



OFFICE OF ADMISSIONS AND RECORDS

444 Appleyard Drive Tallahassee, Florida 32304 (850) 201-8555 www.tcc.fl.edu

TRANSIENT STUDENT INSTRUCTIONS

www.floridashines.org

Transient students currently enrolled at a Florida public college or university may register for courses at another Florida public college or university on a temporary basis (e.g., university student attending summer semester at a state college). In order to take courses at another institution, you must receive approval from your home institution. The application will initiate your request and be routed to the appropriate personnel. Please note: Students requesting transient student status for an out-of-state institution must meet with an advisor in the Advising Center to begin the application process.

BEFORE YOU GET STARTED:

1. You must be a currently enrolled degree seeking student and have a minimum 2.0 TCC and overall grade point average.
2. Have the course information ready (including course prefix, number, credit hours, and title). Note: Course(s) from the Distance Learning Catalog will be pre-populated in the application.
3. Complete an application for course(s) at a single institution. If you wish to take courses from different institutions, separate applications are required for each institution.
4. Check the institution's admission deadline for the desired term and year (check the institution's website to determine deadlines).
5. Students requesting transient status at FAMU and FSU must meet the following requirements:
 - a. Must have completed 50 semester hours or be in their last semester at TCC (exceptions for ROTC)
 - b. Must NOT take courses at FAMU or FSU that are available at TCC
 - c. **NOTE: FSU has strict deadlines of August 1 (Fall), December 1 (Spring), and April 1 (Summer).**
 - d. TCC students are not allowed to participate in cheerleading, music, University Greek Life, or other sanctioned activities specific to the University as agreed upon by all institutions.

STEPS TO BE A TRANSIENT:

1. Go to the web site: www.floridashines.org.
2. Hover over "Succeed in College."
3. Click on "Take a course at another school."
4. Read the important information on this page and then at the bottom of the page, click on "Apply or check the status of your Transient Student Application now."
5. Now log-in using your Workday username and password in order to create an account.

The form will be submitted electronically to our Advising Center, then the Financial Aid Office and lastly to the Admissions and Record's Office for verification. Subsequently, the transient application will then be electronically transmitted to your host (transient) institution. You will receive confirmation through your TCC email account. Finally, you may check the status of your transient application anytime by logging back into your account through www.floridashines.org.

Florida Shines Help Desk: 1-877-506-2210 or help@flvc.org

Monday–Friday 8:00AM–8:00PM ET

Saturday – 9:00 AM – 6:00 PM ET