COURSE REGISTRATION FORM

Credit Overlay Program

Western Oregon UNIVERSITY

Please FAX completed form to: 503.838.8473

Contact Information

Name: _____ _____ _____
Last First M.I.

Email: _____

Have you ever enrolled at WOU? YES NO Other name(s) used at WOU _____

Address: _____ _____ _____ _____
City State Zip

Daytime Phone # _____ Evening Phone # _____

Enrollment Information

WOU "V" Number (or SSN): ___ ___ ___ ___ ___ ___ ___ ___ ___

Course: _____ _____ _____
(CRN) Subject/ Number Course Title

Course: _____ _____ _____
(CRN) Subject/ Number Course Title

Do you have a Bachelor's Degree? YES NO If Yes, from: _____

Demographic Information

Are you a citizen of the United States? YES NO If not, which Country? _____

Immigrant/ Permanent Resident number: A- _____

Gender: Female Male Date of Birth: _____ Are you Hispanic or Latino?* YES NO

What is your Race? (choose all that apply)*

American Indian/ Alaskan Native | Asian | Black/ African American | Native Hawaiian/ Pacific Islander | White

Are you an Oregon citizen? YES NO Start date of Current Oregon residence _____
MM/YYYY

Certification

I have read and understand the Additional Information on the reverse of this form.

To the best of my knowledge, the information I provided is true and accurate.

_____ _____
Signature Date

Policies for Non-Admitted Status at Western Oregon University

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 offered 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; o
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.
4. 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.
5. 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.
6. To be fully admitted to the university, students must make formal application and satisfy all requirements listed at: ***www.wou.edu/student/admissions***

Social Security Number (SSN) Disclosure Consent Statement

To comply with the Tax Payer Relief Act of 1997, Western Oregon University must obtain your correct social security number (SSN) to file returns with the Internal Revenue Service (IRS) and to furnish a statement to you. The returns filed by WOU must contain information about qualified tuition and related expenses. The Privacy Act of 1974, section 6109 of the Internal Revenue Code, requires that you give your correct SSN to agencies that must file information returns with the IRS. The IRS uses your SSN for identification and to verify the accuracy of your tax return. For more information, please refer to Internal Revenue Code section 6050S. By signing the application, you give your permission for the use of your SSN to assist WOU and the OUS (and organizations conducting studies for or on behalf of the OUS) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; identifying students internally; collecting student debts; or comparing student educational experiences with subsequent work-force experiences. When conducting studies, WOU and the OUS will disclose your SSN only in a manner that does not permit personal identification of you by individuals other than representatives of WOU and the OUS (or the organization conducting the study for the 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 the Oregon Revised Statutes 351.070 and 351.085. You are not required to consent to the use of your SSN for research; 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 SSN at any time by writing to the Office of Admissions. If you do not give consent to use your SSN for research, please attach a note requesting a system-generated number.

***Demographic Information Collection**

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.

Revolving Charge Account Information

Any financial credit extended to WOU students is an Educational Benefit or Loan. This Revolving Charge Account Plan is subject to the Administrative Rules in effect at the time fees or charges are assessed. Any time a student incurs a financial obligation to Western Oregon University that obligation will be subject to the terms and conditions of the revolving charge account plan, which can be found at: ***www.wou.edu/forms/revolving_charge_contract.pdf***