

# UNION COUNTY COLLEGE

# DISTANCE EDUCATION ADMISSIONS APPLICATION/REGISTRATION FORM

## ADMISSIONS OFFICE

CRANFORD, ELIZABETH, PLAINFIELD, SCOTCH PLAINS  
1033 SPRINGFIELD AVENUE, CRANFORD, NJ 07016

Fax: (908) 709-7131

Phone: (908) 709-7123

FIRST TIME STUDENTS PAY \$35.00 APPLICATION FEE

\_\_\_ SPRING \_\_\_ SUMMER I \_\_\_ SUMMER II \_\_\_ FALL \_\_\_ WINTER (\_\_\_) YEAR)

**PLEASE READ CAREFULLY: NO ACTION CAN BE TAKEN UNLESS ALL STUDENT INFORMATION HAS BEEN COMPLETED AND SIGNED. PRINT PLAINLY IN BOXES PROVIDED. (STUDENTS MUST ATTACH PROOF OF PRE REQUISITES, UNOFFICIAL TRANSCRIPT OR VISITING STUDENT FORM).**

STUDENT ID NUMBER										MAJOR										E-MAIL ADDRESS																			
LAST NAME										FIRST NAME										MI										FORMER NAME									
NUMBER AND STREET OF MAILING ADDRESS (NO PO BOX)																				CITY OR TOWN					STATE			ZIP CODE				CT CD *							
DATE OF BIRTH					AREA CODE HOME PHONE NUMBER					AREA CODE BUSINESS PHONE NUMBER					AREA CODE EMERGENCY PHONE																								

U.S. CITIZEN \_\_\_ YES \_\_\_ NO    IF NO PLEASE INDICATE VISA TYPE \_\_\_\_\_    EXPIRATION DATE \_\_\_\_\_  
 PERMANENT RESIDENT \_\_\_\_\_    IS ENGLISH YOUR NATIVE LANGUAGE \_\_\_\_\_

**DID YOU ATTEND IN UNITED STATES :**    HIGH SCHOOL \_\_\_ YES \_\_\_ NO    ELEMENTARY SCHOOL \_\_\_ YES \_\_\_ NO

NAME OF HIGH SCHOOLS & UNIVERSITIES ATTENDED (INCLUDING UNION COLLEGE OR U.C.T.I.)	CITY, STATE	DATE OF ATTENDANCE FROM:    TO:	DEGREE RECEIVED
1.			
2.			
3.			

**ATTACH YOUR TRANSCRIPT OR VISITING STUDENT FORM WHEN FAXING - ENTER YOUR CLASS SCHEDULE IN THIS SECTION**

START/END DATES	COURSE CODE	SECTION #	LAB	CR HRS	COURSE TITLE	DAYS AND TIMES

I certify I am a current resident and \_\_\_ have \_\_\_ have not been a resident in the State of New Jersey for 12 months: I will notify the institution of any change in address. I understand any falsification or omission of information will result in disqualification or dismissal.

<p><b>CHECK THE BOXES DESCRIBING YOUR REASONS FOR ATTENDING THIS COLLEGE :</b></p> <p><input type="checkbox"/> 1. TO EARN A DEGREE/CERTIFICATE/DIPLOMA</p> <p><input type="checkbox"/> 2. TO PREPARE FOR A NEW CAREER</p> <p><input type="checkbox"/> 3. TO PREPARE FOR TRANSFER TO A FOUR-YEAR SCHOOL</p> <p><input type="checkbox"/> 4. TO IMPROVE SKILLS FOR MY JOB</p> <p><input type="checkbox"/> 5. TO TAKE COURSES FOR PERSONAL INTEREST</p> <p><input type="checkbox"/> 6. OTHER, PLEASE SPECIFY _____</p> <p>YOUR MOST IMPORTANT REASON IS NUMBER _____</p>	<p><b>THE FOLLOWING QUESTIONS ARE REQUIRED BY THE U.S. DEPT. OF HEALTH, EDUCATION AND WELFARE, TITLE VI OF THE CIVIL RIGHTS ACT. COMPLETION IS VOLUNTARY.</b></p> <p>SEX :    MALE ___    FEMALE ___</p> <p>RACE :</p> <p><input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE</p> <p><input type="checkbox"/> ASIAN/PACIFIC ISLANDER</p> <p><input type="checkbox"/> AFRICAN AMERICAN</p> <p><input type="checkbox"/> CENTRAL/SOUTH AMERICAN</p> <p><input type="checkbox"/> CUBAN</p> <p><input type="checkbox"/> HISPANIC</p> <p><input type="checkbox"/> MEXICAN</p> <p><input type="checkbox"/> PUERTO RICAN</p> <p><input type="checkbox"/> WHITE, NON-HISPANIC</p> <p><input type="checkbox"/> OTHER _____</p>	<p><b>DISTANCE ED FORMS WILL NOT BE ACCEPTED WITHOUT CREDIT CARD INFORMATION: FOR FEE INFORMATION CHECK STUDENT FEES ON WEB PAGE.</b></p> <p><b>COMPLETED BY STUDENT PAYING CREDIT CARD BY MAIL &amp; FAX ONLY (PLEASE PRINT) <u>NO</u> AMERICAN EXPRESS.</b></p> <p>CREDIT CARD NAME _____</p> <p>NUMBER _____</p> <p>EXPIRATION DATE _____</p> <p>NAME ON CARD _____</p>
<p>I understand I am responsible for making all schedule changes, including withdrawals, with an advisor. I have received information regarding the college's substance abuse policies, voter registration, campus security procedures, Sexual Assault Bill of Rights, completion or graduation rate, transfer rate, meningococcal meningitis and crime statistics. I understand the student health insurance requirement and, if applicable, I have, or am prepared to purchase or provide evidence of health insurance coverage. I also understand the Immunization requirement and (if applicable) I have/will provide immunization verification. Payment is due with this registration. I have received and will review the UCC payment, refund and cancellation policies on the back of this form.</p>		
<p>_____ STUDENT'S SIGNATURE</p>	<p>_____ DATE</p>	<p>_____ COMMENTS</p>

It is the policy of Union County College to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1991. Union County College does not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, disability or other legally protected status in its provision in all educational programs and activities or other services. Union County College is an Equal Opportunity Employer.

\* NEW JERSEY COUNTY CODES (CT CD)

<u>CODE</u>	<u>COUNTY</u>	<u>CODE</u>	<u>COUNTY</u>	<u>CODE</u>	<u>COUNTY</u>	<u>CODE</u>	<u>COUNTY</u>
01	ATLANTIC	07	ESSEX	13	MONMOUTH	19	SUSSEX
02	BERGEN	08	GLOUCESTER	14	MORRIS	20	UNION
03	BURLINGTON	09	HUDSON	15	OCEAN	21	WARREN
04	CAMDEN	10	HUNTERDON	16	PASSAIC	88	OUT OF STATE
05	CAPE MAY	11	MERCER	17	SALEM	99	OUT OF COUNTRY
06	CUMBERLAND	12	MIDDLESEX	18	SOMERSET		

**REGISTRATION**

Students may register on any campus for courses given on any other campus. Students may attend more than one campus a semester, but must have at least **1 (one)** hour between courses. Schedule changes may be done on any campus with a counselor/advisor. E.O.F. students must register with an E.O.F. counselor/advisor. Students in nursing courses must register with the Schools of Nursing for registration and course changes.

**Admissions – Area Code (908)**

Cranford Campus .....	709-7596
Elizabeth Campus .....	965-6051
Plainfield Campus .....	412-3550
Scotch Plains – UCC/UMDNJ/Joint Program.....	889-2483

**Academic Placement Testing** ..... 709-7486

**Counseling/Center Services**

Cranford Campus .....	709-7525
Elizabeth Campus .....	965-6065 or 965-6067
Plainfield Campus .....	412-3588

**Educational Opportunity Fund (EOF)** ..... 709-7088

**Financial Aid**

Cranford Campus .....	709-7140
Elizabeth Campus .....	965-6063
Plainfield Campus .....	412-3571

**Bookstore**

Cranford Campus .....	709-7619
Elizabeth Campus .....	965-6068
Plainfield Campus .....	412-3560

**Records/Registration**

Cranford Campus .....	709-7135
Elizabeth Campus .....	965-6052
Plainfield Campus .....	412-3550

**Recruitment – College Info & Public Transportation** ..... 709-7518

**Student Accounts**

Cranford Campus .....	709-7063
Elizabeth Campus .....	965-6056
Plainfield Campus .....	412-3585

**Transcripts from UCC** ..... 709-7132

**Verification of Enrollment** ..... 709-7134

**STUDENTS ACCOUNTS**

The policy of Union County College is payment upon registration. Therefore, all tuition, course fees, and other related costs should be paid at the Office of Student Accounts on the day registration takes place. The College accepts Visa, MasterCard, and Discover in addition to cash, check, and money order. Failure to make payment on the day of registration will subject your schedule to being voided for non-payment. Registered students should see a counselor and complete an ADD/DROP form in order to make any changes to their schedule. Students receiving full or part financial aid should stop at the Office of Student Accounts to pay any open balance on the day registration takes place. Students have 30 days from the first day of the regular semester to submit Chargeback papers, Parking Decal Waivers, and Hospitalization Waivers to the Office of Student Accounts. All students should obtain and refer to UCC Catalog, Student Handbook, and current Tuition & Fee sheet for additional information.

- A \$40 Re-Registration Fee will be assessed to all students who re-register after being voided for non-payment.
- A \$45 Course Change Fee will be assessed to all students as a result of making a change to the student’s schedule.
- A \$50 Late Registration Fee will be assessed to all students who register on the first day of the semester and thereafter.
- A \$40 Return Check Fee will be assessed to all students when the bank returns the check. Students will be required to pay their balances in cash once a Returned Check Fee has been charged to the student’s account.
- A \$75 Student Schedule Reinstatement Fee will be assessed to all students who seek to have their schedules reinstated after the official college withdrawal date.

Refunds are made on tuition and course fees only. No other fees are refundable. Refunds take approximately six weeks to be processed. Refunds for all semesters will be determined by the date shown on the student’s official withdrawal form. A student is not eligible for a refund unless a College Official signs the withdrawal and the form is submitted to the Registrar’s Office. “W” grades are not eligible for refunds and students will be responsible for the payment of these courses. No official withdrawal from classes or College can be completed by telephone. For further information, consult the UCC Student Handbook.

Unpaid balances after the first bill due date are subject to a \$35 per month late fee. Unpaid balances at the end of the semester are subject to being sent to a Collection Agency, which may add 35% to 40% to the outstanding balance and may disrupt credit worthiness since delinquent accounts are reported to national credit bureaus.

**Summer/Winter Sessions**

- Withdrawal prior to the start of the session will result in a 100% credit of only Tuition and Course fees. The student is still responsible for the payment of the General, Technology, and Athletic/Wellness Fees.
- Withdrawal from the first day of the session through the third day of the session will result in a 50% refund of only the Tuition and Course Fees. The student is responsible for the payment of the General, Technology, and Athletic/Wellness Fees in addition to 50% of the Tuition and Course Fees.
- No refund of Tuition or any Fees will be available after the third day of the session.

**Federal Financial Aid Recipients:**

- Federal financial aid recipients are subject to a reduction of their financial aid if they completely withdraw (officially or unofficially) from their classes within the 60% period of any given semester.
- All financial aid recipients are responsible for the costs incurred for tuition, fees, books, and related costs should their financial aid be revised or cancelled.
- Check with the Financial Aid Office on any campus.