NJIT/RU-N Exchange Students in
Computer Science (CS)/Information Systems (IS) Major & CS Minors

Prior to registering for NJIT courses, the following must be completed:

Important: Exchange Registration is only available to RU-N matriculated students enrolled in a degree program.

NJIT Cross Registration Guidelines
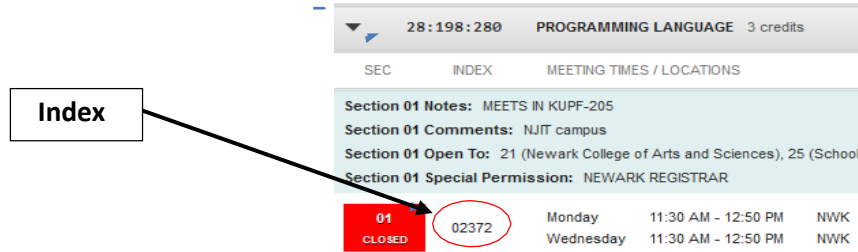
1. **Request an NJIT ID from the Office of the Registrar**
   - If you have an existing NJIT ID, skip to step 2
   - If you don't have an NJIT ID or forgot it, send a request to the myRUN Contact form at: https://go.rutgers.edu/myrunsupport
2. Search for an NJIT CS/IS/IT Course by checking the Rutgers Schedule of Classes for courses beginning with a 28 or 48 (e.g. 28:198:280)
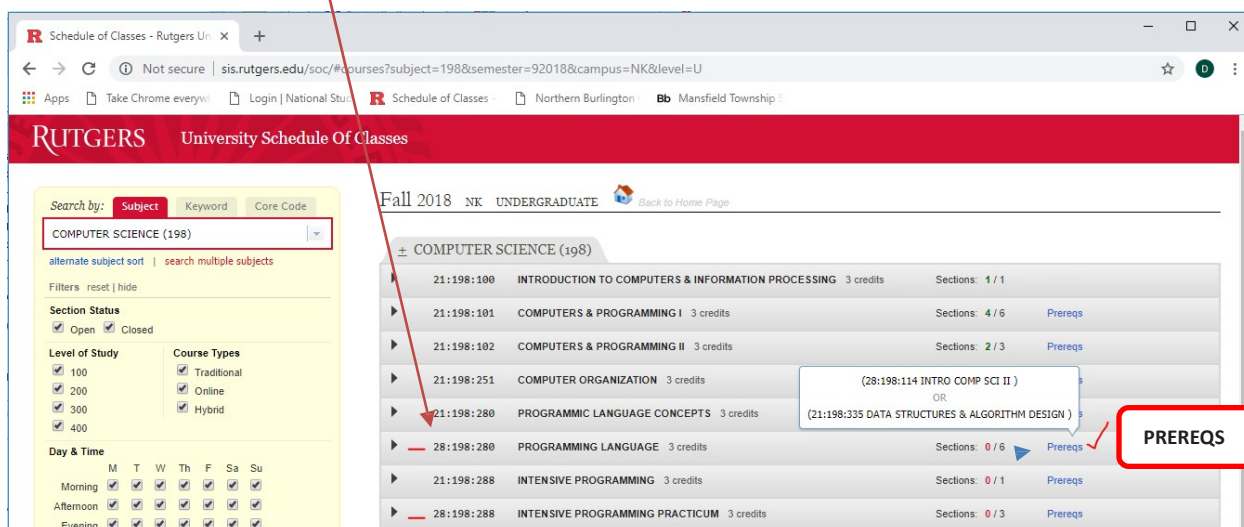
3. Click the Prereqs link to find out what Rutgers Prerequisite courses are required to register for

the course. (Example above)

4. If you have fulfilled all prerequisites posted:
   - [Complete the NJIT Cross Registration form](#) and include the NJIT Course Codes from the [NJIT schedule](#) and include RU-N Index. See example of RU-N Index here:

Signature Requirements

> **Important Note – Director of Computer Science, Dr. Joseph Elliot's signature is ONLY required for the following:**
>
> - The desired NJIT course/section DOES NOT appear on the Rutgers Schedule of Classes (see example below) or
> - Prerequisites for the desired course *have not been fulfilled and a prerequisite override is needed. (Note that such an override is not automatically approved. Such approval requires a valid and verifiable reason)*
>
> Note: Dr. Joseph Elliot can be reached at joseph.elliot@rutgers.edu
>
> Example: The course number must start with a 28, if the course is not shown in the Schedule of Classes, it requires a Computer Science Advisor's Signature for approval.
>
> **The course number must start with 28 indicating it's an NJIT course.**

Before sending your NJIT Cross Registration Form to the RU-N, Office of the Registrar, the following is highly recommended to avoid delays in registration:

JUMPSTART (How to get ahead of registration)

Create a UCID

After receiving your NJIT ID, you must create a UCID (similar to a NETID). A UCID will allow you to request a course permit at NJIT. Link to creating a UCID: https://myucid.njit.edu/

Note: NJIT may still require a prerequisite override even though you have fulfilled the prerequisite. Therefore, in advance of initial registration for Fall or Spring, you must request a "missing prerequisite permit", see below for instructions.

How to Request a Missing Prerequisite Permit:

1. Visit NJIT's course permit portal
2. An NJIT ID (8 digits) is required, if you do not have one or forgot it, please send a request to the myRUN contact form at: https://go.rutgers.edu/myrunsupport.
3. Select the "Missing Prerequisite Permit"
4. Fill the appropriate fields
    Note: You will have to do this for CS 280, CS 288, CS 332, and many electives which have Data Structures listed as a prerequisite, and also for many IS classes. If in doubt, submit the permit request early.
    As part of your permit request, you must email a copy of your Rutgers-Newark transcript (unofficial is fine) to ywcc_permits@njit.edu. Be sure to include your NJIT ID number in the subject line or the body of the email so the information can be matched to your permit request.
5. Once approved, NJIT will send an email to your *NJIT account* with course permit approval.
    You must check your NJIT Email Account for this notification.
6. Repeat this process if requesting another CS/IS/IT NJIT course
7. After receiving email confirmation from NJIT, send a copy of your email along with a completed NJIT Cross Registration form to the myRUN contact form at: https://go.rutgers.edu/myrunsupport.

Note: Missing prerequisite permits expires at the end of the semester based on space availability.

Important Note: After completing the myRUN contact form, please allow us 2-3 business days to respond to your inquiry during peak periods (i.e. Early Registration, Beginning of Semester (Add/Drop)).

What if the course is closed on the NJIT side?

Closed Course Policy

When courses reach their maximum enrollment, students may add themselves to the waitlist by completing the following steps:

1. Follow the NJIT Cross Registration Guidelines on Page 1
2. Request a Missing Pre-Requisite Permit (Instructions on Page 2)
3. After receiving email confirmation from NJIT, send a copy of your email along with a completed NJIT Cross Registration form to the myRUN contact form at: https://go.rutgers.edu/myrunsupport.
4. If the waitlist is available, the RU-N, Office of the Registrar will process the request.
    *As long as the waitlist has not reached capacity, you will be placed on the waitlist.
5. If a space becomes available in the class, a TIME-SENSITIVE email will automatically be sent to your NJIT email account.
    NOTE: Waitlist Permits EXPIRE in 72 HOURS
6. You must send a copy of your APPROVED email received from NJIT to the myRUN Contact form

at https://go.rutgers.edu/myrunsupport immediately.

7. RU-N, Office of the Registrar will receive and process the request and respond confirming the course has been added on your Rutgers schedule with a copy of the NJIT schedule.

Important Note: Not all courses have a waitlist available

Waitlist FAQ's at NJIT
https://computing.njit.edu/permits#tab-1

Special Permission Circumstance-Need to Know

There may be special circumstances where the Computer Science Department will grant special permission to register for a course at NJIT that does not appear in the RU-N schedule of classes as School 28 Course. Approved courses will appear on your RU-N schedule as "EXCHANGE REGIS/NJIT" coded 21:376:055 with associated number of credits until the end of the semester. At the end of the semester, courses will then appear on your official transcript with detailed course title, assigned grade, and number of credits.

Please note: The IS major was sunset effective May 2019. Currently declared IS majors are allowed to finish out the degree. Please visit their website for more information.

Office of the Registrar, RU-N Contact Information

myRUN contact form: https://go.rutgers.edu/myrunsupport
NJIT Form: https://go.rutgers.edu/74ycis3p
Website with NJIT Exchange Information: https://registrar.newark.rutgers.edu/exchange-njit-undergraduate

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Rutgers University-Newark
Blumenthal Hall
249 University Avenue, Third Floor
Newark, NJ 07102
Fax: (973) 353-1357