

Instructions and Routing for Transient Permission Form

Notes:

- In order to be eligible for transient status, a student must have been enrolled within the last five years.
- All holds (parking fines, library fines, etc.) must be cleared with the appropriate office before processing.
- Students should contact the institution with which they would like to be transient to obtain their admissions deadlines and requirements.
- ONLY courses approved on the Transient Permission Form are to be taken transient will receive credit at Georgia College and State University (GC).
- Taking transient coursework will NOT impact your GC institutional GPA.
- Retaking a course that was originally taken at GC will not impact your GC institution GPA.
- Many undergraduate majors require certain courses to have a grade of “C” or better in order to be used toward graduation requirements. Refer to the online catalog at <http://catalog.gcsu.edu/> for specifics.

Instructions:

1. Make sure you understand the transient rules set forth in the university catalog.
2. Complete Section I
3. Use the online Transfer Equivalency Information Page at <https://www.gcsu.edu/admissions/transfer-credits> and work with your Academic Advisor to determine what courses have been approved or need to be approved for transfer credit to GC.
4. Obtain Advisor/Coordinator approval and signature on form
5. Obtain Department Chair’s approval and signature on form
6. If you are not in good standing or this is the second consecutive term requesting transient coursework, obtain the Dean’s approval and signature.
7. Submit the completed Transient Permission Form to the Registrar’s Office (107 Parks Hall) for submission to the transient university.

To receive credit for courses taken transient:

1. Complete all necessary requirements at the transient institution.
2. Request an official transcript from the transient institution be sent to GC’s Admissions Office*.

*If you plan to complete Degree Requirements in the semester you are enrolled as a transient student, the official transcript must be received by the Registrar’s Office within two weeks of the official date of graduation.

