

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 2014-Spring 2015) 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 2014-Spring 2015).
2. Graduate non-matriculated students who have previously attended and have received their web username 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- Student must sign this Request for Registration Eligibility form before submission.

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 via fax (908-737-3299), 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.

Deadline

The deadline to request an eligibility form by mail for Fall 2015 is: **August 10, 2015.**

ELIGIBILITY REGISTRATION for Kean University Students

Kean University undergraduate students in good academic standing, who have NOT attended during the past academic year, must submit an application for Re-Admission to the Transfer/Re-admission Office.

Graduate Level:

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 three years, need not complete the Registration Eligibility Form, if they already have their username and pin.

2. Graduate students who have not taken classes within the last three years and wish to resume the matriculated status must file a new application with the Office of Graduate Admissions.
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.

ELIGIBILITY REGISTRATION for Non-Kean University 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 a Kean degree or non-degree program** and would like to take a course prior to the start of their program 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 three credits for the Summer Session II semester. A letter of recommendation from their guidance counselor **and** the written approval of a Kean University Academic Department Chairperson are required.
5. **Senior Citizens:** NJ residents age 65 and over, may register for open classes on a space availability basis by indicating their status on the 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** and may register on a seat availability basis only.

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 graduate non-matriculated student does not guarantee acceptance into a graduate program. **Graduate non-matriculated students are not eligible for financial assistance.**

Restrictions may apply to courses as well as to programs. Please contact the Office of Graduate Admissions at 908-737-GRAD or via email at grad-adm@kean.edu before the registration date for information regarding these restrictions.

Second baccalaureate degree candidates may take no more than **6 credits** towards the second degree as non-matriculated students.



KEAN UNIVERSITY
www.kean.edu

Fall 2015 Request for Registration Eligibility Form

PART I: BASIC INFORMATION FOR ALL STUDENTS

NAME _____ SS # _____
Last name, First name M.I. Date of Birth **SS#REQUIRED**

ADDRESS _____
Number Street Apt. # City State Zip

HOME PHONE: _____ CELL PHONE: _____

MASTER DEGREE: _____ Institution _____ BACHELOR DEGREE: _____ Institution _____
mo/yr Granted City, State mo/yr Granted City, State

Check Appropriate Eligibility

- | | | |
|---|--|---|
| <input type="checkbox"/> Kean students NOT currently attending (14/FA-15/SP) | <input type="checkbox"/> Newly admitted | <input type="checkbox"/> Undergraduate Non-Matriculated |
| <input type="checkbox"/> Graduate Date last attended _____ | <input type="checkbox"/> Graduate | <input type="checkbox"/> Graduate Non-Matriculated * |
| <input type="checkbox"/> Undergraduate Readmission application has been submitted _____ | <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Visiting Student: |
| | <input type="checkbox"/> High School Student | <input type="checkbox"/> Full-time Kean Employee |
| | | <input type="checkbox"/> Senior Citizen |

Documentation may be required - See instructions for submitting Request for Registration Eligibility Form

*Special note: To register using the KeanWISE Online System students must submit their Eligibility Form to the appropriate office by August 17, 2015. This will allow adequate time to process the request (3 business days). The student will then be mailed via US Postal Service a user- ID and password to allow access to the KeanWISE system. After this date, students must drop off their forms in person and must be prepared to return to the Office of the Registrar after 3 business days to receive their user-ID and password to register.

PART II: ADDITIONAL INFORMATION FOR NEW STUDENTS ONLY

SEX: _____ MALE FEMALE	ETHNICITY/RACE GROUP Please answer both questions: 1. Are you Hispanic/Latino/Spanish? Yes _____ No _____ 2. What is your race? (Check one or more) AN: American Indian or Alaska Native _____ AS: Asian _____ BL: Black or African American _____ HP: Native Hawaiian or Other Pacific Islander _____ WH: White _____	NJ STATE RESIDENCY ____ In State (NJ) ____ #Years in NJ ____ Out of State (Not in NJ)	US CITIZENSHIP STATUS ____ 1 US Citizen ____ 2 Permanent Resident Alien Registration Number # _____ ____ 3 Foreign Student (F-1 Visa) ____ 4. Other Visa Type: _____
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Part III: Request for Registration/Web Eligibility

Undergraduate Students

Graduate Students

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|--|--|---|
| 1. Registration | <input type="checkbox"/> August 26, 2015 – Sept. 1, 2015 | <input type="checkbox"/> April 10, 2015 – Sept. 1, 2015 |
| 2. Late Registration /Add/Drop | <input type="checkbox"/> September 2 – 8, 2015 | <input type="checkbox"/> September 2 – 8, 2015 |
| 3. Senior Citizen/Tuition Waiver/Space upon Availability | <input type="checkbox"/> September 8, 2015 | <input type="checkbox"/> September 8, 2015 |

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.
(Print name of College or University and City, State)

(Print name & title of College or University Official)

(Signature of College or University Official & Raised Seal)

Part V: Student Signature

I hereby certify that the above information is accurate:

Student's Signature: _____ Date: _____

Please attach proper documentation.
[Graduate students-Copy of Official Transcript or Diploma]
[Undergraduate students- Part IV Certified or Current Verification of Enrollment]