

# SPRING 2017

## SYSTEM AVAILABILITY

**KeanWISE is available 24 hours a day, 7 days a week unless otherwise indicated. KeanWISE may be unavailable on Fridays from 2 p.m. to 6 p.m. for system maintenance.**

1. Every effort should be made to register using [KeanWISE](#) during your priority dates as listed below.
2. After initial registration, students may use [KeanWISE](#) to make changes to their schedule.
3. Students encountering problems with [KeanWISE](#) should contact the [Office of the Registrar](#) in person or by calling (908) 737-3290 during regular business hours (Mon, Tues, Thurs. 8:00 a.m. to 6:00 p.m.; Wed. 8:00 a.m. to 8:00 p.m.; Fri. 8:00 a.m. to 5:00 p.m.; Sat. 9:00 a.m. to 1:00 p.m.); Kean-Ocean students may also visit the Kean-Ocean administrative office located in the Gateway Building, Ocean County College, or call (732) 255-0356. For updated hours of operation, please visit the [Office of the Registrar](#) website at <http://www.kean.edu/offices/registrar>.

## UNDERGRADUATE

Undergraduate matriculated students who have taken classes within the last year are eligible for registration. If you have not taken class for two consecutive semesters, please visit [www.kean.edu/admissions/transfer-admissions/transfer-application-instructions](http://www.kean.edu/admissions/transfer-admissions/transfer-application-instructions) to complete an application for Re-Admission. For more information, please visit the Office of Admissions, located in Kean Hall- North Wing, 1st floor.

- A. **Matriculated students in good academic standing who have completed courses at Kean within the past academic year (Spring 2016 – Fall 2016)**

### Eligibility Group

Scholars\*, Athletes\*\*\*, Newly Admitted Transfer Students, Students with a disability\*\*

### Priority Dates

Tuesday, November 1, 2016

### All other matriculated undergraduates by completed credits

100 credits and above	Wednesday, November 2, 2016
90 credits and above & Freshmen (M—Z)	Thursday, November 3, 2016
79 credits and above & Freshmen (A—L)	Friday, November 4, 2016
69 credits and above	Monday, November 7, 2016
56 credits and above	Wednesday, November 9, 2016
51 credits and above	Thursday, November 10, 2016
44 credits and above	Friday, November 11, 2016
35 credits and above	Monday, November 14, 2016
29 credits and above	Tuesday, November 15, 2016
0 credits and above	Wednesday, November 16, 2016

All students

**Late Registration\*\*\*\***

November 17–January 16, 2017 \*\*\*\*

December 15, 2016

**\*\*\*\*Students registering on or after December 15 will be assessed a late registration fee of \$105.00\*. Students registering on or after the first day of the term will be assessed a late registration fee of \$210.00. Newly admitted students who have been accepted by Kean University two weeks prior to the payment due date and thereafter will be exempt from this policy.**

\*Eligible scholars (3.85 GPA)

\*\*Students with a disability requiring additional services must be on file with Counseling & Disability Services, Downs Hall Room 127 in order to be eligible for registration on November 1, 2016. \*\*\*Athletes listed on the Athletic Department Roster.

B. Undergraduate Non-Matriculated Students December 1 – January 16, 2017

C. Space Available/Senior Citizens/ January 24, 2017

State of NJ-Tuition Benefit for Unemployed Person\* - **\*Overload authorization will not be accepted for closed courses. Other Restrictions may apply. For detailed information, please visit the Financial Aid website at <http://www.kean.edu/offices/financial-aid/unemployment-tuition-waiver>.**

## GRADUATE

Graduate matriculated students who have taken classes within the last year are eligible for registration. If you have not taken classes for two consecutive semesters, please visit [grad.kean.edu/forms](http://grad.kean.edu/forms) to complete a Program Reactivation Request. For more information, please visit the Office of the Registrar, Student Support Services, located in the Administration Building, 1<sup>st</sup> Floor.

### Eligibility Group

Graduate Continuing Students

Newly Admitted Graduate Students

Graduate Non-Matriculated Students

Readmitted Students

**Late Registration\*\*\*\***

### Priority Dates

November 1, 2016 - January 16, 2017\*\*\*\*

November 1, 2016 - January 16, 2017\*\*\*\*

December 1 – January 16, 2017

December 1 – January 16, 2017

December 15, 2016

\*\*\*\*Students registering on or after December 15 will be assessed a late registration fee of \$105.00\*. Students registering on or after the first day of the term will be assessed a late registration fee of \$210.00. Non-matriculated students and newly admitted students who have been accepted by Kean University two weeks prior to the payment due date and thereafter will be exempt from this policy.

## POST-BACCALAUREATE

Baccalaureate Certification and PBM Students in good academic standing who have attended within the past academic year (Spring 2016 – Fall 2016) are eligible for registration. Students who have not attended in the last academic year must see the [Certification Office](#) for readmission.

### Eligibility Group

Graduate Continuing Students

Newly Admitted Graduate Students

Graduate Non-Matriculated Students

Readmitted Students

**Late Registration\*\*\*\***

### Priority Dates

November 1, 2016 - \*January 16, 2017\*\*\*\*

November 1, 2016 - \*January 16, 2017\*\*\*\*

December 1 – January 16, 2017

December 1 – January 16, 2017

December 15, 2016

\*\*\*\*Students registering for the first time on or after December 15 will be assessed a late registration fee of \$105.00\*. Students registering on or after the first day of the term will be assessed a late registration fee of \$210.00. Non-matriculated students and newly admitted students who have been accepted by Kean University two weeks prior to the payment due date and thereafter will be exempt from this policy.