

CURRENT FAU TRANSIENT STUDENTS

Upon matriculation at Florida Atlantic University, **undergraduate** students are expected to take courses required for the degree in residence at FAU. Students may take courses elsewhere if certain conditions are met, such as the course is not offered at FAU or the student will be residing outside the FAU commuting area. To take courses elsewhere, students must follow the process found below and obtain approval in advance.

Also, students should be aware of the following requirements:

1. the last 30 upper-division credits must be taken at FAU; and
2. at least 75 percent of the upper-division courses in the major must be taken at FAU.

Students who find it necessary to take an upper-division course elsewhere within their last 30 credits of enrollment may petition to do so via the Academic Petitions Process. Please visit your college's student services webpage and/or office for additional information. This petition must be approved before students can submit their transient request.

Graduate students should contact the Graduate College before submitting a request.

The steps below are for students requesting to take courses in the State of Florida at a Public Institution for Undergraduate students only. Please speak with your [academic advisor](#) if you are taking courses out-of-state or at a private institution.

In order for a transient request to be approved:

- Students must complete (with approval) the two part process outlined below. Please note that students must await final approval before registering for your course(s) *and* no requests will be processed until the schedule of courses for the term requested is released.
 - *Although students may receive approval in PART I, they may not receive approval in PART II if the course(s) selected are not in line with degree requirements and advisor's recommendations.*
- Students must be in good standing at FAU and eligible to register for the term of the transient form.
- If the transient term is the first term of the student's admission, the student must also be registered for courses at FAU. For information on financial aid for transient coursework, visit <http://www.fau.edu/finaid/getting-started/special-programs.php>.

PART I

There are many course options available in the summer. If your request in Part 1 was not approved, it is VERY important that you meet with your academic advisor to see what additional courses are

available to keep you on track to graduate.

A. Transient Course Request (PART 1) - Login

- Click here to login - <https://transient.fau.edu>
- Log in using your FAUNetID and password (the ones you use to log into MyFAU). Be sure to save this link for later use.

B. Submit a New Request

1. Click Create/Review Request at the top left corner of the screen.

2. Select the following information from the drop down menus:

- - **School:** This is the school you would like to attend as a transient student
 - **Semester:** This is the semester in which you would like to be a transient student

3. Add your course(s). To add a course, click on Add Course.

4. Enter the following information:

- - **Prefix:** Use your mouse and click under the Prefix column and enter the prefix of the course you are requesting. For example, if you want to take ENC1101, enter ENC as the prefix.
 - **Course Number:** From the example above, this is would be 1101.
 - **Credit Hours:** The number of credit hours of the course.
 - **Justification:** From the options given, reason you are requesting to take transient work.
 - **Comments:** Any additional comments you would like to include

5. Once finished adding courses, click **Submit for Approval** .

- - Once you submit, you can edit your pending request if needed.
 - If you edit your request be sure to click **Submit for Approval** to resubmit your request.

6. To view your request(s), both Pending and Completed, click **My Request** at the top left corner of the screen. Double click the school name in the Requests box to see the **Approval** status of your completed request(s).

C. Once your request is COMPLETED (Completed does not mean approved)

1. Log back in to the system: <https://transient.fau.edu>
2. Click My Request at the menu at the top of the screen.
3. Double click the school name in the Request Box to see the details of your Completed request(s).
 - - **Green Checkmark** : Get your verification code and go to PART II
 - **Red X** : Contact your academic advisor to discuss additional options www.fau.edu/successnetwork. You can edit your request (click Edit Request) if needed. Be sure to click Submit for Approval to resubmit your request.

NOTES:

1. You will receive an email to your FAU email account once you submit your request indicating your request has been submitted and is PENDING.
2. You will receive a second email to your FAU email account once your request has been COMPLETED. You will need to log back into **the system** to view the status of your completed request. If you complete PART II, you will receive an email indicating if your Transient Form Application is approved.

PART II

Please note that due to the large amount of submitted requests, processing is taking longer than expected. We will continue to process them in the order in which they were received as quickly as possible.

You must have approval in PART I and a verification code before you can complete PART II. Remember: Approval in PART I means you are eligible, based on your selected justification, to take courses another institution. PART II is specific course approval. Although you may have approval in PART 1, you may not receive approval in PART II if the course(s) you select are not in line with your degree requirements and advisor's recommendations.

REMEMBER: You need your verification code from PART 1. Your PART 2 request will not be processed without this code.

- Go to www.FloridaShines.org.
- Scroll down and click **Take a Course**.

- This page will bring you to the Transient Student Application. Scroll down and click **Start or check the status of your Transient Student Application now.**
- From the dropdown menu select your **Home Institution:** *Florida Atlantic University.*
- Enter your **ID:** Z number with a capital Z.
- Enter your **PIN:** Your birthday, in MMDDYY format.
- Read the information and click **NEXT.**
- Select your **Program:** *University Advising Services.*
- Enter all the required information.
- **Enter your Verification Code from your request in PART I into the Student Comments box.**
- Click to sign the form then click Send to complete your transient course request.

NOTES: Once you complete PART II, you will receive an email indicating if your Transient Form Application is approved.

email: fautransient@fau.edu