

# NON-MATRICULATED STUDENTS

If you are not seeking a degree at Seattle Pacific, but wish to take courses, you may be able to do so as a non-matriculated student.

## Policies

- There is no application fee to become non-matriculated.
- If a student decides to pursue a degree or certificate program at SPU, they are required to go through the normal admissions process.
- No more than 45 credits taken as a non-matriculated student may apply toward an undergraduate degree.
- No more than 15 such credits may be applied to a post-baccalaureate degree.
- No more than 12 credits taken as a non-matriculated student may apply toward a professional advancement certificate or graduate degree program, and some programs allow fewer. Work closely with your program advisor to determine how many credits taken as a non-matriculated student will apply to your program.
- The maximum credit load per quarter is 18 credits for undergraduate courses or 6 credits for graduate courses.
- Registration for non-matriculated students takes place after matriculated students have had a chance to register. Registration dates for non-matriculated students are listed in the Academic Calendar (<https://catalog.spu.edu/undergraduate/academic-calendar/>).
- By enrolling in courses at SPU, students agree to comply with the expectations, policies, and procedures in the Student Handbook, including the Student Standards of Conduct (<http://spu.edu/administration/office-of-student-life/handbook/behavioral-community-expectations/student-standards-of-conduct/>).
- Non-matriculated students are not eligible to receive financial aid and will pay regular tuition for courses on a per-credit basis.
- Veterans must be admitted to a degree program in order to receive benefits through the Veterans Administration.
- Non-matriculated international students who are non-native English speakers<sup>1</sup> must submit an acceptable official English proficiency test score to the Office of the Registrar in Demaray Hall 151 in order to register for classes. In addition, they must submit required government documentation to International Student Services no later than the first day of the quarter in which they are enrolled.
- Non-matriculated students are not eligible to participate in clubs or student government organizations.

## Registration

To register as a non-matriculated student, complete the Registration Form for Non-Matriculated Students (<http://na3.documents.adobe.com/public/esignWidget/?wid=CBFCIBAA3AAAABlqZhDRRdLKF1NlnqdaKqh9XIkqkNMlceD6tArDDkjXDmENvFy681ffvkvWYtz6bGJHjq4>) (AdobeSign Webform) and submit to the Office of the Registrar to be processed.

This form asks for directory information, your social security number, your date of birth, requested courses, and your signature. It is important to indicate all current contact information so that the student may receive information from SPU departments. The University will review the

completed form to determine whether you will be permitted to take courses as a non-matriculated student.

Course offerings can be found in the Time Schedule ([http://www.spu.edu/acad/UGCatalog/time\\_schedule/subjects\\_time.asp](http://www.spu.edu/acad/UGCatalog/time_schedule/subjects_time.asp)). Students should note that some courses may not be available to non-matriculated students and/or that some courses may have registration restriction or required prerequisites.

<sup>1</sup> SPU considers an international student to be a native English speaker if both their primary and secondary education took place in Australia, Canada (other than Quebec), Great Britain, Ireland, New Zealand, or the U.S. (other than Puerto Rico).