

Transient / Visiting Student Enrollment Request

Gateway Community and Technical College
790 Thomas More Parkway
Edgewood, KY 41017

A student in good standing at another college or university, known as the home college, who wishes to enroll in classes at Gateway Community and Technical College and transfer the coursework back to the home college, may be admitted as a transient / visiting student. This form must be completed by the Registrar of the home college along with an **unofficial college transcript from the college presently attending**. In addition the student must have a current (within the last two semesters) **application for admission** on file with Gateway and an EmplID assigned prior to receiving registration services. This form must be submitted each term the student wishes to enroll at Gateway as a transient / visiting student. **To participate in this service the student must also have the class number(s) for all courses and need no course selection advice.**

Go to gateway.kctcs.edu and click on the Academics tab to access Class Schedules and Academic Calendars. Once you have been enrolled by the Registrar you can access your schedule through PeopleSoft using the attached instructions. Books can be ordered online at www.whywaitforbooks.com or through the Gateway Bookstore by presenting your class schedule.

Section A: To be completed by the Student (NOTE: This form must be completed in its entirety before being delivered to the Registrar's Office. The form will be mailed back to the student if any information is missing.)

Student's Name: _____
First
Middle
Last

Mailing Address: _____

EmplID (required): _____ Date of Birth: _____

Phone: _____

Term Planning to Attend GCTC: Summer Fall Spring Year: 20_____

Please give us more than one section option per class (ex. Class #1234 Catalog #ENG 101; Class #4567 Catalog #ENG 101) in case the first choice is full.

	Class #	Catalog #	Class Description
Choice 1			
Choice 2			
Choice 1			
Choice 2			
Choice 1			
Choice 2			

Section B: To be completed by the Home College / University

The student currently is is not in good academic standing and eligible to enroll at the Home College / University. The student has permission to enroll in classes at Gateway Community and Technical College during the specified term.

Signature of Registrar or other Official of Home College / University

Title

Date

Phone