



This form is to be completed by ATC students who wish to take face-to-face classes off campus as a transient student. **To request to take an online class at a Technical College System of Georgia (TCSG) college, complete the online form at www.GVTC.org.**

Students who meet the following criteria may request transient status for one term:

- Must be currently enrolled in a program of study at ATC
- Must be in good academic standing and have at least a 2.0 GPA.
- Must request a class in your program of study,
- Must request classes that ATC offers that will transfer back to ATC,
- Must meet the prerequisites to take the course. (Example: CIST 2120 has a prerequisite of CIST 1130 and CIST 1401. You must complete both classes before you can take CIST 2120). **If a prerequisite was taken at another school, it is the student's responsibility to get the transcript evaluated by the ATC Director of Registration and Records before being granted transient status.**
- Cannot take learning support classes as a transient student.
- Must obtain application from the transient (HOST) school and mail it along with the application fee.

Athens Technical College does not approve transient status for students to take classes that are being offered at the home college during the same semester.

Name _____

Student ID# _____ Date of Birth _____

Address (City/State/Zip) _____

Phone # _____ ATC E-mail Address _____@student.athenstech.edu

Program of Study _____

Program Level: Certificate Diploma Associate Degree

Advisor Name _____

Term for which you wish to be a transient student (e.g. Fall 2015) _____

Name of Transient College _____

Name of Registrar at Transient College _____

Address of Transient College _____

Course Number at Transient (HOST) College _____

Course Name at Transient (HOST) College _____

Equivalent Course Number at ATC _____

Have you completed the prerequisites? Yes No

If no, are you in progress this semester? Yes No

Note: At the end of the term, you are responsible for having an official transcript sent back to Athens Technical College

Please fill out this form completely and return it to:

Office of Registration and Records

Athens Technical College

800 US Highway 29 North

Athens, GA 30601-1500

Phone 706-355-5013 Fax 706-583-2531

Student Signature _____ Date _____