

**OFFICE OF THE REGISTRAR
REQUEST FOR COURSE WORK AT OCEAN COUNTY COLLEGE**



**KEAN
OCEAN**

NAME	CLASS
ADDRESS	MAJOR
CITY • STATE • ZIP CODE	SOCIAL SECURITY NO.

I am an undergraduate student at Kean University. I hereby apply for permission to take course work for undergraduate degree credit during the following term:

TERMS BEGINS:	TERMS ENDS:	CREDITS:	@OCEAN COUNTY COLLEGE	HAVE YOU APPLIED FOR GRADUATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE SPECIFY GRADUATION DATE _____
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PROCEDURES: Complete this form and obtain the appropriate approval required below. After receiving the approval, submit the top three copies of this form to the Kean Ocean administration office in room 10 of the Ocean County College library, and retain the student copy for your records.

You must register for your OCC courses through the OCC Office of Registration and Records or through the OCC Ocean Cruiser system. You cannot register for OCC courses through Kean or through its Kean WISE system. Payment for OCC courses must be made directly to OCC, though financial aid arranged through Kean can be used for OCC courses through a properly executed consortium agreement, which this form will facilitate but not entirely constitute. Note that TAG and STARS awards and perhaps other forms of financial aid cannot be used to pay for OCC courses. Note also that OCC Quick Term courses may be ineligible for coverage. See your Kean financial aid adviser to ensure successful completion of consortium arrangements for financial aid to be applied to your OCC tuition bill.

Upon completion of course(s), Ocean County College will send a transcript directly to Kean University. You will then be notified by Kean of the credits accepted after they are posted to your Kean record.

POLICIES: Students are responsible for satisfying academic policies regarding transfer credit and residence requirements as stated in the undergraduate catalogue. Note that no more than 92 non-Kean credits may be used for a Kean degree and non-Kean credits may be used for no more than half of a Kean Major.

Course work transferred into some majors is subject to a minimum grade higher than a "C". Your major department chairperson or adviser will note the grade required in the appropriate column below.

Please note that the maximum number of credits a student may take is eighteen (18) during a fall or spring semester and six (6) during a summer session. This includes courses taken at both Kean University and at the other institutions. **NO COURSE WILL BE ACCEPTED IN TRANSFER IF IT EXCEEDS THIS LIMIT.**

I have read and understand the above policies.
I also authorize Ocean County College to send a transcript of my course work below upon its completion directly to Kean University.

STUDENT SIGNATURE _____ DATE _____

STUDENTS COMPLETE THIS SECTION			FOR OFFICE USE ONLY		
OCEAN COUNTY COLLEGE			KEAN UNIVERSITY EQUIV. COURSE	MIN. GRADE OTHER THAN "C"	FULFILLS KEAN UNIVERSITY REQUIREMENTS
DEPT./COURSE NO.	COURSE TITLE	CREDITS			