

UW Non-Degree Registration Services

UW Educational Outreach
4311 - 11th Ave. NE.
Seattle, WA 98105-4608
Phone: 206-543-2310
FAX: 206-685-9359

SUBJECT: NONMATRICULATED (NON-DEGREE) ENROLLMENT

January 3, 2005

Dear UW Academic Department,

The purpose of this letter is to introduce you to Non-Degree Enrollment at the University of Washington. For those not familiar with the process, Non-Degree Enrollment allows individuals to take courses and earn credit at the University of Washington without formally applying to the UW or enrolling in a degree program. Enrollment as a non-degree student is on a standby, space-available basis, which means students are not guaranteed a space in a class. Degree-seeking, matriculated students always have priority over non-degree students.

Students taking courses via Non-Degree Enrollment study with UW professors alongside regular degree students, earn real UW credit, and are eligible for some (though not all) student services. Enrollment as a non-degree student requires written approval from the instructor and the academic department offering the class. Non-degree students are encouraged to register before the beginning of the academic quarter and are required to have both of these signatures at the time of registration. Registering before the beginning of the quarter allows students to secure a spot on a standby list for their courses. Non-degree students will be officially enrolled *only after* classes have begun, and we have determined that space is available in the course.

Academic departments that have questions or concerns about Non-Degree Enrollment should contact our Registration Services office using the contact information listed above, or visit our Web site at nondegree.washington.edu. Our goal is to make Non-Degree Enrollment as simple and efficient as possible, and we welcome any questions you may have about the process.

Sincerely,

Non-Degree Registration Services