



## PROCEDURES FOR NON-DEGREE STUDENTS ENROLLING IN UNDERGRADUATE COURSEWORK

### ▶ **ADMISSION TO THE UNIVERSITY** - Registrar's Office, 102 Marts Hall Applications Due: August 1 - Fall Semester    January 5 - Spring Semester

- For information contact Kathy Gathman, Registrar's Assistant, 570-577-3350 or e-mail [gathman@bucknell.edu](mailto:gathman@bucknell.edu).
- Applications must be submitted each academic year.
- Approval for Lewisburg and Mifflinburg high school students is subject to specific guidelines provided by their high school guidance Counselor. Applications and course registration must be submitted each semester through the guidance office.
- In order to continue taking courses, all non-degree students must maintain a 2.5 grade point average.

### ▶ **COURSE REGISTRATION** - Registrar's Office, 102 Marts Hall

- A maximum of two courses is allowed per semester and only if space is available. High school students are only allowed to take one course per semester.
- For assistance in choosing courses, view Course Information at: <http://www.bucknell.edu/x6864.xml>.
- Designated first-year level courses (FRST) for fall semester will not be available until the end of July, after completion of First-Year scheduling.
- If auditing a course, see the instructor regarding auditing requirements. **NOTE: The following courses may not be audited:** studio art, music lessons, dance, sign language, independent study, research or any course requiring extra time and attention from the instructor.
- Please indicate in the "Credit" column on your Course Registration Form whether you are taking full credit (1.00), half credit (0.50), or if auditing (0.00).
- Complete the Fall or Spring Course Registration Form. Include instructor signature if course is designated as a permission (PRM) course. Return to Kathy Gathman for processing.

### ▶ **STUDENT HEALTH REQUIREMENTS** - Student Health Services, 570-577-1401

- **Mantoux tuberculin skin test** results and test date are required. Date of test must be within one year of start of classes. This test is available through Student Health Services for a nominal fee at Ziegler Health Center, located on Snake Road.
- **Meningitis Vaccine:** confirmation of test date, if taken within the past 3 years, or signature to decline vaccine.
- **TDAP (Tetanus, Diphtheria and Pertussis):** vaccine date required, if taken within the past 10 years.
- Form and information are available at: <http://www.bucknell.edu/x7962.xml>.

### ▶ **TUITION** – Bursar Services, 108 Marts Hall, 570-577-3733

- Check Bursar Services website for the current schedule of fees for the single course rate or audit fee: <http://www.bucknell.edu/x4850.xml>.
- Billing will occur after entry of your schedule. <http://www.bucknell.edu/B-bill.xml>.
- The Tuition Remission Form must be submitted online each semester by employees: <http://www.bucknell.edu/documents/HR/Remission.pdf>.

### ▶ **USERNAME AND PASSWORD ACCOUNTS FOR E-MAIL AND myBUCKNELL** – (L&IT), 570-577-7777

- Library and Information Technology will mail this information to your permanent address after your schedule has been entered by the Registrar's Office.

### ▶ **MANDATORY ENROLLMENT CONFIRMATION** – Check-in: 1<sup>st</sup> week of class; Marts Hall, Window #1

- All non-degree students must report to or call Kathy Gathman during the first week of classes.
- All requirements and/or holds (medical, financial, or cell phone) must be satisfied **within one week** for official enrollment.
- If you decide **not** to enroll or wish to withdraw during the semester, please contact Kathy Gathman immediately at: [gathman@bucknell.edu](mailto:gathman@bucknell.edu).
- Bursar Services policy and refund dates are located online at: <http://www.bucknell.edu/x4851.xml>.

▶ **DROP/ADD PERIOD** - the two-week drop/add period begins on the first day of classes.

- See Kathy Gathman at the Registrar's Office, 102 Marts Hall, to initiate any schedule changes and obtain a Drop/Add Form.
- Beginning on the first day of classes, instructor signatures are required for all added courses, including section changes.
- You will not need the instructor's signature of the course(s) you intend to drop—except for chemistry courses.
- After the two-week drop/add period, any changes to your schedule will require additional approval by an academic dean.

▶ **BUCKNELL PHOTO ID** - Card Services, 204 Elaine Langone Center, 570-577-1953, [cardservices@bucknell.edu](mailto:cardservices@bucknell.edu)

- Current Enrollment is required to obtain a student ID.
- A substantial fee is charged if you lose your photo ID and need to obtain a new one.

▶ **MANDATORY VEHICLE REGISTRATION** – Public Safety Office, 570-577-3333

- All vehicles parked on campus must be registered online at: <http://www.bucknell.edu/x6451.xml>.
- Substantial fines are charged if any parking or traffic violations occur on campus: <http://www.bucknell.edu/x64643.xml>.

▶ **CELL PHONE HOLDS** - Public Safety Office, Brenda Housner, 570-577-1584

Under requirements of the Clery act, the federal government has asked all universities to put a plan into action whereby all students may be contacted quickly in the event of a campus-wide emergency. If you have registered for classes **as a new student**, Public Safety will automatically place a hold on your account, in order to obtain your cell phone number. If you do not own a cell phone, you must check the box that indicates that you do not own a cell phone. The following instructions, which will only take a few minutes to complete, will clear your cell phone hold immediately.

- Access your **myBucknell** account and get into **Banner Web**.
- In your **Personal Tab**, Click on **Cell Phone and Emergency Notification Maintenance**.
- **Fill in your cell phone number and provider and click on the box under "Emergency Contact"**.
- **Note:** *You should **only** have this box checked! If there are check marks in any other box(s), you must uncheck those boxes.*
- **Click on Submit.** The hold is automatically cleared and you will view this statement: *"Your cell phone number has been successfully updated!"*
- If you have any trouble clearing your cell phone hold, please stop by the Public Safety Office or the Registrar's Office for help. Have your account username and password with you.

**NON-DEGREE ADMISSION APPLICATION FOR UNDERGRADUATE COURSEWORK**

**COMPLETE ALL THAT APPLY:**

Academic Year of Application \_\_\_\_\_ Banner ID # \_\_\_\_\_  
(ID # will be assigned if you don't already have one)

Semester:  Fall  Spring (check both if planning to attend both semesters)

Employee Department \_\_\_\_\_ Work Phone \_\_\_\_\_

Spouse  Dependent

Name of employee \_\_\_\_\_ Employee Relationship \_\_\_\_\_

Employee Department \_\_\_\_\_ Work Phone \_\_\_\_\_

Visiting Student (degree-seeking elsewhere) \_\_\_\_\_  
(College/University)

Local High School \_\_\_\_\_  Jr.  Sr.  
(Name of High School)

Post Bachelor (PB - received 4-year undergraduate degree)

Community Member  Other \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle) (Preferred Name)

Permanent home address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

Current mailing address (if different from above) \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

Home phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address \_\_\_\_\_ Soc. Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender  Male  Female

Citizenship (check one):

U.S. citizen

U.S. permanent resident visa (country of citizenship) \_\_\_\_\_

Other citizenship (country of citizenship & city of birth) \_\_\_\_\_

★ Please submit **official** transcript in sealed envelope from last institution attended – high school, undergraduate, or graduate.

-Continued on back-

Secondary school \_\_\_\_\_  
(Name of High School) (City) (State)

Have you previously attended Bucknell?  Yes  No Date last attended \_\_\_\_\_

If yes, status while attending  Undergraduate non-degree  Undergraduate degree-seeking  
 Post Bachelor  Graduate Student  Post Master

Have you enrolled in another college or university prior to application to Bucknell?  Yes  No

\_\_\_\_\_ Dates \_\_\_\_\_ - \_\_\_\_\_  Part time  Full time \_\_\_\_\_  
(College/University) (Year) (Year) (Degree Obtained)

\_\_\_\_\_ Dates \_\_\_\_\_ - \_\_\_\_\_  Part time  Full time \_\_\_\_\_  
(College/University) (Year) (Year) (Degree Obtained)

State your purpose in taking undergraduate courses as a non-degree student:

\_\_\_\_\_  
\_\_\_\_\_

Access the following site for course information: [www.bucknell.edu/x6864.xml](http://www.bucknell.edu/x6864.xml)

List the courses you wish to take as a non-degree student. A maximum of two courses is allowed per semester and only if space is available after full-time undergraduate registration.

\_\_\_\_\_  Credit  Audit  
(Subject) (Course #) (Section) (Days and Times) (Instructor)

\_\_\_\_\_  Credit  Audit  
(Subject) (Course #) (Section) (Days and Times) (Instructor)

**Auditing:** By definition, it is not appropriate to enroll as an auditor for courses involving studio art, applied music (music lessons), dance, sign language, independent study, or thesis preparation, or for any course requiring extra time and attention from the instructor. Note that courses that have been audited may not be taken subsequently for credit. A course audit fee is charged.

This form is applicable for one (1) academic year (Fall and Spring semesters). High school students must submit an application each semester. An application for summer must be made on a separate summer school registration form found at: <http://www.bucknell.edu/x1264.xml>. No student will be enrolled or given a transcript of record until all accounts have been paid or satisfactory arrangements have been made with the Bursar's Office. It is understood and agreed that, if admitted and enrolled, the information provided in this application will become a part of my permanent record at Bucknell and may be reproduced and disseminated for official use by the various offices of the University. Withdrawal after this application is processed must be in writing to the Registrar's Assistant in the Office of the Registrar. In order to continue taking courses, a 2.5 grade point average (GPA) must be maintained.

I have read all the information on this form and understand and agree to the policies stated.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature of Applicant)

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature of High School Guidance Counselor - if applicant is High School student)

**OFFICE USE ONLY**

PERMISSION TO ENROLL APPROVED BY: \_\_\_\_\_  
Enrollment Official Date

CONDITIONS OR COMMENTS: \_\_\_\_\_

student's copy

registrar's copy

## ETHNICITY AND RACE SUPPLEMENT

Name \_\_\_\_\_

(please print)

### What is your ethnicity?

- Hispanic or Latino  
 Not Hispanic or Latino

### Please select one or more races to indicate what you consider yourself to be.

- Select from as many of the lists as apply
- The first choice in each list is a general category.  
You may check this category alone, or in combination with one or more of the specified choices below.
- You may also omit the general category, and check only the specific choices that apply.

#### American Indian or Alaska Native

- American Indian or Alaska Native  
 Alaska Native  
 Native American Indian

#### Black or African American

- Black or African American  
 African  
 African American  
 Black  
 Black/Dominican Republic  
 Haitian  
 Jamaican  
 Unspecified Caribbean Islander

#### Asian

- Asian  
 Asian American  
 Cambodian  
 Chinese  
 Filipino  
 Hong Kong  
 Indian  
 Japanese  
 Korean  
 Laotian  
 Malaysian  
 Pakistani  
 Taiwanese  
 Thai  
 Unspecified Asian  
 Unspecified East Asian  
 Unspecified South Asian  
 Unspecified Southeast  
 Vietnamese

#### Native Hawaiian or Other Pacific Islander

- Native Hawaiian or Other Pacific Islander  
 Native Hawaiian  
 Pacific Islander

#### White

- White  
 European  
 Middle Eastern  
 Northern African/Egyptian  
 Unspecified White