

**STUDENT INFORMATION:**

TERM \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

**INTENDED ENROLLMENT STATUS:**

PART TIME

FULL TIME

**REQUESTED COURSES**

	Course #	Name of Course		Day	Time	Start Date
1						
2						
3						
4						

**Course loads of more than 15 credits per semester or more than two online courses per term requires Academic Advisor or Dean approval.  
Return completed form to the Registrar's Office: 60 Park Place, Suite 701, Newark, NJ 07102 or fax to 973-242-3282**

**My responsibilities regarding online courses:**

- I have completed the online [Technology Skills Assessment](#) and have attached the results for submission with this registration request. Or I will complete the assessment on the back and ask the Registrar's Office to calculate and notify me of my results.
- I will check my student email account for online course login instructions.
- I will login by first day of online course start. Failure to log in and complete my first assignment by Day 6 **may** result in automatic unregistration which will reduce my enrollment status and jeopardize my financial aid funding.
- By requesting online courses, I affirm that I will have regular access to a computer by which I will complete my required assignments on a weekly basis.
- I understand that it is my responsibility to complete my assignments by the schedule outlined in the online course syllabus.
- I understand that extensions may be granted only for deficiencies as a result of illness or situations beyond my control and not because of neglect. This request must be submitted to the Registrar's office no later than the last day of final exams of the course.

**By signing below, I affirm that I have read and understand my responsibilities regarding my enrollment in the online courses I requested above.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Required to process registration*

Academic Advisor Signature

Date

Registrar Staff

Date Entered

### Assess Your Online Learning Aptitude - Potential for Success Indicators

To gauge how well you may do taking online courses, please answer the following questions as honestly as possible. Each question is valued 1 through 5. After answering all of the questions a response will be computed by the Registrar's Office. It is our intention that the system's response will be helpful in your educational journey.

Question	Strongly disagree	Disagree	Unsure or average	Agree	Strongly agree
I seek to learn new things, using a variety of educational methods and learning tools.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I like learning on my own, and am disciplined enough to succeed without close faculty supervision.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I enjoy learning from and with others; the idea of interacting with professors and peers online is appealing to me.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
When encountering learning obstacles, I ask questions and take initiative to solve problems and resolve issues.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have sufficient time available in my schedule to work on my own and interact with others to complete the coursework.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I have the motivation and commitment as well as the management and organizational skills to meet course deadlines.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I can be academically successful in an environment that depends heavily on substantial reading, writing, discussing, and online media.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I possess adequate technology resources (computer, software, Internet access, etc.) to be able to complete an online course.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I utilize a computer on a regular basis, am not overwhelmed by it, or afraid it will "blow up" if I click on something new and different.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
I am able to communicate and accomplish many different tasks by using various software and web-based computer programs.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5