**Transient In-State Directions**

These instructions detail how to apply for a course to be taken transiently at a public Florida institution. Private Florida Institutions and out of state institutions should fill out the Non-SUS Transient Student Approval Form. This Form is available in ENG1, room 107.

1. Go to floridashines.org.
2. Hover over “Succeed in College”.
3. Select “Take a Course at Another School”.
4. Click “Start or check the status of your Transient Student Admission Application now”.
5. Select “University of Central Florida” from the home institution list.
6. Enter your NID, including the letters, as your Student ID and your NID password for the PIN/Password and click “Continue”.
7. Select “Engineering and Computer Science” in the “Your school or college” drop down menu.
8. Select your major from the drop down list and click “Next”.
9. Fill out the required information.
10. Put the prefix, number, hours, and title of the course as it is listed for the transient institution, not for UCF. You will need to check the other school’s course catalog.
11. Click the appropriate box depending on what you want the classes to count for (Gen Ed., Major, etc.).
12. Include any comments in the “Student Comments” box.
13. Once the form is filled out click the red arrow that says “Click to Sign” and then click “Send”
14. The form will be reviewed by the appropriate advising office, and you will receive an email regarding the approval of the courses.
15. Once your form has been approved, contact the transient institution to complete registration for the classes you plan to take there.
16. Upon completing your classes transiently, you must have an official transcript sent from the transient institution to the UCF Registrar’s Office.

**Notes Regarding Enrollment:**

* Students needing to enroll in the next term at UCF who will be taking the prerequisite courses transiently can obtain overrides **after** receiving the final grade in the transient coursework. You will need to provide proof of final grade along with the override.
* Co-requisite courses cannot be taken at two different institutions during the same semester.
* Successful completion of a transient course does not guarantee that a seat will be available in the post-requisite course.