

I am ready to schedule classes, now what?

Enrollment Appointments

- The Registrar's office assigns registration appointments to all students.
- You will see your appointment date and time in your myWCU account on the right-hand side under the header "When do I schedule".
- Your enrollment appointment time is when you are eligible to enroll in courses for the upcoming term. Once the appointment time begins you may continue to adjust your schedules until the add/drop deadline.

Scheduling Classes in myWCU

Adding/Registering for a class

- Logon to your myWCU account: <https://my.wcupa.edu>
- Click on "Enroll in a Class" link, select the term in which you want to enroll and click on the green button "Continue".
- Answer the question at the top of the page, "... if you intend on being full time" (Yes or No)
- Search for classes by clicking on the green "search" button"
- Continue to search and select classes to put in your "Tentative Classes". (Select the class by clicking on the Green "Select Class" button) Click the green "NEXT" button to put the selected class into your Tentative Classes.
- Once you have classes listed in your "Tentative Classes" and you are ready to enroll, Click on the green button "Proceed to Step 2 of 3"
- On the next page, Click on the green button "Finish Enrolling"
- You will see a red "X" or a green "check mark" next to each class.
- Red X means you did not get into the class and a message explains why.
- Green check means you are successfully enrolled.

Dropping a class

- Logon to your myWCU account: <https://my.wcupa.edu>
- Click on "Enroll in a Class" link, then click on the drop tab.
- Select the term in which you want to drop and click on the green button "Continue".
- Select the course(s) you would like to drop and click "Drop

How do I see if I am on track for graduation?

Run your DPR!

You may access your Degree Progress Report through your myWCU account.

Make sure you review your DPR with your advisor each semester prior to scheduling.

Any additional important information?

Final Transcripts

Don't forget to have your final transcripts sent so we may complete your Transfer Credit Evaluation.

In the meantime, you can review equivalencies at www.wcupa.edu/transfercredit

Test Credit

If you've received credit from your previous institution for AP, CLEP, or IB exams you must have the official scores sent to the Office of the Registrar from CollegeBoard or International Baccalaureate.

Resident Credit Requirement

To qualify for graduation, you must:

- Take at least 30 of your last 45 semester hours of credit at West Chester University.
- Complete at least 50% of the courses in your major and/or minor at West Chester University.

Graduation Honors

In order to earn graduation honors, you must have a minimum of 60 graded West Chester University credits calculating into the GPA.



Transfer Credit Center ■ Office of the Registrar
25 University Avenue ■ West Chester, PA 19383

www.wcupa.edu/transfercredit
trancred-registrar@wcupa.edu

Facts & Tasks for Transfer Students



West Chester University

Understanding your Transfer Credit Evaluation

The Transfer Credit Evaluation is a detailed list of all the courses you've completed from each of your previous institutions that West Chester University has reviewed for transfer credit. Please see the enclosed preliminary WCU equivalent that has been determined for each of your courses.

Your evaluation does not include in-progress courses.

During the evaluation process there are 4 standard determinations:

1. **Direct Equivalent** – This is when a transfer course is equivalent to a specific course at WCU

Example: Your General Psychology course transfers as PSY100.

2. **Subject-Specific Elective** – This is credit that is specific to a subject but NOT a specific course at WCU. It is reflected by pairing the department prefix with the number 199.

Example: Your Human Anatomy course transfers as BIO 199.

3. **General Elective** - This equivalency is used when the course is not equivalent to a specific course OR subject at WCU. This equivalency is TRN 199. Please note: This course equivalency does NOT fulfill any specific degree requirements. It only counts towards the 120 credits needed to graduate.

Example: Your Introduction to Engineering course transfers as TRN 199.

4. **Rejected** - This equivalency is used for credits that are not accepted by WCU. There are several reasons why a course would be rejected, and each reason is given a code:

RM = Remedial credit

GL = Grade Low

NG = No Grade

OT = Other

NC = Non-College credit

DC = Duplicate Credit

NE = No Equivalent

To see if your courses transfer to WCU –

www.wcupa.edu/registrar ► Transfer Credit Center

BRING YOUR CREDITS WITH YOU!

New Transfer Student to-do List:

- Review your transfer credit evaluation
- Pay your Admission's deposit
- Initialize your myWCU account
- Schedule an appointment with your academic department
- Submit any Transfer Credit Appeals
- Schedule classes
- Run your DPR to track your progress towards degree completion

Is this your 2nd bachelor's degree?

Students who have already completed a bachelor's degree transfer 90 credits in the form of TRN490 or TRN497. This demonstrates that you have previously completed a bachelor's degree and your general education requirements are considered satisfied. Second degree students must complete a minimum of 30 WCU credits and satisfy all major and/or minor requirements.

I'm ready to become an official #WCUtransfer student, what should I do?

Pay your Admission's deposit!

Once you pay your deposit you will be able to:

- Initialize your myWCU account
- Meet with academic advisor or department chairperson
- Register for classes

For more information about paying your deposit and initializing your myWCU visit www.wcupa.edu/acceptedTransfer



How do I get more direct equivalents on my Transfer Credit Evaluation?

You may appeal equivalencies on your transfer credit evaluation by submitting the Transfer Credit Appeal form, along with the required documentation, to the appropriate academic departments.

For example, to have a psychology course re-evaluated you would submit your appeal to the Psychology Department.

Transfer Credit Appeal forms can be found on the Registrar's website, at <http://wcupa.edu/registrar/transferForms.aspx>.

**Learn More About Transferring
College Credit in PA!
Visit
PACOLLEGETRANSFER.COM**