

Transient Permission Form

To complete this process, return form to Registrar's Office
Parks Hall, Rm 107
CBX 069
Fax: (478) 445-1914

SECTION I (to be completed by student)

Name _____ GCID 911- _____
Last First Middle

Mailing Address _____
Street Address Apt # City State Zip

Phone _____ E-mail _____

Students who do not attend GC while taking transient courses during the Spring or Fall terms must update their records through the Admission's Office before returning to GC.

Transient Institution _____ Transient Term _____
Mailing Address _____ Fall Spring Summer 20 _____
City, State, Zip _____ Fax # (if needed) _____

Transient Credit Information (Undergraduate students – refer to the [Transfer Equivalency Information](#) page)

Course # at above institution	Semester or Quarter Hours?	Credit hours	GC course # (ex. MATH 1111)	Credit hours	Approved to transfer to GC? (Registrar's Office use only)	Area in which course is to be applied (Advisor/Coordinator use only)			
						Core	Major	Minor/Concentration	Elective

- GC cannot accept course credit until an official transcript has been received from the transient institution.
- Transient credit will not be calculated into the GC GPA, replace previously earned grades at GC, or affect academic standing at GC.
- Undergraduate students must complete a minimum of 40 semester hours in residence at GC.
- Graduate students may transfer in a maximum of 9 semester hours as approved by the program coordinator.

I understand the above policies and request permission to take transient courses.

Student Signature _____ Date _____

This student has permission to register for the courses listed above

Advisor/Coordinator's Signature _____ Date _____

Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

Dean's signature **required ONLY** if student is not in good academic standing, or if student will be transient for more than one semester.

Registrar's Office Use Only

SECTION II

Academic Standing: This student is in good standing and eligible to return to Georgia College.
 This student is in not in good standing, but is eligible to return to Georgia College.

Immunizations: Satisfied Not satisfied Exempt

Registrar's Signature _____ Date _____

Instructions and Routing for Transient Permission Form

Notes:

- In order to be eligible for transient status, a student must have been enrolled within the last five years.
- All holds (parking fines, library fines, etc.) must be cleared with the appropriate office before the Transient Permission form can be processed.
- Student should contact the institution in which they would like to go transient to obtain their admissions deadlines and requirements.
- ONLY the courses approved on this form to be taken transient will receive credit at GC.
- Taking transient coursework will NOT increase your GC institutional GPA.
- Retaking a course that was originally taken at GC will not affect your GC institutional GPA.
- Many undergraduate majors require courses to have a grade of “C” or better in order to be used toward graduation requirements. Refer to the online catalog at www.GC.edu/catalog for specifics.

Instructions for completing Transient Permission Form:

1. Complete Section I.
2. Use the [Transfer Equivalency Information](#) page to determine what courses have previously been approved for transfer to GC.
3. Make sure understand the transient rules set forth in the university catalog.
4. Contact your advisor to discuss plans for taking transient courses.
5. Obtain advisor/coordinator signature.
6. Obtain the chair’s signature.
7. If you are not in good standing, you must obtain the Dean’s signature.
8. Return the completed form to the GC Registrar’s office.

Instructions for receiving credit for courses taken transient:

1. Complete all necessary requirements at transient institution.
2. Request a transcript from the transient institution to be sent to the GC Registrar’s office.
3. If you plan to complete degree requirements in the semester you are enrolled as a transient student, the transcript must be received in the Registrar’s office within two weeks of the official date of graduation.