Dear RU-N CS/IS majors and CS minors:

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

**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 an email request from your Rutgers Student Email Account and include your Name and RUID# to reghc@newark.rutgers.edu

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 full course codes and RU-N Index # (Example)
Important Note – Computer Science Professor Galathara Kahanda’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: Professor Galathara Kahanda can be reached at gk451@newark.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 Math/Computer Science Advisor’s Signature for approval.

Before submitting 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.

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# (8 digits) is required, if you don’t have one or forgot it, see page 1 for instructions to request it
3. Select the “Missing Prerequisite Permit”
4. Fill the appropriate fields
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, forward the email to reghc@newark.rutgers.edu 
along with the NJIT Cross Registration form or register in-person at the Office of the Registrar 
located at Blumenthal Hall, 3rd floor

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

Important Note: If emailing request, please allow up to 2-3 business days for processing during peak periods (i.e. Initial Registration, Beginning of Semester (Add/Drop)). It’s highly recommended during peak periods to come in-person to register.

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 and must follow the steps below:

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, forward the email to reghc@newark.rutgers.edu 
along with the NJIT Cross Registration form or register in-person at the RU-N, Office of the Registrar located at Blumenthal Hall, 3rd floor
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.edu email account.
   NOTE: Waitlist Permits EXPIRE in 72 HOURS
6. You must forward the email received from NJIT to the RU-N, Office of the Registrar at 
   reghc@newark.rutgers.edu and type in the subject line URGENT.
7. RU-N, Office of the Registrar will receive and process the request and respond confirming the 
course has been added to their schedule.

Waitlist FAQ's at NJIT

Important Note: Not all courses have a waitlist available

Need to Know
There may be special circumstances where Math/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.