

## 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.)
- \* 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 and Course Requirement Substitution Form if applicable.
- \* **Graduating seniors** must obtain written approval from the Assistant Registrar prior to submitting the Transient form to the Registrar's Office. Students are responsible for assuring that the official grade for the course(s) is on file in the GSW Registrar's Office by the date & time senior grades are due.
- \* **Learning Support students** must obtain permission from the Office of Academic Affairs prior to submitting the form to the Registrar's Office.

Students **cannot** take over 18 hours between all schools. Students **must** clear all holds before the transient form is processed. 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**" and "**Course Requirement Substitution Form**" (if applicable) 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 forms to the Registrar's Office for processing.
  - \* Note: The "**Transfer Articulation**" located on RAIN, 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](mailto: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** 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 to the transient institution until after the attendance is confirmed.



Registrar's Office  
 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 - PLEASE PRINT CLEARLY)**

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 on RAIN.

| Transient Institutions Course Information |                                       |              | GSW Course Equivalent(s)                  |                 |
|---|---------------------------------------|--------------|---|-----------------|
| Course Name & Number<br>(e.g., ENGL 1101) | Course Title<br>(e.g., Composition I) | Credit Hours | Course Name & Number<br>(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.

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 accompany the Course Requirement Substitution Form if the transient course will be used to meet requirements in the core area F or any major area requirements.**

**REGISTRAR'S OFFICE USE ONLY**

\_\_\_ Student is in good standing and eligible to return. Guaranteed Tuition Rate Attribute: \_\_\_\_\_  
 \_\_\_ Student is on academic warning, but is eligible to return.  
 \_\_\_ Student is on academic probation, but is eligible to return.

Registrar Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form must accompany the Transient Permission Form if the transient course will be used to meet requirements in core area F or any major area requirements.



Registrar's Office  
800 Georgia Southwestern State University Drive  
Americus, GA 31709-4379

# COURSE REQUIREMENT SUBSTITUTION FORM

**Submit in Duplicate to VPAA**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student Level: \_\_\_\_\_

GSW ID#: \_\_\_\_\_

Graduation Term: \_\_\_\_\_

Request is hereby made for the following change of course(s) in the required degree program in \_\_\_\_\_  
for the above named student:

| <i>SUBSTITUTION</i><br>COURSE NUMBER & TITLE | <i>REQUIRED COURSE</i><br>COURSE NUMBER & TITLE | IN WHAT AREA OF DEGREE<br>WILL COURSE BE USED |
|--|---|---|
| _____  | _____   | _____   |
| _____  | _____   | _____   |
| _____  | _____   | _____   |
| _____  | _____   | _____   |
| _____  | _____   | _____   |

JUSTIFICATION (REQUIRED):

\_\_\_\_\_

\_\_\_\_\_  
*Advisor's Signature*

**If required course is from another department or school:**

\_\_\_\_\_  
*Department Chair's Signature*

\_\_\_\_\_  
*Department Chair's Signature*

\_\_\_\_\_  
*Dean's Signature*

\_\_\_\_\_  
*Dean's Signature*

Approved: \_\_\_\_\_  
*Vice President for Academic Affairs*

\_\_\_\_\_  
*Date*