

## Transient Student Approval (Request & Course Approval) Instructions – For Students

*There are two stages that must be completed in order to receive approval to take courses elsewhere. If you receive initial consent (Part I, C), you must complete Part II and await final approval before registering for your course(s). Please note that no requests will be processed until the schedule of courses for the term requested is released.*

### PART I – TRANSIENT COURSE REQUEST

#### A. Transient Course Request Login

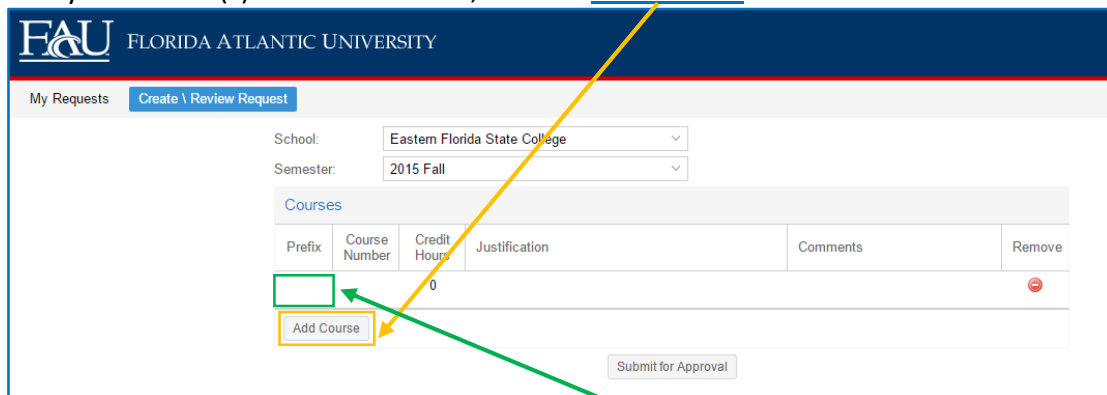
1. To access the request form go to: <https://transient.fau.edu/>
2. Log in using your FAUNetID and password (the ones you use to log into MyFAU)

#### B. Submit a New Request

1. Click [Create \ Review Request](#) at the top left corner of the screen.



2. Select the following information from the drop down menus:
  - **School:** This is the school you would like to attend as a transient student
  - **Semester:** This is the semester in which you would like to be a transient student
3. Add your course(s). To add a course, click on [Add Course](#):

A screenshot of the FAU Transient Course Request form. The form is titled 'My Requests' and 'Create \ Review Request'. It has two dropdown menus for 'School' (Eastern Florida State College) and 'Semester' (2015 Fall). Below these is a table with columns for 'Prefix', 'Course Number', 'Credit Hours', 'Justification', 'Comments', and 'Remove'. The 'Prefix' column has a green box around it, and the 'Add Course' button is highlighted with a yellow box. A yellow arrow points to the 'Add Course' button, and a green arrow points to the 'Prefix' column. At the bottom of the form is a 'Submit for Approval' button.

4. Enter the following information:
  - **Prefix:** Use your mouse and click under the **Prefix column** and enter the prefix of the course you are requesting. For example, if you want to take ENC1101, enter ENC as the prefix.
  - **Course Number:** From the example above, this is would be 1101
  - **Credit Hours:** The number of credit hours of the course
  - **Justification:** From the options given, reason you are requesting to take transient work
  - **Comments:** Any additional comments you would like to include
5. Once finished adding courses, click [Submit for Approval](#).

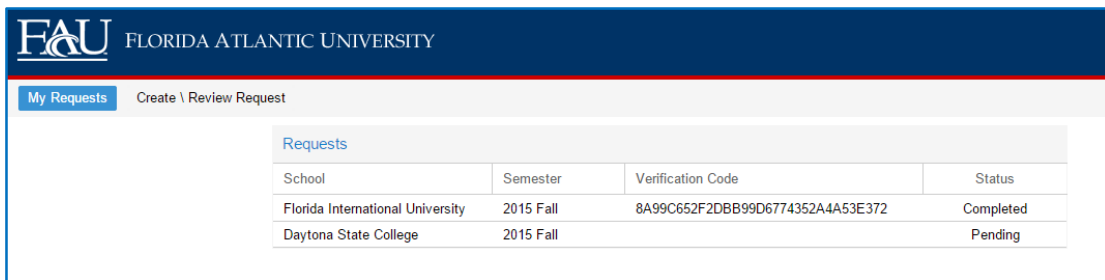
- Once you submit, you can edit your pending request if needed.
  - If you edit your request be sure to click [Submit for Approval](#) to resubmit your request.
6. To view your request(s), both Pending and Completed, click [My Request](#) at the top left corner of the screen.



Double click the school name in the **Requests** box to see the **Approval** status of your completed request(s).

**C. Once your request is Completed:**

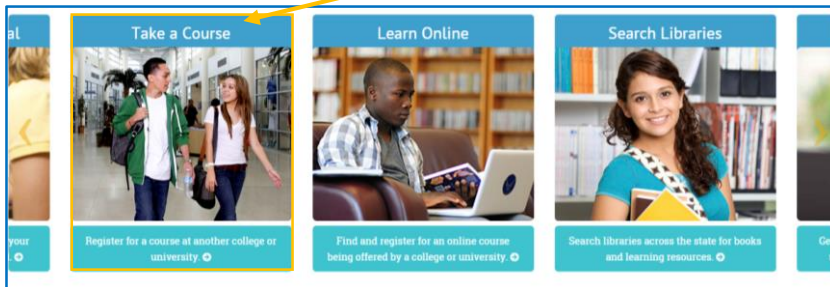
1. Log back in to: <https://transient.fau.edu/>
2. Click [My Request](#) at the menu at the top of the screen.
3. Double click the school name in the Request Box to see the details of your **Completed** request(s).



- **Green Checkmark:** Go to PART II below.
- **Red X:** Contact your academic advisor to discuss additional options [www.fau.edu/successnetwork](http://www.fau.edu/successnetwork). You can edit your request (click **Edit Request**) if needed. Be sure to click [Submit for Approval](#) to resubmit your request.

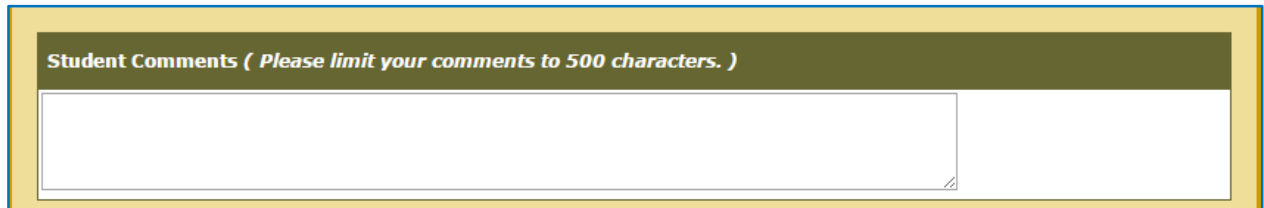
**PART II – SUBMIT YOUR TRANSIENT FORM APPLICATION FOR FINAL COURSE APPROVAL**

1. Go to [www.FLVC.org](http://www.FLVC.org)
2. Scroll down and click [Take a Course](#)



3. This page will bring you to the Transient Student Application. Scroll down and click [Start or check the status of your Transient Student Application now.](#)

4. From the dropdown menu select your **Home Institution: Florida Atlantic University**
5. Enter your **ID**: Z number with a capital Z
6. Enter your **PIN**: Your birthday, in MMDDYY format
7. Read the information and click NEXT
8. Select your **Program: University Advising Services**
9. Enter all the required information
10. Enter your **Verification Code** from your request in PART I into the **Student Comments** box.



The image shows a screenshot of a form field for "Student Comments". The field is a large, empty white rectangle with a thin border, set against a dark green background. Above the field, the text "Student Comments ( Please limit your comments to 500 characters. )" is displayed in a light color. The entire field is enclosed in a yellow border.

11. Click to sign the form then click Send to complete your transient course request

## NOTES:

1. You will receive an email to your FAU email account once you submit your request indicating your request has been submitted and is PENDING.
2. You will receive a second email to your FAU email account once your request has been COMPLETED. You will need to log back into <https://transient.fau.edu/> to view the status of your completed request.
  - If you complete PART II, you will receive an email indicating if your Transient Form Application is approved.