TRANSIENT STUDENT INSTRUCTIONS

www.floridashines.org

Transient students currently enrolled at a Florida public college or university may register for courses at another Florida public college or university on a temporary basis (e.g., university student attending summer semester at a state college). To take courses at another institution, you must receive approval from your home institution. The application will initiate your request and be routed to the appropriate personnel.

Please note: Students requesting transient student status for a private or out-of-state institution, you must complete the Out-of-State Transient Request form at www.tsc.fl.edu/admissions/forms.

BEFORE YOU GET STARTED:

1. You must be a currently enrolled degree seeking student and have a minimum 2.0 GPA.
2. Have the course information ready (including course prefix, number, credit hours, and title).
3. Complete an application for course(s) at a single institution. If you wish to take courses from different institutions, separate applications are required for each institution.
4. Check the institution's admission deadline for the desired term and year (check the institution's website to determine deadlines).
5. Students requesting transient status at FAMU and FSU must meet the following requirements:
    a. Must have completed 50 semester hours or be in their last semester at TSC (exceptions for ROTC)
    b. Must NOT take courses at FAMU or FSU that are available at TSC
    c. NOTE: FSU has strict deadlines of August 1 (Fall), December 1 (Spring), and April 1 (Summer).
    d. TSC students are not allowed to participate in cheerleading, music, University Greek Life, or other sanctioned activities specific to the University as agreed upon by all institutions.

Important: *Students receiving financial aid must be prepared to pay tuition for these courses. Students will be reimbursed when their financial aid is disbursed which is often after payment deadlines and add/drop periods.*

STEPS TO BE A TRANSIENT:

1. Go to the web site: **www.floridashines.org.**
2. Hover over **"Succeed in College."**
3. Click on **"Take a course at another school."**
4. Read the important information on this page and then at the bottom of the page, click on **"Apply or Check Application Status."**
5. Log in using your TSC ID number and password to create an account.

The form will be submitted electronically to our Admissions and Records Office, then the Financial Aid Office (if aid is requested) for verification. Subsequently, the transient application will then be electronically transmitted to your host (transient) institution. You will receive confirmation through your TSC email account. Finally, you may check the status of your transient application anytime by logging back into your account through www.floridashines.org.

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