

# TRANSIENT STUDENTS

## ALL FLORIDA PUBLIC UNIVERSITIES AND COMMUNITY COLLEGES

Check the transient institutions schedule as soon as it becomes available on the web. Check the schedule for course(s) equivalent to the course(s) you need at LSCC.

Complete the Transient Student Form using the following instructions:

- From a web browser (example: Google), search for FACTS.org
- On the FACTS.org homepage, click the College Student link located near the right side of the screen in the bar of links stretching about mid point across the web page.
- Under the Transferring block, select the *Take classes at another college (Transient Student Form)* link.
- Choose Lake-Sumter Community College for your home institution. Type your LSCC X id number in the box labeled “Enter your student ID,” and your LSCC PIN in the box labeled “Enter your PIN/Password”. Click the continue button at the bottom of the screen.
- Once logged in, choose your college and major and then click the “next” button. On the new screen complete the personal information requested.
- Indicate the prefix and the number of the course(s) from the institution you plan to attend in the appropriate fields.
- Choose the appropriate category (General Education, Major Requirement, or General Elective) for the course you plan to take.
- Write any comments you wish to make in the “Student Comments” field. Click on the red arrow that states “Click to Sign.” The form will be sent electronically to the Lake-Sumter Community College Admissions Office. **Allow a minimum of 48 business hours for processing.** An email will be sent from the Admissions office approving or disapproving the request. The electronic form will automatically forward the request to the institution designated.

**LSCC Students who are taking courses at another institution in the same term in which they intend to graduate from LSCC are required to submit their official transcripts from the transient institution within two weeks of the posted degree conferral date for that term.** Failure to submit the official transcripts by this time will require the student reapply for the graduation in a later term.

## FOR PRIVATE AND OUT OF STATE INSTITUTIONS

- Complete a LSCC paper Transient Student Approval Form and submit it to the Admissions & Records Office for approval.
- Allow a minimum of 48 business hours for approval from LSCC.
- Approved forms may be picked up or mailed to the student.
- The student is responsible for submitting for the approval to the transient institution and following the procedures in place at that institution.

**CONSULT THE CURRENT LSCC CATALOG FOR IMPORTANT DETAILED INFORMATION FOR TRANSIENT STUDENTS**

**All transient students are required to request an official transcript be sent to LSCC from the transient institution at the end of the term in which the course is taken and after grades are posted.**