

PROCEDURE

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P6Hx23-4.07 PROCEDURE: ADMISSION—TRANSIENT STUDENTS

I. Transient Students

A. Inbound Transient Students from Another College

A transient student is one who preserves uninterrupted academic residency status and good standing with his/her home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis will be considered non-degree seeking and will not be required to meet the College's admissions requirements for degree-seeking status. Regardless of courses approved by the home institution, the College will require students to adhere to the same co-requisite course and academic course load requirements as for native students. Transient students registering for baccalaureate or upper-division courses will require permission of the appropriate dean. Approval by SPC for a transient student to enroll in SPC courses does not guarantee availability of space in the desired course(s). Transient students will be permitted to register for courses according to dates published in the academic calendar, which are typically about 30 days after the start of registration for native SPC students.

1. Students who attend a Florida public college or university should request permission from their home institution to attend St. Petersburg College as a transient student by initiating the process at FloridaShines (www.floridashines.org). Students who apply to SPC using the common application found at FloridaShines will have the SPC application fee waived. SPC will honor the home institution's student classification of residency for tuition purposes with no further documentation, unless contradictory information causes this to be further scrutinized. Transient students who do not apply to SPC via FloridaShines, and who instead apply directly to SPC will not have their application fee waived and must also complete the residence for tuition purposes affidavit.

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2. Transient students who do not attend a Florida public college or university should submit a letter or form to the Director of Admissions and Records (or his/her designee) from his/her home institution granting permission for the student to enroll in specific courses at SPC. The letter/form should be on official college letterhead and signed by the college or university registrar at that institution, and will become a part of the student's official record at SPC. Students in this category must submit an application for admission to SPC, pay the application fee, and also complete the residency for tuition purposes affidavit.

 3. Transient students who are studying in the United States on an international student visa (F-1 status) at their home institution must obtain the approval/signature of their home school's Principle Designated School Official (PDSO) or Designated School Official (DSO) stating the student is in good status at that institution. This is in addition to the signature of the college or university registrar at that school. Approvals of both the PDSO/DSO and college or university registrar should be faxed directly to the Office of Admissions and Records at SPC. This requirement is for student at Florida public and non-Florida public or private institutions.

 4. Transient student are responsible for requesting an official record of courses taken at SPC be sent to their home institution by submitting an official SPC transcript request to Admissions and Records upon completion of the term in which they enrolled. For transient students approved through FloridaShines, this is automatically generated on behalf of the student.
- B. Outbound Transient Students from St. Petersburg College
1. Permission to attend another institution on a transient basis will be granted to SPC students who meet the following criteria:

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- a. Classified as degree or credential seeking for current term;
- b. Cumulative GPA of at least 2.0;
- c. Meet the SPC pre-requisite(s) for the desired course(s);
- d. No outstanding registration or financial holds that would prevent enrollment at SPC;
- e. Not have previously completed the desired course with a grade of “C” or better;
- f. Not be in a third-attempt scenario for the requested course(s);
- g. Not exceed the maximum allowed credit hours for the term of attendance.

Permission to take courses at another college as a transient student is not usually given for consecutive terms.

2. Eligibility for transient status and eligibility to enroll in specific courses requested by the student is determined by the Director of Admissions and Records or his/her designee. Additional approvals by SPC officials may be required.
3. SPC students who wish to enroll as a transient student at another Florida public college or university shall utilize the application for transient students found at FloridaShines (www.floridashines.org). Upon approval by SPC, the application will be electronically forwarded to the desired college or university selected by the student. Final approval to take courses at the institution is subject to that institution’s policies and procedures. Approval by SPC does not guarantee the student will be able to enroll for the courses at the host institution.
4. SPC students who desire to enroll as a transient student at a private college or university in Florida, or at any private or public college or university outside the state, shall submit to the SPC Director of Admissions and Records or his/her designee the course description(s) of the desired courses that the student wishes to enroll at that institution.

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5. Students who are studying at SPC in F-1 status who wish to enroll as a transient student at another institution must first obtain the written consent of the Principal Designated School Official (PDSO) or Designated School Official (DSO) at SPC prior to beginning the transient student approval process and prior to seeking approval by the Director of Admissions and Records or his/her designee. The approval by the PDSO or DSO at SPC will certify that the student is in status at SPC.
6. Courses taken by SPC students at another institution and for whom transient approval was obtained shall have their credits posted to the SPC record upon submission of an official transcript from that institution at the completion of the term.
7. Transfer courses will be posted in accordance with SPC transfer credit policies. Students who enroll at another institution without obtaining SPC approval as described in this procedure will not be guaranteed that courses taken at a transient institution will be applied to the student's program of study.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.