

**Taking Courses at another Institution
(University, State College, or Community College)**

Intellectual Foundations Program “Core” Courses

STEP 1: Apply to Institution as a **NON-DEGREE** Seeking Student

STEP 2: Fill out Transient Form (either Online or Paper – instructions below)
(Students taking courses at an Out of State Institution must fill out a **paper** Transient Student Form)

Instructions to complete Transient Student Form Online

1. Go to www.FACTS.org
2. Create a user ID and Password (if you haven't done so already)
 - User ID = Z# (including the Z), Password = Birthday MMDDYY
3. Log into FACTS if you haven't done so already
4. Click the College Students Tab
5. In the first box from the right (titled *Transferring*) click:
Take classes at another college (Transient Student Admissions Application)
6. Continue
7. Select **Florida Atlantic University** as your home institution
8. Fill out all personal information and complete the form.

REMEMBER:

- If you have less than 30 credits send form to **Freshman Academic Advising Services**, NOT your major college. If you have over 30 credits please send form to college of your major.
- Receiving School is the school you will be attending, not FAU.

Instructions to complete the Paper Transient Student Form

1. Take Transient Form to Academic Advisor to fill out.
2. Make sure you know your Z Number
 - (Log into MyFau to view your Z# on the left hand side of the screen)
3. Write Z# at top of form
4. You must know the course **Number** and **Prefix** (i.e., ENC 1101) at the other institution before your academic advisor will sign off on the form
5. Take to FAU Registrar to have it stamped
6. Take to other institution's registrar

STEP 3: Download a Concurrent-Enrollment Form from the Financial Aid Office if you have Financial Aid <http://www.fau.edu/finaid/forms.php>

STEP 4: At the end of the semester, make sure your credits have transferred to FAU from transient institution

NOTE: All College of Science majors and all Upper Division College of Business majors must petition through their respective college for Transient Form approval.