



One Stop Service Center: (908)737-3463 (REGME)
 Financial Aid: (908)737-3190
 Center for Academic Success (CAS), 1st floor

Student Accounting: (908) 737-3240
 Administration Building, 3rd floor

NEVER ATTENDED COURSE REINSTATEMENT

PROCEDURES FOR REGISTRATION REINSTATEMENT TO COURSES REPORTED AS BEING NEVER ATTENDED:

STEP 1: Obtain Professor's signature for all courses reported as being never attended.

STEP 2: If you are a financial aid recipient, a financial aid counselor must review and sign the form. *Financial Aid approval required.*

STEP 3: The Student Accounting Office must review and sign the form. The class reinstatement may increase your tuition balance which is due prior to reinstatement. *Student Accounting approval required.*

STEP 4: Email signed form to the One Stop Service Center at regme@kean.edu to adjust your registration for the courses indicated below. *One Stop Service Center approval required.*

Student Last Name	Student First Name	Student ID#	Year/Term
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COURSES TO REINSTATE:

Course Number	Section #	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section #	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section #	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature
Course Number	Section #	Credits	First Date of Attendance	Reason for Reinstatement
Faculty Name (Print)				Faculty Signature

I understand that reinstatement of the above course(s) may change my enrollment status (full-time/part-time), which may also impact my tuition balance and/or Financial Aid eligibility.

Student's Signature	Student Telephone #	Date
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Housing Off campus On Campus

REQUIRED APPROVALS:

Financial Aid Signature	Financial Aid Increase Amount	Date
Student Accounting Signature		Date
One Stop Service Center Signature		Date