

# SPM UNDERGRADUATE GUIDE

## TAKING COURSES AT OTHER INSTITUTIONS

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**General Guidelines** – To take courses at another institution as a transient student, please review the following:

### Student Eligibility

- Must have a minimum 2.0 UF gpa.
- Must have 30 credit hours or more remaining in UF degree program.
- Have less than 60 transferred credit hours from a community/state college including HSAA.

### Coursework

- Students can take universal tracking, general education, and elective courses at another university or community/state college in Florida.
- Out-of-state and international courses require approved course equivalencies.
- General education courses are approved, but are not guaranteed to fulfill remaining requirements.
- Grades earned at other institutions will NOT factor in to your UF GPA; however, grades earned in tracking courses at other institutions will factor in to your Universal Tracking GPA.
- If you have been approved to take ACG2001 and ACG2011 at an institution, you must take both ACG2001 and 2011 to earn credit for UF's ACG2021 course.

### Registration

- Courses taken at any institution will count towards excess hours limit.
  - Coursework completed at a community or state college in Florida **will not** count towards your summer credit hour requirement. **Only** courses from public universities within Florida will count towards the 9-hour summer requirement.
  - Students are required to complete their final 30 credit hours at UF as part of the residency requirement.
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### How to enroll at another Florida university or community or state college

1. Identify the course(s) you want to take at the institution you will attend. Before taking a non-UF course for a minor, certificate, or another UF degree program, verify that the sponsoring department will accept non-UF course work.
2. Look on the transient institution's website to determine a) the application process for transient (or non-degree seeking) students, b) the beginning and end dates of the semester you plan to attend, and c) course availability.
3. Meet with a SPM advisor and complete the [HHP Transient Student Request Form](#) online.
4. Once the transient request is approved by an HHP advisor, go to [FloridaShines.org](https://www.floridashines.org) and complete an online Transient Student Admissions Application.
5. After submitting your FloridaShines request, the transient application will be automatically routed to a SPM advisor. If approved, your form will automatically be sent to the UF Registrar, and then on to the other school. You can check the status of your request on the FloridaShines website at each stage of the approval process, or receive email notification by providing a valid address on your online form.
6. When the grade(s) you earned are posted, submit a transcript request to the other institution.