How to Apply to Westmoreland and Register for Classes

1. Decide if you want to register for an entire course series or individual courses; it is not possible to take the three credit course series after week two.
2. The three college credit courses are NOT listed on the PD Registry. Registration is done only through the college. Instructions to register are outlined below.
3. If you have not taken a college credit class at Westmoreland, you need to apply to be a student online at https://westmoreland.edu/admissions_aid/apply/index.html At this link you will create your account and complete your application.
4. To create your account from the link above, make the following choices:
   a. Complete your contact information.
      i. Email Address: It is essential that you use an email address that you use. The college will contact you about important information, so be sure to put an email address you use.
      ii. Primary Phone Number: Please put a cell phone here. We will use voice and text to contact you about timely information.
   b. Select NO for, "Do you intend to earn a Degree, Certificate, or Diploma from Westmoreland".
   c. Select Online for "Where will you take most of your classes?"
   d. Create your password, then write it down! You will need your password to access this account so MUST have your password.
   e. Create your password question and answer. Write down your answer and keep it with your password information.
5. After you create your account, choose "Start an Application" to begin the application for enrollment to the college. There are 6 pages to work through on the application
   a. The first page to open on your application will have most of the information filled out from where you created your account. Double check to make sure your information is correct and change anything that isn't.
      i. Make sure to enter your social security number when you complete the application.
      ii. For the question, "Do you prefer day or evening classes or both?", you must make a choice, choose evening. This is a required question, even though it doesn't apply to your because your classes will be online.
      iii. Then scroll to the bottom and answer the information about your parents' education. Click "save and continue".
   b. At the end of each page, choose "Save and Continue". On the final page, choose, "Submit Application".
   c. When you have successfully completed your application, you will see this screen:

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Apply Online

Your application has been submitted!

6. Once you complete the college application email Dr. Weekley at weekleyb@westmoreland.edu and she can register you for your correct class.

7. Once you are registered into your classes by Dr. Weekley, you will need to pay the tuition amount due of $210 to Westmoreland County Community College. You can pay by credit card online, over the phone, or mail a check made out to Westmoreland Community College to: Accounts Receivable, 145 Pavilion Lane, Youngwood, PA 15697. You must make your first payment by the date that class begins or you will be removed from your classes.

8. Westmoreland does offer a tuition payment plan to help spread out the cost of your tuition. You can find the payment plan enrollment dates and the dates where you must make payments for each plan at this link: https://westmoreland.edu/admissions_aid/tuition-and-fees/tuition-payment-plan.html

9. Apply for the Rising STARS Tuition Assistance Program if you work at a Keystone STARS facility. These scholarships can reimburse you for the $210 and help support you purchasing textbooks. You can find out which scholarship you qualify for at this link: https://www.memberleap.com/members/form.php?orgcode=PCCA&fid=2360583