Healthcare Leadership & Administration (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 HLA major and program entry requirements.

Please feel free to contact us at 507.457.2315 or by email to learn more. We are happy to discuss your questions and help you determine whether this program may be a good fit for you.

Apply to Winona State University
You can complete your application for Winona State University online. 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 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. This will generate a supplemental application for the HLA program to be sent to your email on file. Please make sure to complete this application as well.

For questions contact: Office of Admissions.

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 MinnState institutions, The Winona State Admissions Office can pull those transcripts for you. 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 Winona State University 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 to Winona State
If accepted, you will be sent an acceptance letter along with a link to fill out a pre-application for the HLA program.

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 program. Appointments can be done over the phone or in person.

Start your financial aid application process, if applicable
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.

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.
- Your HLA advisor will provide you with a tentative plan of study outlining the courses you should register for each semester during your time in the program.
- You will receive a Course Progress form that list all the requirements you have remaining and allows you to update and map out your remaining courses each semester.
- You will be given your registration access code that will allow you to register for classes.

After Your HLA Advising Appointment

Get your Warrior ID Card (once you have registered for at least one class)
Having a hard copy 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. To receive your Warrior ID card, simply fill out the Distance Learner ID Card request form.

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 or via email at 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 the minimum requirements for all personally-owned laptops.

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. Check your email regularly. Many professors send information about classes and assignments before classes begin.

To sign-in to your email account you will use your StarID@go.minnstate.edu and the password you have set. For further instructions on changing, activating, or resetting your password go to Minnesota State. For further assistance, please contact WSU Technical Support at 507.457.5240, or via email at techsupport@winona.edu

Submit your immunization records
Do this ASAP or you may be prevented from registering for future semesters. The Immunization Record for Students Attending Post-Secondary Schools in Minnesota form was included in the packet you received from Admissions.

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. Use your StarID and password to sign into D2L.

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.

Drop any classes you don’t intend to take
The first week of fall and spring semester classes is “Drop/Add Week.” You can typically 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.