



ATLANTA METROPOLITAN STATE COLLEGE

1630 Metropolitan Parkway
Atlanta, Georgia 30310

Office of the Registrar

TRANSIENT STUDENT REQUEST

Obtain a division signature and return this form to the Office of the Registrar. It is **YOUR RESPONSIBILITY** to comply with admissions standards and application deadlines of the Institution for which this transient permission is required.

TO BE COMPLETED BY THE STUDENT:

_____ Name (Last, First)	_____ AMSCID
_____ Program of Study	_____ Advisor Signature

PLEASE AUTHORIZE ATTENDANCE TO:

Name and address of host institution: _____

Expected semester of enrollment: _____

List all courses you plan to take at the transient Institution and the Atlanta Metropolitan State College equivalent. It is **YOUR RESPONSIBILITY** to provide information on course offerings and descriptions.

Course Prefix	Course Number	Course Title	Hours	AMSC Course Equivalent	AMSC Course Number

____ GOOD STANDING	____ 18 RESIDENT HOURS	_____ Student's Signature/Date
____ APPROVED	____ DENIED	_____ Division Dean's Signature/Date
____ APPROVED	____ DENIED	_____ Registrar's Office Signature/Date

Reason Not Approved: _____



Office of the Registrar

GUIDELINES AND PROCEDURES FOR TRANSIENT ENROLLMENT AT ANOTHER INSTITUTION

Please read these instructions completely and carefully:

Atlanta Metropolitan State College students who wish to take coursework at another institution and receive academic credit may do so under the following conditions:

- The student is not on academic probation or disciplinary dismissal and has a cumulative grade point average of 2.0.
- The student must have a minimum of eighteen (18) semester hours of resident degree credit at AMSC.
- The student must be enrolled during the semester in which transient permission is requested. ***If you do not attend, a Letter of Non-Attendance must be sent to the Office of the Registrar.***
- The student is responsible for checking to make sure that the desired transient course is not offered at AMSC during the term of transient status.
- If the student is within the last 20 hours of graduation, the student must obtain written approval from the Vice President for Academic Affairs.
- Students with Learning Support requirements must obtain permission from the Dean or the Department Head of the Division that offers the Learning Support course, either Humanities and Fine Arts, or Science Mathematics and Health Professions.
- The student is aware that transient approval is only for one term. **Subsequent terms require submitting a new transient form with the required signatures.**
- The student must make a grade of "C" or better to insure that the course credit will be accepted by AMSC.
- The student must make application to the school he or she wishes to attend as a transient.
- **Course work taken as a transient student will not be calculated in the grade point average.**

Procedures for completing the Transient Form:

- ❖ The student must complete the **Transient Request Form**, (available in the Office of the Registrar).
- ❖ The Transient Request Form must have the approval of both the Advisor and the Division Dean.
- ❖ Once you have obtained the appropriate signatures, you must return the form to the Office of the Registrar.
- ❖ **The final approval process takes 1 to 2 business days, as your academic record will be reviewed.**
- ❖ It is your responsibility to pick up your Official Transient Letter from the Office of the Registrar **and** provide this letter to the host institution.
- ❖ **Students attending another institution are responsible for requesting an official transcript of transient coursework be forwarded to Atlanta Metropolitan College.**
 - Please request that the transcript is mailed to:

**Atlanta Metropolitan State College
Office of the Registrar
1630 Metropolitan Parkway
Atlanta, GA 30310**