How to Complete the Online Transient Form

PLEASE NOTE: Before submitting a Transient Form, verify the admissions process and requirements at your desired Transient Institution.

1. Go to https://www.floridashines.org/

2. Scroll over "Succeed in College" icon in the middle of the webpage and select “Take a Course at another School”

3. Scroll down to the bottom of the page and select "Start or check the status of your Transient Student Admission Application now”

4. Select your Home Institution (University of Central Florida); Log in with your NID and NID password. When you’re finished, click “Continue”

5. From the “Your School or College” drop-down list, select the School or College in which you're enrolled (i.e. College of Arts and Humanities):
   - Select the program in which you're enrolled (i.e. English)
   - Select "Next"

6. Fill in your Personal information on the Transient Form appropriately and accurately.

7. Under the section labeled “Schools”, select the transient institution you desire from the “Host institution” drop-down list

8. Under the section labeled “Term & Year in Which You Will Be Transient”, select the term you wish to go transient in from the “Term” drop-down list (i.e. Fall) and the year of the term from the “year” drop-down list (i.e. 2015)

9. Under the section labeled “Course(s) to be taken at Transient Institution” you should:
   - First, under the “Prefix” column, list the prefix of the course (i.e. ENC)
   - Under the “Number” column, list the course number (i.e. 1101)
   - Under the “Hours” column, list the amount of credit hours for the course (i.e. 3)
   - Under the “Course title” column, list the title of course (i.e. English Composition)
   - Under the “Use of the Course” column, select whether each course will be used for General education, Major Requirements, or Electives.
   - Repeat this process until all courses you desire to take are listed and all the required information completed.
10. Please write any comments you might have in the box labeled "Student Comments" area (i.e. if the course counts toward your minor, if the course is for major requirements, or is being taken to be close to home, etc.)

11. Complete the section labeled “Financial Aid”

12. Read the “Student Acknowledgement” and then select the "Click to Sign" in the pink arrow at the bottom of the page. Your name will appear in the box, as well as the date and time you signed.

13. Review form for any errors. Select "Send" (click one time) to release the form. The form will be sent electronically to the advising office in your college. You will receive an email in your e-mail account once the form has been approved.

** You can check the status of your form by signing on to my https://www.floridashines.org/ or by checking your email frequently.

14. Once the transient application has been approved, contact the other institution to complete the registration process for the course(s) you plan to take transient.

15. Upon completion of all transient courses, you must request for your official transcripts to be sent to UCF and you must check your degree audit to ensure all grades have been posted.