

How to Apply for Dual Enrollment at



Apply Now: <https://adm.pennwest.edu/register/dualenrollment>

Or scan the QR code to begin your application.



Step 1: Access the Application Portal

Use the link above or scan the flyer's QR code to access the **Dual Enrollment Webpage**. Scroll down and select "**Apply Today!**" to start your application.

Step 2: Complete the Online Application Form

Fill out all required fields, including:

- **General Student Information:** Full legal name, date of birth, email, and phone number.
- **Term Selection:** Indicate whether you are applying for the Fall, Spring, or Summer term.
- **Course Request Section:**
 - **Modality:** Choose whether you prefer **Online (asynchronous)** or **On-Campus** classes.
 - **Requested Number of Courses:** Indicate how many courses you hope to take for the selected term. This helps us prioritize registration and manage capacity.
 - **Preferred Courses:** List up to **five courses in order of preference**. These preferences will guide our team when building your schedule.
- **Educational Information & Parent/Guardian Info:** Complete the questions

Note: These course selections can be changed later in coordination with the admissions team.

Step 3: Submit Parent/Guardian Authorization and Financial Responsibility Forms

You have two options for submitting these required forms:

Option A – Submit With the Application:

- Upload the completed **Parent/Guardian Authorization Form** and **Financial Responsibility Form** directly with your application.
- Both forms must include all required signatures (student, parent/guardian, and school counselor or representative if applicable).

Option B – Submit After the Application:

- You may submit your application without the forms initially.
- Download the forms separately and complete them with all required signatures.
- Email the completed forms to: **admissions@pennwest.edu**

Your application will not be considered complete or processed until these signed documents are received.

Step 4: Request an Official Transcript from Your High School

Ask your **high school counselor** or school district office to send your **official transcript** directly to PennWest. This must be sent by the school to be considered “Official.”

Transcripts can be sent:

- By email: **admissions@pennwest.edu**
 - By mail:
Office of Undergraduate Admissions
Pennsylvania Western University
250 University Ave.
California, PA 15419
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Step 5: Admissions Decision

Once your application, required forms, and official transcript are received, PennWest will review your materials and issue an **admissions decision**.

Next Steps:

- You will be **registered for classes** based on your submitted preferences and availability.
- You’ll receive your **PennWest student email address**, login credentials, and instructions on how to access your courses and student tools such as Brightspace and Self-Service.