

LIMITED ENROLLMENT AND AUDITOR
COURSE REGISTRATION FORM 2017-18

NAME: _____ DATE: _____
Last First

SSN/ID#: _____ DATE OF BIRTH: _____

MAILING ADDRESS: _____
Street City State Zip

HOME/CELL TELEPHONE: () _____ WORK TELEPHONE: () _____

EMAIL ADDRESS: _____ CHURCH MEMBERSHIP: _____

DESIRED PROGRAM: LIMITED ENROLLMENT AUDITOR SPECIAL/OTHER

CAMPUS: NEW BRUNSWICK, NJ JAMAICA, NY (NBTS COURSES ONLY)

COLLEGE/UNIVERSITY: _____ DEGREE: _____ MAJOR: _____

PROOF OF A BACHELOR OF SCIENCE OR BACHELOR OF ARTS IS REQUIRED VIA AN OFFICIAL TRANSCRIPT

GRADUATE/SEMINARY: _____ DEGREE: _____ MAJOR: _____

ACCOUNTING

COURSE NUMBER	COURSE TITLE	INSTRUCTOR	CREDITS	TUITION	TOTAL
<small>9 DIGIT ALPHA-NUMERIC CODE</small>					
LIMITED ENROLLMENT (6 Credits Maximum Per Semester)					Limited Enrollment
				X \$593.00 <small>Course Credit</small>	.
				X \$593.00 <small>Course Credit</small>	.
AUDIT (require professor's permission)					Audit
				X \$296.50 <small>Auditing</small>	.
				X \$296.50 <small>Auditing</small>	.
			TOTAL CREDITS		
				SUBTOTAL:	.
				CREDITS:	- .
				REGISTRATION FEE:	+ 178.00
				TOTAL DUE:	.

APPROVAL OF THE INSTRUCTOR IS REQUIRED PRIOR TO REGISTERING FOR COURSES.

PLEASE ATTACH A COPY OF THE INSTRUCTOR'S APPROVAL TO THIS REGISTRATION FORM.

PASS/FAIL IS NOT PERMITTED

NAME: _____ DATE: _____
PRINT LEGIBLY

SIGNATURE: _____

BY SIGNING ABOVE, I UNDERSTAND AND AGREE THAT I AM BOUND TO THE PAYMENT AGREEMENT NOTED ABOVE AND THAT I HAVE READ AND UNDERSTAND THE ACADEMIC POLICIES STATED IN THE STUDENT HANDBOOK.

PRIVACY RIGHTS OF STUDENTS: Notice is hereby given that New Brunswick Theological Seminary is prepared to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 90-247, as amended) and any regulations that may be promulgated there.

OFFICIAL USE ONLY	Instructor Approval: _____	Date Received: _____
	Bursar Approval: _____	Date Received: _____
	Registrar Approval: _____	Date Entered: _____

STUDENTS MUST HOLD A BACHELOR'S DEGREE, WITH A MINIMUM GPA OF 2.5, AS A PRE-REQUISITE TO REGISTERING FOR A COURSE AS A LIMITED ENROLLEE OR AN AUDITOR. AN OFFICIAL TRANSCRIPT SHOWING EVIDENCE OF AN EARNED BACHELOR'S DEGREE IS REQUIRED. PROSPECTIVE STUDENTS MUST SUBMIT A STATEMENT OF PURPOSE ALONG WITH THIS APPLICATION.

LIMITED ENROLLMENT

LIMITED ENROLLMENT STUDENTS WILL BE PERMITTED TO ENROLL FOR NO MORE THAN TWO COURSES IN A GIVEN SEMESTER (**SIX CREDITS MAXIMUM**). THE STUDENT MUST GAIN THE APPROVAL OF THE INSTRUCTOR PRIOR TO REGISTERING FOR THE COURSE(S). WHEN AN ADJUNCT PROFESSOR IS INSTRUCTING THE COURSE, THE STUDENT MUST GAIN THE APPROVAL OF THE DEAN OF THE SEMINARY. IF A CLASS HAS A PRE-REQUISITE THAT HAS NOT BEEN TAKEN, THE STUDENT WILL NOT BE PERMITTED TO REGISTER. STUDENTS MUST TAKE THE COURSE FOR A LETTER GRADE - PASS/FAIL IS NOT PERMITTED. LIMITED ENROLLMENT STUDENTS ARE REQUIRED TO MAINTAIN A MINIMUM GPA OF 2.5 WHILE TAKING SEMINARY CLASSES.

THE MAXIMUM NUMBER OF CREDITS A STUDENT MAY ATTEMPT/EARN IN LIMITED ENROLLMENT STATUS IS TWELVE. WHEN A LIMITED ENROLLMENT STUDENT HAS ATTEMPTED/COMPLETED TWELVE CREDITS OF COURSEWORK, THEY MUST EITHER APPLY FOR MATRICULATION IN AN ACADEMIC PROGRAM, IF QUALIFIED, OR END THEIR SEMINARY STUDIES. LIMITED ENROLLMENT STUDENTS MUST COMPLETE THE REGISTRATION FORM IN FULL. THE LIMITED ENROLLMENT FEE IS EQUIVALENT TO THE REGULAR CLASS FEE TIMES THE NUMBER OF CREDITS. IN ADDITION, THERE IS A NON-REFUNDABLE STUDENT FEE. LIMITED ENROLLMENT STUDENTS ARE NOT ELIGIBLE FOR SCHOLARSHIPS OR FOR STUDENT LOANS AND MUST PAY FOR COURSES PRIOR TO ENROLLMENT.

- FULL PAYMENT IS DUE UPON REGISTRATION - NO LIMITED ENROLLMENT STUDENT WILL BE PROCESSED WITHOUT PAYMENT.
- NO LIMITED ENROLLMENT STUDENT MAY REGISTER FOR A COURSE BEYOND THE SECOND WEEK OF THE TERM.
- ONLY CLASSES WITH SPACE AVAILABLE, BELOW THE CAP, WILL BE OPEN TO LIMITED ENROLLEES.

CLASS AUDITING

CLASS AUDITING IS PRESENCE IN A CLASSROOM WITHOUT RECEIVING ACADEMIC CREDIT OR A LETTER GRADE. NEW BRUNSWICK THEOLOGICAL SEMINARY PERMITS THE AUDITING OF REGULARLY SCHEDULED CLASSES WITH THE INSTRUCTOR'S APPROVAL. THE EXTENT OF PARTICIPATION MUST BE ARRANGED AND APPROVED BY THE COURSE INSTRUCTOR. WHEN AN ADJUNCT PROFESSOR IS INSTRUCTING THE COURSE, THE AUDITING STUDENT MUST GAIN THE APPROVAL OF THE DEAN OF THE SEMINARY. AUDITING STUDENTS MUST COMPLETE THE REGISTRATION FORM IN FULL. THE AUDIT FEE IS ONE HALF OF THE REGULAR CLASS FEE TIMES THE NUMBER OF CREDITS. IN ADDITION, THERE IS A NON-REFUNDABLE REGISTRATION FEE.

- FULL PAYMENT IS DUE UPON REGISTRATION - NO AUDITING STUDENT WILL BE PROCESSED WITHOUT PAYMENT.
- NO AUDITING STUDENT MAY REGISTER FOR A COURSE BEYOND THE SECOND WEEK OF THE TERM.
- ONLY CLASSES WITH SPACE AVAILABLE, BELOW THE CAP, WILL BE OPEN TO AUDITORS; AUDITING MAY NOT BE APPROPRIATE FOR ALL COURSES EVEN IF CLASS SEATS ARE AVAILABLE.

AUDITORS WILL BE INVITED TO PARTICIPATE IN CLASS ACTIVITIES AT THE DISCRETION OF THE INSTRUCTOR; HOWEVER, THE INSTRUCTOR IS NOT REQUIRED TO EVALUATE IN ANY WAY CLASS ACTIVITIES AND PROJECTS. AUDITORS MAY NOT TAKE QUIZZES AND EXAMINATIONS AND WILL NOT RECEIVE A GRADE. AN INDIVIDUAL AUDITING A COURSE WILL NOT BE PERMITTED TO CHANGE HIS OR HER AUDIT STATUS TO A CREDIT STATUS. INDIVIDUALS WHO ARE AUDITING A COURSE AND ARE NOT ENROLLED IN ANY COURSES AS CREDIT STUDENTS WILL NOT BE ENTITLED TO ANY OF THE SERVICES OR PRIVILEGES PROVIDED TO CURRENTLY ENROLLED STUDENTS.