



College of Professional & Continuing Education (CPCE)

CPCE STUDENT GUIDE & AGREEMENT

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PART I: PURPOSE OF THE CPCE STUDENT GUIDE & AGREEMENT

This document is intended for those students admitted to a CPCE certificate or degree program. It gives a brief overview of CPCE and explains what it means to be a CPCE student and the administrative processes related to this. This document will also identify the responsibilities of a CPCE student. Please read this document carefully and then sign, date and return the CPCE Student Guide & Agreement Signature Page to the Enrollment Team at CPCE. **This signed document is necessary to trigger both the matriculation process (if not already matriculated) and the registration process for all CPCE students.** CPCE will not be able to register you for classes without the signed Signature Page. (You need only submit this Signature Page one time, not each term or year.)

PART II: CPCE ENROLLMENT TEAM CONTACT INFORMATION

The Enrollment Team is here to help make the CPCE admission and registration processes smooth, easy and stress-free. If you ever have any questions or concerns, please contact us using the information below.

Enrollment & Extension Services (The Enrollment Team)

College of Professional & Continuing Education (CPCE)

Rowan University, Education Hall

201 Mullica Hill Road, Glassboro, NJ 08028

Phone: 856-256-5435; FAX: 856-256-5638

Email: cpceacademicservices@rowan.edu

Web: www.rowan.edu/cpce

PART III: NEXT STEPS FOR THE ADMITTED CPCE STUDENT

Step 1: Review this document. The CPCE Student Guide & Agreement is usually given to students as a part of their admission decision email packet. Carefully read this CPCE Student Guide & Agreement as it outlines CPCE, its services and processes as well as CPCE student responsibilities.

Step 2: Submit the signed Signature Page to CPCE. If you want to officially accept Rowan's offer of admission (if you have not done so already) and you want to be registered for required CPCE courses, you will need to submit (via fax, mail, or email) the Signature Page of this CPCE Student Guide & Agreement.



- This signed document is necessary to trigger both the matriculation process (if not already matriculated) and the registration process for all CPCE students. (Self Service online registration for CPCE courses is not possible so this is the only way to be registered for your CPCE classes.)
- Unless the CPCE Student Guide & Agreement is sent with a particular deadline attached, all CPCE students should return the signed Signature Page to the CPCE Enrollment Team at CPCE as soon as possible.

Step 3: CPCE will matriculate you (if applicable) and register you. Upon receiving the Signature Page, the CPCE Enrollment Team will both matriculate (if applicable) and register you for all your required CPCE courses for the academic year according to the Personalized Course Sequence (PCS) that was given to you by your CPCE Administrative Advisor as part of the admissions process.

Step 4: You will receive a registration confirmation email. After the CPCE Enrollment Team completes the registration process a registration confirmation email will be sent to you and it will include reminders about final steps which are also listed below.

Step 5: Perform 3 required new student activations. After you receive the registration confirmation email from the CPCE Enrollment Team you will need to perform three important activations required of all new Rowan students. (If you are not a new student, you may already be activated depending upon your last registration through Rowan University; however, we still ask all CPCE students to perform or confirm the following required activations to be sure you are set up properly in Rowan's system. Failure to do so in a timely manner will restrict you from accessing your class information.)

- a) Rowan Self Service Activation
- b) Rowan Network Activation
- c) Rowan Email Activation

Detailed instructions about how to perform or confirm each of the above activations are included in the "Rowan Technology Guide for CPCE Students" which is available at www.rowan.edu/cpce under "Forms."



The first 5 steps only need to be performed one time for the CPCE student's very first registration.

PART III: NEXT STEPS FOR THE ADMITTED CPCE STUDENT CONTINUED



Steps 7-12 must be performed each term and also every time a CPCE student receives a registration confirmation email from the CPCE Enrollment Team.

Step 6: Confirm your registration. Review your registration for accuracy via Rowan's Self Service: www.rowan.edu/selfservice. (You will need your Rowan ID and PIN to login and these will be included in your registration confirmation email.) Be sure to note the CRN (course registration number) for each course as you will need these for the next step. The registration you see in Rowan Self Service should match the course(s) for each particular term (for that academic year) as listed on your Personalized Course Sequence (PCS). If there is a problem with your registration, please contact your CPCE Administrative Advisor or the CPCE Enrollment Team right away.

Step 7: Confirm your course details for the term. Review all CPCE course details (day, time location, texts, costs, etc.) via the CPCE Section Tally: www.rowan.edu/cpcecoursesearch. (You will need the CRN for each course that you obtained during the step above.) (Please note that CPCE course details may not appear correctly in Self Service so it is important to use the Section Tally.) If you are confirming course details before a course has begun and some information is missing, please check again as it should be added soon. If you are ever unsure about information regarding your course(s) that you find in the Section Tally please contact the Enrollment Team at cpceacademicservices@rowan.edu.

Step 8: Make yourself aware of CPCE registration-related deadlines. In case you need to change your registration, be sure you know the CPCE registration-related deadline associated with your course(s). These can be found at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.

- CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course. Please visit the website above for the appropriate schedule and registration plan.
- According to Rowan policy, a full refund is only possible during the drop period. The drop period for any CPCE course is within the first 5 business days of the particular "Part of Term" in which the course occurs. "Part of Term" is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the "Part of Term" for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>, you will always be aware of the CPCE registration deadlines.
- If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team at cpceacademicservices@rowan.edu to make sure this is handled properly. (Online dropping/adding is not possible with CPCE courses.)

Step 9: Pay for your courses. Students should pay their bill online via Rowan's Self Service website at www.rowan.edu/selfservice. For the most up-to-date information about CPCE costs including step-by-step instructions for making payment, please consult the "CPCE Costs, Billing & Payment Information" document available at www.rowan.edu/cpce under "Forms." Those who do not pay before classes begin may receive late fees and/or holds which would bar registration. (Remember, non-attendance does not constitute a drop or withdrawal, so unless you officially drop from your CPCE course during the CPCE drop period, you will still be responsible for payment.)

Step 10: Purchase your books before you begin coursework. Required textbooks for all CPCE courses as well as information regarding where to purchase them are listed in the CPCE Section Tally at www.rowan.edu/cpcecoursesearch. Once in the Section Tally, textbook information can be viewed by clicking on the "Materials Required" link located under the "AddInfo" column. (If there is no link for "Materials Required" that means your texts are not yet posted but should be soon.)



Step 11: Attend your course(s). Attend your course(s) during the dates and times listed in the Section Tally (www.rowan.edu/cpcecoursesearch). Have fun and good luck!

Step 12: Inform CPCE of any necessary registration changes. Let the CPCE Enrollment Team know ASAP (but within the appropriate CPCE deadlines) if there are any registration changes needed.

Extra Steps

Certain CPCE students must complete one or more of the extra steps below. Read carefully to determine if these apply to you.

Extra Step A: ONLY for those in an ONLINE/HYBRID CPCE course or program: If your registration includes an online or hybrid course at any point during the academic year, you will need to perform the following 3 additional registration-related steps before the course begins:

- a) Carefully review and understand the “Rowan Online Student Expectations” document which is available at www.rowan.edu/cpce under “Forms.”
- b) Login to your online/hybrid course 4-5 days before class begins. (This is the time to confirm that all set up is correct and you have the access you need.)
- c) The first time you are registered for an online/hybrid course, you will be required to complete a tutorial before you begin coursework. (Details about accessing the tutorial are included in the document mentioned above.)

Extra Step B: ONLY for those in an undergraduate degree completion CPCE Partnership College program: If you are in an undergraduate degree completion CPCE Partnership College program and you need/want to enroll in a partnership college course (a course offered by the partner college - not a Rowan course), you will need to perform the following additional registration-related step before the course begins:

- a) Carefully review and understand the “CPCE Partnership College Program Student Expectations” document which is available at www.rowan.edu/cpce under “Forms.”
- b) Should you need/want to register for any partner college courses, you will need to register yourself for these directly with the partner college each term. You are also responsible for notifying your CPCE Administrative Advisor of this registration each term via the “CPCE Partnership College Reciprocal Course Registration Form” available at www.rowan.edu/cpce under “Forms.”

PART IV: CPCE OVERVIEW

About CPCE at Rowan

The College of Professional & Continuing Education (CPCE) was established to facilitate access to Rowan University’s high quality academic programs for individuals seeking education, training, and enrichment in a convenient and affordable setting.

As the 7th college at Rowan University, CPCE offers both non-credit courses and workshops as well as credit-bearing courses, certificates, endorsements and full degree programs at the undergraduate, graduate and doctoral level. CPCE’s credit-bearing programs/courses are coordinated by CPCE’s Academic Services Division which is composed of the CPCE Administrative Advising Unit and the Enrollment & Extension Unit. The Enrollment and Extension Unit (Enrollment Team) coordinates a number of CPCE activities including CPCE admissions and student registration. The Academic Services Division also includes a CPCE Technical Team that works with both students and faculty on any needs related to the online, hybrid or web-assisted classes. In addition, anyone in a CPCE online or hybrid class has 24/7 access to technical support. The goal of the entire CPCE staff is to ensure that your educational experience is everything it should be!

CPCE is located on the 3rd floor of Education Hall on Rowan’s Main Glassboro Campus at 201 Mullica Hill Road, Glassboro, NJ 08028. Most CPCE services can be accessed via the web www.rowan.edu/cpce.

CPCE Programs & Plan of Study (Detail Sheet)

CPCE is always developing new programs to better serve our students. The most up-to-date list of current CPCE credit-bearing programs/certificates/endorsements is available at www.rowan.edu/cpce under “Academic Services.” This is also where the most up-to-date version of each program’s “Detail Sheet” is located. The Detail Sheet outlines the entire plan of study for a CPCE program and includes a clear outline of all courses and requirements. This same web location will also include a “Course Description Sheet” for each program. The Detail Sheet and Course Description Sheet offer the general guidelines for each CPCE academic program and should be used as a reference throughout a student’s academic career at Rowan.

CPCE Admissions

CPCE students are admitted according to the standards and requirements established by the Admissions Office, the Graduate School, and the corresponding academic departments. However, unlike the traditional campus, most CPCE programs admit many times throughout the year - some every 8 weeks. For this reason, CPCE Admissions is coordinated by the Enrollment & Extension Services Unit within CPCE in order to better facilitate the different timelines associated with the process. (Questions about CPCE Admissions should be directed to cpceacademicservices@rowan.edu.)

CPCE Admissions Continued

Admission requirements and application/submission instructions for each of the CPCE programs are outlined in the particular program's Detail Sheet (Plan of Study) which is available at www.rowan.edu/cpce under "Academic Services."

Applicants to most CPCE programs should receive an admission decision from the Enrollment & Extension Unit (or, in some cases, the Undergraduate Admissions Office) very soon after their application is complete (usually within 10 business days). All admitted CPCE students are mailed an admission letter and emailed an admission packet. The admission letter outlines the official terms of a student's admission to his/her particular CPCE program. The emailed admission packet is sent by the CPCE Administrative Advisor. It includes a copy of the admission letter as well as several other important items including the Personalized Course Sequence (PCS) and the CPCE Student Guide & Agreement.

In order to accept the offer of admission and to trigger the registration process, each admitted CPCE student must sign and return to the CPCE Enrollment Team the Signature Page of the CPCE Student Guide & Agreement. The CPCE Enrollment Team will then officially matriculate and register the student for the upcoming academic year according to his/her Personalized Course Sequence.

CPCE Advising

All CPCE programs are administered by a CPCE Administrative Advisor who works one-on-one with students from the first moment of inquiry and up to matriculation. Matriculation and registration is handled by CPCE's Enrollment Team and once matriculated and registered, CPCE students will then also work with the Academic Advisor assigned to their CPCE program. The Academic Advisor will be the primary advisor from that point on with the exception of registration changes. Because schedules and course sequences for CPCE programs are so unique, and many courses are only offered at very specific terms/times, CPCE students are asked to discuss any registration changes with their CPCE Administrative Advisor first. If necessary, the CPCE Administrative Advisor will update the Personalized Course Sequence (PCS) that they gave the student during admissions. The PCS and any updated PCS is the guide everyone is expected to follow – not just the student but also the Academic Advisor and the CPCE Enrollment Team. For this reason, any time there is a registration change the CPCE Administrative Advisor will create and email all parties a new PCS.



The advising system at CPCE ensures that CPCE students always have at least two teams (Advising and Enrollment) working with them throughout their academic career. Contact information for both the CPCE Administrative and Academic Advisors is listed on every CPCE programs' Detail Sheet which is available at www.rowan.edu/cpce under "Academic Services." Advising contact information is also repeated in the official admission decision letter that each student receives.

The Personalized Course Sequence (PCS)

Once admitted to a CPCE program, every CPCE student receives a mailed admission letter and an emailed admission packet. The email is from your CPCE Administrative Advisor, with whom you most likely have been working since your initial inquiry. Your CPCE Administrative Advisor will include a number of items in your admission email packet including your Personalized Course Sequence (PCS). The PCS is a course sequence that is based upon the one in the Detail Sheet but that is prepared specifically for you by your CPCE Administrative Advisor. The PCS is your *personal* Plan of Study. The chart of courses it includes is the course sequence we ask you to follow in order to reach your academic goals in a timely way. This sequence is carefully put together based upon your entry point and other information we have from you at that time such as transfer credit. Any time you are unable to follow the sequence as outlined in your PCS, please contact your CPCE Administrative Advisor right away so that you can discuss the situation and so a new PCS can be prepared and emailed to you if needed.

Every time a PCS is emailed to a student it is also emailed to the Academic Advisor and the Enrollment Team so everyone continues to stay on track to best assist the student toward his/her ultimate academic goal. The PCS is not only the document that all parties follow; it is also how your registration is created each term/year. For these reasons, it is very important that students always have the most up-to-date PCS at hand and that they bring any changes to their CPCE Administrative Advisor right away.

Finding CPCE Course Details

All of Rowan's courses (traditional and non-traditional) are included in the official online listing called the Section Tally that can be accessed through the Registrar's website at www.rowan.edu/registrar. The Section Tally is where all course details (location, day, time, textbooks) etc. will be found. A CPCE course is easily identifiable in the Section Tally by a letter that is included after every course section number. CPCE also has its own Section Tally, which is usually much more convenient for CPCE students to use as it only lists CPCE courses. For a list of CPCE courses offered each term, please visit www.rowan.edu/cpcecoursesearch and click on "Section Tally" at the top of the page. This will bring you to a site that will allow you to search available courses by term. (The www.rowan.edu/cpcecoursesearch site also includes handy tips for better navigating the Section Tally.) CPCE students will want to find the courses in the Section Tally each term that match the courses listed on their Personalized Course Sequence (PCS). The Rowan Section Tally is also where you can search for other courses you might need to satisfy foundation and pre-requisite requirements (if applicable for your program) or simply for your own personal interest. Please remember, the Section Tally is updated often and, depending upon the timing, some information may be pending. If you ever have any questions about a CPCE course you should contact your CPCE Administrative Advisor or the Enrollment Team at cpceacademicservices@rowan.edu.

Finding CPCE Course Details Continued

Note: CPCE courses and programs are the same as traditional, on-campus Rowan courses and programs; the only differences are usually the length of the course, the mode of delivery, and the different registration processes and deadlines connected to the course.

Registering for a CPCE Course

See the “CPCE Registration & Enrollment” section of the CPCE Student Guide & Agreement document for full details regarding the CPCE registration process.

CPCE Costs

To make our programs as accessible as possible, all CPCE courses (with rare exceptions) are discounted from the regular Rowan rates! CPCE students who take a CPCE course, regardless of when it is offered (fall, spring, summer, intersession) or their status (full-time/part-time, matric/non-matric, undergrad/grad, in-state/out-of-state), are charged *by the course*, which is assigned a rate according to either the specific program in which it is housed *or* by the course level and delivery-type. A student in a CPCE-administered program who takes a non-CPCE course will be charged the appropriate Rowan (non-CPCE) rate.

The exact cost for each CPCE course is available by clicking on the “CRN” in the Section Tally www.rowan.edu/cpcecoursesearch. (In the Section Tally, every row identifies a different section of a course. The CRN is the course registration number and it is the first number on the left in each row.)

For more details and the most up-to-date information about CPCE costs please consult the “CPCE Costs, Billing & Payment Information” document available at www.rowan.edu/cpce under “Forms.”

Financial Aid



CPCE students are Rowan students so the financial aid process is the same regardless of through whom the course/program is offered (traditional or CPCE) or in which mode of delivery the course is delivered (off-campus, online, hybrid or face-to-face).

To apply for financial aid, all students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. (Rowan’s FAFSA code is 002609.) Applying for the FAFSA begins the federal aid process and since it is separate from any individual school’s admission process, a student does not need to be admitted to an institution to begin. CPCE strongly encourages its students to apply for aid early and to apply for any academic year in which they are eligible. (Students must apply for federal aid each academic year.)

While a student does not need to be admitted to *apply* for federal aid, a student must be admitted and matriculated (have officially accepted the offer of admission) via the signed CPCE Student Guide & Agreement Signature Page in order to *receive* federal aid should they qualify. Financial Aid cannot be packaged or applied to any Rowan student account until you are officially matriculated into an academic program. It is also not possible to apply financial aid retroactively to a previous term, even within the same academic year.

You must apply each academic *year* for federal aid and while you may be awarded an estimated aid package for the year; aid is only officially disbursed by Rowan’s Financial Aid Office each fall or spring *term* to matriculated students who are registered for the appropriate minimum number of credits that particular term. This could mean that you receive aid one term but not the next. Also keep in mind that aid might not be applicable for those matriculated CPCE students who begin a program *mid-term* because they are usually only taking one course which does not usually qualify for the federal part-time minimum enrollment for aid.

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates).

Check your Personalized Course Sequence (PCS) to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students should stay in touch with Rowan’s Financial Aid Office at 856-256-4250, financialaid@rowan.edu throughout the aid process to ensure that they have submitted all necessary documents. For more details and the most up-to-date information about financial aid, please visit Rowan’s Financial Aid Office website at www.rowan.edu/financialaid. CPCE has also put together a helpful document called “CPCE Financial Aid Quick Guide” available at www.rowan.edu/cpce under “Forms.”

Payment for CPCE courses

Every time a student is registered for a course, a charge is generated and placed on the student's account. By signing and submitting the CPCE Student Guide & Agreement Signature Page the student gives express permission to CPCE to perform the manual registration for his/her required CPCE courses and this registration generates costs for which the student will be responsible. While the CPCE Enrollment Team will register matriculated students for all CPCE courses for the entire academic year, payment is only required one term at a time.

All costs for your registered CPCE courses for the term will be listed in the Rowan Self Service area under "Official Billing/Account Statement." (This site will also include any charges for non-CPCE courses for which you may have requested to be registered.) You may always view/print your bill at any time via the Rowan Self Service website at www.rowan.edu/selfservice. Please understand that this online account summary is the official bill and it is the student's responsibility to ensure that payment is made. Given the timing of registration for CPCE students or those in CPCE classes, it may be that no other notification or bill will be sent; therefore, it is important that you check your account statement/bill every term and that you pay this bill before classes begin. Those who do not pay before classes begin each term may receive late fees and/or holds which would bar registration. Students should pay their bill/account online via Rowan's Self Service website mentioned above.

Remember, non-attendance does not constitute drop or withdrawal, so unless you officially drop from your CPCE course during the CPCE drop period, you will still be responsible for payment. If you need to drop or withdraw from a CPCE course, contact your CPCE Administrative Advisor or the CPCE Enrollment team at cpceacademicservices@rowan.edu to make sure this is handled properly. (Online dropping/adding is not possible with CPCE courses.) Per Rowan policy, no refund is possible after the official drop period associated with the particular course. (To be sure of the drop deadline for your particular CPCE course, check the "Part of Term" listed under the Section Tally at www.rowan.edu/cpcecoursesearch. The drop period for any CPCE course is within the first 5 business days of the particular "Part of Term" in which the course occurs.

If you have any questions or concerns about your bill/account or your payment, please contact the Rowan Bursar at 856-256-4150 or bursar@rowan.edu. For more details and the most up-to-date information about CPCE payment including step-by-step instructions, please consult the "CPCE Costs, Billing & Payment Information" document available at www.rowan.edu/cpce under "Forms."

About CPCE Students

A CPCE student is a Rowan student who is admitted into a Rowan academic program that is administered through CPCE. CPCE students are characterized as non-traditional because of their busy personal and professional lives and their preference for studying with flexible schedules and convenient and innovative instructional modes of delivery.

It is recommended that CPCE students always identify themselves as such whenever working with any Rowan office outside of CPCE as this will help ensure they receive accurate information.

CPCE students are admitted according to the standards and requirements established by Rowan University. CPCE does not have its own degrees, nor does it "own" a curriculum. It is simply a vehicle to offer existing degrees and courses to a different population of students through different modes of delivery. Therefore, the respective academic unit will grant the same diploma and/or certificate to students pursuing a degree through CPCE as it would to a traditional student. No matter where you study – on campus, off-site, with a partner community college, or online – you are a Rowan student.

While you are fully a part of Rowan University following the same academic policies as the traditional learner, as a CPCE student, it's important to know that you will often follow different administrative processes and deadlines that better meet your unique needs.

For this reason, we ask all CPCE students to read, sign and return the CPCE Student Guide & Agreement Signature Page to make sure all CPCE students have a clear understanding of the expectations and steps necessary for the successful completion of their educational program.

PART V: CPCE REGISTRATION & ENROLLMENT

How CPCE Registration Works

As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program.

In order to trigger the process, admitted CPCE students must sign and return to the CPCE Enrollment Team the Signature Page of the CPCE Student Guide & Agreement. This document is included in the admitted student's emailed admission packet from the CPCE Administrative Advisor. (CPCE students will need to submit the Signature Page only one time, not each term or year.)

How CPCE Registration Works Continued

Students should return the CPCE Student Guide & Agreement Signature Page as soon as possible.

Once the CPCE Enrollment Team receives the signed Signature Page they will perform two tasks: matriculation and registration. (The signed CPCE Student Guide & Agreement Signature Page gives express permission to CPCE to perform matriculation and manual registration on the student's behalf and it is the only way to officially trigger these two important processes.)

First, the CPCE Enrollment Team will officially matriculate the student. Matriculation not only indicates that the student will be attending Rowan University; but it also allows the student to be set up properly in Rowan's system to enable other functions - such as registration and financial aid (if applicable).

After matriculation is complete, the CPCE Enrollment Team will then register the student for their CPCE courses for the academic year according to the Personalized Course Sequence (PCS) that was given to them by their CPCE Administrative Advisor as part of the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that CPCE students keep this document handy and follow it carefully throughout their academic program at Rowan. If you ever have any questions about your PCS or you need to change your registration and update your PCS, please contact your CPCE Administrative Advisor right away so he/she can update your PCS and the CPCE Enrollment Team can be sure you are registered for the correct courses each term.

After registration is complete, the CPCE Enrollment Team will send the student a registration confirmation email which will include reminders about final steps including textbooks and payment. Except for any registration changes, the student should then be set with their CPCE enrollment for the rest of the academic year.

Note: During the fall and spring months, the registration confirmation email will usually be sent within one week of the CPCE Enrollment Team receiving either a signed CPCE Student Guide & Agreement Signature Page (for new students) or an updated PCS (for continuing students). However, during the summer months, CPCE course logistics for the next academic year are still being finalized, so unless registering for a new summer class, the CPCE registration process will not re-start until August.

CPCE registration is performed one academic year at a time (fall, spring, summer). The CPCE Enrollment Team will perform this manual registration *each* year as needed until the student reaches his/her ultimate educational goal at Rowan – whether that is a certificate or a full degree program. CPCE does the registration work for you! This should not only make registration each term easier and faster; but it should also help all CPCE students stay on the shortest and fastest track to degree completion.

CPCE Registration-Related FAQs

What if I can't find my Personalized Course Sequence (PCS) or if I know that it is out of date?

Since all official CPCE registration will be based upon your Personalized Course Sequence (PCS) it is vital that the version you have is the most up-to-date version. If you have any concerns that your PCS is out of date or if you cannot find your most up-to-date PCS, it is very important that you contact your CPCE Administrative Advisor ASAP. Your CPCE Administrative Advisor will discuss your situation and, if necessary, resend you your current PCS or send you a new PCS. The CPCE Enrollment Team will be copied on this email so we can make sure we are registering you correctly. Contact information for your CPCE Administrative Advisor is located on the Detail Sheet for your particular program.



What if I need to change my registration?

If you ever need to stop taking courses, take a leave of absence, withdraw from or drop a course, or change your registration in any way from what appears on your latest version of the Personalized Course Sequence (PCS), your first stop is your CPCE Administrative Advisor. He/she will counsel you about the best way to proceed given your individual situation and, if necessary, send you a new PCS. Your Academic Advisor and the CPCE Enrollment Team are always copied on these emails so we can then best assist you and adjust your registration accordingly. If at any time during your program, you are emailed a new PCS it will automatically trigger the CPCE Enrollment Team to make the appropriate changes to your Rowan registration. Whenever new registration or a change in your registration occurs, you will then receive an emailed registration confirmation from the CPCE Enrollment Team. If you do not receive a registration confirmation within a week after receiving a new PCS, or you receive a confirmation but it does not accurately reflect your most recent PCS, please contact the CPCE Enrollment Team right away at 856-256-5435 or cpceacademicservices@rowan.edu.

Remember, any change you need to make to your registration should happen before courses begin. If you need to change registration concerning courses that have already begun, the final opportunity to do so is during CPCE's official drop period which is within the first 5 business days of the particular "Part of Term" in which the course occurs. According to Rowan policy, non-attendance does not constitute a drop or a withdraw from a course and no refund is possible after the official drop period associated with the particular course.

CPCE is happy to help you adjust your registration as needed throughout your program, but for the reasons listed above, please do so within the appropriate deadlines.

CPCE Registration-Related FAQs Continued

How do I check/confirm my CPCE registration?

The CPCE Enrollment Team will begin registrations in August for each new academic year (for any student from whom we have a signed CPCE Student Guide & Agreement Signature Page). We will continue to perform registrations as needed throughout the year for new admits and for current student registration changes. We will send emailed confirmations to each student once their particular registration is complete. (For most students, unless they have changes, this will only be one time per academic year.) After you receive a confirmation email, you must check to confirm your registration is accurate in the system.

1. To check or confirm that your proper registration took place, all students should access the Rowan Self Service site at www.rowan.edu/selfservice.
2. Select "Access Banner Services." (You will need your Rowan/Banner ID and PIN to login.)
3. Once in the secure site click on "Student & Financial Aid."
4. From there click on the link for "Registration."
5. You should then see a link for "Registration History." Click on this and it will show all registrations from the past and any remaining registrations for the current academic year.
6. If you find any problems with your registration, inform the CPCE Enrollment Team right away at cpceacademicservices@rowan.edu.

Once you confirm that you are in the proper classes, all other information about your CPCE courses should be viewed in Rowan's Section Tally (www.rowan.edu/cpcecoursesearch) not Rowan Self Service. (You need only confirm your registration when you receive a confirmation email; however, you will need to review course details every term throughout your academic program.) See "Where do I find course details (start and end dates, time, location, etc.) for my courses each term?" for instructions about viewing CPCE courses in the Section Tally.

Where do I find course details (start and end dates, time, location, etc.) for my courses each term?

All CPCE course details such as start and end dates, meeting times and locations (if applicable) as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch. CPCE students should use the information in the Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).

- CPCE start and end dates vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the "Part of Term" column in the Section Tally. The Part of Term lists the start and end dates for the session in which the course occurs.
- Any pre-reqs or course restrictions for the course can be found by clicking on the "CRN" (the number all the way to the left in the header row).
- Textbook requirements and purchase locations can be found by clicking on the "Materials Required" link under the "AddInfo" column in the Section Tally. If no link appears, this means that your textbooks will be listed soon. (Ordering textbooks through Rowan's Bookstore online is very straightforward; however, an instruction document entitled "Obtaining Your CPCE Textbooks" is available on the CPCE website at www.rowan.edu/cpce under "Forms.")
- Please note that additional information/instructions about the course may also be listed under the "title" column in the Section Tally.

Remember: Depending upon when you are registered, some details for your course (such as day, time, classroom - if applicable) may not *yet* be available - even after you receive a confirmation from the CPCE Enrollment Team. Just check the CPCE Section Tally (www.rowan.edu/cpcecoursesearch) again before your class begins at for the details you need. CPCE does all we can to work with the instructors to get information posted as soon as possible. If you ever have questions about CPCE course details please contact the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

If CPCE manually registers me for all CPCE classes, how do I register for a traditional, on-campus class?

There may be times when a CPCE student might need or want to enroll in a traditional, on-campus course at Rowan. To do so, you must obtain a CPCE Override Form (available from www.rowan.edu/cpce under "Forms") and submit it to the CPCE Enrollment Team. (This form requires signatures that you must obtain before submitting it to CPCE. CPCE will contact you about whether or not registration is possible.)

Note: Some special CPCE programs (such as the undergraduate Liberal Studies and RN to BSN programs) are set up to allow those CPCE students to register *themselves* for traditional courses through Rowan's online Self Service system (www.rowan.edu/selfservice). If your CPCE program allows this special exception, you should be informed by your CPCE Administrative Advisor. Consult the Registrar's Office website (www.rowan.edu/registrar) for instructions regarding the online registration process. Please keep in mind that manual registration by the CPCE Enrollment Team is still required in order to register for all of the CPCE classes within these programs. In addition, students in these special CPCE programs will be restricted from taking traditional sections of courses that are offered through their CPCE program.

If you have any questions about any of the above, please consult your CPCE Administrative Advisor.

CPCE Registration-Related FAQs Continued

Is a CPCE course different from a Rowan course?

CPCE courses and programs are the same as traditional, on-campus Rowan courses and programs; the only differences are usually the length of the course, the mode of delivery, and the different registration processes and deadlines connected to the course.

Why does communication from Rowan go to my Rowan email address instead of my personal one?

Per Rowan policy, all communication from Rowan/CPCE will be sent to your personal email address **until and unless** you are a matriculated student – at which point, your Rowan email address will be used.

Because this Rowan email is the one all Rowan staff including CPCE, instructors, Financial Aid, the Bursar etc. will use, it is vital that CPCE students use and check this account often. Keep in mind, it is possible to forward your Rowan email to a personal email account should that be more convenient for you. Instructions regarding this are available at: www.rowan.edu/toolbox/email.

Is there anything that might jeopardize or prohibit my registration?

Other than not having a signed CPCE Student Guide & Agreement Form Signature Page on file with the Enrollment Team, there are two major reasons why CPCE may *not* be able to register a student:

1. Immunizations or Health Center Hold
 - a. If you are in any class that is not 100% online, then you will need to comply with the new state health immunization requirements. Please review the information and forms (including deadlines) available at <http://www.rowan.edu/open/studentaffairs2/healthcenter/newstudentpacket.html>. Questions about these requirements should be directed to healthcenter@rowan.edu.
2. Bursar Hold
 - a. If you owe Rowan University for any past tuition or fees of any kind, then you will need to work with the Bursar's Office to arrange payment before classes begin.
 - b. All costs for your registered CPCE courses will be listed in the Rowan Self Service area under "Official Billing/Account Statement." (You may always view/print your bill at any time via the Rowan Self Service website at www.rowan.edu/selfservice.) Please understand that this online account summary is your official bill.
 - c. Those who do not pay before classes begin may receive late fees and/or holds which would bar registration.

If you fall into either of the above categories, please use the contact information above to address the situation as soon as possible and then let the CPCE Enrollment Team know you are clear to be registered. If we can assist you in any way, let us know at cpceacademicservices@rowan.edu.

PART VI: CPCE STUDENT RESPONSIBILITIES



As a CPCE Student:

- I promise to read the CPCE Student Guide & Agreement thoroughly and to sign and return the Signature Page to the CPCE Enrollment Team by the indicated deadlines.
- I understand that by signing and submitting the Signature Page I am officially accepting Rowan's offer of admission (if I have not done so already) and giving CPCE permission to matriculate me into my admitted CPCE program for the term and module identified on my official CPCE admission decision letter.
- I understand that by signing and submitting the Signature Page I am officially giving the CPCE Enrollment Team permission to register me each academic year for all of my required CPCE classes and that this registration will generate costs for which I am responsible to pay before classes begin each term.
- I further understand that the CPCE Enrollment Team will only register me for CPCE courses as outlined on my (most recent) Personalized Course Sequence (PCS). Unless and until they are contacted by me with different instructions, they will continue to register me each year as outlined on my PCS until I complete the CPCE courses within my program.
- I understand it is my responsibility to know and to follow the course sequence for my academic program as outlined on my Personalized Course Sequence (PCS). (My initial PCS is emailed to me as part of my admission decision packet and updates will be provided to me if I inform my CPCE Administrative Advisor that changes are required.)

PART VI: CPCE STUDENT RESPONSIBILITIES CONTINUED

- I understand that if I need my registration to differ in any way from the sequence that is outlined on my Personalized Course Sequence (PCS), I must inform my CPCE Administrative Advisor right away. (This is because both of my Advisors (and the CPCE Enrollment Team rely on the PCS for proper advising and registration.)
- I further understand that if I do not contact my CPCE Administrative Advisor to change/correct my PCS, registration will continue on my behalf each term/year, and I will be responsible for those charges.
- I understand that even after classes have begun, I still have the opportunity to change my registration by contacting my CPCE Administrative Advisor to request to drop a course(s). As long as I do so within the official CPCE drop period (the first 5 business days of the particular “Part of Term” in which the course occurs), I will not be responsible for those particular charges.
- Related to the above, I understand that one week before a class begins is usually the latest I am able to *add* a course; however, if space is available, I may also be able to do so during the official CPCE drop period in consultation with my CPCE Administrative Advisor and the CPCE Enrollment Team.
- I understand that online dropping and adding is not possible for CPCE courses. (To make any registration change, I must contact my CPCE Administrative Advisor before classes begin and within appropriate CPCE registration-related deadlines.)
- I further understand it is my responsibility to become familiar with and to follow all CPCE registration deadlines which I may view at any time at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.
- I understand that when I begin my CPCE program, the very first registration confirmation I receive will require me to follow all of the “Next Steps” as outlined in the CPCE Student Guide & Agreement. (I will be reminded of these steps in my initial registration confirmation email.) I further understand that until I complete these next steps, I may not have full access to my Rowan records or classes.
- Related to the above, I understand that after my initial term, each term (and/any time I receive a registration confirmation email from the CPCE Enrollment Team) I will need to perform only the registration related “Next Steps” (steps 7-12) as outlined in the CPCE Student Guide & Agreement. (I will be reminded of these steps in any registration confirmation email.)
- I understand that if I am in an online/hybrid class I have additional steps/action items to perform in order to complete my registration each round. (These extra steps are outlined in the CPCE Student Guide & Agreement.)
- I further understand that if I am in an online/hybrid class, it is my responsibility to read and follow the additional expectations as outlined for me in the “Rowan Online Student Expectations” document which is available at www.rowan.edu/cpce under “Forms.”
- I understand that if I am in an undergraduate degree completion Partnership College CPCE Program I have additional steps/action items to perform in order to complete my registration each round. (These extra steps are outlined in the CPCE Student Guide & Agreement.)
- I further understand that if I am in an undergraduate degree completion CPCE Partnership College Program, it is my responsibility to read and follow the additional expectations as outlined for me in the “CPCE Partnership College Program Student Expectations” document which is available at www.rowan.edu/cpce under “Forms.”
- I understand that as a CPCE Student, should I choose to register for a traditional, on-campus Rowan class (unless I am in a special CPCE program that allows such registration) I will need to obtain a CPCE Override Form (available from www.rowan.edu/cpce under “Forms”) and submit it to the CPCE Enrollment Team. (This form requires signatures that I must obtain before submitting it to CPCE, and I know I will be contacted by CPCE about whether or not registration is possible.)
- I further understand that as a CPCE Student, should I choose to register for a traditional, on-campus Rowan class, I will be restricted to only those for which I am eligible and that do not overlap with my CPCE program.
- I understand that exact costs for each CPCE course in which I am registered each term can be found via the Section Tally (www.rowan.edu/cpcecoursesearch) by clicking on the CRN. (I know I can view more details and the most up-to-date information about CPCE costs in the “CPCE Costs, Billing & Payment Information” document available at www.rowan.edu/cpce under “Forms.”)
- I understand that I am responsible for the charges created either by the CPCE manual registration process or by any registration I perform on my own (if applicable) and that I must pay for all Rowan charges before classes begin each term.
- I understand that my official bill is my online account and that it may be that no other notification or bill will be sent. All costs for my CPCE courses will be listed in the Rowan Self Service area under "Official Billing/Account Statement" and I may always view/print my bill at any time via the Rowan Self Service website at www.rowan.edu/selfservice.
- I understand that applying for financial aid is a separate process from the admission process, that I can and should apply for financial aid via www.fafsa.ed.gov as soon as possible, and that it is my responsibly to stay in touch with Rowan’s Financial Aid Office (www.rowan.edu/financialaid) to ensure I have completed all tasks necessary to complete my aid application.

PART VI: CPCE STUDENT RESPONSIBILITIES CONTINUED

- I further understand that while I do not need to be admitted to *apply* for federal aid, I must be admitted and matriculated (have officially accepted the offer of admission by signing and returning the CPCE Student Guide & Agreement Signature Page) in order to *receive* federal aid should I qualify.
- I understand that financial aid cannot be packaged or applied to my account until I am officially matriculated into an academic program and that it is not possible to apply my financial aid retroactively to a previous term, even within the same academic year.
- I understand that there is a federal minimum number of credit hours for which I must be registered each term in order to qualify for federal financial aid that term. Financial aid is not applicable for those terms in which the total number of credits for which I am registered is fewer than 6 (if I am an undergraduate) or 4.5 (if I am a graduate student).
- I understand that the number of CPCE credit hours for which I will be registered each term is outlined on my Personalized Course Sequence (PCS) so I will know well in advance for which years/terms I will be eligible for aid, and I will apply/plan accordingly.
- I understand that as a CPCE student I have three *key* resources throughout my program and these are my CPCE Administrative Advisor (who assists me with all issues from initial inquiry up to matriculation as well as all registration changes even after matriculation), my Academic Advisor(s) (who assists me with *academic* issues from matriculation up to program completion), and the CPCE Enrollment Team (who actually registers me for all of my CPCE coursework throughout my program).
- I further understand that some CPCE programs have two Academic Advisors and, if this is true in my case, that I should work with both Academic Advisors in order to ensure timely and successful completion of my program. (All Advisors for every CPCE program are listed on the appropriate “Detail Sheet” which is available from www.rowan.edu/cpce under “Forms.”)
- I understand that any *academic* issues (syllabus, course requirements, pre-reqs, grades, etc.) are outside of CPCE’s purview and are handled (depending upon the issue) either by the instructor for the course or by the Academic Advisor and the academic department.
- I understand that all official correspondence from Rowan University is sent to my Rowan email address, which I activate after I am registered for the very first time. (Instructions are included in the “CPCE Student Guide & Agreement.”) I understand that CPCE will use the personal email address I provide to them throughout the inquiry and admissions processes but, once I am officially matriculated (via submission of the Signature Page), I must use my Rowan email for Rowan/CPCE communication.
- I further understand this it is possible to forward my Rowan email to a personal email should that be more convenient for me and that instructions regarding this are available at www.rowan.edu/toolbox/email.
- I understand that as a CPCE student I will often follow different administrative deadlines and processes such as registration start and end dates, drop/add/withdraw dates, payment/billing, etc. I understand that the CPCE Student Guide & Agreement is meant to give me an overview of the major differences but that I can always contact CPCE with questions and learn more information on CPCE’s website: www.rowan.edu/cpce.
- I further understand that since I will often follow different administrative deadlines and processes it is in my best interest to always identify myself as a CPCE student to Rowan faculty and staff in order to receive the most accurate information and to be better served by all offices at Rowan University.

A Note about Rowan Policies

The CPCE Student Guide & Agreement is designed to outline the different services, processes and steps about which a CPCE student must be aware for the successful completion of their program. However, CPCE students are Rowan students and therefore, all CPCE students are also responsible for adhering to Rowan policies.

- The Rowan University Student Information Guide is a student handbook that provides an overview of policies and practices governing undergraduate and graduate work at the institution. You may access the handbook online at www.rowan.edu/infoguide.
- It is very important that any student taking a Rowan course understand that, according to the Rowan University Catalog, “*it is the responsibility of the student to become knowledgeable of, and to observe, all University policies, regulations and procedures. The University is under no obligation to waive a requirement or grant an exception because a student pleads ignorance of a policy, regulation or requirement or because a student asserts that he/she has not been informed of such policy, regulation or requirement.*”

This information was updated 07/01/09 but is subject to change.

CPCE STUDENT GUIDE & AGREEMENT SIGNATURE PAGE

CPCE STUDENT GUIDE & AGREEMENT SIGNATURE PAGE INSTRUCTIONS

This Signature Page document supports the CPCE Student Guide & Agreement which outlines the many CPCE services, processes, and action items about which a CPCE student must be aware for the successful completion of his/her program. Please sign, date, and return this Signature Page to the CPCE Enrollment Team following the instructions below.



Signature Page Submission Deadlines

Ideally, CPCE students should return the signed CPCE Student Guide & Agreement Signature Page to the CPCE Enrollment Team as soon as possible.

Because the Signature Page for the CPCE Student Guide & Agreement triggers so many important actions on the student's record, any student who submits the Signature Page after a specified deadline or later than 7 business days before classes begin cannot be guaranteed the opportunity to begin CPCE coursework in that particular term.

Signature Page Submission Instructions

Please return the signed and dated CPCE Student Guide & Agreement Signature Page ASAP to the CPCE Enrollment Team using one of the submission methods listed below. Please mark your submission: **ATTN: Director of Enrollment & Extension Services.**

- **Via Email:** cpceacademicservices@rowan.edu (You may paste the completed page into a body of an email or you may scan the complete page and send it as an email attachment. Email is the preferred method for submitting the Signature Page.)
- **Via FAX:** 856-256-5638
- **Via Snail Mail:** College of Professional & Continuing Education (CPCE), Rowan University, Education Hall, 3rd Floor, 201 Mullica Hill Road, Glassboro, NJ 08028

CPCE STUDENT INFORMATION & SIGNATURE

Rowan ID (if applicable/known)

Social Security Number _____ Date of Birth _____ (MM/DD/YYYY)

1. Legal name _____
last
first
middle

2. Other names that may appear on your academic records _____

3. Home phone number _____ Work number _____ Cell number _____

4. Email address _____

(Please write clearly. Per Rowan policy, all communication from the CPCE Enrollment Team will be sent to you via the email address you provide **until and unless** you are a matriculated student – at which point, your Rowan email address will be used.)

BY MY SIGNATURE BELOW, I VERIFY:

- that I give CPCE permission to matriculate me in my proper CPCE program (if not already matriculated);
- that I give CPCE permission to perform the manual registration necessary for all CPCE coursework throughout my entire program;
- that I understand I am responsible for the charges generated by the above registration;
- that I have read, understand and agree to all of my responsibilities as a CPCE student as outlined in the CPCE Student Guide & Agreement document;
- and that I understand it is also my responsibility to follow Rowan University-wide policies.

CPCE Student Signature

Date

(If you are submitting this information pasted within the body of an email, include next to your name the statement: "Please accept this as my electronic signature.")