



PROCEDURES FOR NON-DEGREE STUDENTS ENROLLING IN UNDERGRADUATE COURSEWORK

ADMISSION TO THE UNIVERSITY - Lisa Brooks, Non-Degree Records Coordinator-Registrar's Office, 102 Marts Hall
Applications Due: August 1 - Fall Semester January 5 - Spring Semester

- For information contact the Registrar's office, 570-577-1201 or email lisa.brooks@bucknell.edu.
- Applications must be submitted for any students who have not previously taken courses or have not taken courses within 1 year.
- In order to continue taking courses, all non-degree students must maintain a 2.5 grade point average.
- Approval for Lewisburg and Mifflinburg junior and senior high school students is subject to specific guidelines provided by their high school guidance counselor. Course registration must be submitted each semester through the guidance office. This program is provided only to Lewisburg and Mifflinburg high school students based upon a formal agreement with Bucknell.

COURSE REGISTRATION - Lisa Brooks, Registrar's Office, 102 Marts Hall

A maximum of two courses is allowed per semester and *only if space is available after undergraduate registration takes place*. Approved Lewisburg and Mifflinburg high school students may only take one course per semester.

- For assistance in choosing courses, view Course Information at:
<https://www.bucknell.edu/academics/current-students/class-registration-grades/course-information>. Be sure to scroll down to Browse all courses and sort by department, instructor, etc.
- If auditing a course, contact the instructor regarding auditing requirements. Permission to audit is at the discretion of the instructor and must be provided to Lisa Brooks before you can be registered for the class. **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 or e-mail if course is designated as a permission (PRM) course. Return to Registrar's office for processing. Summer Program Course Registration Forms are found online at:
<https://www.bucknell.edu/academics/current-students/summer-session>. On the right, click: Register for Classes, scroll down and choose: Registration Forms.

USERNAME AND PASSWORD ACCOUNTS FOR E-MAIL AND myBUCKNELL – L&IT, 570-577-7777

- After your schedule has been entered by the Registrar's Office, you will receive an email from Library and Information Technology that includes instructions for creating a username and password for your Bucknell account. Be sure to set this up so that you don't incur delays in receiving vital information from other departments. You will also need a BU email to access Moodle.

STUDENT HEALTH REQUIREMENTS – Bucknell Student Health medicalrecords@bucknell.edu

Bucknell requires all students to have the following immunizations:

- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Polio (OPV or IPV)
- Tetanus/Diphtheria/Pertussis (Tdap)
- Chicken Pox (Varicella)
- Meningitis (Meningococcal vaccine – A,C,Y, W-135)
- Meningitis Serogroup B series (Meningitis and Meningitis B)

Once you have registered and your account has been set up to receive email, be sure to look for an email from

medicalrecords@bucknell.edu. It will contain a link to the required online medical form. Additional information about vaccinations and dates of administration can be found in the medical record form located at:

<https://www.bucknell.edu/life-bucknell/health-wellness-safety/bucknell-student-health/medical-records-forms>

ENROLLMENT CONFIRMATION

- 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 Lisa Brooks immediately at: lisa.brooks@bucknell.edu. Any request to withdraw completely must be made in writing and should be submitted prior to classes beginning or during drop/add. **Failure to notify us of your intent to drop the class(es) could result in your being billed at the course rate.**
- Bursar Services policy and refund dates are located online at: <https://www.bucknell.edu/azdirectory/bursar-services/financial-policies>

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

- Check Bursar Services website for the current fees for the single course rate or audit fee:
<https://www.bucknell.edu/admissions-aid/tuition-fees-financial-aid/information-about-tuition-fees>
- Billing will occur after entry of your schedule. <https://www.bucknell.edu/azdirectory/finance-office/b-bill-pay-online>
- The Tuition Remission Form must be submitted on-line **each semester** by faculty and staff members who register for classes.
- Go to: **Workday**; select: Benefits & Wellness, then: Tuition Remission and make your request.

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

- See the Registrar's Office, 102 Marts Hall, to initiate any schedule changes and obtain a Drop/Add Form.
- Beginning the 2nd week 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
- After the drop/add period, any changes to your schedule will require additional approval by an academic dean.
- Withdrawal from a course after the drop/add period must be approved by an academic dean.

BUCKNELL PHOTO ID - Card Services, Public Safety Building, 570-577-1953

<https://www.bucknell.edu/azdirectory/card-services>

- 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: <https://www.bucknell.edu/life-bucknell/health-wellness-safety/public-safety/parking-permits-regulations-fines>
- Substantial fines are charged if any parking or traffic violations occur on campus

B-Alert-All students are required to provide the University with contact information in the event of a Campus emergency. Please be sure to enter your cell phone number at: <https://my.bucknell.edu/apps/emergencycontact> (login required)

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 _____ Relationship to Employee _____

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 (optional) _____

Date of Birth _____ Gender Identify as Male Identify as Female
 Prefer not to say Other: _____

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)

_____ 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: bucknell.edu/courseinformation.

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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(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: www.bucknell.edu/summersession. 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 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)

PERMISSION TO ENROLL APPROVED BY: _____
Enrollment Official Date

CONDITIONS OR COMMENTS: _____

Student copy

Registrar 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)

Which of the following best represents your racial or ethnic heritage? Choose all that apply.

<p>American Indian/Alaskan Native</p> <p>Asian</p> <p>Black/African American</p> <p>Native Hawaiian/Pacific Islander</p> <p>White</p> <p>Hispanic/Latino</p> <p>Unknown</p> <p>Other: _____</p>

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

<p>American Indian/Alaska</p> <p>Alaskan Native</p> <p>Native American</p>

<p>Hawaiian/Pacific Islander</p> <p>Native Hawaiian</p> <p>Pacific Islander</p>
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<p>Asian</p> <p>Asian</p> <p>Asian American</p> <p>Cambodian</p> <p>Chinese</p> <p>Unspecified East Asian</p> <p>Filipino</p> <p>Hong Kong</p> <p>Indian</p> <p>Japanese</p> <p>Korean</p> <p>Laotian</p> <p>Pakistani</p> <p>Unspecified South Asian</p> <p>Unspecified Southeast Asian</p> <p>Taiwanese</p> <p>Thai</p> <p>Vietnamese</p> <p>Malaysian</p> <p>Unspecified Asian</p>
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<p>White</p> <p>White</p> <p>European</p> <p>Middle Eastern</p> <p>Northern African/Egyptian</p> <p>Unspecified White</p>
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<p>Hispanic/Latino</p> <p>Hispanic or Latino</p> <p>Central American</p> <p>Cuban</p> <p>Hispanic/Dominican Republic</p> <p>Mexican/Chicano</p> <p>Puerto Rican</p> <p>South American</p> <p>Unspecified Hispanic or Latino</p> <p>Spanish</p>
