

Undergraduate* Change of Campus Form

*Graduate students should contact the graduate school or their major department.



IMPORTANT: Submission deadlines vary by campus. If you have questions regarding the change of campus process or availability of a particular program, please contact the WSU campus where you wish to enroll before completing this form. See campus contact information at the bottom of the form.

Who should fill out a change of campus form?

Submit a change of campus form to the campus where you want to enroll if:

- You are a **current WSU student** in a term that is in progress or you have been out for only one fall or spring semester and you want to take classes *and be advised* at a different campus beginning next semester. Example: You are currently attending at Pullman and would like to complete your degree at Vancouver.
- You are a **new WSU student** who has applied or been admitted at another WSU campus for one semester, either spring or fall, but the term has not yet begun and you wish to complete your degree through a different campus than on your original application.

You do not need to fill out a change of campus form if:

- Your advisor has agreed to let you take courses at another WSU campus for fall or spring semester. Fill out the online Intercampus Enrollment Request form to request one-time enrollment at another campus: <https://online.wsu.edu/currentstudent/IntercampusEnrollmentRequestInfo.aspx>.
- You are a former student returning to any WSU campus and have been away for more than one year. If you have been absent for more than one year, you will need to reapply for admission at the campus that you would like to attend.

Conditions:

- ✓ Admission or enrollment at one WSU campus does not guarantee admission or enrollment eligibility at another WSU campus.
- ✓ Each WSU campus may have different notification timelines.
- ✓ If you are approved for admission and enrollment at the new WSU campus, you relinquish your space at your current WSU campus.
- ✓ You may be required to participate in a mandatory orientation program at the campus you are requesting to attend before you will be able to register for classes. Please speak with an advisor about this possibility before submitting the change of campus form.
- ✓ When you change campuses, you are also changing advisors. **You must contact your new advisor before you will be able to register.**
- ✓ If you were academically deficient at the end of the last term you attended, **you will need to go through the reinstatement process at the campus you are requesting to attend before your change of campus can be completed.** NOTE: Reinstatement conditions and forms are campus specific.
- ✓ It is your responsibility to contact the Office of Financial Aid and Scholarships at the new campus if you have applied for, or been awarded, financial aid and scholarships.
- ✓ If you receive Veterans Administration (VA) benefits, you must check in with the VA office on your new campus to ensure your status is updated for your new enrollment location.
- ✓ It is also your responsibility to cancel your housing application if not enrolling at Pullman. Go to www.housing.wsu.edu, click on myHousing Contract, and then the cancel button.

If you have questions, contact the designated staff member at the campus where you wish to attend:

- **WSU Pullman** – Kelsey Meyer, 509-335-7378, wsu.registration@wsu.edu
- **WSU Spokane** – Kim Mickey, 509-358-7530, spokane.registrar@wsu.edu
- **WSU Tri-Cities** – Lydia Zalubil, 509-372-7136, lzalubil@tricity.wsu.edu
- **WSU Vancouver** – Phyllis Vomacka, 360-546-9565, pchase@wsu.edu
- **WSU Global** – Cassandra Hernandez, 509-335-9268, cjhernandez@wsu.edu
- **WSU North Puget Sound at Everett*** – Cathy Wright, 425-405-1714, cathy.wright@wsu.edu

*WSU NPS at Everett is designated a campus in myWSU for administrative purposes only.

Undergraduate Change of Campus Form



Last Name *First Name* *Middle Initial*

Street or PO Box *City* *State* *Zip*

WSU E-mail Address *Phone Number*

WSU Student ID _____ or Date of Birth _____ / _____ / _____
Month *Day* *Year*

Are you an International Student? Yes Visa Type _____ or No (circle one)

I am a (choose by checking the appropriate category):

Current WSU Student (I am currently taking classes (summer excluded) or I have been out for only one fall or spring semester, and I want to be advised and complete my degree at a different campus)

Current Advisor _____ (please print)

New or Former WSU Student (I have applied or been admitted to one WSU campus for a fall or spring semester but the term has not yet begun and I wish to complete my degree at a different campus)

Note: If you have been absent for more than one year, you will need to reapply for admission.

Current/Last Campus & Term & Year attended:

Pullman Fall

Spokane Spring

TriCities Summer

Vancouver _____ Year

Global

NPS at Everett*

Requesting admission/enrollment to:

Pullman Fall

Spokane Spring

TriCities Summer

Vancouver _____ Year

Global

NPS at Everett*

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My intended degree/major _____

Note: Not all WSU degrees are offered at all campuses. Please confirm that the degree you seek is available at the new campus before submitting this form.

I have read and understand the conditions on this form.

Signed _____ **Date** _____

Mail or fax signed form to the new campus listed below:

WSU Pullman Office of Admissions PO Box 641067 Pullman, WA 99164-1067 (888) 468-6978 (509) 335-4902 FAX admissprocess@lists.wsu.edu	WSU Spokane Office of Admissions PO Box 1495 Spokane, WA 99210-1495 (509) 358-7978 (509) 358-7538 FAX enroll@wsu.edu	WSU Tri-Cities Office of Admissions 2710 Crimson Way Richland, WA 99352 (509) 372-7250 (509) 372-7100 FAX admissions@tricity.wsu.edu	WSU Vancouver Office of Admissions 14204 NE Salmon Creek Ave Vancouver, WA 98686 (360) 546-9779 (360) 546-9032 FAX admissions@vancouver.wsu.edu	WSU NPS at Everett Office of Admissions Gray Wolf Hall 101 2000 Tower St, MS 45 Everett, WA 98201 (425)-405-1600 (425)-405-1601 everett.admission@wsu.edu	WSU Global Office of Admissions Van Doren Hall 104 Pullman, WA 99164 (509) 335-9268 (509) 335-4850 FAX online.registrar@wsu.edu
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