Date Submitted:

College of Professional & Continuing Education (CPCE)
CPCE Partnership College Reciprocal Course Registration Form

This form is <u>for CPCE degree completion students in one of the offsite partnership programs</u> only. It is used to accurately record and report any student registration at the partnership college. (meaning any credits other than Rowan course credits.) The form is necessary in order to ensure that a student's financial aid status is correct, which allows Rowan's Financial Aid Office to disburse the correct amount of aid to the student in a timely manner each semester.

This form is also used by the CPCE Administrative Advisor to ensure that students are taking the correct courses – both County College courses and Rowan courses – and staying on track with program requirements.

<u>You will need to submit this form every semester to the CPCE Administrative Advisor. It must be turned in no later than 3 weeks before the start of the term.</u>

Basic Biographical and Academic Information **Rowan ID** *(if known)* ☐

Social Security # (optional) _____ Date of Birth _____(xx/xx/xx Month/Day/Year)

1. Legal Name _____
last *first* *middle*

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

3. Address _____
number and street *city* *state* *zip code*

County _____ State of legal residence _____

Month/year you began living in that state _____

4. Home Phone number _____ Work Number _____Cell number _____

5. **Email address** _____
(Please write clearly. Email is the format we will use to provide you with your activation and registration information)

Partner County College Courses

In the boxes below, please indicate the course number and the corresponding number of credits for each county college course you are registered for this semester. ***Remember, it is your responsibility to register yourself for the county college course(s) using the registration system and deadlines at the partner college.*** *Rowan <u>does NOT</u> register you for these courses. We collect this information for financial aid purposes.*

County College Course #s➔				
County College Credits➔				

Note: The total number of credits you indicate above will appear on your schedule/transcript as "Reciprocal Agreement." You will **not** receive a grade for this course and it does not affect your GPA. **If you drop/add any community college courses please resend this form and write "Updated" and the new date in the top corner.**

Rowan Courses

In the boxes below, please indicate the course number of the Rowan courses (RU) you are taking this semester. Rowan <u>does</u> register you for these courses. We collect this information for reference and verification purposes.

Rowan CRN(s) ➔ (or subject & crs # and title if CRN unknown)				

_____

(signature) ☐ *Check here if this is being emailed and the above is an electronic signature* *(date)*

Submitting Your Form

Please fax or email this form (by no later than 3 weeks before the term) as an attachment to Amanda DeValerio, CPCE Administrative Advisor, at 856-256-5638 or devalerio@rowan.edu.