



# DAYTONA STATE COLLEGE

www.DaytonaState.edu

Pick Up **OR**  Mail to address provided below

\_\_\_\_\_  
Name or Institution

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

# Outgoing Transient Form

Records Office • Fax: (386) 506-4489  
 • Phone: (386) 506-3876  
 • Records@DaytonaState.edu

Student's Name	

Student ID Number	Telephone Number

Transient Term / Year	Daytona State Program of Study

Name of Institution where course work will be taken

**The following is for your information.  
 You will be held responsible for this information.**

1. A Transient Form must be completed and approved by the Records Office and, if applicable, the student's bachelor, associate of science/certificate program chairperson before credits will be accepted. Daytona State College is not responsible for the acceptance of any credit other than the credits approved by Daytona State College.
2. The student must have successfully completed the appropriate prerequisite(s) for each transient course requested.
3. All courses taken as a transient must be applicable to the student's program of study at Daytona State College; course descriptions may be required. Daytona State College will not approve transient requests for upper level course (s) to fulfill a lower level program requirement.
4. The student receiving Veteran's Benefits must obtain approval from the Veteran's Affairs Office.
5. All hours taken as a transient will be recorded on the Daytona State College transcript and will be computed in the GPA along with the credits earned at Daytona State College.
6. It is the student's responsibility to furnish the Office of Admissions with an official transcript upon completion of approved coursework.
7. Student must be in good standing, academically and financially, with a cumulative Daytona State GPA of 2.0 or better. First semester students also must be co-enrolled for Daytona State College courses.
8. The following course(s) will be taken at the above institution:

Prefix	Course #	Title	Credit Hrs.	Daytona State Equivalent (To be completed by Daytona State College)

***This request cannot be processed without your signature.***

Signature	Date

**TO BE COMPLETED BY THE RECORDS OFFICE:**

This is to certify that the above-named student is in good standing and is eligible to re-enroll at Daytona State College. This student has been given permission to take course(s) listed above at the institution named for the specific term. Credits will be accepted for transfer upon receipt of an official transcript.

Florida Residency Status:  In-State  Out-of-State

Records Office \_\_\_\_\_ Date \_\_\_\_\_

**Approval: (Bachelor, Associate of Science / Certificate Programs)**

Program Advisor (if applicable) _____	Date _____	Program Chairperson (if applicable) _____	Date _____
Dean (if applicable) _____	Date _____	Veteran's Affairs (if applicable) _____	Date _____

<b>Advanced Technology College</b> 1770 Technology Blvd. Daytona Beach, FL 32117 (386) 506-4100	<b>Daytona Beach Campus</b> 1200 W. Int'l Speedway Blvd. Daytona Beach, FL 32114 (386) 506-3000	<b>DeLand Campus</b> 1155 County Road 4139 DeLand, FL 32724 (386) 785-2000	<b>Deltona Campus</b> 2351 Providence Blvd. Deltona, FL 32725 (386) 789-7302	<b>Flagler/Palm Coast Campus</b> 3000 Palm Coast Parkway S.E. Palm Coast, FL 32137 (386) 246-4800	<b>New Smyrna Beach/Edgewater Campus</b> 940 10th St. New Smyrna Beach, FL 32137 (386) 423-6300
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