



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

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

## REGISTRATION REQUEST FORM

I understand this registration request will only be honored if:

- I meet the course requirements. See the University Catalog or KeanWISE for any prerequisite, corequisite or other course requirements.
- I have no holds or other restrictions.
- I am unable to register on KeanWISE myself.
- There are seats available in the course at time of processing at One Stop Service Center.
- The form is returned during an open registration period (prior to the end of any Add/Drop period).

**I understand this registration request may change my current full-time/part-time status and may impact my Financial Aid eligibility and/or tuition balance.**

Please return completed form to the One Stop Service Center via email at [regme@kean.edu](mailto:regme@kean.edu) to adjust your schedule for the courses indicated below.

<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#	Date
Student's Signature	Student's Phone Number	Student's Kean Email Address	

**ADD:**

Dept/Program	Course Number	Section Number	Course Title	Credits
Ex: Math	1000	01	Foundations of Math	3

One Stop Signature:	Date:
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