Before Your AEP Advising Appointment

Apply to Winona State University  
http://www.winona.edu/admissions/apply.asp
We highly recommend that you apply early, preferably four to six months before the semester starts.
For questions on the application process contact: Office of Admissions, 111 Maxwell Hall, admissions@winona.edu

Have official transcripts sent to WSU from all educational institutions you attended
NOTE: If you attended another MnSCU institution, Admissions can pull your transcripts for you, with your prior authorization.
For Questions contact: Office of Admissions, 111 Maxwell Hall, admissions@winona.edu

If you have taken the ACT/SAT, have scores sent to WSU
Send an official ACT/SAT score electronically from ACT or SAT, either by choosing us as a school to receive your score when you take the test, or by contacting ACT or SAT to request an official score be sent. Once you request from the testing company, allow 7-10 business days for score processing.
NOTE: AEP students are not required to take the ACT or SAT test. However, if you do not submit scores you will be required to take Accuplacer examinations for Math and English, if you have not taken equivalent courses at another institution that have successfully met minimum requirements.

Get Admitted
Once your application has been processed you will be sent a letter from the Office of Admissions letting you know your status.

Start your financial aid application process, if applicable
Begin the financial aid process as early as possible, and be sure to watch for deadlines.
Tuition & fee information: http://www.winona.edu/billing/
Learn about financial aid: http://www.winona.edu/financialaid/futurestudents.asp

Registration
As an AEP student you will have the option of attending a transfer registration event on a designated day or arranging an individual advising appointment with an AEP Advisor. The Office of Admissions will send you more information about your registration options.

If you choose to do the individual advising appointment, call 507-457-5080 to arrange the appointment.
Prepare for your AEP advising appointment

1. Consider your semester work schedule, which may dictate your availability for classes. The majority of WSU undergraduate courses are held M-F during daytime hours. Online courses are available in certain subjects, but fill quickly. Some evening classes are offered as well.

2. Consider the classes or subject areas that you are interested in taking for the upcoming semester.

3. Consider the number of credits you would like to take
   • Each credit is approximately 15 hours of classroom seat time. It is recommended that for every credit, you allow three hours of time outside of the classroom for homework, reading, group projects, etc.
   • Most WSU classes are 3 credits. Classes are typically scheduled M/W/F for one hour or Tues/Thurs for 90 minutes. Evening classes are typically once a week for three hours. Lab courses (usually 4 or more credits) will involve additional seat time.

4. If you have not declared a major, it would be helpful to begin the process of identifying your area of interest. Assistance is available through Career Services: http://www.winona.edu/career/chooseamajor.asp

The Day of Your AEP Advising Appointment

Bring all paperwork that you received in your acceptance packet from Admissions

Go to Somsen 209, Adult & Continuing Education (ACE)

Complete the initial registration process with your advisor
   • Your AEP advisor will ask you questions related to your educational goals and needs in order to give you recommendations on courses and get you registered in those that best meet your specific objectives
   • You will be taught how to navigate the web registration system
   • You will gain access to the web registration system and will create a new password
   • You will be given your registration access code that will allow you to register for classes
   • You will be registered for your first semester of classes
   • Your advisor will explain where your classes will be held (NOTE: WSU has a Main campus, a West campus, and a Rochester campus, so it is important to consider these locations when scheduling your classes.)
   • You will be shown how to make changes to your schedule, check your grades, pay your bill online, check registration holds, etc.
   • You will receive a resource folder with valuable resources.

After Your AEP Advising Appointment

Get your Warrior ID Card (once you have registered for at least one class)
Go to the Campus Card Office to get your card: 227 Maxwell Hall
Schedule a laptop orientation session (once you have registered for at least one class)
NOTE: Laptop rental is required for all full time students taking 12 or more credits. Laptop rental is optional for part time students. If you are not leasing a laptop, make sure you contact the IT department to ensure that a student e-mail account is created for you and you can receive you login information. Your WSU e-mail account is the official means for WSU faculty and staff to communicate with you.

**Visit your academic department**
If you have declared your major, you should visit that academic department at some time within your first semester in order to have an advisor assigned to you for future semesters. Undeclared students may continue to work with AEP advisors until a major is declared.

**Submit your immunization records**
Do this ASAP or you may be prevented from registering for future semesters. The Student Immunization Requirement form is included in the packet you received from Admissions. For more information go to [http://www.winona.edu/healthservices/](http://www.winona.edu/healthservices/) and select “Immunizations”

**Purchase textbooks**
Check the WSU bookstore web site ([http://www.wsubookstore.com/](http://www.wsubookstore.com/)) or visit the bookstore in the lower level of Kryszko Commons to determine the textbooks you need to purchase. Please note that the lists may not be available until approximately one month prior to semester start.

**Get a parking permit**
If you wish to get a parking permit, do so as soon as possible because lot space fills quickly. Parking permits available at Parking Services: 233 Maxwell Hall, parking@winona.edu
For more information: [http://www.winona.edu/parking/newstudents.asp](http://www.winona.edu/parking/newstudents.asp)

**Learn about D2L: WSU’s online learning environment (Desire to Learn)**
This is an online collaboration site that is used in nearly every course by nearly every professor, even if the course is not online. Make sure you review this tutorial prior to the first day of classes. D2L tutorial: [http://elearning.winona.edu/wiki/Softchalk/D2L_Overview/index.html](http://elearning.winona.edu/wiki/Softchalk/D2L_Overview/index.html)

**Check your WSU e-mail account**
Once you have received your student e-mail account and password, check your e-mail regularly. Many professors send information about classes and assignments before classes begin.

**Get a tour of campus**
If you are not familiar with the campus, the Admissions department provides tours on a regular basis. Schedule a tour before classes begin.
To schedule a visit: [http://www.winona.edu/admissions/schedulevisit.asp](http://www.winona.edu/admissions/schedulevisit.asp)

**Drop any classes you don’t intend to take**
The first week of Fall and Spring semester classes is “Drop/Add Week.” You can make changes to your schedule through the first Friday of classes without penalty. If you drop a class after the first week, eligibility for a partial tuition refund is based on the published tuition refund schedule: [http://www.winona.edu/billing/refundpolicy.asp](http://www.winona.edu/billing/refundpolicy.asp)
NOTE: Deadlines vary for summer terms. Refer to the link above for details.

**Make sure to attend your first week of classes**
It is very important that you attend the first day of each of your classes. If you fail to appear, the professor may give your seat to another student on the waiting list.