

# APPLICATION TO ENROLL AS A **NON-DEGREE SEEKING** STUDENT AT WESTERN OREGON UNIVERSITY



Please read second page before completing this application. A **\$30** fee is required to process your application. WOU faculty and staff, active members and veterans of the United States armed forces, and seniors over the age of 65 are not required to pay the application fee.

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Gender:  Male  Female  Other

Social Security Number \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Are you currently employed by Western Oregon University (WOU)?  Yes  No

Are you an active member or veteran of the U.S. Armed Forces?  Yes  No

Are you an international student?  Yes  No If yes, please select one: F1 or J1 Visa

Start date of current Oregon residency: \_\_\_\_\_ (Month/Year)

Do you have an unmodified high school diploma?  Yes  No

Have you ever enrolled at WOU?  Yes  No Do you hold a baccalaureate degree?  Yes  No

If yes, from: \_\_\_\_\_

What level of coursework do you plan to take?  Undergraduate  Graduate

When do you plan to begin coursework?  Fall 20 \_\_\_\_  Winter 20 \_\_\_\_  Spring 20 \_\_\_\_  Summer 20 \_\_\_\_

*Note: Students planning to take undergraduate level courses only will be charged the undergraduate tuition rate. Students wanting to take graduate level courses or a combination of graduate and undergraduate level courses will be charged the graduate tuition rate.*

To comply with federal statistical reporting requirements, Western Oregon University must ask for the following demographic information. We encourage you to provide the information, but doing so is entirely voluntary, and your application will receive the same consideration whether or not you do. Please answer both questions:

1. Are you Hispanic or Latino?  Yes  No
2. What is your race? Please choose one or more:  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White (Original peoples of Europe/the Middle East/North Africa)

## STUDENT AGREEMENT

I, the undersigned, understand and agree that:

1. I have not been formally admitted to Western Oregon University as an undergraduate or graduate student;
2. My eligibility to register as a non-degree seeking student is limited to four (4) terms for undergraduate courses, or two (2) terms for graduate courses, at which point I must reapply if I wish to continue taking courses;
3. Non-degree seeking students are limited to eight (8) undergraduate or graduate credits each term for fall, winter, and spring. The summer term limit is sixteen (16) or fewer undergraduate credits or twelve (12) or fewer graduate credits;
4. I have read and understand the additional information on the second page of this form.

By typing your name below, you agree that this is valid as your signature.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

A **non-degree seeking** student is a person who is qualified to enroll for classes at Western Oregon University (WOU), but is not seeking to earn a degree or other university credential for which formal admission to the university is required. The non-degree seeking status is specifically designed for the person who desires to take a very limited number of courses for purposes other than obtaining a degree or certificate at WOU.

Individuals in any of the following circumstances are not eligible to be admitted as a non-degree seeking student:

1. Individuals suspended because of academic deficiency, or that are not in good standing at any prior institution.
2. WOU students pursuing an undergraduate or graduate credential that will not earn the credential prior to enrolling as a non-degree seeking student.
3. Individuals denied admission that are seeking to earn a credential without complying with university admission requirements and procedures.

A non-degree seeking student is required to abide by all the policies, regulations, codes of conduct, and rules of the university. Limitations placed upon a non-degree seeking student are:

1. Non-degree seeking students are limited to eight (8) undergraduate or graduate credits each term for fall, winter, and spring. The summer term limit is sixteen (16) or fewer undergraduate credits or twelve (12) or fewer graduate credits.
2. Non-degree seeking status is valid for four (4) terms for undergraduate classes, or two (2) terms for graduate classes. Students must apply for readmission once the allowed time is exhausted.
3. Only individuals that have earned a baccalaureate degree are potentially eligible to enroll as a non-degree seeking student for purposes of taking graduate classes.
4. Individuals with or without a baccalaureate degree may be eligible to enroll in undergraduate classes.
5. WOU will not evaluate or hold records in preparation for earning a university credential. These academic services are limited to fully-admitted, degree-seeking students only.

WOU will maintain an academic history of courses completed in accordance with university policy and practice. Such credits have the same transferability and validity as credits earned by admitted students. Credits earned by a non-degree seeking student subsequently may be accepted into a formal program upon later admission to the university.

A maximum number of forty (40) credits of WOU non-degree undergraduate coursework can be applied toward an undergraduate degree program. A maximum number of fifteen (15) credits of WOU non-degree graduate coursework can be applied to an endorsement, specialization, certificate, or graduate degree program.

**Note: Students interested in pursuing a degree program or other university credential must apply for formal admission to the university.**

## COURSE NUMBERING SYSTEM

For information on the course numbering system, go online to [catalog.wou.edu](http://catalog.wou.edu).

Any questions should be referred to:

Admissions  
Western Oregon University  
Monmouth, OR 97361  
503-838-8211 V/TTY

**Note: Many types of financial aid (including Veterans Administration benefits) are not payable to students attending as non-degree seeking students.**

## SOCIAL SECURITY NUMBER (SSN) DISCLOSURE AND CONSENT STATEMENT

To comply with the Tax Payer Relief Act of 1997, Western Oregon University must obtain your correct SSN to file returns with the Internal Revenue Service (IRS) and to furnish a statement to you. The returns filed by WOU must contain information about qualified tuition and related expenses. The Privacy Act of 1974, section 6109 of the Internal Revenue Code, requires that you give your correct SSN to agencies that must file information returns with the IRS.

The IRS uses your SSN for identification and to verify the accuracy of your tax return. For more information, please refer to Internal Revenue Code section 6050S. By signing the application for admission, you give your permission for the use of your SSN to assist WOU in developing, validating or administering predictive tests and assessments; administering student aid programs; improving instruction; identifying students internally; collecting student debts; or comparing student educational experiences with subsequent work-force experiences. When conducting studies, WOU will disclose your SSN only in a manner that does not permit personal identification of you by individuals other than representatives of WOU and only if the information is destroyed when no longer needed for the purposes for which the study was conducted.

By providing your SSN, you are consenting to the uses identified above. You are not required to consent to the use of your SSN for research; if you choose not to do so, you will not be denied any right, benefit or privilege provided by law. You may revoke your consent for the use of your SSN at any time by writing to Admissions. If you do not give consent to use your SSN for research, please attach a note requesting a system-generated number.

## CERTIFICATION

I understand that withholding information requested on this application or giving false information will make me ineligible for admission to the university or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_