



OFFICE OF THE REGISTRAR
TRANSIENT STUDENT REQUEST

Term, 20

THIS FORM MUST BE RETURNED TO THE REGISTRAR'S OFFICE FOR FINAL APPROVAL. THERE IS A TWO (2) BUSINESS DAY PROCESSING PERIOD. AN E-MAIL NOTIFICATION WILL BE SENT TO THE STUDENT'S OFFICIAL PAINE COLLEGE E-MAIL ADDRESS ONCE THE FORM HAS BEEN PROCESSED AND IS READY TO BE PICKED UP. A SCANNED COPY OF THE COMPLETED FORM WILL BE ATTACHED. THE STUDENT IS RESPONSIBLE FOR SUBMITTING THE FORM TO THE TRANSIENT INSTITUTION.

DATE:

PLEASE PRINT

STUDENT NAME: ID#: SSN#: MAJOR:

Is student a prospective graduating senior? Yes No (If yes indicate Month & Year) Month Year

PERMANENT ADDRESS:

STREET CITY STATE ZIP

PHONE# ()

LOCAL/SCHOOL ADDRESS:

STREET CITY STATE ZIP

PHONE# ()

STUDENT SIGNATURE: Date:

THE ABOVE NAMED STUDENT HAS REQUESTED PERMISSION TO TAKE THE FOLLOWING COURSE(S) AS A TRANSIENT STUDENT AT:

Name of Transient Institution: **Complete mailing address, please.

Address:

City/State/Zip:

Table with 8 columns: Course Code, Course Title, Cr Hrs, Begin Date, End Date, Paine College Course Code, Course Title, Cr Hrs

*NOTE: Students must have a GPA of 2.0 or better to be approved as a transient student. A copy of the Course Description(s) from the transient Institution catalog must be submitted along with this application.

THE ABOVE NAMED STUDENT HAS BEEN GRANTED PERMISSION TO TAKE THE LISTED COURSE(S) AS A TRANSIENT STUDENT.

Signature of Major Advisor: Date:

Signature of the Registrar: Date:

CONDITIONS

- 1. Approval for transient study will not be given if a student is not in good academic standing at Paine College.
2. No grade below 'C' can be accepted for credit.
3. Quality points are not transferable to Paine College.
4. If approval is granted prior to the end of a term in which the student is enrolled at Paine College, this approval may be rescinded if the student fails to maintain good academic standing in the end of that term.
5. Transient form permission may also require overload approval.
6. If student is a prospective graduating senior, course approval may not be granted if end date of course does not coincide with required deadline (as determined in the Office of the Registrar) for receipt of official transcripts for graduating seniors.