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
- 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. <u>If you are not in good standing or this is the second consecutive term</u> 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.



SECTION I (to be completed by student)

To complete this process return form to Registrar's Office Parks Hall, Rm 107 Email: registrar@gcsu.edu Fax: (478) 445-1914

Transient Permission Form

Last iling Address				First Middle			Viiddle			
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