



Policy Name: Transient Student
(Special Enrollment)
Policy

Policy Number: Administrative Policy

03.40.07.01

Date: January 23, 2026

Review Date: January, 23, 2029

Approved by Willie L. Todd, Jr., Ph.D.

President and CEO

Signature



Transient Student (Special Enrollment) Policy

Policy Type: Administrative

Policy Number: 03.60.03.01

Approval Date: January 23, 2026

Responsible Office: Office of Admissions; Office of the Registrar; Student Financial Services

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Individuals seeking to enroll at Talladega College as transient/special enrolled students; Academic Departments; Admissions; Registrar; Student Financial Services

POLICY STATEMENT

Talladega College (the "College") permits qualified students from other institutions ("home institutions") to enroll temporarily in credit-bearing courses at Talladega as transient (special) students. As the host institution, Talladega provides access to courses and transcripts crediting completed work to the student's home institution. Transient students must meet admissions requirements, adhere to the College's academic calendar and policies, and satisfy all financial obligations prior to registration.

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DEFINITIONS

Transient Student: An individual who is currently degree-seeking at another accredited college or university (the home institution) and enrolls at Talladega College for a limited period, typically one term or summer session, to complete specific coursework for transfer back to the



home institution.

Home Institution: The degree-granting institution at which the transient student is formally admitted and from which the student intends to receive a degree.

Host Institution: The institution that temporarily enrolls the transient student; for purposes of this policy, Talladega College.

Special/Transient Enrollment Form: A document issued by the home institution permitting the student to take specified courses at the host institution and indicating any restrictions or approvals required.

Financial Clearance: Confirmation that all tuition and fees are satisfied through self-payment or approved financial aid processed by the host institution, enabling registration and retention in courses.

Official Transcript: A sealed or secure electronic academic record issued by the host institution that lists final grades for completed coursework.

CONTACT(S)

Office of Admissions — Talladega College

Office of the Registrar — Talladega College

Student Financial Services — Talladega College

Questions regarding interpretation of this policy should be directed to the Office of Admissions.

STAKEHOLDER(S)

Applicants seeking transient/special enrollment; Academic Departments and Program Chairs;

Office of Admissions; Office of the Registrar; Student Financial Services; Student

Success/Advising.

POLICY CONTENTS

1. Eligibility

To qualify for transient enrollment at Talladega College, an applicant must be in good academic and disciplinary standing at their home institution and meet any course prerequisites established by the relevant academic department. Talladega College reserves the right to limit enrollment based on seat availability and institutional priorities.

2. Admissions Steps

- Complete and submit the Talladega College Admissions Application (non-degree/transient).
- Obtain a Transient or Special Enrollment Form from the home institution listing approved Talladega College courses; this form must be submitted to Talladega College (host) for review



and approval prior to registration.

- Provide any required supplemental documents (e.g., proof of good standing, prerequisite verification).
- Upon approval, activate student account credentials and complete any onboarding tasks assigned by Admissions or the Registrar.

3. Registration and Credit Limits

Transient students register during the published registration period for the term and are subject to all add/drop, withdrawal, refund, and census deadlines in the Talladega College academic calendar. Transient students typically may register for up to 12 credit hours in fall or spring and up to 9 credit hours in summer, unless otherwise approved by the Registrar in consultation with the academic department.

4. Financial Responsibility and Aid

Tuition and fees are assessed by Talladega College (host) and must be satisfied through self-payment or financial aid administered through Talladega College. Students are responsible for completing all financial aid requirements and any consortium or authorization forms as applicable. Failure to obtain financial clearance by published deadlines may result in schedule cancellation and holds on records.

5. Academic Calendar and Policies

Transient students are required to abide by the Talladega College Academic Calendar and all academic and student conduct policies, including class attendance, grading, academic integrity, and course withdrawal procedures.

6. Records and Final Transcript

Upon posting of final grades and confirmation that all financial obligations are satisfied, Talladega College will issue an official transcript reflecting the completed coursework. At the student's request (or per approved transient form), the College will send the official transcript directly to the home institution within 10 business days of final grade posting. Processing times may vary during peak periods; electronic delivery is preferred when available.

7. Limitations and Disclaimers

Admission as a transient student does not constitute admission to a degree program at Talladega College. Course transfer acceptance, equivalency, and applicability toward degree requirements are determined solely by the home institution.



EDUCATION AND COMPLIANCE

The Office of Admissions will publish transient enrollment procedures each term and provide checklists to applicants and internal offices. The Registrar will monitor registration and transcript fulfillment timelines. Compliance will be tracked via admissions workflow and transcript request logs.

PUBLICATION

This policy will be published on the Talladega College website and the policy repository accessible to faculty, staff, and students.

REVIEW SCHEDULE

- Next Scheduled Review: 01/23/2029
- Approval by, date: 01/23/2026
- Revision History:
- Supersedes: N/A

RELATED DOCUMENTS

- Talladega College Academic Catalog
- Talladega College Academic Calendar
- Admissions Application (Non-Degree/Transient)
- Transient/Special Enrollment Form
- Student Financial Responsibility Agreement
- FERPA Policy

FORMS

- Talladega College Admissions Application (Non-Degree/Transient)
- Transient/Special Enrollment Form (from Home Institution)
- Transcript Request Form (Talladega College)