

POLICY AND PROCEDURES FOR TRANSIENT ENROLLMENT AT ANOTHER INSTITUTION

Georgia Southwestern students who wish to take coursework at another institution for academic credit may submit a Transient Permission Form to the Registrar's Office. Students submitting a Transient Permission Form **must meet the following conditions**:

- * The student **must** earn the minimum required residency hours at Georgia Southwestern State University to satisfy the requirements for his/her degree program. (Review the degree requirements section in the course catalog for information.)
- * Students attending their first semester at GSW, whether a new or readmit student, must take at least one GSW course to be eligible to attend another institution as a transient student.
- * The student **must** be eligible to register during the semester in which he or she applies for transient status.
- * The student **must** complete a Transient Permission Form and obtain the required signatures on the Transient Permission Form.
- * Graduating seniors must obtain signature of the Assistant Registrar on the Transient Permission Form. Degrees will not be posted until an official copy of the transcript with final grades is received by the Registrar's Office.

Students **cannot** take over 18 hours between all schools. Transient approval is for **ONE TERM ONLY**. Subsequent terms require submitting new transient forms with the required signatures.

Students granted transient permission must request that an official transcript of transient coursework be sent to the Registrar's Office at Georgia Southwestern State University.

Grades earned in transient courses are not calculated in the student's GSW grade point average.

Procedures for Completing the Transient Permission Form

- * It is student's responsibility to comply with the transient institution's standards and application deadlines.
- * First, the student must meet with his/her advisor and complete the "**Transient Permission Form**" to verify that these courses will apply toward the degree requirements. Secondly, each form must have the appropriate signatures. Finally, return the completed and signed form to the Registrar's Office for processing.
- * The "**Transfer Articulation**" located on the GSW transfer page, offers a partial list of course equivalents at University System of Georgia and nearby institutions. Most institutions publish catalogs on their website.
- * If there are any adjustments/changes for a previously submitted transient permission form, the student should submit another completed transient permission form before any adjustments/changes can be approved by the Registrar's Office.
- * All signatures and applicable substitution forms must be received before processing will begin.
- * Once your Transient Permission Form has been processed, you will receive an email to your RADAR email account.

Requesting Financial Assistance from GSW for the Transient Term

Current federal financial aid recipients can expedite a request for financial assistance, by checking the "Request Financial Assistance" box on the Transient Permission form. Those in process will be reflected on the student's RAIN account. Those not reflected should contact the Financial Aid Office directly at finaid@gsw.edu or phone 229-928-1378, fax 229-931-2061.

Not all institutions participate in financial aid agreements and not all course work qualifies for aid. GSW does not control the transient institution's fee payment deadline. Students must pay out of pocket for all expenses at the transient institution related to their attendance, including tuition, fees, books, etc. Federal funds will not be available at the time of transient enrollment. GSW does not release refunds until after the attendance is confirmed.



Office of the Registrar
 800 Georgia Southwestern State University Drive
 Americus, GA 31709-4379
 Phone: 229-928-1331
 Fax: 229-931-2021

TRANSIENT PERMISSION

SECTION I (To Be Completed By Student)

Name (First, Middle Initial, Last): _____ GSW ID #: _____

Mailing Address: _____

City, State and Zip: _____ Phone: _____

Transient Semester/Year: _____ 20 _____

Please print the complete name, office **and** address of the institution you plan to attend as a transient student.

List all courses you plan to take at the transient institution and the Georgia Southwestern course equivalent(s). It is your responsibility to provide course description(s) if the course is not listed on the [Transfer Articulation](#) page.

Transient Institutions Course Information			GSW Course Equivalent(s)	
Course Name & Number (e.g., ENGL 1101)	Course Title (e.g., Composition I)	Credit Hours	Course Name & Number (e.g., ENGL 1101)	Curriculum Area

Justification (must be included): _____

I have read both pages of the Transient Permission Form and understand my responsibilities as a transient student. Further, I understand that I am responsible for requesting an official transcript be sent to Georgia Southwestern State University, Registrar's Office at the completion of the transient coursework.

_____(initial) I am a current Financial Aid recipient and would like to request financial assistance. I understand that I must pay all tuition, fees and other charges at the host school out of pocket by the host school's fee payment deadline. I understand that I must complete this form no later than 3 weeks from the start date of the semester in order to have any financial aid processed.

YES NO Are you a graduating senior? If so, what term will you be graduating? _____

YES NO Do you plan to use VA benefits at the transient institution?

Student's Signature: _____ Date: _____

SECTION II (To Be Completed By Department)

Before processing this form, the advisor or department chairperson should review the student's record to verify that the course(s) listed above will fulfill a graduation requirement for the student.

Advisor/Department Chairperson's Signature: _____ Date: _____

Comments: _____

* **This form must be accompanied by the [Course Requirement Substitution Form](#) (also found online under Faculty Forms) if the transient course will be used to meet requirements in the area F, field of study or any major area requirements.**

REGISTRAR'S OFFICE USE ONLY

___ Student is in good standing and eligible to return. ___ Student is on Supported Enrollment, but is eligible to return.

Registrar Representative: _____ Date: _____