

UNION COUNTY COLLEGE

DISTANCE EDUCATION

ADMISSIONS OFFICE

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

Fax: (908) 709-7131
Phone: (908) 709-7123

APPLICATION/REGISTRATION FORM
FIRST TIME STUDENTS PAY \$30.00 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.

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>CHECK THE BOXES DESCRIBING YOUR REASONS FOR ATTENDING THIS COLLEGE:</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>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.</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>DISTANCE ED FORMS WILL NOT BE ACCEPTED WITHOUT CREDIT CARD INFORMATION: FOR FEE INFORMATION CHECK STUDENT FEES ON WEB PAGE.</p> <p>COMPLETED BY STUDENT PAYING CREDIT CARD BY MAIL & FAX ONLY (PLEASE PRINT) <u>NO</u> AMERICAN EXPRESS.</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 Testing709-7486

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 Transportation709-7518

Student Accounts

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

Transcripts from UCC709-7132

Verification of Enrollment709-7134

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.