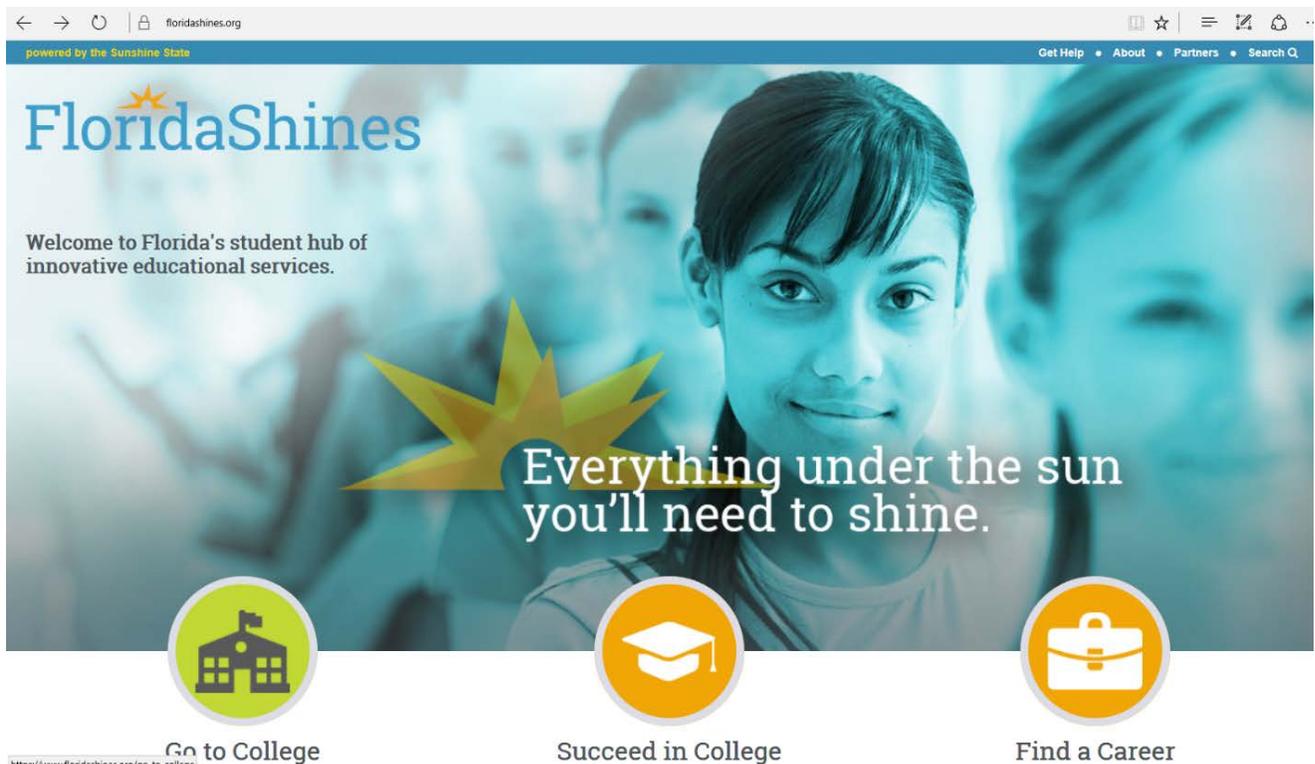# Applying to be a Transient Student for a public college in Florida

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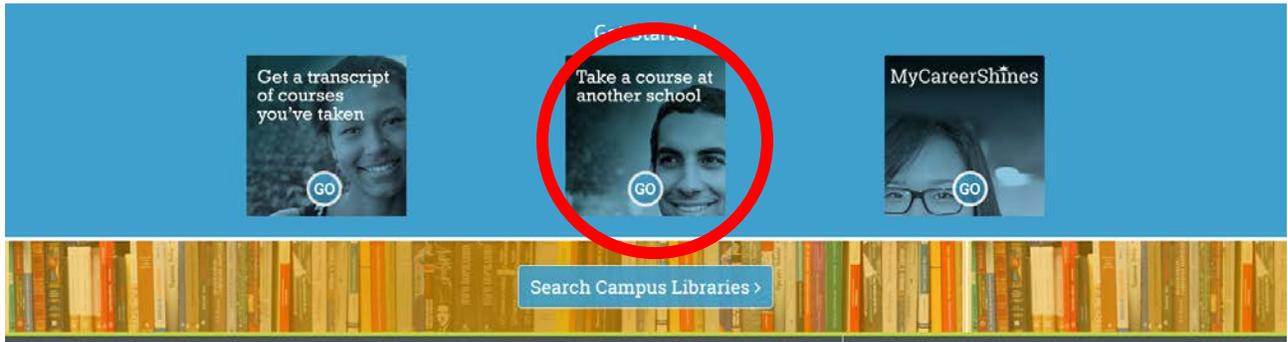- You cannot be a transient student in your **graduating semester**

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**

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.

Step 5: Select University of Central Florida, enter your NID and NID password, and click submit.
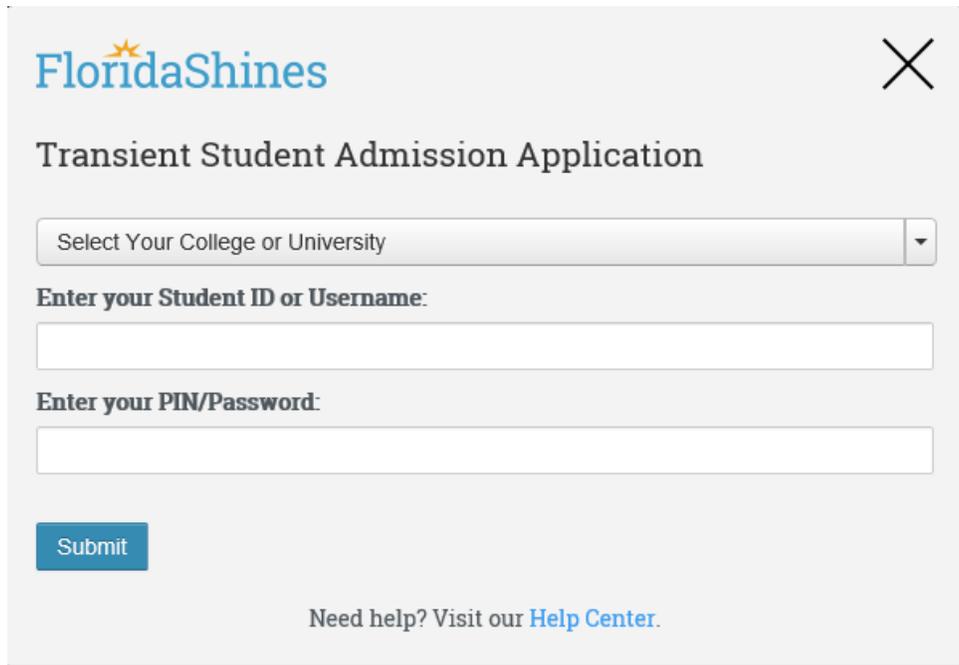
Step 6: After the website verifies your NID and NID password, you must select College of Sciences and major program is Psychology.
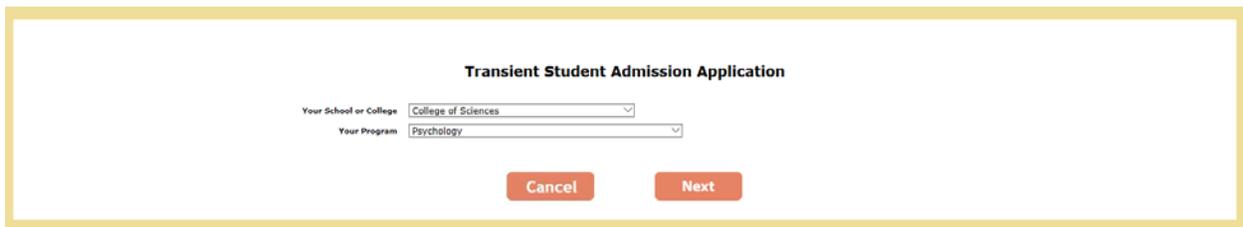
Step 7: Then, you will be directed to a page where you must fill out personal and demographic information. The institution, college/school, and major/program should already be filled in.

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

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

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	☑ General Education ☑ Major Requirements ☐ Electives ☐ Not Required for Degree
				☐ General Education ☐ Major Requirements ☐ Electives ☐ Not Required for Degree
				☐ General Education ☐ Major Requirements ☐ Electives ☐ Not Required for Degree
				☐ General Education ☐ Major Requirements ☐ Electives ☐ 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.)

Send   Reset   Cancel

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.

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.