After clicking the Guest Student Registration Form link, the form will open. Click inside checkbox I’m not a robot.

You will be prompted to select images related to subject listed, i.e. taxis. After clicking each box with a taxi, click VERIFY.

Click this link for additional instructions: https://support.google.com/recaptcha/?hl=en
Instructions for Completing OnBase Guest Student Registration Form

Office of Information Technology

**Note:** If your session has timed out, you will see **Verification expired** message. Click **I'm not a robot** check box again to load another verification challenge.

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Once you have successfully passed the verification process, you can complete the Guest Student Registration.

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Original Date: 10/07/2021

Revision Date: 10/14/2021
Guest Student - complete application with the following information:
1. Select **Term** for desired admission from drop-down.
2. Select **Title** from drop-down.
3. Key in **Last Name, First Name** (required), Middle, Maiden Name, or Suffix.
Instructions for Completing OnBase Guest Student Registration Form

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4. Key in Other Name (if applicable).
5. Key in E-mail address.
6. Key in Home Address (Address where you reside: do not use P.O. Box).
7. Key in Mailing Address (if different from Home Address).

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4. Other Name (if applicable)

Last
First
Middle

5. E-mail Address

JohnDoe@School.com

6. Home Address (Address where you reside: do not use P.O. Box)

Street
123 A Street
Apt No.
R1
City
Big City
State
NJ
Zip
12345--

7. Mailing Address (if different from Home Address)

Street
Apt No
City
State
Zip

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Instructions for Completing OnBase Guest Student Registration Form

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8. Key in County of Legal Residence.
9. Select State from drop-down.
10. Key in Preferred Telephone Number.
11. Check box if NOT an International Student (doing so requires SSN).
12. Key in Date of Birth or select year, month, and day from calendar.
13. Select Ethnicity (required).
14. Check Race (not required).

15. Enter Course Information:
   Select Action codes for courses: R=Register, A=Add, and D=Drop. Please select one.
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Note: (Click check box above Action Code to show example.)

Note: Use the Add button to add additional course/s, or Remove button to remove course/s.

Note: there is a link to search for Student Courses that will open in separate window. Click subject, i.e. Accounting link.
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After clicking the Accounting link the list of courses will be displayed. Click link to view available sections.

ACC-104 Financial Accounting (3 Credits)
This course is a study of financial accounting emphasizing the accounting cycle, merchandising accounting, income measurement, valuation of assets, internal controls, accounting for long-lived assets, financial statement presentation and interpretation and accounting for stockholders’ equity.

Requirements:
MTH 029 - Must be completed prior to taking this course.
Offered:
All Terms

View Available Sections for ACC-104

ACC-105 Managerial Accounting (3 Credits)
This course presents a study of cost systems used by management to control a business and to assist in improving operating results by use of cost accounting methods. The job order and process system will be studied as well as budgets, standard costs, cost estimates and direct costing techniques.

Requirements:
ACC-101 or ACC-104 - Must be completed prior to taking this course.
Offered:
All Terms

View Available Sections for ACC-105

In the example below, after clicking View Available Section for ACC-104 the semester section list of courses will be displayed. You will use this information to complete section 15 (Enter Course Information).
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**Prerequisite Declaration:** Check box that relates to your prerequisites or degree.

**Certification:** Check box to agree to certify that the above answers are true, correct and complete to the best of your knowledge.

Click **Sign Form**, then click **Submit**.