RUTGERS
School of Arts and Sciences

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Second Degree/Non Matriculated Student - Course Registration Request

Name: _____
Last First Middle Initial

RUID: _____ ☐ Non Matriculating ☐ Second Degree
Check One

Email Address: _____ Prior Degree From: _____

Signature: _____ Date: _____
(Please print out and sign before submitting form. (Original hand-written signature only))

Course Number	Index #	Rutgers Prerequisite	School/Year Taken	Special Perm #

If the course you are requesting requires pre-requisite approval, please fill out the bottom portion of this form and visit the department for pre-requisite review.

- **NJ Community College Courses:** Courses with NJ Transfer equivalents require a printed copy of the equivalency screen attached to this form. To find the equivalency screen, go to njtransfer.org, click "Find Course Equivalencies" on the left side, enter the name of the community college and Rutgers-SAS, and then enter course code at community college.
- **Courses at Other Colleges:** Bring this form and a course description to the Rutgers department that offers similar courses. Course must be approved and given a Rutgers course equivalent by the department. For a list, see sas.rutgers.edu/academics/departments-a-degree-granting-programs.

School: _____ Semester/Year: _____
Course Name: _____ Course Number: _____
Department: _____ **Approval Signature:** _____
Rutgers Equivalent: _____

School: _____ Semester/Year: _____
Course Name: _____ Course Number: _____
Department: _____ **Approval Signature:** _____
Rutgers Equivalent: _____

Please note: if you have not taken math, English, or a required pre-requisite to register, you may be required to take the appropriate placement test. See oirap.rutgers.edu/testplace.html or contact the Rutgers Placement Testing Administrator directly at 848-932-8445 or **testingandplacement@rutgers.edu**.

We can only add an open course. If a course is closed, you can choose a different course, or you can contact the individual department to obtain special permission to attend. Procedures for special permission vary considerably, so be sure to check the department's webpage for specific guidelines.

Second Degree students: You will be unable to register until the Academic Planning Worksheet is submitted.