



# Application for Non-Matriculated Student Audit, Limited Enrollment, or Continuing Education

333 Sunset Blvd. Rocklin CA 95765 1-800-355-7522 [www.jessup.edu](http://www.jessup.edu)

This application is a Word document. Please first save it to your hard drive, complete the form, save again, and email the finished document to registrar@jessup.edu.

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Type of student? Please check one: Audit  Continuing Education  Limited Enrollment

Are you a citizen of the United States? YES  NO  If no, what country of citizenship? \_\_\_\_\_

Have you applied to WJU before? YES  NO  If yes, when and as what type of student? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, please explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Date: \_\_\_\_\_

College: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_ Date: \_\_\_\_\_

## Short Answer

Why are you interested in taking courses from WJU?:

## Limited Enrollment Student Only

**IMPORTANT NOTE:** If you have not previously been admitted to earn credit from WJU, you must complete this Limited Enrollment Student Application and have an unopened official high school or college transcript showing receipt of a high school diploma, associate degree, or bachelor degree submitted with your application or sent to William Jessup University, attn: Registrar. Proof of high school graduation or receipt of an Associate Degree or higher verifies that you are eligible to study at the level for which you are registering. Registration for credit cannot take place without receipt of this application and the appropriate official transcript.

## Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to admission, I understand that false or misleading information in my application may result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Typing signature using online autofill constitutes a formal agreement)

# The Non-Matriculated Student



Questions and Answers about being a Non-Matriculated Student at William Jessup University

1. **How do I complete and submit this application?**

This application is a Word document. Please first save it to your hard drive, complete the form, save again, and email the finished document to registrar@jessup.edu.

2. **What is a non-matriculated student?**

Any student who wishes to take continuing education courses, audit, or credit-bearing classes without first enrolling in a degree program is considered to be a non-matriculated student.

3. **What is the difference between an Audit, Continuing Education, and Limited Enrollment student?**

- a. **Audit** - Those who enroll on an audit basis do not take examinations, nor receive grades or college credit for the courses. Upon the approval of the instructor, audit students may complete assignments, take the tests, and receive feedback on course understanding but at no time is a grade recorded. Audit courses are charged the audit fee which can be found under Tuition and Fees at [www.jessup.edu](http://www.jessup.edu).
- b. **Continuing Education** - The Continuing Education Unit is a nationally recognized unit of measure for non-credit activities which meet qualifying criteria. One CEU is assigned for every ten (10) contact hours of participation in instructional time and is only given upon completion of program course requirements. The CEU cannot be converted to academic credit or applied toward a degree, yet many business firms and organizations have recognized the CEU when considering promotions, salary increases, and transfers. Student attendance for all contact hours must be documented. The CEU will be combined with the regular credit record (transcript). CE courses are charged the Continuing Education Unit fee which can be found under Tuition and Fees at [www.jessup.edu](http://www.jessup.edu).
- c. **Limited Enrollment** - Limited Enrollment students may wish to take units for credit with William Jessup University for preparation to become a matriculated student, transfer credit, training for employment, or other personal reasons. In any case, Limited Enrollment students are limited to 9 units per term with a maximum of 15 units in total. A Limited Enrollment student may be enrolled in a degree program at another institution with permission to take no more than 15 transfer credits of course work as a non-matriculated student at William Jessup University. Although the student intends to transfer those credits to his/her program, William Jessup University assumes no responsibility for advising such students or for the applicability of the courses to the student's degree. Once 15 units are obtained, or sooner, students should consult an Admission Counselor on becoming a matriculated student. Limited Enrollment per unit charges are the same as those for matriculated students taking less than 12 units. The per unit cost can be found under Tuition and Fees at [www.jessup.edu](http://www.jessup.edu).

4. **What background must I have in order to be eligible to take courses at William Jessup University?**

All students must have graduated from high school or have acquired a General Education Diploma (G.E.D.). No previous college work is necessary in order to be a non-matriculated student; however, certain courses may have pre-requisites or be restricted to upper level candidates only.

5. **Can I be sure of getting into the course(s) I want?**

Because degree-seeking students of the University have priority for space in all classes, non-matriculated students are admissible to courses on a space-available basis. For this reason, all non-matriculいたes must meet with someone in the Office of the Registrar who will approve their course selections. (The University reserves the right to cancel any class due to insufficient enrollment or due to inability of the contracted faculty member to teach the course.)

6. **Am I eligible for Financial Aid?**

No. Only matriculated students may receive any type financial aid, whether it be institutional, governmental, or loans.

7. **How many credits can I take as a non-matriculated student?**

Audit only and Continuing Education only students may continue under said enrollment indefinitely. If a student under either status wishes to enroll in college level courses for credit, then he/she must either apply for matriculation or enroll as a Limited Enrollment student. Once a Limited Enrollment student has completed a total of 15 credits, (if not sooner) he or she should meet with an Admission Counselor to discuss academic goals for the future. The student may not continue taking courses for credit without applying for matriculation.

8. **Is it possible for me to audit a course as a Limited Enrollment student?**

Yes. Limited Enrollment students may enroll in courses for credit or on an audit basis. Those who enroll on an audit basis do not take examinations, nor receive grades or college credit for the courses. The decision to audit or to take a course for credit is made at the time of registration and is not subject to change once the class begins.

9. **How do I apply for matriculation into a degree program when I am ready?**

Students who decide they are interested in applying for matriculation may do so by initiating the process through an Admission Counselor. Please pay close attention to traditional admission process priority dates and deadlines.