A Note to Transient/Visiting Students

Students currently enrolled at another college or university who wish to take courses through Youngstown State University's (YSU) Williamson College of Business Administration (WCBA) may register for classes, provided seats are available at the time of enrollment.

Steps to Complete Before Contacting WCBA

1. Coordinate with your home institution to identify the YSU course(s) that best align with your academic needs. Some schools may direct you to Transferology.

2. Review the **YSU Schedule of Classes** to confirm that your desired course(s) are offered during your intended semester.

3. Read the **Transient/Guest Student information** available on the YSU Office of Admission website.

4. Submit the **Undergraduate Admission Application**, including the $45 application fee, and provide a copy of your academic transcript to verify good academic standing at your home institution.

5. Remember: transient/visiting students may register only during the **Open Registration period**. Refer to the **Priority Registration Appointment Calendar** for details.

After Admission, Before Registering for WCBA Courses

1. Re-check the **Schedule of Classes** to ensure seats are available. Pay attention to course modality (on-campus or online) and duration (7-week or 14-week formats).

2. Activate your **Penguin Portal Account**.

3. Register for your course at your assigned time. If you encounter registration errors, complete the **WCBA Course Override Request Form**.

Important: Once a course is full, no overrides will be granted to place students directly into the class, and the waitlist cannot be bypassed. During the fall and spring semesters, students may join the waitlist to register for the class. For detailed instructions on using the waitlist, visit **Online Instructions | YSU**.

Please note that the waitlist option is **not offered during summer semester registration**.

For help with registration, billing questions, or enrollment verification, contact the **YSU Penguin Service Center** at 330.941.6000.