

Western Washington University
Non-Matriculated Student Registration Form
Term-based Online Courses

Outreach & Continuing Education – College Hall 103, Bellingham WA 98225-9102 – (360) 650-3308

General Information:

What is non-matriculated status?

Non-Matriculated status allows you to enroll in courses without being formally admitted to Western.

You may use the Non-Matriculated Student Registration Form only if you are:

- A non-matriculated student wishing to take a Term-based Online course for credit
- An academically dismissed Western student wishing to take Term-based Online courses
 - ▶ Courses in the departments of Accounting, Finance and Marketing, Decision Science and Management are not available to academically dismissed students

(Western Washington University reserves the right to deny admission to any applicant for Non-Matriculated enrollment.)

Non-matriculated students must reapply each quarter. Enrollment as a non-matriculated student is on a **space available basis** only. Non-Matriculated students may register beginning Phase II of registration.

Matriculated WWU students register through Web4U.

Specific Information and Instructions:

A student who has not been matriculated into a degree or certificate program may enroll fall/winter/spring using the Non-Matriculated Student Registration Form for Term-based Online courses. Non-matriculated students are allowed to register during Phase II of registration. Non-matriculated students are required to satisfy all prerequisites and course restrictions that may apply. The Enrollment Form should be submitted to Outreach & Continuing Education two-to-three weeks before the quarter begins but no later than the first week of the quarter. Tuition is \$265 per credit, and all applicable tuition and fees are due and payable according to the dates and deadlines listed under Calendars on the Registrar's Office homepage at: <http://www.wvu.edu/registrar/calendars/index19-20.shtml>

Account Information:

Once your registration has been confirmed you will be sent a WWU Identification number and directions to activate a Universal Account. You will be provided with a number of technology resources to enhance your academic experience including:

1. MyWestern, which consists of a Web-based email account and a Web portal that focuses on services beneficial to students;
2. Access to General University computer labs;
3. Personal disk space on a network drive (your U-drive); and
4. Access to the course management system Canvas.

Students are required to read their MyWestern email messages regularly. Official university correspondence will be delivered to your MyWestern mailbox.

Payment Information:

YOU WILL NOT RECEIVE A BILL BY MAIL; notification will be sent to your MyWestern mailbox. It is your responsibility to pay the correct amount before the payment deadline or late fees will apply. To view, print or pay your bill, log on to www.wvu.edu/web4u. At the Main Menu, select Student; Student Records; WWU Student Account Online. Tuition and fees are assessed when you are registered for classes. **Tuition and fees are due when classes begin.** A late payment fee is applied for charges not paid, and an interest charge will be assessed monthly on all past due accounts. Failing to pay tuition in a timely manner may result in other penalties including additional fees and a registration hold.

Payment Methods:

Once your enrollment has been confirmed, payment is due to the WWU Student Business Office online, in-person, or by mail:

- Check/Money order payable to *Western Washington University*
 - WWU SBO
 - 516 High Street, MS 9004
 - Bellingham, WA 98225
- E-Check Payments may be made via Western's Web4U Portal**
- American Express/Discover/MasterCard/Visa credit card payments may be made with CASHNet via Web4U Portal**
Note: CASHNet assesses a nonrefundable convenience fee for credit card payments.

**Students can access Web4U at www.wvu.edu/Web4U or through MyWestern.



Outreach & Continuing Education

Term-based Online Courses Registration Form

- Fall
 Winter
 Spring

Year: _____

Required Information

Name: <i>Please print</i> (Last, First M.)		Previous Name:		WWU Student #:	
Mailing Address:		City:		State:	Zip:
Home Phone:	Email:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: M/D/Y	Social Security (if no W#) <i>optional</i>	
Previous application or attendance at WWU? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently a Washington state resident? <input type="checkbox"/> No <input type="checkbox"/> Yes, *from _____ to _____ *You will be classified <i>non-resident</i> if you fail to provide dates	Check one: <input type="checkbox"/> U.S. citizen <input type="checkbox"/> U.S. permanent resident <input type="checkbox"/> Non U.S. resident <input type="checkbox"/> Other If you are not a U.S. citizen and live in the U.S., list Resident Alien number or country and U.S. visa type along with date granted:			

Summer Quarter Only – This form is not valid. Courses are available through Summer Session www.wwu.edu/summer

Registration Info Self-Sustaining Course:

CRN	Subject (Prefix)	Course Number	Course Title	Credits	Tuition \$265/credit
Materials Fee					\$
Legislative Action Fund Fee					\$ 1.00
YOU ARE INCURRING A LEGAL DEBT!				Totals:	\$

I understand that, by registering, I am incurring a legal debt to Western Washington University and will not be released from that debt unless I follow required schedule change procedures which must be submitted on the appropriate form in writing. In addition, it is my responsibility to obtain University policy information regarding registration and tuition payment deadlines.

▶ Student Signature Required:

Date:

▼ ▼ ▼ Send Registration Form to: ▼ ▼ ▼

Outreach & Continuing Education, WWU
 516 High Street, MS 9102
 Bellingham, WA 98225

▶ E-Mail Registration Form (as PDF) to: ilearn@wwu.edu

FOR STAFF/OFFICIAL USE ONLY

Matriculated Student: Yes No

Holds (SOAHOLD)

WWU ID

Registrar/Banner Input Complete

Confirmation Letter