

Term you wish to enroll:  
\_\_ Fall 20\_\_ \_\_ Winter 20\_\_  
\_\_ Spring 20\_\_ \_\_ Summer 20\_\_



## PETITION TO ENROLL AS A NON-ADMITTED STUDENT

Please read second page before completing this petition.

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

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

Permanent Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Are you currently employed by WOU? \_\_ Yes \_\_ No

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

Immigrant/Permanent Resident #: A- \_\_\_\_\_ Start date of current Oregon residency: \_\_\_\_\_ (Month/Year)

Amount you support yourself: \_\_ 100% \_\_ 75% \_\_ 50% \_\_ 25% \_\_ 10% \_\_ None

Have you ever enrolled at WOU? \_\_\_\_\_ (Term/Year) Previous name(s) used at WOU: \_\_\_\_\_

Do you hold a baccalaureate degree? \_\_ Yes \_\_ No If yes, from: \_\_\_\_\_

What level of coursework do you plan to take? \_\_ Undergraduate \_\_ Second Bachelor's \_\_ Graduate

*\*A photocopy of your residency documentation needs to be submitted to the Admissions Office*

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**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, or North Africa)

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### **STUDENT AGREEMENT**

I, the undersigned, understand and agree that:

1. I have not been formally admitted to Western Oregon University;
2. I am being allowed to register for classes as a non-admitted student for the current academic term only;
3. I am limited to eight (8) or fewer credits per term;
4. I must make formal application and be fully admitted to the university by satisfying all admission requirements in order to register for classes for subsequent terms; and
5. 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: \_\_\_\_\_

### **ADMISSIONS OFFICE APPROVAL**

Western Oregon University agrees:

1. To waive the following regular requirements: a) \$50 application fee and b) Housing requirements
2. To permit the student to undertake regular courses (within the aforementioned limits) and to record them in the standard manner; and
3. To waive placement examinations.

Admissions Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Non-Admitted Student Application Instructions and Procedures

**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 very limited number of courses generally for purposes other than obtaining a degree or teaching certificate 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 a non-admitted student 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 and Schedule of Classes 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. A maximum number of fifteen (15) graduate credits earned as a non-admit student can be applied to a graduate degree or license program.

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

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)

Any questions should be referred to:

Office of Admissions

Western Oregon University

Monmouth, OR 97361

503-838-8311 V/TTY

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

**Social Security Number Disclosure and Consent Statement:**

You are requested to provide voluntarily your Social Security Number to assist WOU and Oregon University System (OUS) (and 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 351.085. 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 07361.