

## 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 (summer excluded) 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. 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 to one WSU campus for a fall or spring semester 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 a course at another WSU campus to fulfill part of your requirements at your current campus. Your advisor will assist you in enrolling in a course at another campus.
- 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.
- You want to take a course at another campus for summer, unless you are changing to WSU Online for all future advising. NOTE: You must have no more than 105 semester credits to transfer to WSU Online.

### 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](http://www.housing.wsu.edu), click on myHousing Contract, and then the cancel button.
- ✓ Note: If you are admitted to or enrolled at one of the following campuses, you are also eligible to enroll at the campuses listed below:

#### If admitted to/enrolled at:

WSU Pullman \_\_\_\_\_  
 WSU Vancouver \_\_\_\_\_  
 WSU Tri-Cities \_\_\_\_\_  
 WSU Spokane \_\_\_\_\_  
 WSU Online \_\_\_\_\_

#### You are eligible to register for courses through:

WSU Pullman, WSU Spokane, & WSU Online  
 WSU Vancouver & WSU Online  
 WSU Tri-Cities & WSU Online  
 WSU Spokane, WSU Pullman, & WSU Online  
 WSU Online

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

- **WSU Pullman** – Stacie Olsen-Wilkes, 509-335-3812, [stacie37@wsu.edu](mailto:stacie37@wsu.edu)
- **WSU Spokane** – Lisa Martin, 509-358-7530, [ldmartin@wsu.edu](mailto:ldmartin@wsu.edu)
- **WSU Tri-Cities** – Karla Hall, 509-372-7312, [kbhall@tricity.wsu.edu](mailto:kbhall@tricity.wsu.edu)
- **WSU Vancouver** – Jenny Kincaid, 360-546-9553, [jenny.kincaid@vancouver.wsu.edu](mailto:jenny.kincaid@vancouver.wsu.edu)
- **WSU Online** – Debbie Whitney, 509-335-1133, [distance@wsu.edu](mailto:distance@wsu.edu)

# Undergraduate Change of Campus Form



**IMPORTANT:** 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.

(Please print legibly)

\_\_\_\_\_  
*Last Name* *First Name* *Middle Initial*

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

\_\_\_\_\_  
*E-mail Address* *Phone Number*

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

**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)
- 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 attended:**

Pullman  Fall

Spokane  Spring

TriCities

Vancouver \_\_\_\_\_ Year

WSU Online

**Requesting admission/enrollment to:**

Pullman  Fall

Spokane  Spring

TriCities  Summer  
(WSU Online ONLY)

Vancouver

WSU Online \_\_\_\_\_ Year

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 Online Office of Admissions Van Doren Hall 104 Pullman, WA 99164 (509) 335-3557 (509) 335-4850 FAX distance@wsu.edu
---	--	--	---	---