

### Transient Students

If you are a currently enrolled Lake-Sumter State College student and wish to take a course(s) at a different institution for one semester, you will complete a Transient Student Admission Application form.

- Please read the following guidelines before submitting a request.
- Please allow 5-7 business days for LSSC processing.
- Students must have official transcripts sent to LSSC as soon as grades are posted.
- If a transient form is submitted and approved, documentation is required even if no class is taken.
- Students with a GPA below 2.0 are required to meet with an academic advisor before completing a form.

### ***Transient Student Instructions for Florida public Universities, State and Community Colleges***

Complete an online Transient Student Admission Application form (nominal fee), following directions below.

#### **To take ONLINE COURSES from any Florida college**

- Go to [www.FloridaSHINES.org](http://www.FloridaSHINES.org)
- Hover over the middle logo "Succeed in College"
- Select "Learn Online"
- Type the prefix and number in Keywords (Ex. MAC 1105)
- To select term, click on the Calendar Period drop down arrow
- Click on search (you may need to enter the prefix and number again)
- When you find the section you want, note the institution and then click "Begin Registration"
- Follow instructions on the screen

**For SEATED COURSES** (before starting this, check your desired college's class schedule to confirm that the class you want to take there is offered and available for registration)

- Go to [www.FloridaSHINES.org](http://www.FloridaSHINES.org)
- Hover over the middle logo "Succeed in College"
- Select "Take a Course at Another School"
- Scroll down and click the link to start your Transient Student Admission Application
- Enter X-ID and PIN (log-in information for LOIS) to continue to the application
- Enter the class code exactly as it appears on the other college's schedule (ie – Valencia's Intermediate Algebra class is MAT1033C unlike LSSC's MAT1033)

### ***Transient Student Instructions for Out-of-State or at an Institution not listed on FloridaShines***

1. Go to LSSC Admissions and Records to receive a paper Transient Student Admission Application form
  - a) Check with the Host Institution to ensure they are offering the course during the semester you wish to take it
  - b) Put their course number and title on the transient form
  - c) Attach a printed Course Description and/or Syllabus of the course from the current catalog year
  - d) Note the LSSC equivalent course on the form
  - e) Attach a copy of a current "DegreeWorks audit" or Advising guide completed by an Academic Advisor
2. Submit the completed Transient Student Admission Application form with attached documentation to Admissions and Records for processing
3. Check your Lakehawk email for approval