

Activation: Activation is the process through which we assign a Rowan (Banner) ID number and PIN to a student and set them up in the Rowan system so that they are eligible to register. Sometimes, a student may already have a Rowan ID but needs to be re-activated, which this form will also cover.

Registration Permission: This is a special form that is only given to those students (undergrad/grad, non-matriculated/matriculated) for whom CPCE will be managing their registration process. Students given this form should NOT go online to register themselves. Therefore, it is very important that the "Registration Permission" section of this document is completed and **signed**. By signing this form, students give CPCE permission to both activate/re-activate them in the system (if needed) AND register them for the particular course(s) noted. **Note:** It is still the student's responsibility to make sure that they do not have any holds and that they meet any pre-requisites and/or restrictions for the course. CPCE will not be able to enter a registration override without permission.

Payment: Every time a student is registered for a course, a CPCE course charge is generated and placed on the student's account. It is the student's responsibility to ensure that the payment is made. Payment should usually be made within 72 hours of registration. (Pay online via www.rowan.edu/selfservice.) If a student believes that their costs will be covered by financial aid, they should confirm this with Rowan's Financial Aid Office at 856-256-4250. If the student believes that their bill will be covered by a third-party, it is still their responsibility to ensure that the special third-party billing has been set up on their behalf. Students should confirm this with their area coordinator and/or the CPCE Advisor.

Submit this form to CPCE ASAP (but no later than 5 days before the start of the course) to register for an upcoming CPCE course!

Please check the website at www.rowan.edu/cpceschedules for a list of CPCE Registration and Payment deadlines (including drop/add dates). Per University policy, no refunds are possible after drop/add.

Information to Know:

- **This form is used to register for CPCE courses only.** (CPCE courses are Rowan courses offered through the College of Professional & Continuing Education). CPCE courses are designed to serve the part-time, working adult learner and therefore, they are usually offered via a non-traditional delivery mode such as off-site, online, accelerated, etc. CPCE courses usually have different registration and drop/add deadlines.
- **Current Matriculated Undergrad and Graduate Students** enrolled in traditional on-campus programs at Rowan need special permission to register for a CPCE course. Please contact cpceacademicservices@rowan.edu.
- If you **already have a Rowan (Banner) ID number**, you should already be in our system. Please put your Rowan ID number in the box located in the upper right of the Activation & Permission Form. We do ask that you still complete and sign the entire form for our records.
- **Non-Matriculated Undergrad Students (not enrolled in a degree/certificate program at Rowan)** may use this form. You may take a maximum of 11.5 credits per semester but may not accumulate a total number of credits greater than 24.
- **Non-Matriculated Grad Students (not enrolled in a degree/certificate program at Rowan)** may use this form. You may take a maximum of 9 ** credits until accepted (matriculated) into a graduate program. (There are some exceptions to this number, so please check with your graduate program of choice.) ** *Students who present evidence of a master's degree are not restricted to the 9 credit limit, but must register as a non-degree student.*
- Students who have been *accepted* into a Rowan University undergraduate or graduate program are considered *matriculated*. Students who have *applied* to Rowan University are considered *non-matriculated* until accepted into a program and may register for courses only during the designated registration times for non-matriculated students. (If you have applied to Rowan University, you will be automatically entered into the system and given a Rowan ID number which should allow you to be registered as a non-matric.)

CPCE Activation & Permission Form

This is a special form that is only given to those students (undergrad/grad, non-matriculated/matriculated) for whom CPCE will be managing their registration process. Students given this form should NOT go online to register themselves.

Basic Biographical and Academic Information

Rowan ID (if 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. 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.)

6. Race/ethnicity

- Puerto Rican Cuban Central or South American African American American Indian or Alaskan Native
 Asian or Pacific Islander Hispanic-Other White, Non-Hispanic Mexican Choose not to report

7. Gender: Male Female Choose not to report

8. Previous academic or professional preparation:

Major Institution Attended City State Degree Earned Date

Undergraduate Preparation/degree(s)* _____

Graduate Preparation/degree(s) _____

* In most cases, you must have earned a Bachelor's degree in order to register for a graduate-level course.

9. Do you plan to apply/did you apply to an undergraduate or graduate program at Rowan University? _____

Which one? _____ (Please also indicate if this is online/on-campus/off-site)

Signature Statement for Activation (Required for processing those who do not already have Rowan IDs)

I agree that all information supplied is correct to the best of my knowledge. (Please check one of the boxes below and sign and date.)

I understand that as a non-matriculated undergraduate student I can take no more than 24 credits of undergraduate coursework (no more than 11.5 credits per semester).

I understand that as a non-matriculated graduate student I can take no more than 9 credits of graduate coursework until accepted (matriculated) into a graduate program.

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

Registration Permission Signature Statement (Required for processing registration)

Please fill in the CRN(s), sign and date.

I give permission to CPCE to register me for the course(s) listed below identified by their 5-digit CRN(s).

I have verified that this is the correct CRN(s) for the course(s) I want. (Each box below is for one full, 5-digit CRN.)

I understand that once registered for this course(s), costs will be generated and assigned to my account. It is my responsibility to either pay them myself or ensure that any special payment arrangements have been made on my behalf – either through 3rd-party billing or financial aid/loans.

(Check here if you believe your bill will be handled by a third party.)

In addition, I know that any changes to my registration are my responsibility and must happen within official deadlines.

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)

CPCE Dean (or Director of Academic Services) (date)

Note: Students in accelerated programs should include CRN(s) above for all classes they will take for the entire term (both modules).

Submitting Your Activation & Permission Form and Obtaining Your Information/Confirmation

Preferred Method: If you were not given any special instructions, please **e-mail** this form as an attachment to cpceacademicervices@rowan.edu. (If it is more convenient, you may **fax** this form to 856-256-5638, Attn: CPCE, **or you may send** it to Rowan University, The College of Professional & Continuing Education, Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028.) Once you have been activated and registered, we will email you your Rowan ID and PIN (if applicable) along with your confirmation of registration, and any other necessary information. **Questions?** Email cpceacademicervices@rowan.edu or call 856-256-5435.