



UWF Student Tutorial for Transient Student Form Process

Florida's educational opportunities
and student advising at your fingertips!

- Go to www.FACTS.org. (Be careful, www.fact.org is a weird Texas science fiction club website) to initiate transient student process.
- Student selects “College Students” and then “Take classes at another college (Transient Student Admissions Application).”
- This takes the student to a page that explains transient student processing.
- The student clicks Continue which sends the student to a FACTS login page.

The screenshot shows the FACTS.org homepage. At the top, there is a navigation bar with links for 'STUDENT LOG IN', 'HOME PAGE', and 'SITE MAP'. Below this is a secondary navigation bar with categories: 'Middle School Students', 'High School Students', 'Finding a College or Program', 'Paying for College', 'Applying for College', 'College Students', and 'Counselors & Educators'. The 'College Students' link is circled in red. The main content area includes a 'News & Info' section with several links, a 'Quick Links' sidebar on the right, and a footer with various utility links.

The screenshot shows the 'College Students' page on FACTS.org. It features a grid of navigation categories: 'Transcripts & Grades', 'Advising Audits', 'Transferring', 'Explore Careers', 'Portfolios', and 'College Links'. The 'Transferring' category is expanded, showing a list of links. The link 'Transient Student Admissions Application (Take classes at another college)' is circled in red. A 'Quick Links' sidebar on the right contains buttons for 'Transcripts & Grades', 'Graduation Check', 'AA Transfer Evaluation', 'Transient Student Admissions Application', 'Explore Careers', and 'Transfer Program Admission Information'.

- ***Student logs in with their UWF Username/ID (for example: kjp1) and My UWF Password.***

- The Pin/Password cannot contain more than 15 characters.
- It cannot contain spaces or the single quote. These characters are permitted:
- All upper and lower case letters: abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
- All numbers: 1234567890
- 31 Symbols: !@#\$%^&*()'-=[]\;,:/~_+{}|:"<>?

Log in with your School ID and PIN/Password

Select your **home institution**:

University of West Florida

Enter your student ID (without hyphens):

Enter your PIN/Password:

Continue

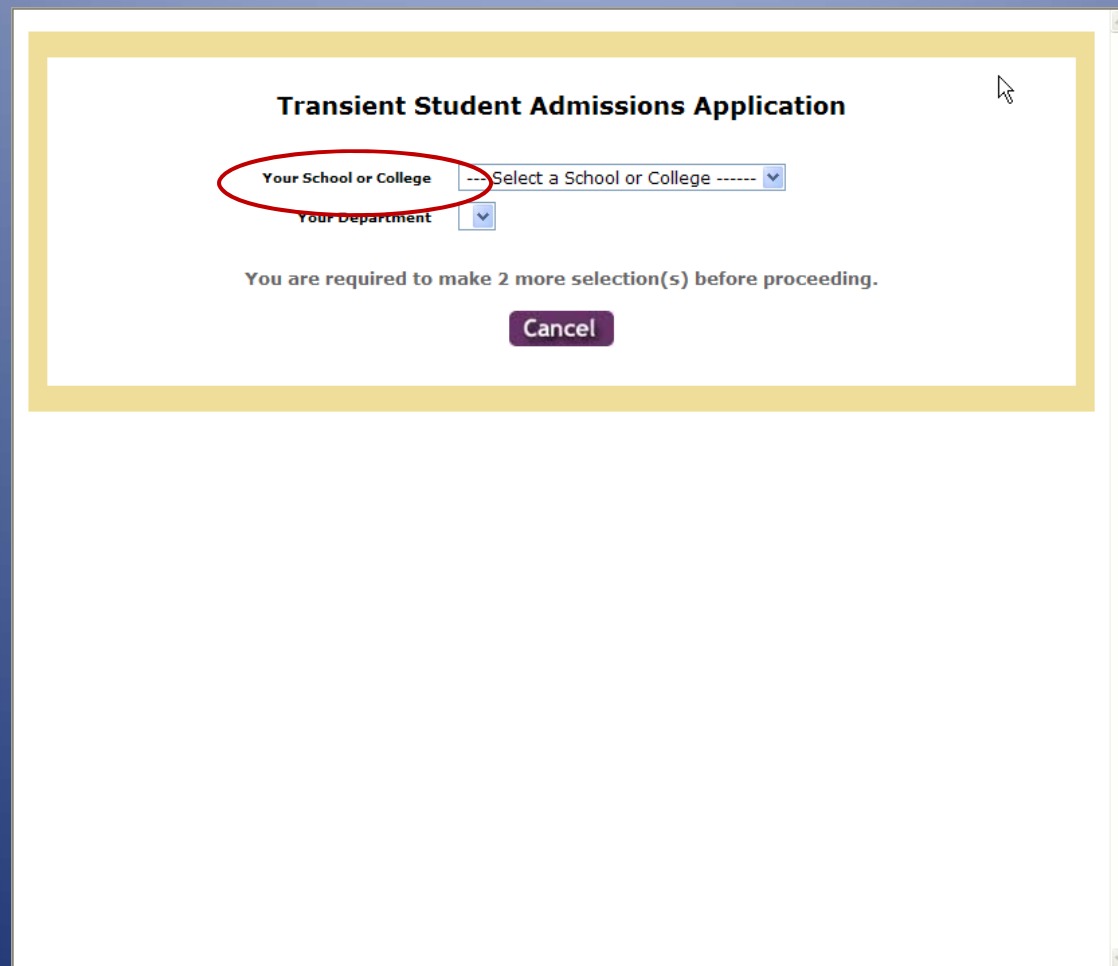
Need help? Don't know your login information?

Check your institution's Login Assistance page: University of West Florida

[Check your institution's hours of availability.](#)

For additional assistance, please [email FACTS at busfin-facts@usf.edu](mailto:busfin-facts@usf.edu).

- Student indicates School or College within UWF. These are divided into categories based on class and Division.
- **NOTE:** If a student is under the University Advising Center, select University Advising Center under School or College.



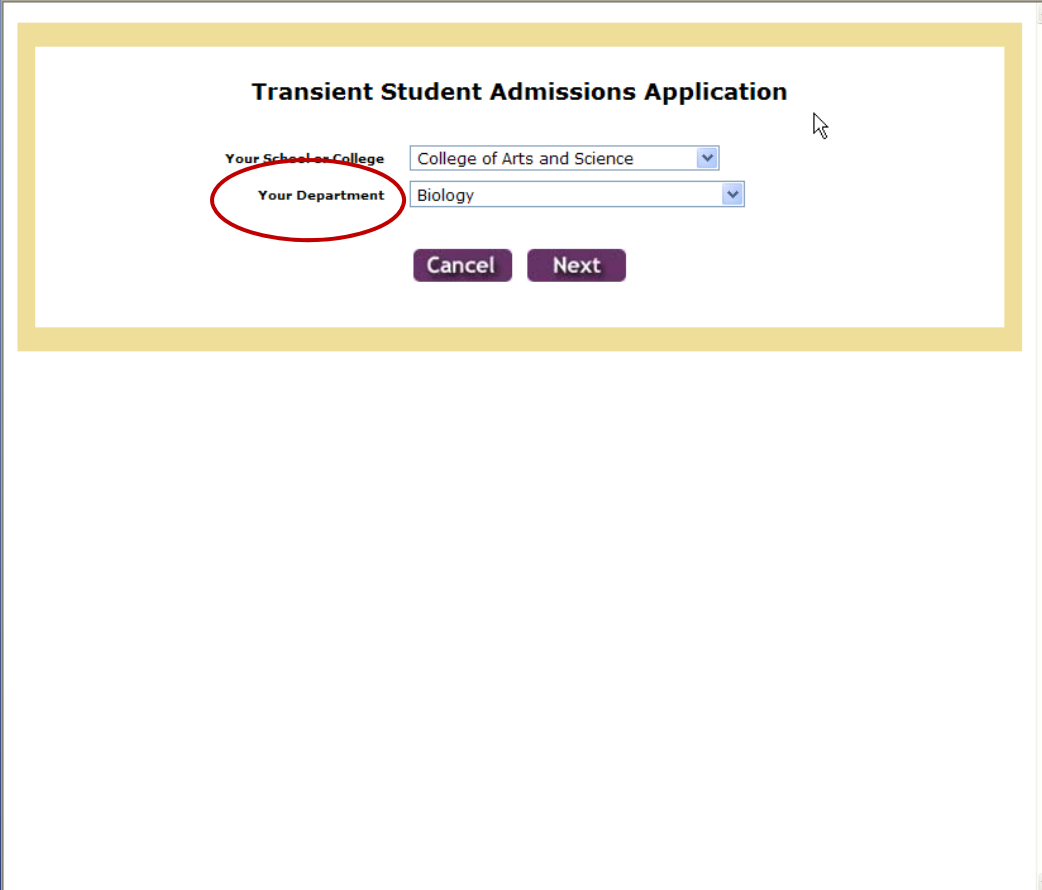
Transient Student Admissions Application

Your School or College

Your Department

You are required to make 2 more selection(s) before proceeding.

- Students then indicate their Department (major).
- **NOTE:** If a student is under the University Advising Center, select, Student Success Programs, TRiO or the University Advising Center under “Your Department”.



The screenshot displays a web form titled "Transient Student Admissions Application". It features two dropdown menus: "Your School or College" with "College of Arts and Science" selected, and "Your Department" with "Biology" selected. The "Your Department" label and its dropdown menu are circled in red. Below the dropdowns are two buttons: "Cancel" and "Next".

Student enters demographic information, contact information,

**Transient Student Admissions Application
UWF Student Information**

NOTE: Required fields are denoted by a *. [Help](#)

Please check for accuracy and make changes where appropriate.

The Institution ensures compliance with federal and state laws that prohibit discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications.

Name: First:* Test	Middle:	Last:* Test	Suffix:
SSN:* 123456789	Date of Birth:* January / 1 / 1985		
Gender: Male			
Ethnicity: <input type="radio"/> Hispanic or Latino <input type="radio"/> Non-Hispanic or Latino			
Race: <input checked="" type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian or Pacific Islander			
Nation of Citizenship:* United States of America			
Immigration Status:* United States Citizen			
Institution:	University of West Florida		
School or College:	College of Arts and Science		
Department:	Biology		

Permanent Address	Address during term of attendance as a transient student. <input checked="" type="checkbox"/> (Same as "Permanent Address")
Address 1:* 123 First St.	Address 1: 123 First St.
Address 2:	Address 2:
City:* Pensacola	City: Pensacola
State:* Florida	State: Florida
Zip Code:* 32514	Zip Code: 32514
	Phone: 123 456 7890

Contact Information:* Phone: 123 456 7890 -- OR -- Email: testtest@test.com

Schools

Home Institution (where you are earning your degree)	University of West Florida
Transient Institution (where you will attend as a transient student)	* Pensacola Junior College

where and when they plan to attend as a transient student, and what courses they want to take.

Transient Student Admissions Application UWF Student Information

NOTE: Required fields are denoted by a *.

Please check for accuracy and make changes where appropriate.

The Institution ensures compliance with federal and state laws that prohibit discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications.

Name: First:* Test Middle: Last:* Test Suffix:

SSN:* 123456789 Date of Birth:* January / 1 / 1985

Gender: Male

Ethnicity: Hispanic or Latino Non-Hispanic or Latino

Race: White or Caucasian Black or African American
 Asian American Indian or Alaskan Native
 Hawaiian or Pacific Islander

Nation of Citizenship:* United States of America

Immigration Status:* United States Citizen

Institution: University of West Florida
 School or College: College of Arts and Science
 Department: Biology

Permanent Address Address during term of attendance as a transient student.
 (Same as "Permanent Address")

Address 1:* 123 First St. Address 1: 123 First St.
 Address 2: Address 2:
 City:* Pensacola City: Pensacola
 State:* Florida State: Florida
 Zip Code:* 32514 Zip Code: 32514
 Phone: 123 456 7890

Contact Information:* Phone: 123 456 7890 -- OR -- Email: testtest@test.com

Schools

Home Institution (where you are earning your degree) University of West Florida
 Transient Institution (where you will attend as a transient student) * Pensacola Junior College

Course(s) to be taken at Receiving institution. (All fields must be completed for each course.)

Term: Term:* Fall quarter / semester Year:* 2011

Prefix *	Number *	Hours	Course Title *	Use of the Course *
BSC	1005	3	General Bio	<input checked="" type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
BSC	1005L	1	General Bio Lab	<input checked="" type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
				<input type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree
				<input type="checkbox"/> General Education <input type="checkbox"/> Major Requirements <input type="checkbox"/> Electives <input type="checkbox"/> Not Required for Degree

Student Comments (Please limit your comments to 500 characters.)
 Course not offered a UWF.

Student Acknowledgement
 I understand that if I register for courses not approved herein, they may not be accepted by my home institution. I also understand that this application is for the term selected above and that a new form must be submitted for each subsequent term or for any courses taken as a transient student. I also authorize the Receiving Institution to release an official transcript to the Home Institution upon completion of the academic semester.

Click to Sign Test Test 10/12/2011 5:02 PM

(Click 'Send' one time only. It may take up to 30 seconds to complete processing.)

Send Reset

- Student can insert comments, electronically sign the form, and send.
- From this point on, students will get an e-mail each time the requests clears an approval step.
- At any time during the process, a step can reject the form which will require the student to cancel the request.
- **NOTE: If a completed transient student form is approved or denied, the student will receive a final email.**

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `https://facts001.facts.usf.edu/tf/student/tf_student.jsp`. The page content includes several form sections:

- A header section with three small square checkboxes and a larger text input field.
- A section titled "General Education" with three checkboxes: "General Education", "Major Requirements", and "Electives".
- A section titled "Student Comments (Please limit your comments to 500 characters.)" with a text area containing the text "I just didn't want to have to take this at night".
- A section titled "Student Acknowledgement" containing a paragraph of text: "I understand I assume the full risk of transferability if I register for courses not approved herein. I also understand this application is only for the indicated term and that a new form must be submitted in order to continue my Transient Status within the State University System of Florida. I also authorize the Receiving Institution to release an official transcript to the Home Institution upon completion of the academic semester."
- A section with a "Click to Sign" button, a text input field containing "Bio Major", and a timestamp "09/29/2005 3:12 PM".
- A red instruction: "(Click 'Send' **one time only**. It may take up to 30 seconds to complete processing.)"
- A "Send" button and a "Reset" button.

Red circles are drawn around the "Student Comments" section, the "Click to Sign" button, and the "Send" button.

Need Help with the Online Process?

The FACTS.org Helpdesk is there to help...just ask!

1. Email: facts@admin.usf.edu
2. Call toll-free: 1-866-324-2618

Hours of availability are weekdays 8:00am - 5:00pm (EST).

Additional Questions? Call the Office of the Registrar at 850-474-2249 or e-mail your questions to registrar@uwf.edu.