

FOR STUDENTS: How to get authorization to take a course at MDC, BC or Other FL Institution

Conditions: You may request to take a course at another institution if:

- **It is not within your last 30 credits of your degree.**
- **The class is closed (full) at FIU for the term you wish to register it.**
- **You have taken the class 3 times at FIU and have not passed it.**
- **You are going home (i.e. away from South Florida) for the summer and want to take summer classes there.**
- **It is a TEAm shared course. All courses MUST be pre-approved by your advisor.**

* * * * *

1. Go to www.floridashines.org Scroll down to the bottom of the page and look for the menu “Succeed in College”.
2. Click on “Take a Course at Another School”.
3. Go to the bottom of the new page and click on: “Start or check the status of your Transient Student Admission Application now.”
4. Select your school (FIU), enter your **PID** and **PIN**. To get your **PIN**, go to my.fiu.edu, click on Campus Solutions Self Service, Go to Campus Personal Information, Click on Personal Identification Number and retrieve it. Once you have the number, enter it in the FloridaShines Transient Student Admission Application in progress.
5. Read the application instructions and complete the application.
6. At that point, the application is automatically routed to an advisor. Your advisor will decide to approve it or not. Once approved, it will go to the FIU Registrar, etc., as well as the FIU financial aid office if you request it. Once everyone at FIU has approved an application, it is automatically routed to the admissions office at the host school for approval. You will receive an email at each step of the process.
7. THIS FORM WILL ALSO BE IMPORTANT TO HAVE ANY FINANCIAL AID YOU HAVE APPLY TO THE COURSE YOUR ARE TAKING AT THE TRANSIENT INSTITUTION, IF YOU ARE RECEIVING ANY. IT IS YOUR RESPONSIBILITY TO FOLLOW UP WITH THE FINANCIAL AID OFFICE AT FIU ABOUT THIS. THE ADVISOR WILL NOT BE ABLE TO ASSIST YOU WITH FINANCIAL AID QUESTIONS.
8. *****MAKE SURE YOU KEEP A PRINTED COPY OF THE FORM FOR YOUR RECORDS. *****
9. FOR FINANCIAL AID TO COVER MDC/BC YOU MUST PROCESS A CONCURRENT ENROLLMENT AGREEMENT: https://onestop.fiu.edu/assets/docs/required/Concurrent_Agreement_4_18_16.pdf
10. **Remember that if you do not register courses for 3 consecutive semesters at FIU you will be”**
 - **considered INACTIVE,**
 - **required to apply for readmission and**
 - **pay an application fee of \$30.**