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# Westmoreland College Now! Program Handbook

## 2025–2026

College Now! The program offers high school students opportunities to earn college credit through the **College in the High School (CHS)**, **Dual Enrollment**, and **Early College** programs.

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## Westmoreland County Community College Mission, Vision, and Values

**Mission** Westmoreland County Community College improves the quality of life in the communities we serve through education, training, and cultural enrichment.

**Vision** Westmoreland County Community College is recognized as a premier institution of higher learning focused on student success, workforce development, economic growth, and cultural experiences.

### Values

- **Teaching and Learning:** We are committed to excellent instruction and lifelong learning.
  - **Innovation and Creativity:** We are committed to creativity, new ideas, and the advancement of art, culture, and technology.
  - **Equity and Inclusion:** We are committed to an educational and workplace environment where all are treated with dignity and respect.
  - **Collaboration and Teamwork:** We are committed to cooperation within our college and to strong relationships with employers, school districts, and other community partners.
  - **Accountability and Integrity:** We are committed to high, ethical educational standards.
  - **Social Responsibility and Stewardship:** We are committed to principles of service and good citizenship.
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## Westmoreland's College Now! Program

The College Now! program consists of two programs where students are dual-enrolled at their high school and at Westmoreland. The purpose of this handbook is to provide you with the applicable policies and procedures as a College Now! student. It is organized from the Admissions Process through grade submission and transcript requests.

**College in the High School (CHS)/Dual Enrollment:** These courses are taught in your high school or career technical center (CTC) by high school and CTC faculty. These courses are typically dual-credit, meaning students earn both high school and college credit.

**Early College:** These classes are taken online or at a Westmoreland location and are taught by a Westmoreland instructor. These courses may be dual credit depending on whether your high school or CTC supports this model.

**Prohibited Courses for College Now! Students:** CHS, Dual Enrollment, and Early College students may not register for the following:

- Auditing courses
- Directed study courses
- Courses with unfulfilled prerequisites
- Credit by examination

- Courses with specific admission requirements (e.g., nursing, dental hygiene)
  - Courses where age is a factor
  - Courses taken from other colleges/universities and repeated for dual enrollment
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## Eligibility Requirements

**According to the Westmoreland policy, all College Now! students must be high school juniors or seniors, or the home-school equivalent.**

**Exceptions:** Exceptions may be made for high school freshmen and sophomores who can exhibit readiness for college-level coursework. These students are reviewed on a case-by-case basis and must be approved by the high school/CTC administration and the Westmoreland Vice President of Enrollment Management, or a designee.

### GPA Requirements:

- Students must have a **GPA of 2.5 or above** to be eligible for any College Now! program.
  - Students must maintain a **GPA of 2.0 or above** in all Westmoreland courses to continue in the program.
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## Admission and Registration

1. **Meet with your counselor, principal, and/or teachers** to select approved courses.
2. Complete Westmoreland's free, online application at **Westmoreland Application**. This will prompt you to create an account before completing the application.
3. Obtain a **Parent Proxy form** from your counselor or school staff. This form must be signed by you, your counselor, and a parent/guardian.
4. The Parent Proxy form and Westmoreland application must be completed before you can register for your course(s).

Your student bill will be mailed to the address provided on your application. Once you've completed the enrollment process, watch your personal email for confirmation and instructions on accessing the MyWestmoreland Portal, where you will find your payment portal information.

**Important:** Westmoreland uses your college email (e.g., [doej@my.westmoreland.edu](mailto:doej@my.westmoreland.edu)) to communicate throughout the semester. Check it regularly for updates.

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## Tuition and Fees

Tuition rates for College in the High School are determined by the student's home address, not the location of the high school.

- **In-County Rate: \$63 per credit** (for residents of Westmoreland or Indiana County)
  - A 3-credit class is \$189
  - A 4-credit class is \$252
- **Out-of-County Rate: \$126 per credit** (for residents of other counties, e.g., Allegheny, Washington, Fayette)
  - A 3-credit class is \$378
  - A 4-credit class is \$504

Textbooks for CHS/Dual Enrollment courses are determined by the course instructor. Early College students are responsible for purchasing textbooks for their courses, as determined by the Westmoreland faculty.

## Enrollment and Payment Dates

### 2025-2026 CHS Enrollment Dates

- **Fall Registration:** August 2025 – September 2025
  - Full-Year and Fall Courses: **Parent Proxy Form due by Monday, 09/29/25, by 5 p.m.**
- **Spring Registration:** January 2026 – February 2026
  - Spring Courses: **Parent Proxy Form due by Monday, 02/09/26, by 5 p.m.**

**Late registrations are not accepted.** All forms and registrations received after the deadline will be declined.

### Payment Due Dates 2025-2026

- **Full-Year Courses:** December 1, 2025
- **Fall Courses:** December 1, 2025
- **Spring Courses:** TBD

**Refunds:** Tuition is not refunded if a student withdraws after 20% of the course has been completed.

## Withdrawal Policy

A student who wishes to withdraw from a course should speak with their instructor or high school counselor.

- **Withdrawal Request Form:** A withdrawal request form must be completed.
- **Withdrawal Period:** The withdrawal period begins at the end of the drop period, which is typically after the third week of class.
- **Official Transcript Grade:** From the 20% to 75% mark of the course, an official **W (withdrawal)** grade will be noted on the transcript.
- **Excused Withdrawal:** After 75% of the course, students may only withdraw with an excused withdrawal.
- **Medical Withdrawal:** Complete the **Medical Withdrawal Form**. Supporting documentation from a medical practitioner is required.

## Grades and Transcripts

Final grades are awarded by your CHS or CTC instructor based on the school's grading scale and recorded on a standard Westmoreland County Community College transcript. Westmoreland uses a 4.0-grade scale and does not use pluses or minuses.

Grade	Academic Achievement	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
W	Withdrawal	0.0
MW	Medical Withdrawal	0.0
M	Military Withdrawal	0.0
I	Incomplete	Grade computed upon completion

Export to Sheets

**Transcripts:** A transcript is a complete record of a student's academic history.

- **Unofficial Transcript:**  
<https://westmoreland.edu/resources/transcript-attendance-forms.html>
  - **Official Transcript Request:**  
<https://westmoreland.edu/resources/transcript-attendance-forms.html>
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## Transfer Credits

Westmoreland credits can be sent to any college a student attends after high school. To transfer credits, you must request your Westmoreland transcript to be sent through the **National Student Clearinghouse (NSC)**.

While Westmoreland cannot guarantee that CHS/Dual Enrollment credit will transfer successfully to another institution, most credits are approved as either elective credit or advanced standing.

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## Academic Policies and Procedures

- **Credit Limit:** College in the High School students can take up to **15 credits per semester** or the equivalent if the district operates on a year-long schedule.
  - **Maximum Credits:** The maximum number of credits a College in the High School student can earn is **30**.
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## Course and Instructor Eligibility

**Course Eligibility:** Courses must meet the following criteria to be considered for college credit:

- The courses are non-remedial and in a core academic subject.
- The courses are equivalent to those offered at Westmoreland, including curriculum, assessments, and materials.
- Prerequisites must be equivalent to those offered at Westmoreland.

Each proposed course is reviewed by the relevant Westmoreland dean and faculty.

**Instructor Eligibility:** CHS faculty members must have credentials equivalent to a Westmoreland adjunct instructor. Instructors of general studies courses are required to have a master's degree in the discipline.

**Getting Faculty into the System.** Instructors must fill out an Instructor Request form and provide copies of their graduate and undergraduate transcripts as well as their teaching certificate.

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## Syllabus and Final Grades

**Syllabus Template:** A syllabus template will be provided to the CHS instructor that includes the course description and outcomes of the equivalent Westmoreland course. The instructor must fill out the highlighted information, and the rest should remain in the syllabus. Syllabi must be sent to the division clerk, Kristen Martin, at [martinkris@westmoreland.edu](mailto:martinkris@westmoreland.edu).

**Turning in Final Grades:** CHS instructors are responsible for entering final grades into the Westmoreland portal for their students. Reminders, instructions, and dates for grade submission will be sent out by Kristen Martin.

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## Early College Program

- Early College classes are taken online or at a Westmoreland location and taught by a Westmoreland instructor.
- Students under age 16 must contact the Information Center at 724-925-4000 to set up an appointment with Admissions.
- Students are limited to **9 credits per semester**. A student who wishes to take more than 9 credits must seek approval from the Vice President of Academic Affairs.
- Students are responsible for all tuition and fees.
- Students must be familiar with Westmoreland's Code of Student Conduct Policy and Academic Dishonesty Policy.

## Steps to Get Started

1. Complete the account creation in CONEX ED. You will be emailed an authentication link, which will redirect you to the free online application.
  2. Have your high school transcript sent to [transcripts@westmoreland.edu](mailto:transcripts@westmoreland.edu).
  3. Schedule a meeting with a Pathways Advisor by calling 724-925-4000 or emailing the **Westmoreland Info Center**.
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## Associate of Arts Degree while in High School

With a combination of CHS and Early College credits, students can earn an associate degree concurrently with their high school diploma.

- A maximum of **49%** of the credits may be earned through the CHS program.
- A minimum of **51%** of the credits must be earned as Early College (on-campus or online).

This requires careful planning and should be done in consultation with an academic advisor and a high school counselor.

**If you are interested in pursuing a degree or certificate while in high school:**

1. Apply to Westmoreland via our online application at the **FREE online application**.
2. Complete and submit the **High School Certificate & Degree Seeking Student Interest Form**.

A Westmoreland representative will contact you after both steps are completed.

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## **Important Contacts and Resources**

### **General Enrollment/Billing Questions:**

- Phone: 724-925-4000
- Email: [infocenter@westmoreland.edu](mailto:infocenter@westmoreland.edu)

### **Specific CHS/Dual Enrollment Questions:**

- Email: [martinkris@westmoreland.edu](mailto:martinkris@westmoreland.edu)

### **Website Resources:**

- **College Now! Information:** <https://westmoreland.edu/admissions/high-school-programs/>
- **Westmoreland Homepage:** <https://westmoreland.edu/>