ALUMNI/FRIENDS PLUS PROGRAM COURSE REGISTRATION
Checklist and Worksheet

- For your convenience you may use this worksheet as a way to select courses of interest.
- Please be sure that all items on the checklist are completed prior to Registration.
- Bring this worksheet and the completed Pre-Registration form with you to Registration.

_____ Pre-select a minimum of THREE (3) undergraduate courses. (in case first choices are not available)
   Use the worksheet on the back of this page to identify classes of interest.
   If you would like to know more about the class before registering, please contact the professor directly via email.
   They can tell you about content and how the class is run—lecture, small groups, etc. Once you are registered for a
class you may drop it but there is no opportunity to select another course. Please choose carefully.

_____ Confirm that there is at least one seat available in the class.
   An updated schedule of classes with the number of seats open will be available on Registration Day. There is no
guarantee you will obtain your preferred class. Capacity overrides are not available for this program.

_____ Click on the course link to confirm that all pre-requisites are met.

_____ Obtain a waiver for any pre-requisite, if necessary, and bring the confirmation email with you.
   Waivers will not be accepted for capacity overrides. The class must have one seat available to audit the class.
   Please contact the professor directly by email or phone to request a waiver for pre-requisites. If appropriate, the
   professor can immediately note the waiver on your record via computer and confirm it was handled in their reply
   email to you.

_____ Click on the course link to view any restrictions.

_____ Obtain a waiver for any restrictions, if necessary, and bring the confirmation email with you.
   Please contact the professor directly by email or phone to request a waiver for restrictions. If appropriate, the
   professor can immediately note the waiver on your record via computer and confirm it was handled in their reply
   email to you.

_____ All fees are due and payable at the time of registration to the Bursar and are non-refundable.
   Once your registration is processed, you will be directed to the Bursar’s Office to make all
   applicable payments.

_____ Complete the pre-registration form and bring it to registration.

_____ Complete this worksheet/checklist and bring it with you to registration.

_____ Obtain a Ramapo e-mail account AFTER you register for your class.
   Instructions for email set-up will be distributed at registration.
Course Selection Worksheet

Courses
Semester:  □ Fall    □ Spring    □ Summer    Year: 20_________________

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Subject#/Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Pre-requisite/ Approval Obtained</th>
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*All books and fees are the responsibility of the registrant. This form may only be used during the time specified for Friends PLUS and alumni registration. Registration is on a space-available basis.*