Concurrent and Transient
Enrollment Instructions

UNF students who seek to enroll at both UNF and a second public institution of higher education in Florida within the same term must complete a Transient Student Application online with FloridaShines. UNF students who wish to sit out a term at UNF and take classes solely at another public institution of higher education in Florida must also complete a Transient Student Application online with FloridaShines. Requesting to enroll transiently or concurrently during the term in which you have also applied to graduate is not recommended. Doing so may delay your graduation until the next term.

Step 1: Meet with your academic advisor regarding your transient or concurrent enrollment plans to ensure transferability of courses.

Step 2: Set your FloridaShines PIN
- a. Login to the myWings student portal
- b. Select the Student tab
- c. Select Student Self Services from the My Records channel
- d. Select Student Records from the Student Services menu
- e. Select FloridaShines PIN Management from the Student Records menu
- f. Enter your new PIN and select Update

Step 3: Access the FloridaShines Transient Student Admission Application
- a. Go to www.floridashines.org
- b. Hover over the Succeed in College icon
- c. Select Take a Course at Another School
- d. Read the Transient Student Admission Application instructions and select start or check the status of your Transient Student Admission Application now
- e. Select UNF as your Home Institution
- f. Enter your UNF Student ID Number and PIN. Select Continue.

Step 4: Complete the Florida Virtual Campus Transient Student Admission Application
- a. Read the Transient Student Admission Application introduction before selecting Next
- b. Select the UNF college of your major (i.e. College of Arts and Sciences) from the drop-down list of schools or colleges and then select Next. If you are a freshman or a sophomore with an undecided major, please select First Year Advising as your college of choice. Honors students under 60 credits must submit the form to the Honors program.
- c. Complete the Transient Student Admission Application
- d. Answer two Financial Aid questions:
  - Have you been approved to receive financial aid and do you intend to use it for the requested course(s)?
  - Do you want to proceed with the Transient Student Admission Application if you or any of the requested courses are not approved for financial aid?
  - The answers to these questions cannot be changed once the application has been submitted. You will need to submit a new application to make corrections or changes.
- e. Once complete, the application will be routed to:
  - Your UNF advisor for review and approval
  - The UNF Registrar’s Office
  - The Office of Student Financial Aid (if requested)
  - The Host Institution you have requested to attend

Step 5: Track the Status of your Application
- a. Log back into your FloridaShines Application
- b. Check for Academic Advisor Authorization, signature from the college and date
- c. Check for Registrar Certification, with signature and date
- d. Check for Financial Aid Authorization, if requested, with signature and date
- e. Check for certification from Host Institution Registrar
- f. Check for Admissions Authorization from the Host Institution

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