Instructions for Submitting Request for Registration Eligibility Form

In order to register online, all students must be eligible. Undergraduate Kean University students who have not attended during the past academic year (Fall 2011—Spring 2012) must apply and be accepted for readmission prior to completing a registration eligibility form. Contact CAS One-Stop for a readmission application or view the following web site:  http://www.kean.edu/~cas/.

The following students DO NOT need to complete a request for eligibility form:

1. **KEAN UNIVERSITY MATRICULATED AND NON-DEGREE STUDENTS IN GOOD ACADEMIC STANDING WHO HAVE ATTENDED WITHIN THE PAST ACADEMIC YEAR (Fall 2011—Spring 2012).**
2. **GRADUATE NON-MATRICULATED STUDENTS WHO HAVE PREVIOUSLY ATTENDED AND HAVE RECEIVED THEIR WEB USER NAME AND PIN ARE NOT REQUIRED TO SUBMIT A NEW REQUEST FOR REGISTRATION ELIGIBILITY FORM. THESE GRADUATE NON-MATRICULATED STUDENTS ARE SYSTEM READY AND THEIR ELIGIBILITY FOR ADDITIONAL REGISTRATION WILL BE DETERMINED BY THE REGISTRATION SYSTEM.**

**EXPLANATION OF INFORMATION REQUESTED**

I. Basic Information—All students must complete this section. Students must check the appropriate eligibility category and submit the required documentation.

II. Additional Information—Students who have never attended Kean University must complete this section.

III. Request for Placement on the Registration Eligibility List. Students must indicate their preference.

IV. Enrollment Certification—The Home Institution (student's college/university) must certify this part for every visiting student. A verification of current enrollment from the home institution may be substituted.

V. Signature—All students must sign this Request for Registration Eligibility form.

**SUBMISSION OF FORMS**

Students who meet the criteria and who wish to register must complete this Request for Registration Eligibility form. This form may be submitted, along with all required supporting documentation, to the Office of the Registrar (fax: 908-737-3299) or to CAS One-Stop by mail or in-person at the reception desk. Any students who have not previously attended Kean University must return their Request for Registration Eligibility form to Office of the Registrar or to CAS One-Stop.

**Deadline**

For the Summer I & II registration in May, submit by March 16, 2012; for the Summer II registration in June, submit by June 8, 2012.

**ELIGIBILITY FOR REGISTRATION FOR Kean University Students**

Kean University students who are matriculated, have met prerequisites, and who wish to register must submit the additional documentation as noted below in addition to the Request for Registration Eligibility Form.

1. **Graduate matriculated students in Master’s programs and Graduate non-degree students who have not attended in the previous year, but who have been in attendance within the last six years, need not complete the Registration Eligibility Form, if they already have their username and pin.**
2. **Graduate students who have not been in attendance for more than six years must present evidence from the Graduate Office that their matriculation status has been extended. This evidence must be submitted along with the Request for Registration Eligibility Form.**
3. **Kean University students who have completed degree or non-degree programs must indicate the date and degree received on the Request for Registration Eligibility Form.**

**Non-Matriculated Students**

All students classified as non-matriculated at Kean University must submit the additional documentation as noted below in addition to the Request for Registration Eligibility Form.

1. **Full-time employees of Kean University must submit appropriate documentation from the Human Resources Office.**
2. **Students who have been admitted to degree or non-degree programs for the Fall 2012 Semester should submit their completed form to either CAS One-Stop or to the Office of the Registrar.**
3. **Students who hold at least a bachelor degree from another institution: Submit proof of degree, either diploma or transcript bearing the college seal. Students who have attended as non-matriculated since summer 1994 will be exempt from this requirement.**

4. **High school juniors and seniors: May register for open classes on a space available basis by indicating their preference on the Request for Registration Eligibility Form.**

5. **Senior Citizens:** NJ residents age 65 and over, may register for open classes on a space available basis by indicating their status on Request for Registration Eligibility Form.

6. **Visiting Students:** Students who are enrolled in undergraduate or graduate programs at a regionally accredited college or university must have the home institution certify Part IV of the Request for Registration Eligibility Form. A verification of current enrollment from the home institution may be substituted for this requirement.

**NOTE:** Undergraduate non-matriculated students are limited to a cumulative total of **12 credits.** Visiting students with proper documentation may exceed the 12-credit maximum.

**GRADUATE NON-MATRICULATED STUDENTS ARE LIMITED TO A CUMULATIVE TOTAL OF 6 CREDITS AND MAY REGISTER ON A SEAT AVAILABLE BASIS ONLY. ENROLLMENT AS A NON-MATRICULATED STUDENT DOES NOT GUARANTEE ACCEPTANCE INTO A GRADUATE PROGRAM.**

Restrictions may apply to courses as well as to programs. Please call the Graduate Office at (908) 737-3355 or 737-3449 before the registration date for information regarding these restrictions. Or you may send an e-mail to GRAD-ADM@KEAN.EDU

**NOTE:** Second baccalaureate degree candidates may take no more than 6 credits towards the second degree as non-matriculated students.
Summer 2012 Request for Registration Eligibility Form

PART 1: BASIC INFORMATION FOR ALL STUDENTS

PLEASE PRINT

NAME__________________________ SS # ____________ ____________ ____________

Last name, First name M.I. Date of Birth REQUIRED

ADDRESS__________________________ __________________________

Number Street Apt. # City State Zip

HOME PHONE: _______ _______ _______ CELL PHONE: _______ _______ _______

MASTER Granted _______ Institution __________________ BACHELOR Granted _______ Institution __________________

DEGREE mo/yr. DEGREE mo/yr.

Check Appropriate Eligibility

☐ Kean students NOT currently attending (11/FA–12/SP) ☐ Newly admitted Fall 2012 ☐ Graduate Non-Matriculated

☐ Graduate Date last attended _______ ☐ Undergraduate Accepting Undergraduate Card (UAC) Session I

☐ Undergraduate Readmission application has been submitted _______ ☐ Undergraduate Graduation Card (UGC) Session II

☐ High School Student Full-time Kean employee Senior citizen

Part II: ADDITIONAL INFORMATION FOR NEW STUDENTS ONLY

(For Check)

SEX: ☐ MALE ☐ FEMALE

ETHNICITY/RACE GROUP

☐ 1. Are you Hispanic/Latino/Spanish? ☐ 01 In State (NJ) ☐ 1 US Citizen

☐ Yes ☐ No ☐ 02 Out of State ☐ 2 Permanent Resident

☐ 2. What is your race? (Check one or more) ☐ American Indian or Alaska Native Alien Registration Number

☐ AN: American Indian or Alaska Native #A________

☐ AS: Asian 3 Foreign Student (F-1 Visa)

☐ BL: Black or African American

☐ HP: Native Hawaiian or Other Pacific Islander

☐ WH: White

Part III Request for Registration/Web Eligibility

☐ 2. Registration (See System Availability Chart) Session I & II April 23—May 20 Session II May 22—July 1, 2012

☐ 3. ADD/DROP Session I May 21, 2012 Session II July 2, 2012

☐ 4. Late Registration Session I May 21, 2012 Session II July 2, 2012

☐ 5. Senior Citizen/Space Available/Tuition Waiver Session I May 21, 2012 Session II July 2, 2012

(*See System Availability Chart)

Part IV Enrollment Certification for all visiting students

To be completed by the home institution for every Visiting Student

I certify that the above named student is a currently enrolled Graduate/Undergraduate student in good academic standing

(Please circle status)

At _____________________________ , These credits will be accepted according to our transfer policy.

(Name of College or University)

NAME__________________________ TITLE__________________________

Part V Signature

I hereby certify that the above information is accurate:

Student’s Signature: ____________________________ Date: ____________________________

*Special note: To register using the KeanWISE System during early registration, students must submit their Eligibility Form to the appropriate office by March 16, 2012. For the Summer I registration in May, submit by March 16; for the Summer II registration in June, submit by June 8th. This will allow for adequate time to process the request. The student will then be mailed a user-ID and password to allow access to the KeanWISE system. After these dates, students must drop off their forms in person and must be prepared to wait until they receive their user-ID and password to register.