



Transient (Visiting) Student Course Enrollment Request

Note: This form must accompany your **unofficial college transcript, and a letter of permission, including the course name/number from your home institution.** Permission to take a course at Tri-C ("course override") will be entered into the enrollment system for students who meet course prerequisites, *after* your request for admission has been processed. All applications for admission are completed online. Forms will be processed in three business days. Students please verify with your home College/ University that the course will transfer upon completion.

Incomplete requests will not be processed

Email this form along with the other required documents to the primary campus where you will be taking classes:

- Brunswick University Center (Brunswick): Westtransient@tri-c.edu
- East Campus (Highland Hills): Easttransient@tri-c.edu
- Metro Campus (Cleveland): Metrotransient@tri-c.edu
- West Campus (Parma): Westtransient@tri-c.edu
- Westshore Campus/Corporate College West (Westlake): Westshoretransient@tri-c.edu

Questions? Contact the Enrollment Center – (216) 987-6000

Student Name: _____

Tri-C Student ID Number (Issued upon admission acceptance): S _____

Address: _____ City: _____

State: _____ Zip: _____

Phone Number: (_____) _____ Email Address: _____

Term you will be attending: _____

Course(s) you are requesting to take:

Subject/Course #: _____

Campus location: _____ Is this a fully online class? (Y/N) _____

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At the end of the semester, please request to have your grades sent to your home college or university. Transcripts can be requested through My Tri-C Space on the student page under Academic Records.