



Request to Study as a Transient Student

Please consult with your advisor about your transient course selection and review the following guidelines before submitting your transient request to the Registrar's office:

1. Transiency does not break a student's affiliation with Shorter University or establish permanent admission to the host institution.
2. A student must be in good academic standing and financial standing at Shorter university in order to study as a transient student.
3. Courses previously taken at Shorter University that were not successfully completed may not be taken at another institution as a transient student.
4. Notification of transient approval will be sent to the student's Shorter University email. A copy of the transient permission letter will also be sent to the host institution. If the request is denied you will also receive email notification.
5. All grades earned will be used in the student's cumulative GPA calculation.
6. Upon completion of the course a student must request a transcript from the host institution to be sent to Shorter University. Any student who does not provide a transcript for transient work will have a hold placed on his or her account prohibiting registration until the transcript is received.
7. **Please allow 3 weeks for transient requests to be processed.**

Student's Name: _____ Date of Request: _____

Student ID No: _____ Last Four Digits of SSN: _____

Date of Birth: ___/___/___ Are you a student-athlete at Shorter University? Yes No

Year and Term for transient study: _____

Name of Host Institution: _____

Address of Host Institution: _____

Proposed Course(s):

Host Institution's Course Code and Number	Credit Hours	Course Title	Shorter Equivalent (completed by the Registrar's Office)	Approval or Denial (completed by the Registrar's Office)

Student Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____