

Guidelines for Special/Transient Students

POLICY

Students attending Georgia Tech on a special or transient student basis are classified as special, non-degree students and are not normally eligible to continue studies at Georgia Tech to hopefully attain a degree from the institution. Special or Transient status makes a student eligible for admission during the approved semesters only and does not imply nor guarantee future enrollment at Georgia Tech.

A Transient student is one who desires to enroll at Georgia Tech for one semester only, usually during the summer semester in order to take certain applicable advanced coursework which will transfer back to the home institution. The student should be planning to return to the home institution to complete coursework for a degree. A transient student must have permission to take classes at Georgia Tech as authorized by the Registrar at the home institution.

A Special student is one who is not currently pursuing a degree at another institution and who desires to enroll at Georgia Tech for one or more semester to take certain advanced coursework for personal or professional growth. The student is not enrolled in classes for the prime purpose of utilizing the course work to obtain a degree.

In addition, a Georgia Tech student that has received their undergraduate degree, must apply and be accepted to graduate school, or change to special student status in order to continue to enroll in classes at Georgia Tech.

Special and transient students are ineligible to schedule core curriculum courses offered at Georgia Tech. Courses such as freshman and sophomore calculus, chemistry, physics, humanities, and social sciences are reserved for regularly enrolled students only. Also, space is normally unavailable in courses taught by major schools which are over-crowded, such as courses offered by Aerospace Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering. Any courses requested, depends upon availability, and special/transient students are given last priority for registration.

Non-citizens of the United States are not eligible to enroll as either special or transient students. International students seeking admission on student (F-1) visas are not normally accepted as regular, transient, or special students due to space limitations. The only instance when international students are eligible for special or transient status, is when they are classified as permanent residents (green card holders) of the United States. Proof of permanent residency is required.

APPLICATION PROCEDURE

Special Students: Complete sections #1 and #2 on the Special/Transients Student Permission form link.

In section #1 student must request specific courses, including the course number and specific semester of enrollment for the course. In order to complete section #2, the student must meet with the appropriate department at Georgia Tech which teaches the desired course to determine that a) the course will in fact be offered during the desired semester, and by the department or school grants approval for the student to schedule the course. Please be aware that departmental approval does not guarantee acceptance by the Office of Admission. It is suggested that the student complete this form prior to submitting their application and application fee to the Office of Admissions.

Transient Students: Complete sections #1 and #3 on the Special/Transients Student Permission form link.

In section #1 student must request specific courses, including the course number and desired semester of enrollment. The student must obtain written approval from the Registrar at the home institution in section #3 prior to acceptance to Georgia Tech. It is suggested that the student determine that the course or courses will in fact be offered during the desired semester and that space will be available prior to submitting this form, application, and application fee to the Office of Admissions.

Georgia Institute of Technology

Office of the Registrar
Atlanta, GA 30332-0315

Special/Transient Student Permission Form

1. All Students must complete the following:

Name: _____ GT ID# _____

Desired Semester of Enrollment

(Fall, Spring, or Summer) at Georgia Tech: _____ Semester, 20 _____

If accepted, I realize that my enrollment is only for the semester and courses listed above. Enrollment to a subsequent semester is not implied nor permitted without further approval. Enrollment is strictly as a special non-degree student and I understand that it cannot be used to attain degree-seeking status at a later date.

Requested Course(s): _____

(Signed)

(Date)

2. Special Students must meet with the appropriate department advisor at Georgia Tech and have the following information completed:

- The student's background indicates it would appear realistic for the courses(s) requested be scheduled.
- Space in the class for this student should be available.
- The academic department will issue all necessary permits for the student to enroll in this course.
- Other conditions or comments:

(Date)

(Signed)

(Georgia Tech School/Department)

3. Transient Students must have the following completed by the Registrar at the home institution:

The student named above has applied for admission to the Georgia Institute of Technology as a transient student for the _____ Semester 20 _____. In accordance with University System of Georgia Board of Regents policy and Institute policy, the following information is required to determine eligibility for admission. Please complete and certify the following information. Return this form directly to the - Office of the Registrar, Georgia Institute of Technology, Atlanta, GA 30332-0315.

The student named above has not been dropped or dismissed for any reason, and is not currently on any form of status which would render the student ineligible to return to the home institution. The student has permission to register at the Georgia Institute of Technology as a transient student not pursuing a Georgia Tech degree.

(School Official Signature and Title)

(Name of Institution)

(Date)