



## *Summer Session Registration Procedures*

### **IF YOU ARE ON CAMPUS TO REGISTER:**

1. Complete both pages of the Course Registration Form.
2. Obtain approval signature(s) of instructor(s) for any Permission ("P") courses.
3. Return the form to the Registrar's Office by Monday, June 8. The Drop/Add period for summer school ends June 12.  
*Please note: The Registrar's Office will submit your form to your Academic Dean for permission. Adviser permission is not required for summer school, although you are encouraged to talk to your adviser regarding summer school coursework.*

### **IF YOU ARE NOT ON CAMPUS TO REGISTER:**

1. Same as #1 above.
2. For any permission ("P") course(s), contact the instructor to gain written approval to enroll before listing such course(s) on your Course Registration Form. If you have obtained e-mail permission, please forward with the completed course registration form.
3. Same as #3 above.

*Complete the Course Registration Form and mail to: Registrar's Office, Marts Hall,  
Bucknell University, Lewisburg, PA 17837*

### **IMPORTANT REQUIREMENTS!**

#### **1) Mantoux TB Test**

All students must show proof of the Mantoux intradermal skin test for tuberculosis taken within one (1) year of registration. If possible, send test results prior to registration to Nancy Shuck, Ziegler Health Center, Bucknell University, Lewisburg, PA 17837. Students unable to show proof of TB testing before enrollment will not be permitted to complete enrollment.

The University requires official proof of having received the meningitis vaccine or a signed statement that you understand the nature of the disease, the risks and benefits of the vaccine, but that you have chosen not to receive the vaccination.

#### **2) Parking**

All persons (faculty, staff, students, visitors, etc.) must register their vehicle for on-campus use and are responsible for knowing and abiding by Bucknell University parking/traffic regulations. You may register your vehicle online at [www.bucknell.edu/parking](http://www.bucknell.edu/parking) where you will also find the parking regulations and map in print format. Call 570-577-1057 or email [llapp@bucknell.edu](mailto:llapp@bucknell.edu) with questions.

#### **3) Costs**

Tuition, fees, and room and board charges are payable at the time of registration, unless other arrangements have been made in advance with Accounts Receivable. See the cashier at 108 Marts Hall or call 570-577-3733.

#### **4) Holds**

In order to be officially registered for courses, all holds (i.e., student health, finance) must be cleared.



**BUCKNELL SUMMER SESSION 2009 – COURSE REGISTRATION FORM**

Complete and return to Registrar’s Office, Marts Hall, Bucknell University, Lewisburg, PA 17837

Name \_\_\_\_\_  
Last First M.I.

SS # \_\_\_\_\_

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

Email address \_\_\_\_\_

Permanent address \_\_\_\_\_

Permanent telephone number \_\_\_\_\_

Local/Dorm address \_\_\_\_\_

Local telephone and cell number \_\_\_\_\_

Citizenship: **US Citizen** or **US Permanent Resident Visa** (please circle) Other citizenship \_\_\_\_\_

Birthplace \_\_\_\_\_

The following items are optional: First language, if other than English \_\_\_\_\_

How would you describe yourself? check (✓) all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian                                       | <input type="checkbox"/> Mexican American, Mexican |
| <input type="checkbox"/> Natural Hawaiian, Pacific Islander                    | <input type="checkbox"/> African American, Black   |
| <input type="checkbox"/> Asian American, Asian (including Indian subcontinent) | <input type="checkbox"/> White, Anglo, Caucasian   |
| <input type="checkbox"/> Hispanic, Latino (including Puerto Rican country)     | Other (specify) _____                              |

Please check (✓) your admission status and complete the requested information for that category as needed.

- |  |                              |  |  |
|--|------------------------------|--|--|
| <input type="checkbox"/> Bucknell undergraduate  | <input type="checkbox"/> A&S | <input type="checkbox"/> ENGR (please check) | <input type="checkbox"/> Non-degree undergraduate and post-bachelor students taking undergraduate courses (must first be approved by Registrar’s office) |
| Summer session required by Dean? <input type="checkbox"/> YES or <input type="checkbox"/> NO |                              |  |  |
| Returning from Leave of Absence? <input type="checkbox"/> YES or <input type="checkbox"/> NO |                              |  | <input type="checkbox"/> Local high school students (must first be approved by school guidance counselor then by Registrar’s office)                     |
| Returning from Withdrawal? <input type="checkbox"/> YES or <input type="checkbox"/> NO       |                              |  | <input type="checkbox"/> Bucknell graduate student   |
| <input type="checkbox"/> Part time degree seeking  |                              |  | Expected graduate date _____   |
| <input type="checkbox"/> Newly admitted undergraduate transfer                               |                              |  | <input type="checkbox"/> Newly admitted graduate student (must first be approved by dean of Graduate Studies)  |
| <input type="checkbox"/> Newly admitted as a first-year student (class of 2013)              |                              |  |  |
| <input type="checkbox"/> Degree candidate elsewhere  |                              |  |  |



**BUCKNELL SUMMER SESSION 2009 – COURSE REGISTRATION FORM**

NAME \_\_\_\_\_  
Last First M.I.

STUDENT ID NUMBER \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Enter course choices below:

CRN	Dept.	No.	Section	Credit	Instructor Signature ("P")	M	T	W	R	F

**PERMISSION FOR DEGREE CANDIDATES ELSEWHERE TO ENROLL**

The individual above is a student in good standing at \_\_\_\_\_

and has my permission to enroll at Bucknell Summer Session in 2009 in the courses listed above.

Name of academic official (please print) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Student Record Entry _____</p> <p>Academic Dean's Approval _____</p> <p>Registrar's Office Course Entry _____</p>
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