Non Degree application link: https://uadmissions.wcupa.edu/apply/
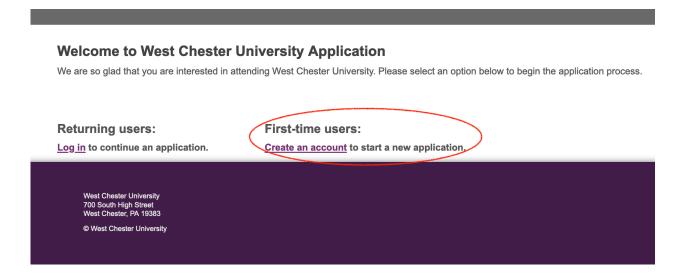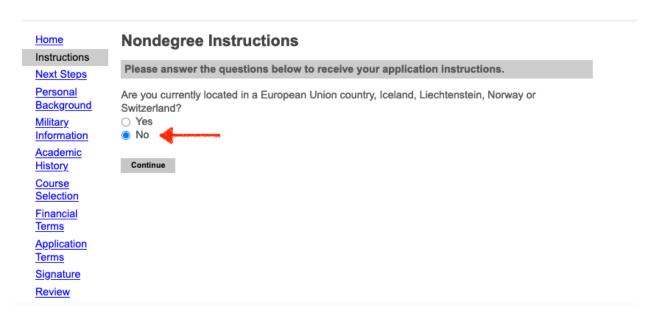
Tip: Our application works best using Google Chrome or Firefox Internet browsers. We advise NOT using Live, Outlook, or Hotmail email accounts for your application login.
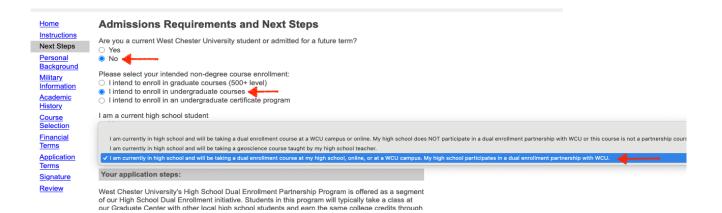
1. You will be prompted to create a **username** and **password** after clicking on the link for **"first time users."** Your username will be the email address that we use to communicate important information to you.

Welcome to West Chester University Application

We are so glad that you are interested in attending West Chester University. Please select an option below to begin the application process.

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

West Chester University
700 South High Street
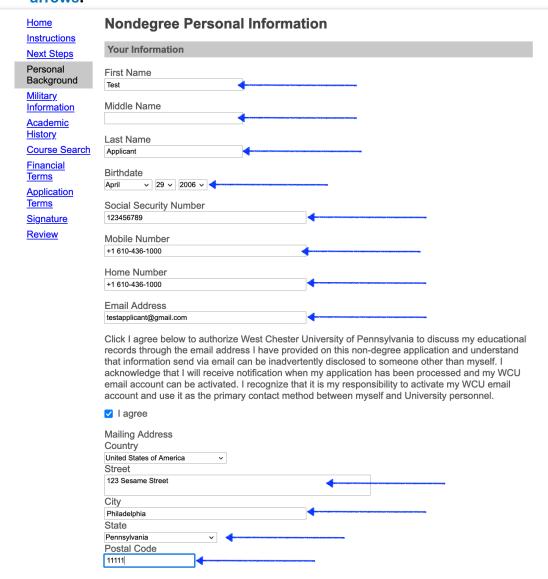West Chester, PA 19383

© West Chester University

2. Once your account is created, you will receive an email to verify your account and a link to begin your application.
   • **Select the term/year to begin an application:** Nondegree Spring 2025

3. Enter exactly the same information in the spots marked below with the **red arrows**:
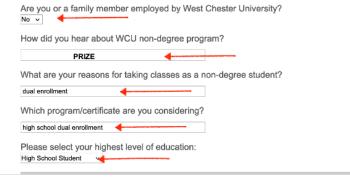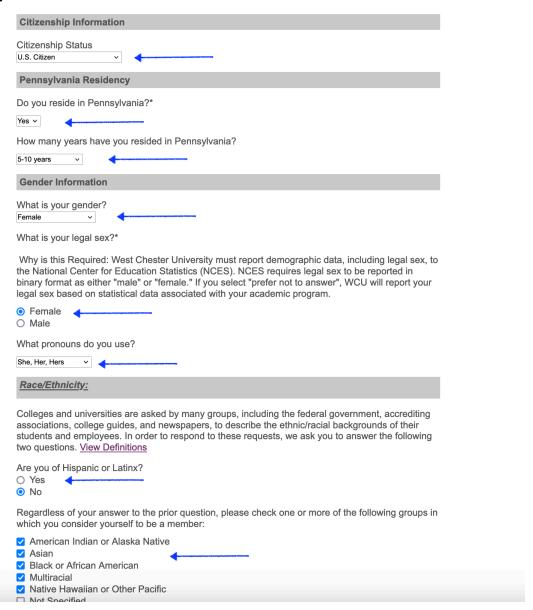
Nondegree Instructions

Please answer the questions below to receive your application instructions.

Home
Instructions
Next Steps
Personal Background
Military Information
Academic History
Course Selection
Financial Terms
Application Terms
Signature
Review

Are you currently located in a European Union country, Iceland, Liechtenstein, Norway or Switzerland?

○ Yes
● No ←

Continue

Admissions Requirements and Next Steps

Home
Instructions
Next Steps
Personal Background
Military Information
Academic History
Course Selection
Financial Terms
Application Terms
Signature
Review

Are you a current West Chester University student or admitted for a future term?
○ Yes
● No ←

Please select your intended non-degree course enrollment:
○ I intend to enroll in graduate courses (500+ level)
● I intend to enroll in undergraduate courses ←
○ I intend to enroll in an undergraduate certificate program

I am a current high school student

I am currently in high school and will be taking a dual enrollment course at a WCU campus or online. My high school does NOT participate in a dual enrollment partnership with WCU or this course is not a partnership cours

I am currently in high school and will be taking a geoscience course taught by my high school teacher.

✓ I am currently in high school and will be taking a dual enrollment course at my high school, online, or at a WCU campus. My high school participates in a dual enrollment partnership with WCU. ←

Your application steps:

West Chester University's High School Dual Enrollment Partnership Program is offered as a segment of our High School Dual Enrollment initiative. Students in this program will typically take a class at our Graduate Center with other local high school students and earn the same college credits through

4. Enter your own personal information in the spots marked below with the **blue arrows**:

Nondegree Personal Information

Home
Instructions
Next Steps
Personal Background
Military Information
Academic History
Course Search
Financial Terms
Application Terms
Signature
Review

Your Information

First Name
Test

Middle Name

Last Name
Applicant

Birthdate
April   29   2006

Social Security Number
123456789

Mobile Number
+1 610-436-1000

Home Number
+1 610-436-1000

Email Address
testapplicant@gmail.com

Click I agree below to authorize West Chester University of Pennsylvania to discuss my educational records through the email address I have provided on this non-degree application and understand that information send via email can be inadvertently disclosed to someone other than myself. I acknowledge that I will receive notification when my application has been processed and my WCU email account can be activated. I recognize that it is my responsibility to activate my WCU email account and use it as the primary contact method between myself and University personnel.

☑ I agree

Mailing Address
Country
United States of America
Street
123 Sesame Street
City
Philadelphia
State
Pennsylvania
Postal Code
11111

5. Enter exactly the same information in the spots marked below with the **red arrows**:

Are you or a family member employed by West Chester University?
No

How did you hear about WCU non-degree program?
PRIZE

What are your reasons for taking classes as a non-degree student?
dual enrollment

Which program/certificate are you considering?
high school dual enrollment

Please select your highest level of education:
High School Student

6. Enter your own personal information in the spots marked below with the **blue arrows**:

Citizenship Information

Citizenship Status

| U.S. Citizen ⌄ | ⬅ —————

Pennsylvania Residency

Do you reside in Pennsylvania?*

| Yes ⌄ | ⬅ —————

How many years have you resided in Pennsylvania?

| 5-10 years ⌄ | ⬅ —————

Gender Information

What is your gender?

| Female ⌄ | ⬅ —————

What is your legal sex?*

Why is this Required: West Chester University must report demographic data, including legal sex, to the National Center for Education Statistics (NCES). NCES requires legal sex to be reported in binary format as either "male" or "female." If you select "prefer not to answer", WCU will report your legal sex based on statistical data associated with your academic program.

◉ Female ⬅ —————
◯ Male

What pronouns do you use?

| She, Her, Hers ⌄ | ⬅ —————

Race/Ethnicity:

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. View Definitions

Are you of Hispanic or Latinx?
◯ Yes ⬅ —————
◉ No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

☑ American Indian or Alaska Native
☑ Asian ⬅ —————
☑ Black or African American
☑ Multiracial
☑ Native Hawaiian or Other Pacific
☐ Not Specified

7. Begin typing your high school name into the **"Institution"** search bar. Add your dates attended, level of study, degree information, month/year you expect to graduate and GPA. You <mark>DO NOT</mark> need to upload a copy of your transcript in this section to submit your application.

8. Add your Course Information

Example 1:
- Subject Area: EGP
- Catalog NBR: 209
- Section: Leave Blank

Example 2:
- Subject Area: MUE
- Catalog NBR: 220
- Section: Leave Blank

Course Selection

Class Search:

In this section, please indicate the courses you have interest in taking while enrolled as a non-degree student. Select a number from the drop-down menu to indicate how many courses you are interested in taking. Then, use the link below to search our course offerings and fill in the Course Subject, Catalog Number and Section for each. Click here for instructions on how to browse classes.

Click here to access our class search
Selection of your classes on this screen DOES NOT guarantee registration, however completion of this screen will expedite the registration process

I would like to take _____ courses.
[1 ∨]

Course 1

Subject Area
[LIT]

Catalog Nbr
[165]

Class Section
[   ]

Is there anything specific you would like our staff to know regarding your class selection (s)?
[   ]

[Continue]

9. Scroll to bottom of both the Financial Terms and Application Terms pages and click **"I agree"**. <mark>****Note that even though your school district will be paying the tuition for this course, you will still need to click "I agree" on the Financial Terms and Conditions page.**</mark>

10. Type your **full legal name** in the signature box:

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Signature	Please complete prior to submission.
Address is missing	

Submit Application   Save for Later

11. Resolve any errors and then click **"Submit Application"**