



# Enrollment Checklist



1

## Complete Online Admissions Application

[wsutech.edu/apply/](http://wsutech.edu/apply/)

Create your account by clicking “Request Information/Create Profile.”

Start an Application by clicking “Start an Application.”

You will receive an email with access to MyWSUTech, our online campus portal.

2

## Meet With An Admissions Counselor

[wsutech.edu/admissions/contact-an-advisor/](http://wsutech.edu/admissions/contact-an-advisor/)

Contact our admissions counselors to discuss career goals and a program tour. Program information can also be found online at:

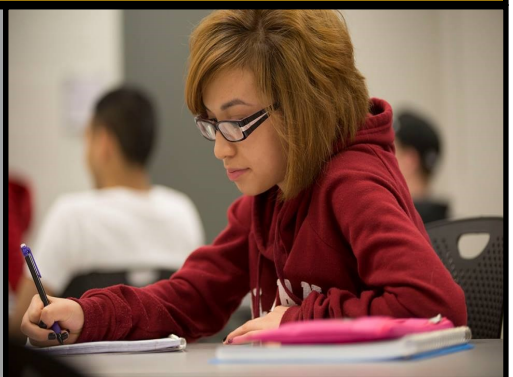
[wsutech.edu/admissions/programs-of-study](http://wsutech.edu/admissions/programs-of-study)

*Please arrive at least 30 minutes before closing to meet with admissions*

Marcus Hernandez - 316-677-1032 [mhernandez12@wsutech.edu](mailto:mhernandez12@wsutech.edu)  
(NCAT) Aviation, Design, Manufacturing

Ebony Edmondson - 316-677-1024 [eedmondson@wsutech.edu](mailto:eedmondson@wsutech.edu)  
(SSC) Business, Healthcare, General Education

Dalisa Portley - 316-677-1626 [dportley1@wsutech.edu](mailto:dportley1@wsutech.edu)  
(City Center) Specialized Trades, Automotive



3

## Apply For Financial Aid

Complete the online application

[fafsa.ed.gov](http://fafsa.ed.gov)

WSU Tech school code = **005498**

For **Summer 2018** semester, complete the 2017-2018 FAFSA using 2015 tax information

For **Fall 2018** semester, complete the 2018-2019 FAFSA using 2016 tax information.

Financial aid may require additional documents to complete your aid package. Check your MyWSUTech Financial Aid page for a list of required documents.

## Campus Locations

National Center for Aviation Training (NCAT)  
4004 N. Webb Road | Wichita, KS 67226  
Mon.–Thurs. 8am–5pm. Friday 9am–5pm

Southside Center (SSC)  
4501 E. 47th S. | Wichita, KS 67210  
Mon.–Thurs. 8am–5pm. Friday 9am–5pm

Old Town  
213 N. Mead | Wichita, KS 67202  
Mon–Fri. 8am–5pm  
(Appointment Only)

City Center  
301 S. Grove | Wichita, KS 67211  
Mon.–Fri. 8am–5pm  
(Appointment Only)

4

### Complete the Accuplacer Assessment

316-677-9506

[wsutech.edu/admissions/testing/](http://wsutech.edu/admissions/testing/)

Meet with your Admissions Counselor to verify if transcripts or a placement test applies to your program.

- ACT scores less than 3 years old are accepted.
- Official transcripts showing completion of Intermediate /College Algebra and English Composition I with a C or better are accepted.
- Photo Id is required to take the assessments. Results are valid for 3 years.
- First set of assessments are free. Retests are \$5 per section. Assessments can be taken 3 times in one calendar year. Visit [www.accuplacer.org](http://www.accuplacer.org) for study materials. Call 316-677-9506 to schedule your appointment.

5

### Enroll With Your Academic Advisor

[wsutech.edu/admissions/contact-an-advisor/](http://wsutech.edu/admissions/contact-an-advisor/)

316-677-9680

(To schedule an appointment)

Your academic advisor will assist with enrollment in the following areas:

- Program registration and enrollment
- Program and tool costs
- Progress and degree audits
- Assistance with enrollment issues or concerns



6

### Pay For Classes

There are several pay options (outside of financial aid) at WSU Tech.

- Payment plan can be create with the business office at NCAT and SSC offices.
- Credit card payments can be made through your MyWSUTech account, by phone, or in person.
- Cash/check payments can be made in person with the business offices.

