# Second Degree/Non Matriculated Student - Course Registration Request

Name: 

Last | First | Middle Initial  
--- | --- | ---  
  
RUID:  

Non Matriculating | Second Degree  
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E-Mail Address:  

Prior Degree From:  

Signature:  

Date:  

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Index #</th>
<th>Rutgers Prerequisite</th>
<th>School/Year Taken</th>
<th>Special Perm #</th>
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If the course you are requesting requires prerequisite approval, please fill out the bottom portion of this form and visit the department for prerequisite 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](http://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](http://sas.rutgers.edu/academics/departments-a-degree-granting-programs).

School:  

Course Name:  

Department:  

Approval Signature:  

Rutgers Equivalent:  

Semester/Year:  

Course Number:  

School:  

Course Name:  

Department:  

Approval Signature:  

Rutgers Equivalent:  

Semester/Year:  

Course Number:  

Please note: if you have not taken math, English, or a required prerequisite to register, you may be required to take the appropriate placement test. See [oirap.rutgers.edu/testplace.html](http://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 their specific guidelines.

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