CiC JISP Course Registration Request Form

This form is to be used to request registration for courses for the 2018-2019 Academic Year. In order to register for courses, you must already be an admitted student into an CIC certificate, degree, or non-degree seeking program. Additionally, you must have completed the IA requirements found at http://www.ndu.edu/Students/IA_NonJPME/ . Students submitting a course request without having completed the IA Compliance will be placed on the course waitlist until such time that the compliance has been confirmed. At that time, students may be placed into the course active roster, space permitting. **Do not submit this form to the IA Compliance email address.**

Instructions: Fill in each field in the form completely. In the course request section, you may select up to three courses, in order of preference. You will be enrolled in the first course, in your stated order of preference, that has not reached maximum enrollment capacity. You may select one course to be placed on the waitlist if desired. Please indicate which course in the appropriate column.

Incomplete forms will not be considered. Only one course enrollment will result from each form. Please await the results of each form before submitting additional requests.

You will receive a registration confirmation email with the results of this request within 3-5 business days. Questions concerning admission should be addressed to the Office of Student Services either by telephone (202-685-6300; DSN 325-6300) or by e-mail CiCOSS@ndu.edu).

Submission: This form may be submitted either via email or fax.

Email: CiCOSS@ndu.edu

Fax   202-685-4058   DSN 325-4058

Multiple Registrations Policy

Students may register for one or more eResident offerings when instructional periods of not overlap (i.e., the instructional period in the first three weeks of a course). Additionally, students may concurrently register for one Distributed Learning (DL) offering. Students are typically not allowed to take more than one DL course per semester. Permission to register for more than one concurrent (DL) course may be granted by requesting an exception to policy (maximum 2 courses per session). Requests will only be considered for students who have successfully completed a course. Requests must be submitted to the NDU CIC Office of Student Services in writing no later than 2 weeks prior to the course start date.

First Name

Last Name

Middle Initial

Email Address

Phone Number

Course Request

Course Abbr. Pref. 1, (ex. ATO)   Course Start Date   Course #   Section   Waitlist if not Available

Primary Choice

Course Abbr. Pref. 2, (ex. CIO)   Course Start Date   Course #   Section   Waitlist if not Available

Alternate 1

Course Abbr. Pref. 3 (ex. WGV)   Course Start Date   Course #   Section   Waitlist if not Available

Alternate 2

This form will allow you to register for 1 course.

All students submitting a course request will automatically be "Waitlisted" until your compliance has been verified. All students are required to satisfy the IA Compliance by submitting the actual certificate that certifies your completion of the Cyber Awareness Challenge and submission of the NDU SAAR 2875.

If a course is cancelled the student is required to submit a new course request.
The Office of Student Services does not retain your previously submitted request after you have been officially enrolled into your requested course and provided with a course confirmation.