



Office of the Registrar  
 1704 S. Slappey Blvd.  
 Albany, Georgia 31701  
 Office (229) 430-5281 Fax (229) 430-6180  
 Email: [Registrar@albanytech.edu](mailto:Registrar@albanytech.edu)

## TRANSIENT STUDENT REQUEST

Complete this form, if you are a **current student of Albany Technical College** and wish to take a class at another college.

**Student Information: (Please Print)**

Student Name _____		
Last Name	First Name	Middle
Student ID# _____	Date of Birth: _____	
Student Email Address: _____		
Telephone # _____	Program of Study: _____	
<input type="checkbox"/> Associates Degree	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate
Please check if you are a veteran of U.S.? Yes _____ No _____		

**Transient Course Information:**  Fall  Spring  Summer Year: \_\_\_\_\_

Name and Address of Host School to Attend \_\_\_\_\_

	Course Number <small>(ex. COMP 1000)</small>	Course Name <small>(ex. Intro to Computer Literacy)</small>	# of Credit Hrs.
1.			
2.			
3.			

**Transient Requirements: (Must meet each Requirement)**

<input type="radio"/> Must be currently enrolled at ATC <input type="radio"/> Must be in Good Academic Standing <input type="radio"/> Program Ready (Non-Provisional) <input type="radio"/> GPA of 2.0 or higher	<input type="radio"/> Completion of 2 or more academic terms with ATC <input type="radio"/> Completion of COMP 1000 or COLL 1020 with a grade of C or better <input type="radio"/> Meets all Prerequisites for the course to be taken
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**Student Acknowledgement:** I certify that I have read and understand the above requirements for transient status. I understand that I may have an out-of-pocket expense as a transient student. If receiving Financial Aid, I am encouraged to speak with a Financial Aid Advisor before proceeding with this process. I understand this a request for Approval only. I am not approved as a Transient Student until a Transient Letter is completed and issued by the Registrar's Office.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Advisor Approval:**

I certify the student has met the pre-requisites for the course(s) listed above; that the course(s) are a part of the student's current program of study and I approve the student to enroll in said course(s) at the institution listed on this form.

Advisor Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_



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## TRANSIENT STUDENT REQUEST

### **WHAT IS A TRANSIENT STUDENT?**

A currently enrolled Albany Technical College student that desires to take a required course for his/her major at another college because it is not currently being offered at ATC.

### **WHAT ARE THE REQUIREMENTS TO BE A TRANSIENT STUDENT?**

Transient Requirements are as follows:

- I. Program Ready (Non-Provisional Student),
- II. Completed at Least two terms of academic History with ATC
- III. Must be currently enrolled **and** in Good Academic Standing
- IV. GPA of 2.0 or higher
- V. Completion of COMP 1000 or COLL 1020 with a grade of C or better
- VI. Meets all Prerequisites for the class to be taken

### **WHAT ARE THE STEPS TO TAKE A CLASS AS A TRANSIENT STUDENT?**

1. Make sure that you meet **ALL** requirements listed above.
2. Go online to [www.gvtc.org](http://www.gvtc.org) to find the desired course(s) needed.
  - A. Click on "Courses"
  - B. Select your Term
  - C. Select Subject
  - D. Select CRN & Course Number
3. Complete the online web application for "Transient Students" on the GVTC website.
4. Submit this Request Form to the ATC Registrar's Office. **PLEASE NOTE: Program Advisor Signature is Required**
5. Once approved, the ATC Registrar's office will send the Transient Agreement Form (**TAF**) to the selected host college electronically via the GVTC website.
6. You will receive an automated email response from GVTC of the Transient Agreement approval.
7. The student will go online to submit an Admissions Application and pay the Application Fee to the host college.
8. Follow up with the host college's Registrar's Office for the procedure to register for class.
9. If you wish to take a class outside of the Technical College System of Georgia, skip steps #2, #3, #5 & #6

### **HOW DO I RECEIVE CREDIT AT ALBANY TECH FOR A TRANSIENT CLASS TAKEN AT ANOTHER SCHOOL?**

It is the student's responsibility to make sure an **official transcript** is sent to Albany Technical College at the end of the term to receive credit for the class(es) taken at another institution.

### **WHAT DOES IT COST TO BE A TRANSIENT STUDENT?**

Most Transient Students will incur an out-of-pocket expense. Please note that Financial Aid (PELL Grant & Student Loans) **are not eligible** to pay for a Transient class at another institution. Pell and Loans are only available at your *HOME* school. If you are HOPE Grant/Scholarship eligible, that award may be used to assist with a portion (80%) of the tuition cost only. You will be responsible for paying the remaining 20% balance of tuition, any applicable Fees and for your book(s). If you have been awarded the Zell Miller Scholarship, that award may possibly pay 100% of the tuition. Consult with a Financial Aid Advisor before continuing the Transient process for any questions on your specific eligibility.