Completing the Student Transient Form

- Go to www.flvc.org
- Select Succeed in School Icon:
  - Click on Take a Course at Another School
  - Towards bottom of the page click on Start or check status of your Transient Student Admission Application now

- Institution Login screen:
  - Home Institution: Florida Gulf Coast University
  - Student ID: Enter your UIN number “81XXXXXX”
  - PIN/Password: Enter your PIN that you use to log in to Gulfline
  - Click Continue

- Transient Student Admission Application screen:
  - Your School or College: In the drop down list 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 office and you will need to resubmit
  - Click Next

- 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:
  - Home Institution: Florida Gulf Coast University (already filled in)
  - Host Institution: Select where you will be taking the course (i.e. Florida SouthWestern State College) from drop-down menu
  - Term: Select term (Fall, Spring, Summer) and year (2015, 2016, etc.) from drop-down menu
  - Course ID: Enter Prefix and Course Number (i.e. ENC 1101) for course
  - Hours: Number of credits for course, usually 3-4 (i.e. 4 credits at Florida SouthWestern)
  - Title: Title of course (can vary per institution)

- Use: Check Gen Ed, Major Requirements, etc.

- Make sure your email address is entered correctly, as this is how you are alerted when your form is signed

- Click to sign the form at the bottom, and then click Send

- Completed form is then sent to First Year Advising, Financial Aid, FGCU Registrar, state college/transient institution Registrar and 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.flvc.org again (following above instructions) and print out the completed and approved transient form.

- NOTE: You are not yet formally enrolled in the course yet! Please follow these directions to complete enrollment.

Enrolling in the Remediation Course

- Apply to the state college/transient institution by completing a non-degree seeking student application.
  - You can do this online through the institution’s website

- Pay the application fee (normally $20-$30)
  - This can also usually be done online through the institution’s website/online application

- 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 state 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 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!
For further questions about this process, please contact your college advisor:  
http://www.fgcu.edu/Info/Advising.asp

**First Steps:**

1. Schedule an advising appointment to review degree requirements and sequencing. Useful questions to ask include: *What courses should I take next to stay on track? What prerequisites should I be taking toward completing 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).

**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.