Registration Form & Procedures

IF YOU ARE A BUCKNELL STUDENT:

1. Complete only page one of the Course Registration Form. The form is a fillable pdf that can be printed. There is no online registration for Summer Session.
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, 2015. 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 A BUCKNELL STUDENT:

1. Complete BOTH pages of the Course Registration Form. The form is a fillable pdf that can be printed. There is no online registration for Summer Session.
2. For any permission (“P”) course(s), contact the instructor to gain approval to enroll before listing such course(s) on your Course Registration Form. Upon gaining the instructor’s approval, write the instructor’s name, class hours, and amount of credit in the appropriate columns on the card.
3. Same as #3 above.

NOTE: Students’ enrollment in permission course(s) will be verified by the instructor upon receipt of his or her class roster. It is the instructor’s prerogative to remove a student from a permission course for which the student did not gain prior approval.

Mail the Course Registration Form to: Registrar’s Office, Marts Hall, Bucknell University, Lewisburg, PA 17837

IMPORTANT REQUIREMENTS!

1) Mantoux TB Test, TDAP, and Meningitis

All students must show proof of the Mantoux intradermal skin test for tuberculosis taken within one (1) year of registration, as well as TDAP (Tetanus, Diphtheria and Pertussis) vaccine within the past 10 years. If possible, send test results prior to registration to the Student Health Center, Bucknell University, Lewisburg, PA 17837. Students unable to show proof of TB testing and TDAP vaccine before enrollment will not be permitted to complete enrollment. The health form and meningitis information can be found at http://www.bucknell.edu/x7962.xml.
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 where you will also find the parking regulations and map in print format. Call 570-577-1057 or email llapp@bucknell.edu with questions.

3) Costs

Tuition, fees, and summer housing charges are due by the end of June. These charges must be paid by the due date to avoid late fees. Email bursar@bucknell.edu or call 570-577-3733 with questions. Only a percentage of tuition will be credited if withdrawing between the first day of classes through the summer session mid-point; after this date no credit will be issued.

4) Holds

In order to be officially registered for courses, all holds (i.e., student health, finance) must be cleared during the first week of classes.