College is required to determine the residence classification of applicants for tuition and fee purposes in accordance with the South Carolina Code of Laws 59-112-20 available online at <http://www.che400.state.sc.us>.

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. §59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require you to submit documentation that supports any of the claims above. Any applicant providing false information may be ineligible for admission or may be dismissed from the College if admitted. Any applicant who is found to be unlawfully present in the United States will be ineligible for admission or if admitted, will be dismissed from the College.

Call the Admissions Office at 803.327.8008 or 1.800.922.8324 for additional information.