

Special Student Enrollment Form – Western Washington University

Registrar's Office – Old Main 230, Bellingham WA 98225-9008 – (360) 650-3432

FAX (360) 650-7327 – registrar.office@wwu.edu

General Information (for detailed information see “Specific Information and Instructions” below)

You may use the SPECIAL STUDENT ENROLLMENT FORM if you are:

- 60 or more years of age and eligible for WWU's tuition/fee waiver program
- A non-matriculated student wishing to take courses for credit or audit

Western Washington University reserves the right to deny acceptance to any applicant for Special Student enrollment.

Special students are non-matriculated students at Western Washington University who must reapply each quarter. Enrollment in some programs as a special student may be on a **space available basis** only. Special students may register beginning the first or second day of the quarter through the fifth day of the quarter. If you do not fall into one of the Special Student categories above, or you wish to be admitted to WWU as a new freshman, transfer student, post-baccalaureate or readmitted as a former WWU student, you must apply through Admissions. If you wish to apply for admission to a masters program, contact the Graduate School. Use the Summer Registration Application to apply for summer quarter registration.

Specific Information and Instructions

WWU EMPLOYEES, WASHINGTON STATE EMPLOYEES, WASHINGTON NATIONAL GUARD MEMBERS:

Enrollment when using the tuition/fee waiver requires the payment of a \$30 quarterly service fee. Application for registration using one of the WWU waivers listed above must be submitted on the appropriate waiver application to the Registrar's Office, Old Main 230, 2-4 weeks prior to the beginning of the quarter, no earlier. Complete rules and regulations can be found on the individual waiver application. WWU faculty/staff waiver: http://www.wwu.edu/registrar/faculty_staff_landing.shtml

WASHINGTON RESIDENTS 60 YEARS OF AGE AND OLDER:

State law allows permanent residents of the state of Washington who are 60 years of age or older to register tuition free for a maximum of two eligible courses per quarter during the academic year, fall/winter/spring. Complete Part I of the form on the reverse side, sign and return the form to the Registrar's Office, Old Main 230, 2-4 weeks prior to the beginning of the quarter for creation of an ID# and quarter record for registration purposes. You must also submit the Application for Waiver of Tuition and Fees for Persons 60 Years of Age or Older http://www.wwu.edu/registrar/student_services/forms.shtml to the Registrar's Office after registering, but not later than the fifth day of the quarter. Other restrictions may apply.

NON-MATRICULATED STUDENTS:

A student who has not been matriculated into a degree or certificate program may enroll fall/winter/spring through the Non-matriculated Student Registration Program. Once set up in the system as a non-matriculated student, the student is allowed to register through Web4U beginning the first day of the quarter. Non-matriculated students are required to satisfy all prerequisites and course restrictions that may apply. The Special Student Enrollment Form should be submitted to the Registrar's Office, Old Main 230, 2-4 weeks before the quarter begins but no later than the first week of the quarter. Tuition is based on residency, 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.wwu.edu/depts/registrar/>. Measles immunization requirements apply.

AUDITORS:

Auditors do not earn credits and, according to University policy, **may not register for performance courses** such as physical education activities, laboratory courses, studio courses, language courses or similar courses in which the content of the course requires active participation on the part of the student. **Auditors do not participate in class discussions, write papers, take tests or complete class projects.** No grades are assigned, but an official WWU transcript is created. Auditors need to complete both Parts I and II on the reverse side and return the form to the Registrar's Office, Old Main 230, as soon as possible but not later than the fifth day of classes. Auditors pay \$10 per credit, except auditors wishing to enroll in self-supporting courses through Extended Education must pay full tuition and fees. For assistance with self-supporting classes, please contact Extended Education, College Hall 133, (360-650-3308) for registration information. Measles immunization requirements apply.

