

Follow these simple steps to enroll as a Non-Matriculated Student

CWU accepts non-matriculated students all quarters, including summer. Non-matriculated simply means that a student is not seeking a degree with CWU but would like the opportunity to attend courses for credit or as an auditor on-campus or online. Please note that non-matriculated students are not eligible for financial aid.

Academic credit earned at CWU transfers to most accredited institutions, but please check with the institution you are transferring to in order to guarantee the credits will transfer as intended. Without submitting previous transcripts or student records, non-matriculated students can fill out the one-page form and be ready to enroll in courses in as little as 24-48 hours.

Non-matriculated students enrolling in summer quarter are able to enroll at the same time as current students, allowing for the same access to high-demand courses. Tuition and fees are the same for non-matriculated students as they are for matriculated students, with the exception of one additional yearly \$40 processing fee charged at the time of enrollment into courses.

Step 1: Complete the [Non-Matriculated Student Application form](#)

Step 2: Submit the Non-Matriculated Student Application form to Registrar Services using e-mail: reg@cwu.edu, fax: 509-963-1230, or in person: first floor of Bouillon Hall, room 140.

Step 3: You will receive an email with your student ID number. Use that ID number to set up your MyCWU account.

Step 4: Enroll in courses. For help adding courses to your shopping cart, searching courses for prerequisites, and enrolling, please see the following link: [How to Register](#)

Step 5: If there are any prerequisites, you will need instructor permission or to provide your unofficial transcript to Registrar Services to prove that you have already satisfied them at another institution. If you are receiving instructor permission to waive a prerequisite, please obtain the instructor's signature on a [Schedule Change Form](#)

Step 6: Once you are completely enrolled, tuition can be paid through the Cashiers Office or online through MyCWU. If you have any questions, please contact them at 509-963-2001.

Step 7: Enjoy your classes! Once you have received your grades for the quarter you can transfer your credits to another institution by sending them your official transcript. Transcripts can be ordered online at www.getmytranscript.com or in person on the first floor of Bouillon Hall, room 140.

400 E. University Way, Ellensburg, WA 98926-7465

NON-MATRICULATED APPLICATION

(For any student who is NOT seeking a degree from CWU)

Please be aware you are not eligible for financial aid.

CWU-ELLENSBURG CWU-LYNNWOOD CWU-DES MOINES (SAMMAMISH)
 CWU-PIERCE COUNTY CWU-YAKIMA CWU-WENATCHEE CWU-MOESLAKE

TERM _____
YEAR _____

REQUIRED PERSONAL DATA-PLEASE PRINT

Date of Birth _____ *SS# _____ CWUID# _____

NAME: Last _____ First _____ Middle _____ Former _____

Address _____ City _____ State _____ Zip Code _____

Daytime Phone# _____ Email _____ Male Female

**By law, providing your Social Security number is optional, but it expedites the processing of your application.*

Washington State Resident Yes No If yes, since: _____

Residency requirements vary; please contact Registrar Services (509) 963-3001 with residency questions

U.S. Citizen Yes No If no, do you have a permanent resident/green card? Yes No

What country are you a citizen of? _____

Do you have a Bachelor's Degree? Yes No

Have you taken classes at CWU prior to September 1986? Yes No

Are you Spanish/Hispanic/Latino? (This question is about ethnicity, not race and is Optional.)

- No, not Spanish/Hispanic/Latino Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
 Yes, Cuban Yes, Other Spanish/Hispanic/Latino (Specify) _____
 Other (Specify) _____

What race/ethnic origin do you consider yourself? Check all that apply. (Optional)

- White Black or African American
 American Indian or Alaska Native
 Name of enrolled or principal tribe _____
 Asian
 Asian Indian Chinese Filipino Japanese Korean Vietnamese
 Other Asian (Specify) _____
 Native Hawaiian or Pacific Islander
 Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander (Specify) _____
 Other (Specify) _____

If you are seeking a CWU degree or certification, please refer to the Admissions Policies

I understand that registration obligates me to make payment of tuition and fees due in full by the last day of change of schedule. Late fees will be assessed on unpaid tuition. Admission to the University is required for Financial Aid Applicants. I understand that I will be assessed a Non-Refundable, Non-Matriculated Application Fee of \$40. This fee will be assessed once each academic year (fall through summer quarters) in which I am a registered, Non-Matriculated student.

Signature: _____

Date: _____