

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.