

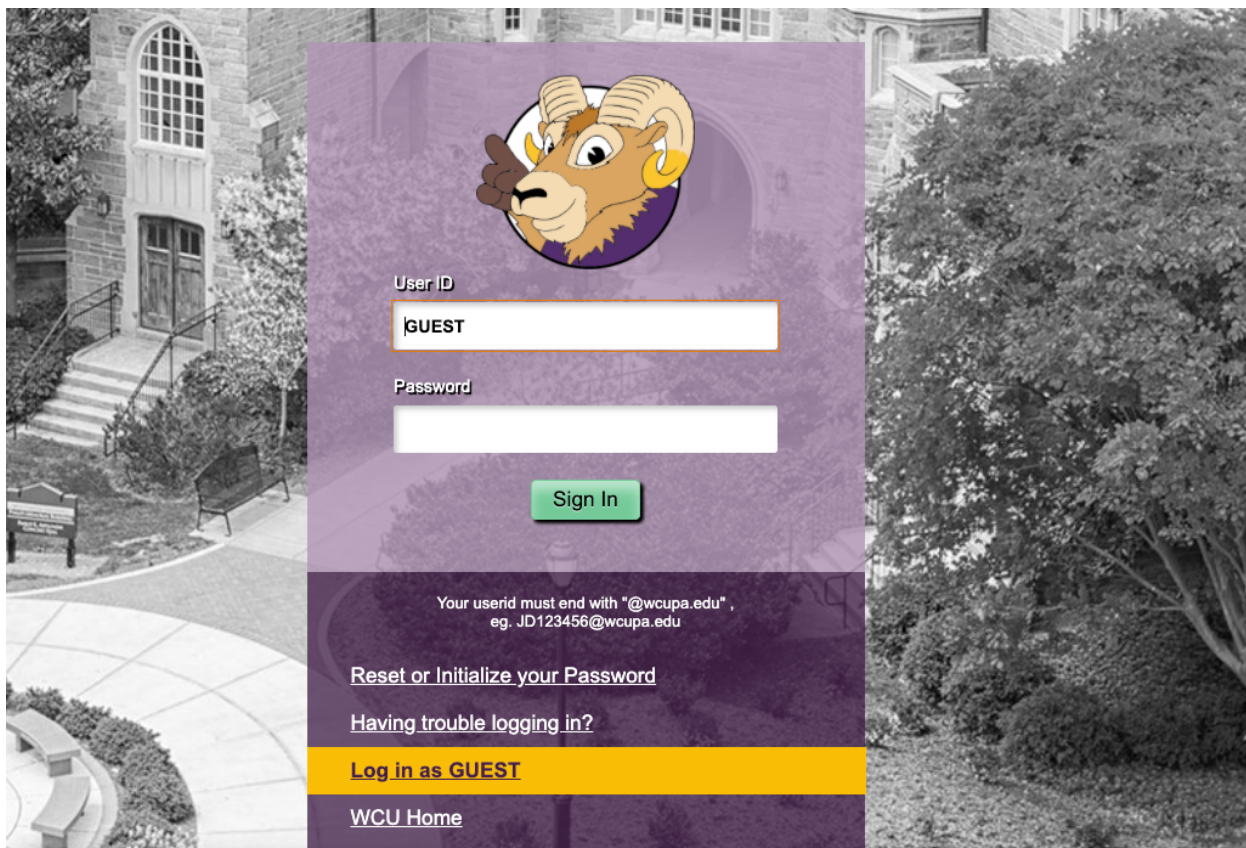
Graduate Non-Degree Application Instructions

Here are a few important points for you to know before you submit your non degree application:

1. You will need to submit your date of birth, mailing address and your email address on the application.
2. Once you submit your online application you will receive an email notification almost immediately. The email will be sent to the address you supplied on your application.
3. Your online application will be processed and you will then receive a second email notification. This second email notification may take as much as 24 hours. It will include important instructions about how to search the class schedule and scheduling your class, billing information, and most importantly, your WCU ID number.

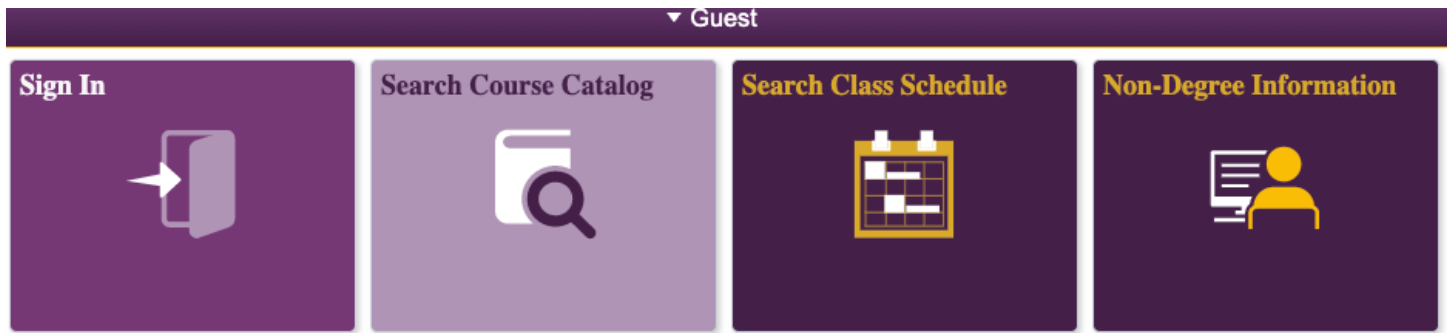
Important Note: As soon as you receive your second email notification to schedule classes, please contact Jackie Hodes at jhodes@wcupa.edu and Alana Luttermoser at aluttermoser@wcupa.edu for assistance.

Step 1: Log in to my.wcupa.edu as a Guest (not log-in credentials needed)



The image shows a screenshot of the WCU login page. The page features a purple background with a white ram logo at the top center. Below the logo, there are two input fields: "User ID" and "Password". The "User ID" field contains the text "GUEST". Below the input fields is a green "Sign In" button. At the bottom of the page, there are several links: "Reset or Initialize your Password", "Having trouble logging in?", "Log in as GUEST" (highlighted in yellow), and "WCU Home". A note at the bottom states: "Your userid must end with '@wcupa.edu', eg. JD123456@wcupa.edu".

Step 2: Click right-hand tile “Non-Degree Information”



Step 3: Complete Non-Degree Application

Self-Service Non-Degree App

Non-Degree Application

EU General Data Protection Regulation (GDPR) Consent

The E.U. General Data Protection Regulation (GDPR) is a new set of rules in effect as of May 25, 2018 that governs the sharing of data by European Union Residents. In order for West Chester University to be able to process your application, please provide the information below. You can learn more about the [E.U. GDPR here](#).

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