

Business Administration Checklist

2025-26 ✓



Degree	Length	Start Dates	Cost*	Class Format	Class Times
Associates of Applied Science	2 years	All Year	\$9,189	Online and In-Person	Varies

**Costs listed are approximate and subject to change. Approximate costs include tuition and fees. Does not include books/materials.*

YOUR NEXT STEPS:

1 Complete and submit WSU Tech application.

The application is available at all WSU Tech locations and online at www.wsutech.edu/apply

2 Request official transcripts

- 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 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.

Transcripts must be mailed or delivered directly to:

Wichita State University Campus of Applied Sciences & Technology
Attention: Registrar's Office
4004 N Webb Rd Bldg 100
Wichita, KS 67226

3 Complete the Free Application for Federal Student Aid (FAFSA).

File the 2025-2026 FAFSA at studentaid.gov

WSU Tech School Code: **005498**.

WSU Tech Financial Aid department should receive students' information within 3-5 business days.

4 Complete Placement Exams.

- Minimum Required Scores: Next Generation Accuplacer Reading – 237, Next Generation Accuplacer Writing – 237, and ALEKS PPL – 46 The Reading and Writing tests are free the first time you take them. The ALEKS test is \$25 but you can retake the test 5 times to improve your score.
- Call 316-677-9506 to schedule placement test.
- A photo ID is required to take the assessments. Results are valid for three years
- ACT scores taken within the last three years can be substituted for the ACCUPLACER Next Generation and ALEKS math tests. Must have minimum scores of: English - 18, Reading - 18, Math - 22
- College transcripts with credit for English Composition I and Intermediate Algebra with a minimum grade of 'C' can be accepted in place of entrance exams.

5 Meet with an Academic Advisor. Alex Harmon - 316-677-1931 or aharmon1@wsutech.edu

Advising is available by appointment Monday, Tuesday, Thursday, and Friday with open walk-ins on Wednesday. (The Academic Advisor for the Business program is located at the WSU South location on 3821 E Harry St). Office Hours are from 8:00am – 5:00pm Mon – Thu and 9:00am – 5:00pm on Fri.

You can schedule an appointment by calling 316-677-9680 or <https://wsutechadvising.as.me/Alex>

Accounting Checklist

2025-26 ✓



Degree	Length	Start Dates	Cost*	Class Format	Class Times
Associates of Applied Science	2 years	All Year	\$9,719	Online and In-Person	Varies
Technical Certificate	~1.5 years		\$7,005		

**Costs listed are approximate and subject to change. Approximate costs include tuition and fees. Does not include books/materials.*

YOUR NEXT STEPS:

1 Complete and submit WSU Tech application.

The application is available at all WSU Tech locations and online at www.wsutech.edu/apply

2 Request official transcripts

- 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 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.

Transcripts must be mailed or delivered directly to:

Wichita State University Campus of Applied Sciences & Technology
Attention: Registrar's Office
4004 N Webb Rd Bldg 100
Wichita, KS 67226

3 Complete the Free Application for Federal Student Aid (FAFSA).

File the 2025-2026 FAFSA at studentaid.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.

4 Complete Placement Exams.

- Minimum Required Scores: Next Generation Accuplacer Reading – 237, Next Generation Accuplacer Writing – 237, and ALEKS PPL – 30 The Reading and Writing tests are free the first time you take them. The ALEKS test is \$25 but you can retake the test 5 times to improve your score.
- Call 316-677-9506 to schedule placement test.
- A photo ID is required to take the assessments. Results are valid for three years
- ACT scores taken within the last three years can be substituted for the ACCUPLACER Next Generation and ALEKS tests. Must have minimum scores of: English - 18, Reading - 18, Math - 19
- College transcripts with credit for English Composition I and Intermediate Algebra with a minimum grade of 'C' can be accepted in place of entrance exams.

5 Meet with an Academic Advisor. Alex Harmon - 316-677-1931 or aharmon1@wsutech.edu

Advising is available by appointment Monday, Tuesday, Thursday, and Friday with open walk-ins on Wednesday. (The Academic Advisor for the Accounting program is located at the WSU South location on 3821 E Harry St). Office Hours are from 8:00am – 5:00pm Mon – Thu and 9:00am – 5:00pm on Fri.

You can schedule an appointment by calling 316-677-9680 or <https://wsutechadvising.as.me/Alex>