

HLA Getting Started Checklist

Before Your HLA Advising Appointment: Getting Admitted

Learn about WSU's HLA Online Completion Program

Review the HLA web site to learn the details about the major and program entry requirements:
<http://www.winona.edu/hla>

From there, please contact us at 507.457.2315 or by email at hla@winona.edu to learn more, discuss your questions, and determine whether this program may be a good fit for you.

Apply to Winona State University

The Winona State application form is available online at:

<https://webproc.mnscu.edu/admissions/welcome.do?overrideProspIdError=true&campusId=074>

If you meet the Adult Entry requirements, please check the box for the adult entry program. (Adult Entry Requirements: minimum of 4 years since completion of high school diploma or GED for students who have not previously enrolled at a post-secondary institution. Transfer students must have a minimum 2.4 GPA from their transfer institution(s) or have a minimum of one year since their last enrollment.)

Declare the Pre-HLA (PHLA) major at this time.

Be sure to check the application deadline, which is usually 45 days before the semester begins. We highly recommend that you apply early, preferably four to six months before the semester starts.

For questions contact: Office of Admissions, 111 Maxwell Hall, admissions@winona.edu

Have official transcripts sent to WSU from all educational institutions you attended

Instructions on transferring coursework are available here:

<http://www.winona.edu/admissions/transfercourses.asp>

NOTE: If you attended another MnSCU institution, Admissions can pull your transcripts for you, with your prior authorization. For questions contact: Office of Admissions, 507-457-5100, or 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: Adult Entry 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

If accepted, you will be sent an acceptance letter.

Call to set up an HLA advising appointment

Classes fill quickly, so make an HLA advising appointment as soon as you receive your notification of acceptance to the university. Appointments can be done over the phone or in person. Plan for one hour. To set up your appointment call 507.457.5080 or email hla@winona.edu.

Start your financial aid application process, if applicable

Begin the financial aid process as early as possible, and be sure to watch for deadlines.

Take a minute to learn about financial aid and how to apply:

<http://www.winona.edu/financialaid/futurestudents.asp>

Then, refer to the HLA Tuition & Financial Aid page for specific HLA tuition and fee information:

<http://www.winona.edu/hla/tuitionfinancialaid.asp>

Prepare for your advising appointment

Consider your work schedule, which may dictate your availability for coursework. HLA major courses are fully online, but you may also consider classroom-based courses and hybrid courses for your general education needs.

It is recommended that for every online credit, you allow two to three hours of time per week for homework, reading, projects, etc. Consider the number of credits and plan of study that best meets your needs. Two-year, three-year, and four-year options are available.

Two-year: [http:// www.winona.edu/hla/Media/HLA-Two-Year-Plan-of-Study.pdf](http://www.winona.edu/hla/Media/HLA-Two-Year-Plan-of-Study.pdf)

Three-year: [http:// www.winona.edu/hla/Media/HLA-Three-Year-Plan-of-Study-v2.pdf](http://www.winona.edu/hla/Media/HLA-Three-Year-Plan-of-Study-v2.pdf)

Four-year: [http:// www.winona.edu/hla/Media/HLA-Four-Year-Plan-of-Study.pdf](http://www.winona.edu/hla/Media/HLA-Four-Year-Plan-of-Study.pdf)

The Day of Your HLA Advising Appointment

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

Meet with your HLA advisor & complete the initial registration process (in person or via phone)

- Your HLA advisor will ask you questions related to your educational goals and needs in order to give you recommendations on HLA plan of study, elective courses, and any general education coursework you may need.
- You will gain access to the WSU web registration system and will create a new password
- You will be shown how to navigate the web registration system

- You will be given your registration access code that will allow you to register for classes
- You will choose courses for which to register for your first semester of classes and either add them to your “Wish List” or actually register for them

After Your HLA Advising Appointment

- Get your Warrior ID Card** (once you have registered for at least one class)
Having a physical Warrior ID card offers a variety of benefits including entry to athletic events, use of the Integrated Wellness Center, the ability to check out physical resources from the library, and many others. If you choose to use these on-campus services, you can obtain your Warrior ID card from the Campus Card Office in 227 Maxwell Hall. This is a photo ID, so you will need to do this in person. Online resource databases are available through the library web site and can be accessed using your email/D2L username and password.
- Schedule a laptop orientation session if needed** (once you have registered for at least one class)
Laptop rental is required for all full time students taking 12 or more credits. Laptop rental is optional for part time students. To sign up for laptop orientation contact WSU Technical Support at 507.457.5240, option 1.
- Verify computer hardware, software, and technical skills requirements.**
Because HLA is a fully online program, this degree has specific computer hardware, software, and student technical skills requirements. Please review these requirements here: <http://www.winona.edu/wsonline/113.asp>
- Start using your WSU email account** (once you have registered for at least one class)
Your WSU email account is the official means for WSU faculty and staff to communicate with you. To get your WSU username and password, contact WSU Technical Support at 507.457.5240, option 1. For instructions on changing your password go to www.winona.edu/wsonline/134.asp. Check your email regularly. Many professors send information about classes and assignments before classes begin.
- 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/> and select “Immunizations”
- Learn about D2L: WSU’s online learning environment** (Desire to Learn)
D2L 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. Use your email ID and password to sign into D2L here: <https://winona.ims.mnscu.edu/>
- Purchase textbooks**
Course instructors will provide information about textbooks through D2L and via email to students’ WSU email accounts. You can purchase your books through any retail or online

provider, but make sure that you are purchasing the correct edition. If you have a question regarding your textbook(s), please contact the instructor for your class.

 **Learn about taking HLA electives through Bemidji State**

The HLA program is a collaborative offering between Winona State University and Bemidji State University (BSU), with all online elective coursework for the major provided through BSU. If you will be taking HLA coursework through both WSU and BSU for a given semester, contact your HLA advisor who will guide you in accessing email and D2L accounts for your BSU courses.

 **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/undergradcatalog/tuitionandfees.asp>

*NOTE: Deadlines vary for summer terms. Refer to the link above for details.