



CPCE Course Permission & Override Form for the Traditional RU Student

ABOUT THIS FORM: CPCE courses are designed for the non-traditional, part-time adult learner. Normally, all spots in CPCE courses are reserved for the aforementioned student who is either fully matriculated in CPCE programs or a non-matriculant at Rowan. In rare circumstances, a traditional (part-time or full-time) matriculated Rowan student may obtain permission to enroll in a CPCE course. To do so, you will use this form. (Please note that even if you receive permission to enroll, actual registration is still dependent upon the space available in the course. Students may initially be put on a waiting list while availability is determined). If you are permitted to enroll, you will be registered by CPCE. Please know that you will be required to follow all CPCE deadlines and regulations. (These dates, as they relate to registration, drop/add, withdraw etc., might be different from the traditional programs. It is the student's responsibility to make sure they adhere to these deadlines. Details may be found on the CPCE website at: www.rowan.edu/cpce).

Please complete this form in its entirety and submit it to: Director of Academic Services, CPCE, Education Hall 3127.

Form fields for Student Last Name, Student First Name, MI, and Rowan ID Number.

Student Last Name

Student First Name

MI

Rowan ID Number

Student Email: [Form field]

Student Phone: [Form field]

I AM REQUESTING PERMISSION TO ENROLL IN THE FOLLOWING COURSE

Form fields for CRN#, Subject Code & CRS #, and Course Title.

CRN#

Subject Code & CRS #

Course Title

Term: [] Fall [] Spring [] Summer [] Full Term or Module#: [] 1 [] 2 [] 3 [] 4 [] 5 [] 6 Year: _____

DELIVERY MODE OF THE ABOVE COURSE: (Please check ONE of the boxes below)

[] Online [] Hybrid [] Off-Site [] On-Campus, Glassboro/Camden (circle one)

STUDENT RATIONALE FOR REQUESTING COURSE

(Please include below your reason for requesting registration into this CPCE course).

STUDENT STATUS

(If you are granted permission to enroll in a CPCE course, it is important that we know your total # of non-CPCE credit hours for which you are/plan to register for in order to make sure you are billed correctly. For information about CPCE rates and billing for full-time students, please visit www.rowan.edu/bursar. If your registration status changes from what you indicate below, you may be dropped from the course. Please check ONE of the boxes below).

- [] I am a matriculated undergraduate student who is registered/plans to register for fewer than 12 non-CPCE credits
[] I am a matriculated undergraduate student who is registered/plans to register for 12-17 non-CPCE credits *
[] I am a matriculated graduate student who is registered/plans to register for fewer than 9 non-CPCE credits
[] I am a matriculated graduate student who is registered/plans to register for 9 or more non-CPCE credits *

*If you check this box and registration is approved, you will be registered for an alternate CRN that is cross-listed with the original.

REQUIRED SIGNATURES (This form will not be processed without signatures).

It is the responsibility of the student to obtain the first 2 signatures. CPCE will obtain the CPCE Dean's signature.

[] The Advisor signature confirms that the student has met all necessary pre-requisites/restrictions and/or that special arrangements have been made to allow the student to register for this course.

1. _____ Student's Academic Advisor Date

2. _____ College Dean (for the College in which the course is housed) Date

3. _____ CPCE Dean (or the Director of Academic Services) Date

Upon receipt and review of this form, you will be contacted by CPCE via email regarding permission and registration results. If you are permitted to register, this form constitutes permission for CPCE to manually register you for the course in question. Questions should be directed to CPCE Director of Academic Services at cpceacademicservices@rowan.edu.