

ATTN: All WSU Advisors – All Campuses

Good Afternoon Advisors.

The Global Campus is receiving a high number of requests for Intercampus Enrollment, Change of Campus, and Special Enrollment Requests. Please keep in mind that unless a student is requesting a Change of Campus, the *student will not be advised by Global Campus Advisors. Students seeking Intercampus Enrollment, or a Special Enrollment request will rely on their primary advisor to usher them through the process* and advisors are expected to understand the various options to accurately advise students.

The information below will assist you when advising students who wish to enroll in online courses through Global Campus.

Intercampus Enrollment <https://online.wsu.edu/currentstudent/intercampus-enrollment-request/>

- Students using this form will:
 - remain admitted to their home campus.
 - keep their home campus advisor.
- Students do not need to be pursuing a Global Campus major but should check the Global Campus schedule to confirm courses needed are available.
- Students should use this form for one of the following reasons:
 - Student will graduate from their home campus; they just need to take courses from Global Campus for one to two semesters. Student should remain with their home campus and advisor to graduate.
 - Global Campus does not have the degree the student wants to graduate with, but Global Campus has all the courses needed to graduate. Student should remain with their home campus and advisor to graduate.
- The student's tuition rate will not change. Students will continue to be charged the same tuition rate set on their home campus based on residency status and NOT by the campus they request to attend. Conversely, campus-based fees (Rec Center, etc.) will be charged based on the campus the student requests to attend.
- **Process**
 - ***This form requires advisor approval***
 - ***The Global Campus Registrar will reach out for advisor review and approval after the form is received.***
 - ***If courses are available and approved by the advisor, the student will be enrolled by the Global Campus Registrar.***

- ***The process may take up to two weeks.***

Change of Campus <https://registrar.wsu.edu/change-of-campus/>

- Students using this form will change their home campus to the Global Campus and intend to graduate from Global Campus.
- Students who use this form must be pursuing a degree offered by Global Campus
 - Review degree options here: <https://online.wsu.edu/>
- Student will pay Global Campus tuition and fees based on their residency status.
- Student will complete the Global Campus online orientation.
- Student will be assigned a Global Campus academic advisor to help them plan their course schedule and navigate WSU virtually.
- Students who are graduating within one semester will be directed to Intercampus Enrollment and remain advised by their primary advisor.

- ***Process***
 - ***This form does not require advisor approval***
 - ***This form is reviewed by the Global Campus Registrar and Advising Staff to ensure that a Change of Campus is in the best interest of the student.***
 - ***Once the Change of Campus is processed and the student has completed the Global Campus Orientation and initial advising appointment, the student may enroll themselves.***
 - ***The process may take 3-6 weeks depending on the campus you are requesting to attend.***

Special Enrollment Request <https://registrar.wsu.edu/forms-and-requests/>

- This process is for students who are enrolled at their home campus but need one or two courses from Global Campus *that are not currently offered on their home campus.*
- If approved the course will be scheduled as a blended course on their home campus.
- If approved students will be registered for courses by the appropriate Registrar for the request.

- ***Process***
 - ***This form requires advisor, campus, and department approval.***
 - ***The Registrar Team will reach out for needed approvals after the form is received.***
 - ***If courses are available and all approvals gathered, the student will be enrolled by the appropriate Registrar.***
 - ***The process may take 2-4 weeks. Special enrollment requests must be approved and are not guaranteed.***

******Please note this document focuses on processes for assisting students who wish to take courses through Global Campus. Some of these processes may differ depending on the campus requested.***