



Office of the Registrar
 Hepburn 214
 Email: Registrar@njcu.edu
 Website: <https://www.njcu.edu/registrar>
 Phone: 201/200-3334
 Fax: 201/200-2062

Once form is completed, click on the SUBMIT button and the request will be emailed to registrar@njcu.edu. If errors are encountered, save the PDF form and either email registrar@njcu.edu or fax: 201-200-2062.

Reinstatement to Registration File for Non-Payment/Clearance of Tuition

Last Name First Name Student Number (GothicNet ID#)

Procedure:

1. Registrar enters Student's course to computer, unless otherwise indicated.
2. Student goes to the Bursar's Office (H-106) and clears bill (by payment or deferment)
3. Students whose tuition is not cleared by the Registrar specified date will have their course dropped from the Registration file.

Student's Signature _____ Date _____

(Type your name as your signature on the line above.)

Student Email (Required) _____

OFFICE USE ONLY: Graduate / Undergraduate

Sem/Yr _____

Class #

Credits _____

Charges _____

Registrar / Date _____

Bursar / Date _____
