

## NON-DEGREE ADMISSIONS

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### Undergraduate Non-Degree Admissions

"Non-degree" is an academic term used to describe students who are "not formally accepted into a degree-seeking program." It is a great way to start your college career or to grow on a personal or professional level.

#### Non-Degree Application

The non-degree application will become available once the course schedule for the semester becomes accessible online. The application will remain active until the day before the end of the add/drop period each semester. Students will not be permitted to apply on the last day of the add/drop period for that particular semester.

We recommend that non-degree applicants complete the application prior to the start of open registration. This will allow time for admission and prerequisite requirements to be assessed, as well as communication with academic departments, if deemed necessary.

#### Tips for Applying

- You will need to provide personal information, such as your date of birth, social security number, mailing address, and e-mail address on the application.
- Once the application is submitted, you will receive an e-mail notification almost immediately, sent to the e-mail address supplied, verifying that the application was submitted successfully. Some non-degree applicants, such as high school students, will be e-mailed additional paperwork that will need to be completed. Your online application will not be processed until all supporting documentation is received and it is determined that you meet the admission requirements for the non-degree program. Once the application is processed, a second e-mail will be sent containing important information, including a WCU ID number and directions on how to set up your self-service account (RamPortal).
- You will use that WCU ID number to activate your account. Once activated, you will be able to enroll in courses, as long as you meet the prerequisite requirements. If you have taken the prerequisites at another institution, you will need to be given permission to enroll by a WCU staff member.

Please visit our website at [https://www.wcupa.edu/\\_admissions/SCH\\_ADM/nonDegree.aspx](https://www.wcupa.edu/_admissions/SCH_ADM/nonDegree.aspx) for more information regarding admission requirements and required supporting documentation.

### Graduate Non-Degree Admissions

"Non-degree" is an academic term used to describe students who are "not formally accepted into a degree-seeking program." Students often begin their graduate college careers by enrolling in courses in non-degree status for personal and professional growth. Students may enroll in graduate-level courses on a non-degree basis after having earned a baccalaureate degree from a regionally accredited institution.

Non-degree students may schedule up to nine credits of course work on a non-matriculated basis and may be permitted to take a workshop or other noncredit bearing class. Non-degree students are permitted to enroll in any graduate course in which they possess the necessary prerequisite coursework and/or can demonstrate, prior to enrollment, minimum performance competencies. Non-degree students may also be required to seek permission from the instructor. Students enrolling in courses under this policy are expected to meet the minimum GPA required for graduate work and are encouraged to seek the academic guidance of the graduate coordinator in their intended discipline. Completing courses on a non-degree basis does not guarantee admission, and credits earned may not necessarily be applied to a degree program at a later date. Non-degree students are not eligible to receive financial aid. Additional coursework may be taken only after the student has applied and been accepted as a matriculated student into one of the categories described above. Students taking only special courses, such as workshops, are the exception to this rule. Students

should begin the formal application process immediately after they have decided to pursue a graduate degree at West Chester University.

For additional information, contact The Graduate School at 610-436-2943, via e-mail at [gradschool@wcupa.edu](mailto:gradschool@wcupa.edu), or view more information on The Graduate School (<http://www.wcupa.edu/grad/>) website.