Transient Student Permission Request Form

Please read the instructions on the preceding page before attempting to complete this form. Students requesting transient status at another institution must be current students in good academic standing at Georgia Gwinnett College. Students can only request to enroll in transient courses for one term at a time. Admissions requirements vary by institution and admission acceptance does not guanrantee course availability at the visiting institution. It is recommended that all information required from Georgia Gwinnett College and the visiting institutions be submitted by students as early as possible, as course availability is often limited and may affect transient registration.

Student Information

Last Name	First Name	MI	Maiden Name (if applicable)

Mailing Address

City	State	Zip Code	Phone

Student ID

Visiting Institution Information

Visiting Institution

Mailing Address

City	State	Zip Code	Phone

Fax	Email

Term and Year to Enroll

Visiting Institution Information (select one of the following):

☐ Mail to Visiting Institution ☐ Fax to Visiting Institution ☐ Email toVisiting Institution ☐ Hold for Pick Up

Student Checklist

☐ **If you are in Learning Support, meet with your advisor to determine the appropriate combination of transient courses.**

☐ Review pre-requisite courses needed for transient course(s). Determine if you have completed all prior coursework, knowledge, and skills needed for transient course(s).

☐ Compare transient courses and Georgia Gwinnett College's equivalency table **AND** consult an advisor about course substitution. Determine whether transient courses will fulfill general education or program requirements and obtain appropriate approval for substitution (if applicable) prior to enrolling in transient course(s).

☐ Speak with the Financial Aid Office to arrange payment for transient course(s).

☐ After completing the transient course(s), request a transient transcript from the visiting institution be sent to Georgia Gwinnett College. Transient courses will only be added to transcript if student returns to home institution.

Academic Equivalency (recommended)*

It is highly recommended that students complete the following information to help ensure that courses are accurately recorded on transcripts. Indicate whether each transient course is intended to replace a general education course (G), program course (P), Learning Support requirement (LS), or not intended to fulfill a degree requirement in the "Credit Type" column. Also, indicate whether each transient course equates (E), substitutes (S), or is not equivalent (≠) to a home institution course in the "E/S" column.

Credit Type	E/S	Transient Course Information					Home Course Information			
		Course Prefix	Course Number	Transient Course Title	Hours	Course Prefix	Course Number	Home Course Title	Hours	

***Specific guidance for transient courses taken at University of Georgia:** See this link for UGA transfer equivalencies. Please note that the department that offers the UGA class a student wishes to receive credit for is the ultimate authority on how a class may transfer. The Advisor or Graduation coordinator of the program a student is getting a degree from is the ultimate authority on how a transfer class may apply towards that degree.

Transient Student Agreement

I understand the transient policy stated in this form and the instructions page and request permission to take the above course(s).

_____   _____   _____
Student Print Name   Student Signature   Date

_____   _____   _____
Advisor Print Name (if applicable)   Advisor Signature (if applicable)   Date

_____   _____   _____
Department Chair Print Name (if applicable)   Department Chair Signature (if applicable)   Date

_____   _____   _____
Dean Print Name (if applicable)   Dean Signature (if applicable)   Date

Completed By Registrar (select one of the following and sign)

☐ Student is in good standing and eligible to return to home institution.

☐ Student is not in good standing, but is eligible to return to home institution.

☐ Student is not in good standing, and is not eligible to return to institution.

☐ Does not have permission to enroll as a transient student for the following reasons:

_____

_____

_____   _____   _____
Registrar Print Name   Registrar Signature   Date