



Office of the Registrar

TRANSIENT STUDENT REQUEST

Obtain 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)

AMCUID

Program of Study

Advisor Signature

PLEASE AUTHORIZE ATTENDANCE TO:

Name of college or university: _____

Expected semester of enrollment: _____

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

Course Prefix	Course Number	Course Title	Hours	AMC Course Equivalent	AMC Course Number

____ APPROVED ____ DENIED

Division Chairperson's Signature

____ APPROVED ____ DENIED

Registrar's Office Signature

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 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 AMC.
- The student must be enrolled during the semester in which transient permission is requested, and a concurrent enrollment must be maintained during the semester in which the student attends the approved institution.
- The student is responsible for checking to make sure that the desired transient course is not offered at AMC 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 Chairperson of the Division that offers the Learning Support course, either Humanities and Fine Arts, or Business, Mathematics and Computer Science.
- 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 AMC.
- 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 Chairperson.
- 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 College
Office of the Registrar
1630 Metropolitan Parkway
Atlanta, GA 30310**