



Office of the Registrar/One Stop Service Center  
 Center for Academic Success Building, 1<sup>st</sup> 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 ([regme@kean.edu](mailto:regme@kean.edu))/Kean Ocean Administrative ([keanocc@kean.edu](mailto:keanocc@kean.edu)) to adjust your registration for the courses indicated below. **Registration in any course requires payment in accordance with published policies/procedures.**

<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Summer I 20____
<input type="checkbox"/> Spring 20____	<input type="checkbox"/> 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:
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