Getting Admitted

Learn about WSU’s HLA Online Completion Program
Review the HLA website to learn the details about the major and program entry requirements.

From there, fill out the HLA pre-application form. After submitting your pre-application, an HLA advisor will contact you by e-mail to schedule a phone conversation to share additional information, answer your questions and determine whether or not this program may be a good fit for you.

Apply to Winona State University
Access the Winona State application online.

Declare the "Pre-HLA" (PHLA) major.

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.)

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.

If you are admitted, you will receive an acceptance letter. With 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.

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 507-457-2315 or email hla@winona.edu.

Start your financial aid application process, if applicable
If you plan to apply for financial aid, 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. Then refer to the HLA Tuition & Financial Aid page for specific HLA tuition and fee information.

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.

HLA Advising

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.
Preparing for your first semester

Get your ID Card (once you have registered for at least one class)
As a student in the HLA program, you will need an ID card to access library resources. When you are admitted, the HLA program director will arrange to have a distance ID card sent to you so that you can access library resources.

This site has more information about ID cards, as well as additional resources for distance learners.

Schedule a laptop orientation session if needed (once you have registered for at least one class)
Once you have registered for at least one class, you are eligible to participate in the Digital Life & Learning (laptop) program. If you take fewer than 12 credits and/or if the majority of your credits are offered through the Rochester campus, you are not required to participate in this program.

If, however, you choose to participate in the program and receive the benefits of participating, you will need to schedule a time to pick up your laptop and go through a brief orientation. You can pick up your laptop and go through orientation on either the Rochester or Winona campus. Contact one of the following to schedule your appointment:

Matthew Brown (Rochester Campus): 507-280-2944 or mbrown@winona.edu
Winona Technical Support Center: 507-457-5240 or techsupport@winona.edu

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.

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/wsuonline/134.asp. Check your email regularly. Many professors send information about classes and assignments before classes begin.

Submit your immunization records
All students are required to complete an Immunization Record. Students born on or before December 31, 1956 must complete the form but do not have to supply dates. Check with your current physician, parent/guardian, county records, and/or high school to obtain your records.

For students who transfer into WSU from any other school in Minnesota, the record need not be provided. Students meeting this criterion must call Health & Wellness Services, however, to inform them of their Minnesota transfer status and request to be exempt.
Visit the Health & Wellness Services website for more information. If your records are not submitted during your first semester at WSU, you will not be able to register for following semesters until they are submitted.

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.

Use your email ID and password to sign into D2L here.

Purchase textbooks
You will need to find the required textbooks for your courses prior to the start of each semester. You will look at the bookstore website to find your course and learn what book(s) is/are required for the course. It is important that you remember that if you are taking courses at more than one school in a semester, you will need to check the bookstore of all of the institutions from which you are taking courses.

The University Center Rochester Bookstore will have the details of the books you will need for your HLA core courses. RCTC courses will also have book information available through the University Center Rochester Bookstore. If you are taking courses based on the Winona campus, you will need to go to the Winona State Bookstore to find your books. Bemidji electives will list books on the Bemidji website. After you visit the appropriate site(s) to find what books are required, you can either place orders through the bookstore website(s) or you can purchase your books through another retail or online provider. If you choose this option, make sure that you are purchasing the correct edition(s). If you have questions 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.