

**REGISTRATION CHECKLIST FOR NON-DEGREE STUDENTS
ENROLLING IN UNDERGRADUATE COURSES**

- ADMISSION TO THE UNIVERSITY** - Registrar's Office, 102 Marts Hall
 - Non-Degree Admission Application deadlines: Fall Semester- August 10 Spring Semester - January 5.
 - If you wish to take undergraduate coursework, call Kathy Gathman, Registrar's Assistant, for information and necessary forms at: 570-577-3350 or stop by 102 Marts Hall.
 - Applications must be re-submitted each academic year.
 - High school students must submit an application each semester through their guidance counselor.

- COURSE REGISTRATION** - Registrar's Office, 102 Marts Hall
 - A maximum of two courses are allowed per semester and only if space is available after full-time undergraduate registration.
 - View Course Information, Printable Course Tally (pdf), Closed Course List, and Course Catalog at: <http://www.bucknell.edu/x6864.xml>.
 - Complete the Fall or Spring Course Registration Form with appropriate instructor signature(s) and return to Kathy Gathman for processing, along with the Admission Application Form.

- STUDENT HEALTH REQUIREMENTS** – Student Health Services, 570-577-1401
 - **Mantoux tuberculin skin test:** the test date and results are required prior to enrollment, if taken within 1 year. This test is available through Student Health Services for a small fee.
 - **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.
 - Forms and detailed information are available at: <http://www.bucknell.edu/x7962.xml>.

- TUITION** – Bursar Services, 108 Marts Hall, 570-577-3733
 - Check with Bursar Services website for the current schedule of fees: <http://www.bucknell.edu/x4850.xml>. Billing will occur after entry of the schedule.
 - Please indicate in the "Credit" column on your Course Registration Form whether you are taking full credit (1.00), half credit (0.50), or auditing (0.00).
 - Auditing is \$150.00 per course. See instructor regarding auditing requirements. (Audit fee is subject to change.)
NOTE: Studio art, music lessons, dance, sign language, independent study or for any course requiring extra time and attention from the instructor **may not be audited**.
 - Each semester employees and dependents must submit the Tuition Remission Form online after scheduling courses: <http://www.bucknell.edu/documents/HR/Remission.pdf>.

- MANDATORY ENROLLMENT CONFIRMATION** – **Check-in: 1st week of class; Marts Hall, Window #1**
 - All non-degree students must report to or call the Registrar's Office during the first week of classes.
 - All requirements and/or holds must be satisfied **within one week** to become officially enrolled.
 - If you decide **not** to enroll, please confirm this by emailing Kathy Gathman at: gathman@bucknell.edu. Find Bursar Services refund dates and policy at: <http://www.bucknell.edu/x4851.xml>.

- BUCKNELL PHOTO ID** - Card Services, 204 Elaine Langone Center, 570-577-1953: 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>.

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.

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)

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(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

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)

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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 academic dean's copy registrar's copy

OFFICE OF THE REGISTRAR • BUCKNELL UNIVERSITY • LEWISBURG, PA 17837 • PHONE 570-577-1201 • FAX 570-577-3922

www.bucknell.edu/registrar

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.

- You may 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