



## **Iowa Wesleyan Guest Instructions**

### Definition of an IW Guest Student

Guest Students (Non-IW students taking IW courses): Guest students are non-degree seeking at IW and are either taking classes while enrolled at another college or university or taking classes for personal growth and development.

### Instructions

1. Send an email to [online@iw.edu](mailto:online@iw.edu) stating you would like to take an online class as a guest student. Include your name, your institution, the course code/name and when the class is offered.
2. Fill out the IW Online student application form: <https://online.iw.edu/apply-bachelor/>
3. Have an administrative official from your current institution fill out a letter of good standing. The letter of good standing must contain:
  - the name of the accredited institution
  - the name of the student
  - the student's major
  - have a signature from an administrative official
  - the administrative official's title and contact information
  - state whether the current student is in "good standing" or not at his/her current institution
  - be on school letter head
4. Send letter of good standing to the IW Online office at [online@iw.edu](mailto:online@iw.edu) or to the attention of IW Online, Iowa Wesleyan University, 601 N. Main St., Mount Pleasant IA 52641.
5. Turn this form into the IW Online office at [online@iw.edu](mailto:online@iw.edu) or to the attention of IW Online, Iowa Wesleyan University, 601 N. Main St., Mount Pleasant IA 52641.
6. If the guest student has any questions, please contact the IW Online Office at (319) 385-6208.

Continue on Other Side

Guest students must acknowledge the following points. They:

1. Act as their own advisor
2. Are responsible for ensuring their classes will transfer back to their home institution. IW suggests the student provide their academic advisor from the degree granting institution with a copy of the course description and/or syllabus for the desired course. Approval of the transferability of the course to the home institution is highly recommended. Course descriptions can be found online at <https://www.iw.edu/undergraduate-catalogs/>. Syllabi are available through the Academic Affairs office
3. Self-certify they meet all prerequisites for the classes in which they enroll
4. Are responsible for adhering to all registration, academic and payment deadlines published within the IW catalog
5. IW will require them to complete the admissions process and contact IW admissions should they want to change their status at IW to degree seeking

### Policies

1. A guest student is a **non-degree seeking student** at Iowa Wesleyan University.
2. The guest student is **responsible** for ordering Iowa Wesleyan's transcript to transfer to his or her current institution.
3. The guest student is **responsible** for understanding how the Iowa Wesleyan course will transfer to his or her current institution.
4. The guest student is **responsible** for contacting the administrative official to write the "good standing" letter, making sure the letter is sent to IW admission's office, and to fill out the IW student application
5. The guest student is **responsible** for knowing and following all Iowa Wesleyan rules, policies, and procedures stated in the student handbook and catalog.
6. The guest student is **not** responsible for the application fee.
7. The guest student does **not** have to send in past transcripts from past course work to IW.
8. The guest student will **not** be eligible for financial aid at Iowa Wesleyan University.
9. The guest student understands the bulleted points stated above in instructions #2.

I, \_\_\_\_\_, understand the instructions, policies, and definition above.

Student Signature: \_\_\_\_\_

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