Office of the Registrar/One Stop Service Center:
Administration Building, 1st floor
Phone: 908-737-3290/Fax: 908-737-3299
regme@kean.edu

Kean Ocean Administrative Office:
Gateway Building, 103
Phone: 732-255-0356/Fax: 732-255-0465
keanocc@kean.edu

REGISTRATION PETITION

Complete and return signed form to the Office of the Registrar/Kean Ocean Administrative to adjust your registration for the courses indicated below. **Registration in any course requires payment in accordance with published procedures.**

		❑ Fall 20____ ❑ Spring 20____	❑ Summer I 20___ ❑ Summer II 20___
Student's Last Name	**Student's First Name**	**Student's ID#**	
Student's Signature	**Student's phone number**	**Date**	

PREREQUISITE/CO-REQUISITE OVERRIDE or APPROVED PETITION REQUIRED

Approval is granted to enroll in the following courses which require special approval.

Subject	Course Number	Section Number	Executive Director's/Chairperson's Signature	Date

CREDIT OVERLOAD

Approval is granted to exceed the maximum credits permitted for the student's classification.

Number of Credits approved	Deans' office signature	Date

TIME CONFLICT OVERRIDE

Approval is granted to enroll in the following two courses which are in conflict of day and/or time.
Signature of each Academic Program is required.

Subject	Course Number	Section Number	Days/Times/Instructor	Executive Director's/Chairperson's Signature	Date

One Stop Initials/Date: