

Transient Enrollment Policy and Procedures

Policy

UF students are expected to complete their degree requirements at UF. Students may request permission to register for one or more courses at another institution with the following requirements:

1. The last 30 semester hours to be applied toward a degree must be completed at the University of Florida, in residence in the College of Agricultural and Life Sciences.
2. A minimum overall UF GPA of 2.0 is required for approval of transient enrollment.
3. A grade of "C" or better must be earned in the course(s) taken at another institution or the overall GPA at that institution must be 2.0 or greater.
4. A transcript must be provided to the UF Office of the Registrar showing completion of the course(s).
5. Awarding of credits earned from transient enrollment is subject to university, college and departmental requirements.

Procedures

After discussion with their adviser, a student should initiate the process of requesting transient enrollment by going online to <http://facts.org>. In the College Students section, there is a link to the Transient Student Form. If the school the student wants to attend is listed, he/she should complete the online form and submit it. If the desired school is not listed, the student will have to complete a hard copy form. The student will use their Gatorlink ID and password to signon, but Facts.org will only allow 12 characters in the Gatorlink ID and only letters and numbers in the password. Students may have to change one or both before using Facts.org.

Facts.org Process

Submission of an online Transient Student Form sends an email notification to Emelie Matthews who will then:

- verify that the student's UF GPA is 2.0 or greater
- verify that the student not in their last 30 hours
- verify whether the requested course will count
- check for advisor support and justification documented in Advisor Comments in ISIS if the request is for transient enrollment at Santa Fe College
- approve the request if there are no concerns
- post a comment to the student noting the requirement to maintain a 2.0 GPA at each institution attended, and if the request course is part of a sequence, cautioning the student about splitting course sequences.

If there is any question about the requested course and whether the department would support it, Emelie will call the department for verification if there is nothing noted in Advisor Comments. It is the student's responsibility to submit an official transcript to UF once the course is complete.

Hard Copy Transient Student Form Process

The student completes Section A of the Transient Student Form and signs the CALS Policy on Transient Enrollment form. The academic adviser completes Section B and the student then brings both forms to Emelie Matthews for college approval. Verification is completed as noted above and if approved, the student takes the Transient Student Form to the UF Office of the Registrar. It is the student's responsibility to submit an official transcript to UF once the course is complete.

Acceptance of Transfer Credit

Once the transcript is received, it is reviewed by UF Transfer Credit Evaluation and posted to the student's UF transcript. If the course was taken at a 4-year institution, it will count toward the required 120 credit hours and for either a degree requirement or elective credit. If the course was taken at a Florida community college or state college and the student has not already transferred 60 credits from community college, it will count toward the 120 credit hours and a course requirement or elective. If the student has already transferred 60 credit hours from community college, the transient work will count only for a degree requirement, but not toward the 120 credit hours.

Advising Tips

- Students should be encouraged to enroll for UF courses, either on-campus, online, or at an IFAS Research and Education Center whenever possible.
- Students should be discouraged from splitting course sequences such as Chemistry 1 and 2 or Biology 1 and 2 between two institutions.
- Grades for courses taken at other institutions are not included in the UF GPA, but may become part of the critical tracking GPA.
- Gordon Rule words are posted based on how the course is taught at the institution where it was taken.
- Only courses completed at one of the 11 State University System institutions will count toward completion of the "Summer Requirement."
- If a student has discussed transient enrollment with their adviser, the adviser should note their approval and specific courses discussed in Advisor Comments in ISIS.
- Students who request transient enrollment at Santa Fe College must have approval from their adviser and documentation of a conflict with taking the requested course at UF. Advisor approval should be noted in Advisor Comments in ISIS.
- Requests for concurrent enrollment at UF and Santa Fe College will only be approved in limited circumstances.