

Some Useful Phone Numbers

Registrar's Office.....610-436-3541

Associate Provost.....610-436-3551

Bursar's Office.....610-436-2552

Financial Aid.....610-436-2627

Public Safety610-436-3311

Library.....610-436-2643

SSI Bookstore.....610-436-2242

Deans:

College of Arts/Sciences... 610-436-3243

College of Business/Public Affairs...

610-436-2824

College of Education..... 610-436-2428

College of Health Sciences.....

610-436-2938

College of Visual/Performing Arts.....

610-436-2489

Diplomas

You will receive a diploma cover at commencement.

Diplomas are mailed approximately 8 weeks after the ceremony.

December commencement....late February mailing

May commencementlate July mailing

August commencement.....late October mailing



Ready for Graduation?

▶▶▶ Things you need to know.



Office of the Registrar
25 University Ave
West Chester University

www.wcupa.edu/registrar

Are you Ready to Graduate?

Discuss your anticipated graduation date with your advisor.

Apply for graduation once you have earned 90 credits.

The Graduation Application Timeline is available on the Registrar's webpage: www.wcupa.edu/registrar

Apply for graduation through your MyWCU account. Click on "Apply for Graduation" and follow the prompts.

You may only apply online for graduation one time. If you do not see your graduation term online then go to the Registrar's office to apply in person. Once you apply online, if you need to make changes to your graduation term go to the Registrar's office.

Keep in mind, applying late for graduation may result in your name not being included in the Commencement brochure!

What Happens After You Apply for Graduation?

A Graduation fee of \$82 is charged to your student account.

Keep checking your WCU email. Your Graduation Analyst will email you with important information.

A Graduation Analyst in the Registrar's Office will review your academic record to check to see that you have completed your general education requirements.

Your advisor/academic department will check to see if you have completed your major/minor academic requirements after your last semester is graded.

Important Tips

TAKE CHARGE OF YOUR ACADEMIC RECORD!

Run a Degree Progress Report (DPR) every term before you meet with your advisor.

If you have questions about your DPR, ask your advisor. If your advisor can't answer your question, go to the Chairperson.

Common Pitfalls

Keep your record clear of all holds. You will not receive a diploma if you have holds on your record.

Make sure you have a 300 level "writing emphasis" course.

BIO 102 does NOT count as a science gen ed course.

Check the total adjusted credits on your DPR. All students need a minimum of 120 credits to graduate. Some majors may require more than 120. Check with your advisor.

Transfer students: En sure all transfer credits are posted by reviewing your DPR. 60 WCU credits required for commencement honors.

If you must take summer course work to complete your degree then you must apply as an August graduate (not May). All August graduates walk in the May commencement.

Commencement

All commencement information and the list of graduates are posted on the Registrar's webpage: www.wcupa.edu/registrar

December Commencement is held in Hollinger Fieldhouse and requires 2 ceremonies.

May commencement is held at Farrell Stadium.