



Main Campus Drop-In to School of Professional Studies Courses

Upon completion, mail the form to: Centenary University Registrar's Office
 400 Jefferson St, Hackettstown, NJ 07840

or Fax the form to: (908) 979-4277

or Email the form to: myadvisor@centenaryuniversity.edu

Centenary University's School of Professional Studies offers a variety of courses. **These courses are tailored to meet the needs of working adults. The classes are accelerated and are based on adult learning theory, which often draws upon a student's life experiences. Traditional aged students may find this challenging if their professional experience is limited. Please be advised of this before registering for an SPS course.**

Please fill in the information below:

Course #	Section #	Course Name	Start Date	End Date	Term

If a traditional section of this course is being offered this semester, you are expected to take the traditional section of this course unless an irresolvable conflict exists. **Please explain your "irresolvable conflict" below and list any other extenuating circumstances:** _____

Student Name:	
Current Street Address:	
City, State and Zip:	
Daytime Phone #:	Evening Phone #:
Student ID#:	Email:
Student's signature:	Date:

Main campus advisor signature:	Date:
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***Advisor signature confirms that student has a GPA of at least 2.50, is not a freshman, and is aware that the class is designed for adults with work experience and delivered in an accelerated format.*

Do these course(s) put an undergraduate student over 22 credits for the semester? Yes No

If so, department chair approval is *REQUIRED*.

If over 24 credits, VPAA or Appropriate Dean approval is *REQUIRED*.

Department Chair signature	Date:
VPAA/Dean signature:	Date:
SPS signature:	Date:

****Please note:** Due to the accelerated nature of SPS classes, if a student drops into an SPS class after the class has begun, the student is responsible for contacting the professor to obtain any assignments or coursework already assigned. You may have already lost participation points.

****Once an SPS class has begun, dropping the class will result in a grade of W (withdrawal) for that class between weeks 1-4. After week 4, dropping will result in an automatic grade of F for the course.**

****Please note the refund policy for SPS classes, found in the University Catalog.**