

WESTERN OREGON UNIVERSITY

Dear Student:

The following credit class is offered through the Division of Extended Programs (DEP) at Western Oregon University: **ED 608 Write Now! Creative Writing Tenewal for Teachers, 1 c CRN# 1521**

Instructor: David Biespiel. If you would like to register for this credit class, please:

1. Complete the Registration Form # 1-15. Sign and date on #16.

To avoid delay in registration, please provide all requested information. If this is your first registration with WOU, a social security number is required for registration.

Graduate students: you must have a BA or BS degree to register for a 600 level class and you must take the course for a letter grade A-F.

2. Indicate type of payment. Tuition is \$50 credit. There are no refunds

- If you select "Bill Me" as your payment option, mail your check immediately as soon as your bill arrives to avoid interest or late charges. You can also pay online using E-Check or your MasterCard through your student account on WOLF Web Online Services (Instructions can be found at www.wou.edu/depstudent).
- If you choose to pay with a check, you may opt to mail your registration form directly to DEP, **postmarked no later than July 22.** You'll find the address at the bottom of this page.
- If paying with an agency purchase order, attach a copy to the Registration Form or ask your agency to mail or fax (503 838-8473) one to DEP.
- Staff rates or supervising teacher tuition vouchers cannot be used to pay for credit overlay courses through the Division of Extended Programs.
- You are financially responsible for all courses for which you register regardless of the amount of your participation in the course.

3. Return your completed Registration Form to the instructor immediately.

The instructor will return all registrations to Western Oregon University, unless you choose to mail your registration form separately. If so, **your envelope must be postmarked no later than July 22 to ensure registration in the class.** Late registrations cannot be accepted.

4. Once registered for ED 608 Creative Writing Renewal for Teachers, you can confirm your registration through WOLF Web Online Services. Dropping the Class: Under special circumstances, you may drop grade responsibility for this class. A ~~written request~~ must be emailed to extend@wou.edu or mailed to DEP before the end of the term. You will remain financially responsible for payment; **there are no refunds.**

5. Retain this important information sheet with your class records.

(Continuing Education courses comply with Western Oregon University and Oregon University System policies.)

Student Access

Wolf Web Online Services

- ❖ Check Registration
- ❖ Make Payments
- ❖ Check Grades
- ❖ Request Transcript

Instructions Link:

www.wou.edu/depstudent

Grades available online

If you are not able to set up your access to WOLF Web two weeks after submitting your registration form, please call 503-838-8483 and ask for Carla.

Questions? Please call

503-838-8483 or
1-800-451-5767 or email
extend@wou.edu

Division of Extended Programs

Terry House • 345 Monmouth Ave. N • Monmouth, Oregon 97361 • (503) 838-8483 • (800) 451-5767
Fax: (503) 838-8473 • extend@wou.edu

Division of Extended Programs Non-Admitted Student Application Instructions and Procedures

This information applies to students not currently admitted to Western Oregon University (WOU). A Non-Admitted Student is a person who feels academically qualified to enroll for classes at WOU but does not desire to be admitted to the University. The non-admitted status is specifically designed for the person who desires to take a limited number of courses generally for purposes other than obtaining a degree or teaching certificate (i.e., professional development or personal enrichment) at Western Oregon University. Non-Admit status is not available to students who have been suspended because of academic deficiency.

The category of Non-Admitted Student is restricted to students who find themselves in the following circumstances:

1. Members of the Western Oregon University staff, approved for enrollment as non-admitted students on a term-by-term basis;
2. High school students approved to take university-level courses at WOU;
3. Students enrolled in coursework through the Division of Extended Programs;
4. Students receiving special approval from the Office of the Provost to take undergraduate-level courses on a term-by-term basis; or
5. Students taking graduate-level courses who do not plan on earning a degree or teaching certificate from WOU.

All other students must seek and receive approval to enroll through established admissions procedures.

A Non-Admitted Student is required to abide by all the rules and regulations of the university listed in the catalog except those specifically excluded on this petition. Registration deadlines and late fees apply.

Limitations placed upon a non-admitted student are:

1. The student is limited to eight (8) or fewer credits per term.
2. The non-admit petition is good for one academic term only. Enrollment for subsequent terms will require re-petitioning.
3. WOU will not evaluate or hold records (other than the posting of grades) in preparation for degrees or teaching certificates. These academic services are limited to fully-admitted, degree-seeking students only.

Grades and credits will be recorded in the normal manner. Such credits have the same transferability and validity as credits earned by admitted students. Credits earned by a non-admitted student subsequently may be accepted into a formal program upon later admission to the university.

Note: Students interested in pursuing a degree program must apply for formal admission to the university. (www.wou.edu/student/admissions)

Course Credit Level:

Students enrolled as undergraduates may not take courses for graduate credit. Undergraduates may not enroll in courses numbered 500 or higher. Conversely, graduate level students may not take courses for graduate credit unless that course has been properly designated as such.

Course Number System:

100-299 Lower division

300-499 Upper division

500-599 Graduate courses with undergraduate equivalents

600+ Courses open to graduate students only and offered only for graduate credit (no undergraduate credit is available.)

700 In-service courses

800 Professional Development

Social Security number Disclosure and Consent Statement:

You are requested to provide voluntarily your Social Security Number to assist WOU and the Oregon University System (OUS) (and organizations conducting studies for or on behalf of OUS) in developing, validating, or administering predictive tests, administering student aid programs; improving instruction; internal identification of students; collection of student debts, or comparing student educational experiences with subsequent work force experiences. WOU and OUS will disclose your Social Security Number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of WOU and OUS (or the organization conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required and 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 Social Security Number at any time by writing to: Office of the Registrar, Western Oregon University, Monmouth, OR 97361.