

Westminster College

High School Dual Enrollment Program





Westminster College
Lifelong Learning Program

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REQUIREMENTS FOR COLLEGE STUDY

High school students wishing to pursue courses of study at Westminster College while still enrolled in high school must follow these guidelines:

ACADEMIC REQUIREMENTS:

1. 3.00 (B average) cumulative high school average to enroll.
2. Maintain 2.70 (B- average) Westminster College average.

ADDITIONAL REQUIREMENTS:

1. No more than two (2) courses may be taken per semester. College courses are to be taken for academic enrichment and not as substitution for high school courses.
2. Westminster class attendance is mandatory even when high school classes are not in session.
3. Courses must be approved each semester by the high school guidance counselor and the director of the Lifelong Learning Program.
4. College policy states that Westminster GroupWise e-mail is the official means of communication with students. Students will be held accountable for all information distributed by e-mail and are required to check their e-mail on a regular basis. Grades will only be available online.

THE FOLLOWING MUST BE SUBMITTED FOR ACCEPTANCE:

- Dual Enrollment **APPLICATION**
- \$35 non-refundable **APPLICATION FEE** (one-time)
- Official high school (and college if applicable) **TRANSCRIPTS**
- Completed high school **REGISTRATION/PERMISSION FORM**
- Teacher **RECOMMENDATION**
- **ESSAY**

Office of Adult and Graduate Studies
Westminster College - 319 S. Market St. - McKelvey Campus Center
New Wilmington, PA 16172-0001
Phone: 724-946-7353 Fax: 724-946-6351
conted@westminster.edu

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CLASS REGISTRATION INFORMATION

Students accepted for High School Dual Enrollment need to register for classes through the Office of Adult and Graduate Studies.

Advising appointments are easily scheduled and are recommended when students have questions about the requirements for a particular discipline. Please call the office at 724-946-7353 to arrange a meeting with the director during the month preceding the scheduled registration dates.

REGISTRATION/PERMISSION PROCESS:

1. Complete class registration form.
 2. Meet with your guidance counselor for approval.
 3. Forward completed class registration/permission form to the Adult and Graduate Studies Office. A separate form must be filled out for each class, each semester.
- *New students will register after May 1 for Fall Semester classes and after December 1 for Spring Semester classes.*
 - *New students should check with their instructor(s) during the first week of class for their campus network password. This is necessary for accessing network files and campus e-mail. If a password is not received within the first week or a student has questions, they should call the Information Systems Call Center at 724-946-6900.*

Course offerings may be viewed online:

www.westminster.edu

Click on Academics, then Registrar
On the Registrar home page you will be
able to access current course offerings.

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SCHEDULE CHANGE INFORMATION

ADDING/DROPPING COURSES

- A student will not be charged tuition for a course dropped during the add/drop period. If dropping a course(s) results in the student not being enrolled in any courses for the semester, he/she will be considered withdrawn from the College.

WITHDRAWING FROM A COURSE

- After the end of the add/drop period, a student may withdraw from a course by completing the necessary forms available at the Adult and Graduate Studies Office. The course instructor will determine whether the withdrawal is a "WP" (withdraw passing) or "WF" (withdraw failing).

WITHDRAWAL FROM COLLEGE - TUITION REFUND

- When a student does not intend to return to the College for classes, or drops or withdraws from all courses during a semester, the Adult and Graduate Studies director must be contacted. The date this is done will be the official date of withdrawal. Tuition and fees are not returnable to students unless they withdraw from the College due to illness or reasons entirely beyond their control.
- Refunds, when allowed, will be made on a pro-rata basis. No refund will be given if the semester is more than 60 percent completed. The pro-rata refund is applied to tuition and other charges assessed by the College. An administrative fee of five (5) percent of actual charges will be assessed against the account. No refund will be made when the withdrawal is required because of misconduct.

No schedule change is effective until the proper forms are completed, signed and filed and any fees have been paid to the Business Office.

Failure to attend class does not constitute official withdrawal, nor does it entitle the student to any refunds.

For specific add/drop withdrawal deadlines, refer to the calendar found online at www.westminster.edu/acad/registrar/regis_deadlines.cfm

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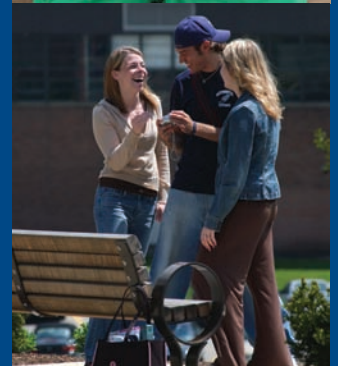
The following courses are a sampling (other courses are possible) of courses taken by Dual Enrollment Students. Course availability and offerings vary each semester.

COURSE ID

COURSE NAME

ART 101	Basic Studio Art 2D
ART 102	Foundation Drawing
English 101-151	Studies in Literature
Geography 101	World Geography
History 101	History of Civilization to 1715
History 102	History of Civilization from 1715
Mathematics 131	Applied Calculus
Mathematics 150	Calculus I
Mathematics 152	Calculus II
Music 121	Music Theory I
Political Science 101	Introduction to Political Science
Political Science 102	American National Government
Psychology 101	Introduction to General Psychology
Sociology 101	Principles of Sociology
Speech 111	Introduction to Public Communications
Writing 111	Writing

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Westminster College does not discriminate, and will not tolerate discrimination, on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law, in the administration of any of its educational programs, activities, or with respect to admissions and employment. In its employment practices, the College may consider the individual's support of the philosophy and purposes of Westminster as stated in the Undergraduate Catalog. Otherwise, Westminster does not discriminate, and will not tolerate discrimination, on the basis of religion or creed. Inquiries may be directed to the Equal Opportunity Officer, Westminster College, New Wilmington, PA 16172 0001, (724) 946-7247.

Westminster College is related to the Presbyterian Church (U.S.A.) through the Synod of the Trinity.
(10/09)

