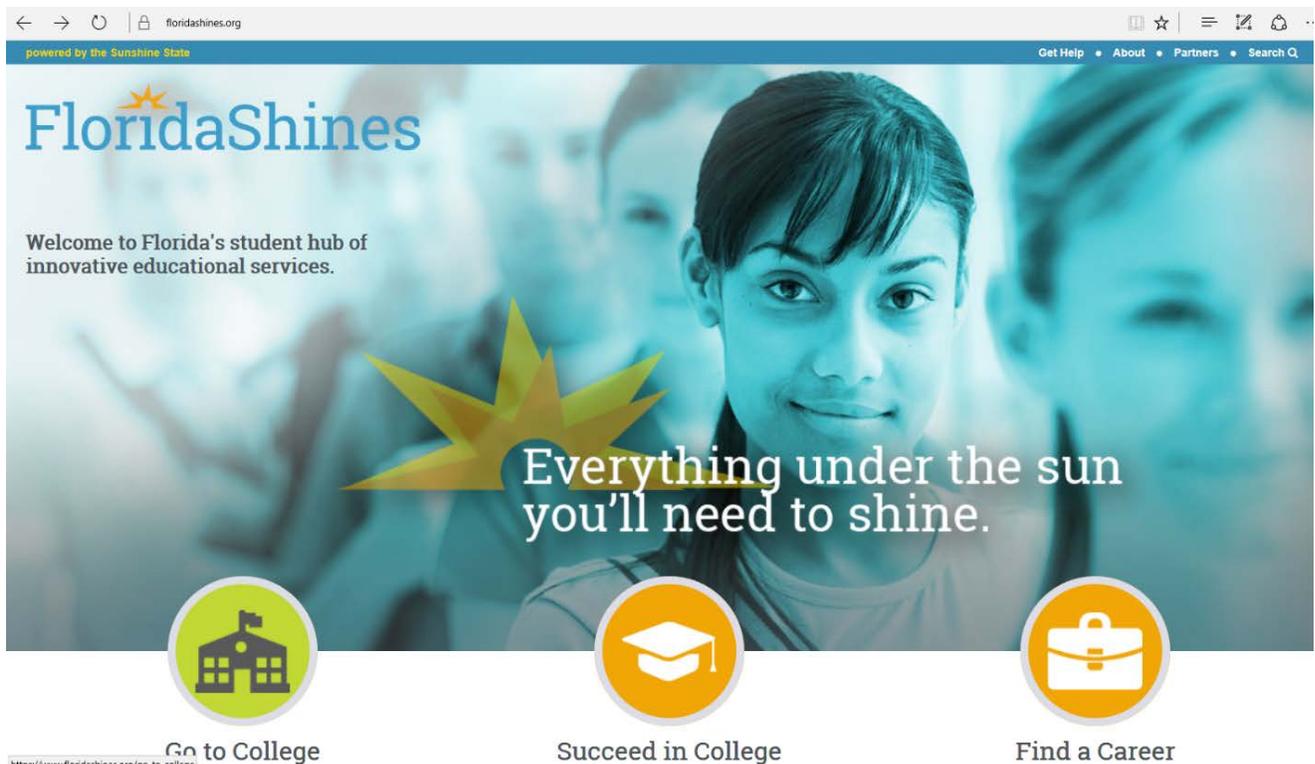


Applying to be a Transient Student for a public college in Florida

- You cannot take more than **9 hours** in your last 30 hours of credits outside of UCF
- You cannot be a transient student in your **graduating semester**

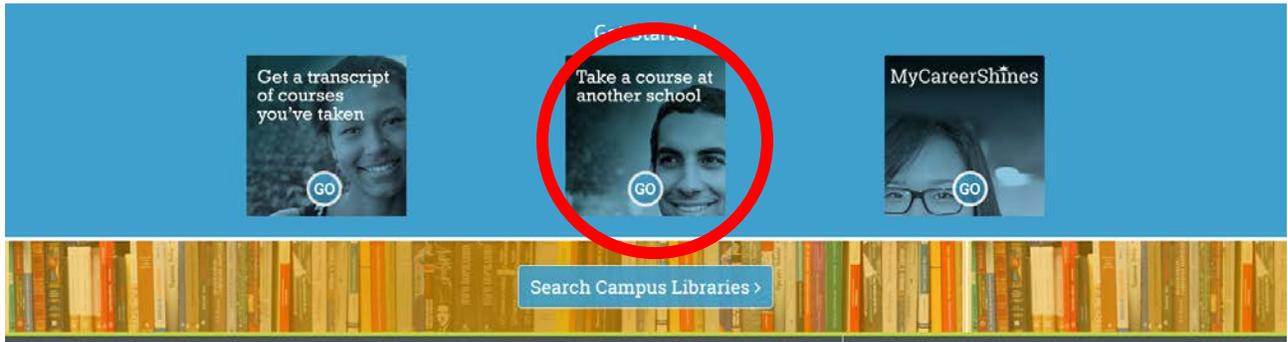
Step 1: Find the course you want to take from the other school's website. Contact that other school if you have questions about available courses.

Step 2: Go to floridashines.org



The screenshot shows the FloridaShines website homepage. The browser address bar displays "floridashines.org". The page features a blue header with the FloridaShines logo and a navigation menu including "Get Help", "About", "Partners", and "Search Q". The main content area has a teal background with a group of students. A yellow sunburst graphic is positioned over the text "Everything under the sun you'll need to shine." Below this, there are three circular icons: a green house icon for "Go to College", an orange graduation cap icon for "Succeed in College", and an orange briefcase icon for "Find a Career". A small URL "https://www.floridashines.org/go-to-college" is visible in the bottom left corner.

Step 3: Scroll down and click on “Take a Course at Another School”



Step 4: Scroll down and select “Apply.” Make sure you read about what you need to know before you apply.

Home Get Help About Partners Search Q

FloridaShines Go to College Succeed in College Find a Career

Succeed in College

- PLAN YOUR PATH
- FIND FREE ONLINE TEXTBOOKS
- CHECK YOUR PROGRESS
- LEARN ONLINE
- TAKE A COURSE AT ANOTHER SCHOOL**
- TRANSFER SCHOOLS
- SEARCH LIBRARIES

TAKE A COURSE AT ANOTHER SCHOOL

Florida offers 40 places to shine. If you are already enrolled in a state college or university, Florida makes it easy for you to take a course at another state college or university as a transient student.

Transient Student Admission Application

Students can mix and match courses from across the state as long as they fulfill state, institution, and program requirements. Students who are enrolled in one state college or university, but take a course at another state college or university are called transient students.

If you are enrolled in a state college or university, you can request approval to take a course at another state college or university by completing and submitting an online Transient Student Admission Application. A separate application is required for students enrolled in a private college or university or an out-of-state school, please check with your institution for information and instructions about taking a course at another college or university.

[Apply or Check Application Status Now](#)

What You Need to Know Before You Apply

Before taking a course at another institution, you must get permission from both institutions. Your home institution will determine whether you are eligible for in-state tuition. It is a good idea to check the deadline for admission for the institution where you wish to take the course to ensure your application is submitted on time.

Before beginning the application process, be sure to have this information available:

- Student identification number and PIN/password
- Social Security Number (If you don't have a Social Security Number, please enter nine zeros.)
- Term and year when you want to take the course
- Course information, including prefix, number, title and credit hours (If you used the online course catalog to find and apply for a course, this information will be pre-populated in the application.)

The application will be sent electronically to your home institution. After your home institution approves the application, it will be sent electronically to the institution where you want to take the course. During this process, you will receive updates on the status via email from the institutions. While Florida Virtual Campus doesn't control the application process, you can check the status of your application at any time by logging into the Transient Student Admission Application. It can take up to 10 days, on average, for the institutions to process an application.

If your application is accepted, you will receive an email notification from the transient institution that may include special information about next steps, including information about an admissions application fee, if any. Your home institution and the institution where you will take the approved course will work together to confirm enrollment, release

Check your Transcript KNOW WHERE YOU STAND

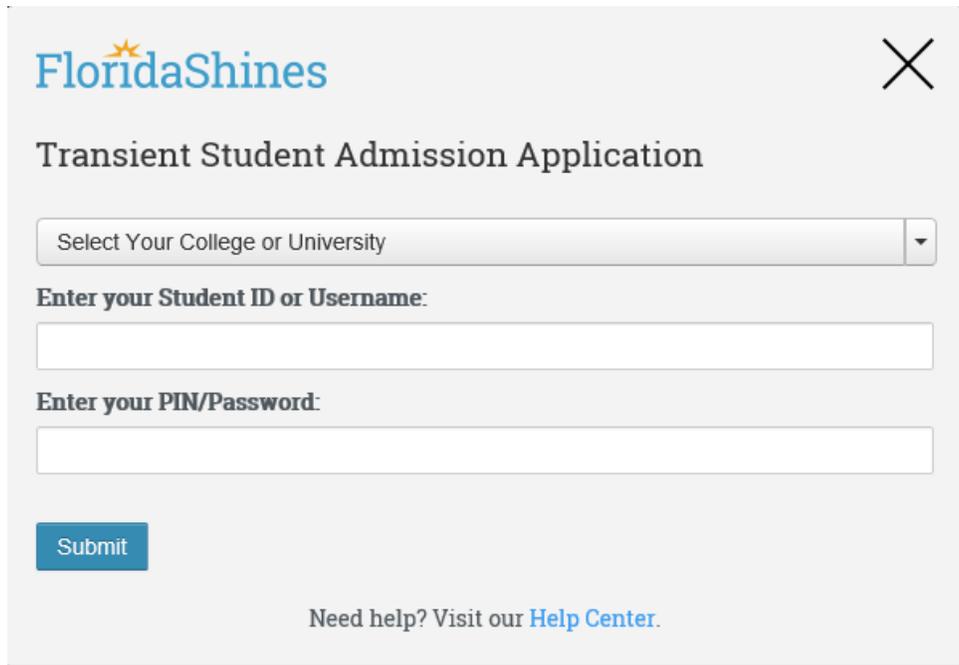
MyCareerShines COLLEGE STUDENTS

Transferring? WHAT YOU NEED TO KNOW BEFORE YOU GO

Sign up for our newsletter

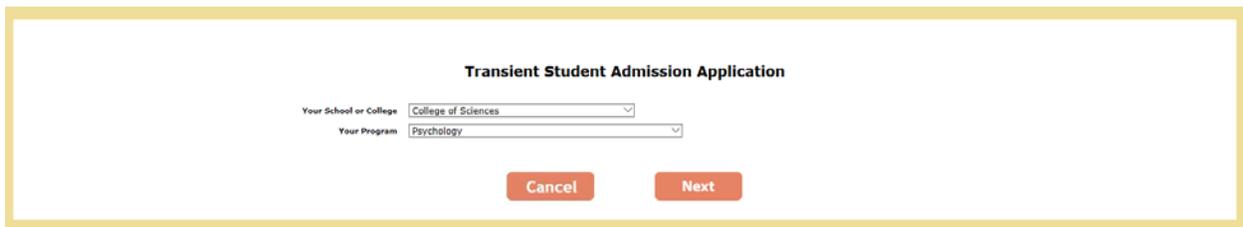
Every Florida resident lives within 50 miles of a college or university. A brighter future is within your reach.

Step 5: Select University of Central Florida, enter your NID and NID password, and click submit.



The screenshot shows a web form titled "FloridaShines Transient Student Admission Application". At the top left is the "FloridaShines" logo with a star icon, and at the top right is a close button (X). Below the title is a dropdown menu labeled "Select Your College or University". Underneath are two input fields: "Enter your Student ID or Username:" and "Enter your PIN/Password:". A blue "Submit" button is located below the second input field. At the bottom center, there is a link that says "Need help? Visit our [Help Center](#)."

Step 6: After the website verifies your NID and NID password, you must select College of Sciences and major program is Psychology.



This screenshot shows the same form as in Step 5, but with selections made. The "Your School or College" dropdown is set to "College of Sciences" and the "Your Program" dropdown is set to "Psychology". Below these dropdowns are two orange buttons: "Cancel" and "Next".

Step 7: Then, you will be directed to a page where you must fill out personal and demographic information. The institution, college/school, and major/program should already be filled in.

Transient Student Admissions Application
 Students must be enrolled at University of Central Florida during the term of graduation. Students may not be transient during the term of graduation. *
 Students are required to complete 30 of the last 36 hours in residency at University of Central Florida.

NOTE: Required fields are denoted by a * Help

(Please check for accuracy and make changes where appropriate.)

Please check for accuracy and make changes where appropriate.

The Institution ensures compliance with federal and state laws that prohibit discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications.
 If you do not have a SSN, please enter all 0s.

Name: First:* Middle: Last:* Suffix:

SSN:* Date of Birth:* / /

Gender:

Ethnicity: Hispanic or Latino Non-Hispanic or Latino

Race: White or Caucasian Black or African American
 Asian American Indian or Alaskan Native
 Hawaiian or Pacific Islander

Nation of Citizenship:*

Immigration Status:*

Institution: University of Central Florida
 School or College: College of Sciences
 Program: Psychology

(Please check for accuracy and make changes where appropriate.)

Address while attending home institution	Address during term of attendance as a transient student <small>(Same as "Address while attending home institution")</small>
Address 1:* <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City:* <input type="text"/>	City: <input type="text"/>
State:* <input type="text"/>	State: <input type="text"/>
Zip Code:* <input type="text"/>	Zip Code: <input type="text"/>
Phone:* <input type="text"/>	Phone: <input type="text"/>

Step 8: After you completed the top portion of the application, you select one of the several Florida Public Institutions.

Schools	
Home Institution (where you are earning your degree)	University of Central Florida
Host Institution (where you will attend as a transient student)	* <input type="text"/> Broward College Chipola College College of Central Florida

Step 9: Next, enter the term and year in which you would like to take a course as a transient student.

Term and Year in which you will be a transient student.	
Term*	<input type="text"/> quarter / semester
Year*	<input type="text"/>

Step 10: Then, enter the course(s) you would like to take as a transient student. You will need to include the course prefix, course number, title of the course, the amount of credit hours, and designate how the course will be applied to your degree. In the depiction below, PSY 2012 is filled in as an example.

Course(s) to be taken at Transient Institution. * * Students taking courses for a minor or double major, in addition to listing course(s) below please use the student comment section to list courses and declare the major or minor you want the course applied to. * * (All fields must be completed for each course.)

Prefix *	Number *	Hours *	Course Title *	Use of the Course *
PSY	2012	3	General Psychology	<input checked="" type="checkbox"/> General Education <input checked="" type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree

Step 11: If you have any additional comments to include, you may do so in the next box. If not, you can click the “click to sign” button and electronically send your application. It may take up to 30 seconds, so be patient and only send once.

Student Comments (Please limit your comments to 500 characters.)

Student Acknowledgement

I understand that if I register for courses not approved herein, they may not be accepted by my home institution. I also understand that this application is for the term selected above and that a new application must be submitted for each subsequent term or for any courses taken as a transient student. I also authorize the Host Institution to release an official transcript to the Home Institution upon completion of the academic semester.

[Click to Sign](#) 11/16/2017 11:47 AM

(Click "Send" **one time only**. It may take up to 30 seconds to complete processing.)

Step 12: You are able to check on the status of the application at any time thereafter. By repeating steps 1-4. Then you will be directed to your application with information about the status on the left side of the page.

The screenshot shows the FloridaShines application portal. At the top, the logo "FloridaShines" is displayed in blue. Below the logo, the date and time "12:11PM Thursday, November 16, 2017" are shown. The main content area is divided into two sections: "My Applications" and "Student Information".

My Applications
(Applications are deleted after the requested Term has passed.)

Submitted On	Status
03/03/2015 02:24 AM	Approved

Student Information

Name:
SSN:
Ethnicity:
Race:
Nation of Citizenship:
Immigration Status:
School or College:
Program:

Step 13: You will receive an email about approval or denial. If denied, check your status as instructed in step 12. You can also contact COSAS@ucf.edu for additional questions.

Step 14: Register for the course at the other school. Contact that school if you have questions about registration.

Step 15: Complete the course. Remember that courses for the psychology major need to be a "C" or higher.

Step 16: Have official transcripts from that school sent to UCF so the course can be accepted towards your degree.

- If the course is a prerequisite for a course you plan to take the following semester, send a screenshot of enrollment to psychadvising@ucf.edu and we can assist with an override into the next psychology course at UCF.