

College of Arts and Sciences – Online Transient Form and Course Enrollment Instructions

NOTE: Some state colleges require the non-degree seeking application to be complete **PRIOR** to the transient form being approved. See below for application directions.

Completing the Student Transient Form

- Go to www.floridashines.org/
- Click on “Succeed in College”
 - Select “Take a Course at Another School”
- Click “Start or check the status of your Transient Student Application now”
- **Log-in** using your School ID and Gulfline PIN/Password
- Once you are verified, on the drop-down list for your College, select your upper division college (i.e. College of Arts and Sciences). If you select the incorrect college, the form will not be routed to the proper advising unit for approval and you will need to resubmit.
- **Complete the section for Student Information** (name, date of birth, social security number, gender, race, nation of citizenship, immigration status, permanent address, phone number, and email address).
- **Complete information for course:**
 - Term: Select term (*Fall, Spring, Summer*) and year (*2015, 2016, etc.*) from drop-down menu
 - Home Institution: Florida Gulf Coast University (already filled in)
 - Transient Institution: Select where you will be taking the course (*i.e. University of South Florida*) from drop-down menu
 - Course ID: Enter Prefix and Course Number of course at transient institution (*i.e. MAC 1105*)
 - Hours: Number of credits for course, usually 3-4 (*i.e. 3 credits for MAC 1105*)
 - Title: Title of course (*can vary per institution, i.e. College Algebra*)
 - Use: Check Gen Ed, Major, or Electives (*check all that apply*)
 - Enter any student Comments for the academic advisors to view regarding your transient enrollment
- Make sure your email address is entered correctly – you receive an email each time your form is signed/forwarded
- **Click to sign** the form at the bottom, and then click **Send**
- Completed form is then sent to your FGCU college advisor, FGCU Registrar, transient institution registrar and transient institution admissions office for approval. You are emailed every time an office approves the form; however these emails are not your transient form.
- As soon as last office approves the form, **log in to www.floridashines.org/** again (following above instructions) and **print out** the completed and approved transient form for your records.
- **NOTE:** You are not yet formally enrolled in the course yet! Please follow these directions to complete enrollment:

Enrolling in the Course at the Transient Institution

- Apply to the community/state college or transient institution by completing a non-degree seeking/guest/transient student application. Questions regarding the application should be directed to the institution’s admissions office.
 - You can do this online through the institution’s website (**not necessary** for Florida State University System institutions – only a transient form is required for enrollment at FL SUS institutions)
- Pay the application fee (normally \$20-\$30) – typically done online through the application process.
- Don’t forget to submit the application completely (click through entire application)
- After completing the application, you must formally register for the course through the community college/transient institution.
 - This will probably need to be done in person through the institution’s Registrar’s Office.
 - Some institutions allow you to register online or via phone.
 - You will receive a log-in name and password for the institution (similar to Gulfline). Once you can see your course on this website on your schedule, you are enrolled in the course.
- If you are unsure if you have completed the process, ask for help! We can help you with the process along the way.
- **NOTE:** You are not enrolled at the transient institution for the designated course until you have completed the **entire** process!
- **In order for courses to be articulated onto your transcript, official transcripts must be sent to FGCU from the transient institution at the end of the term (once grades are available).**

For further questions about this process, please contact the College of Arts and Sciences Advising office:
(239) 590-7196 www.fgcu.edu/cas/advising

College of Arts and Sciences Online Transient Form and Course Enrollment Tips for Success

First Steps:

1. Schedule an advising appointment to review outstanding degree requirements and sequencing. Useful questions to ask include: *What courses should I take next to stay on track? Do I need any free electives to complete my degree?*
 2. View the transient institution's course schedule to see if there is something you would like to take and if it is offered at a time that appeals to you.
 3. Complete the transient student form online (see instructions on reverse).
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Things to Remember:

- Grade forgiveness can only be used when both course attempts are taken at FGCU. If you re-take a course at another institution, grade forgiveness will not be available.
- Once the transient student form has been reviewed by the advisor, it will show the articulation of the courses. Compare that to your notes from your last advising session to determine if the course is useful for you to take. *Remember that a course that will articulate only as a "free elective" or "general elective" is only useful if you need free electives to complete your degree. Similarly, a course that will articulate as a "Gen Ed Humanities" is only useful if you still need to satisfy that category (or need free electives).*
- Prerequisites can vary from one institution to another. Please review carefully the course description (found in the catalog or course schedule) of the course that you wish to take and make sure that you have completed the necessary prerequisites. *It will be your responsibility to ensure that you are prepared to be successful in the course.*
- If you are taking a course that will fulfill a prerequisite for a future course, please contact an advisor about receiving a permit to register for that future course. (For example, if you are taking General Chemistry I with Lab in the summer term at a transient institution, you will need a permit to register for General Chemistry II with Lab in the fall term at FGCU.)
- Courses may be offered in different formats at the transient institution. If you are taking a science or math course that requires lecture and lab, please remember to register for both components.
- Once final grades are available, please contact the Registrar's Office at the transient institution and request that an official copy of your transcript is sent to FGCU Office of Undergraduate Admissions.
- If you have any questions, please call **(239) 590-7196** to schedule an advising appointment. We will be happy to assist you.