



Administrative Office Technology Checklist 2020-2021

- ✔ **Submit a WSU Tech Application for Admission.**

The WSU Tech application is available online at www.wsutech.edu/apply or at any campus location.
- ✔ **Request Official Transcripts (High School and College).**
 - ◆ **High School or GED transcripts:** Applicants seeking admission to WSU Tech must provide an official high school or GED transcript. Official transcripts must be mailed or transferred electronically directly from the issuing institution and received by the Registrar prior to registration. Official transcripts must be in a sealed envelope upon receipt and may not be stamped “student copy.”
 - ◆ **College transcripts:** Request official transcripts be sent from each institution from which coursework is to be transferred. Transfer credits must have been earned at an accredited institution. Equivalent coursework for which students have earned a letter grade of a ‘C’ or better is considered for transfer. Official transcripts must be mailed directly from the issuing institution and received by the Registrar prior to registration. Official transcripts must be in a sealed envelope upon receipt.

Transcripts must be mailed or delivered directly to:
Wichita State University Campus of Applied Science and Technology
Attention: Registrar’s Office
4004 N Webb Road, Bldg 100
Wichita, KS 67226

- ✔ **Complete the ACCUPLACER Next Generation and EdReady Entrance Assessments.**
 - ◆ For hours and locations, see <http://wsutech.edu/admissions/testing/>.
 - ◆ Minimum required scores for the Administrative Office Technology program:
 - ◆ **Reading 246, Sentence Skills 240, and Math 39**
 - ◆ A photo ID is required to take the assessments. Results are valid for three years.
 - ◆ The first ACCUPLACER Next Generation and EdReady test is free. Retests will require a small fee.
 - ◆ Tests can only be taken up to 3 times in one year.
 - ◆ ACT scores taken within the last three years can be substituted for the ACCUPLACER Next Generation and EdReady tests.
 - ◆ College transcripts with credit for English Composition I and Intermediate Algebra with a minimum grade of ‘C’ can be accepted in place of an entrance exam.
- ✔ **Complete the Free Application for Federal Student Aid (FAFSA).**
 - ◆ File the FAFSA at www.fafsa.ed.gov.
 - ◆ WSU Tech School Code: **005498**.
 - ◆ WSU Tech Financial Aid department should receive students' information within 3-5 business days. Additional information may be required before students' financial aid packets can be fully processed.





Meet with an Academic Advisor. Shelby Smith: 316-677-1727 or ssmith42@wsutech.edu.

Students are welcome to schedule an appointment or walk-in for advising and enrollment. The Academic Advisor for the Administrative Office Technology program is located at the **WSU South Campus: 3821 E Harry, Wichita, KS 67218.**

Schedule for Advising and Enrollment at the WSU South Campus:

Monday	Tuesday	Wednesday	Thursday	Friday
8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	9:00am - 4:30pm
Appointment Only	Walk-In Only	Appointment Only	Walk-In Only	Appointment Only



Get Books.

- ◆ Students must have a class schedule and student ID to get books.
- ◆ Students must have their financial aid packet fully complete before charging books to their student account.

