



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

**ADMISSION TO THE UNIVERSITY- Lisa Featherman, 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.featherman@bucknell.edu](mailto:lisa.featherman@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 Featherman, 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: [www.bucknell.edu/courseinformation](http://www.bucknell.edu/courseinformation)
- 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, contact the instructor regarding auditing requirements. Permission to audit is at the discretion of the instructor.
- **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: <http://www.bucknell.edu/SummerSession>

### STUDENT HEALTH REQUIREMENTS – Bucknell Student Health, 570-577-1401

- **MMR(Measles/Mumps/Rubella)** two doses after age 12 months or blood tests indicating immunity
- **Meningitis Vaccine:** test date since August 2015.
- **TDAP (Tetanus, Diphtheria and Pertussis):** test date for vaccine required, must have been since August 2008  
\*Use date format of mm/dd/yyyy for all immunizations
- **TB Screening** must be completed and signed by a medical provider and have been received within the last 6 months.
- (Form and information are available at: <https://www.bucknell.edu/Documents/HealthServices/GraduateStudentsRequirementsForAdmission.pdf>)

### 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: [www.bucknell.edu/tuitionandfees](http://www.bucknell.edu/tuitionandfees)
- Billing will occur after entry of your schedule. [www.bucknell.edu/B-Bill](http://www.bucknell.edu/B-Bill)
- The Tuition Remission Form must be submitted on-line each semester by employees.
  - It can be found under *myBucknell: Forms and Policies/ Human Resources/ Tuition Benefit/ Tuition Remission Form*

### 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.

### 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 Featherman immediately at: [lisa.featherman@bucknell.edu](mailto:lisa.featherman@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: [www.bucknell.edu/creditandrefund](http://www.bucknell.edu/creditandrefund)

**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 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.
- Withdrawal from a course after the two-week drop/add must be approved by an academic dean.

**BUCKNELL PHOTO ID** - Card Services, 130 Vedder Hall, 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://parking.bucknell.edu/permit.php>
- Substantial fines are charged if any parking or traffic violations occur on campus, See: [www.bucknell.edu/parkingviolations](http://www.bucknell.edu/parkingviolations).

**CELL PHONE HOLDS** - Public Safety Office, 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. In order to obtain your cell phone number for emergency purposes only, Public Safety will automatically place a hold on your enrollment when you register for classes **as a new student**. Follow the instructions below to enter your cell phone number in the emergency system. This will clear your hold immediately. If you do not own a cell phone, you must check the box that indicates that you do not own a cell phone.

- Access your **myBucknell** account and go 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 found under "Emergency Contact"**.
- **Note: Only check the "Emergency Contact" box! Uncheck all other boxes.**
- **Click on Submit.** Your hold will be cleared automatically 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 or call 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 \_\_\_\_\_ 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: [www.bucknell.edu/courseinformation](http://www.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: <http://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 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

01/17

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](http://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.

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White
- Hispanic/Latino
- Unknown
- Other: \_\_\_\_\_

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

## American Indian/Alaska

- Alaskan Native
- Native American

## Hawaiian/Pacific Island

- Native Hawaiian
- Pacific Islander

## Asian

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

## White

- White
- European
- Middle Eastern
- Northern African/Egyptian
- Unspecified White

## Hispanic/Latino

- Hispanic or Latino
- Central American
- Cuban
- Hispanic/Dominican Republic
- Mexican/Chicano
- Puerto Rican
- South American
- Unspecified Hispanic or Latino
- Spanish

## Black/African American

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