

## Administrative Office Technology Student Checklist 2017-2018

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### Submit a WATC Application for Admission.

The WATC application is available online at [www.watc.edu/apply](http://www.watc.edu/apply) or at any campus location.



### Request official transcripts (high school and college).

- High school or GED transcripts
  - Applicants seeking admission to WATC must provide official high school or GED transcript.
  - 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 and may not be stamped "student copy."
- 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 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 Area Technical College  
Attn: Registrar's Office  
4004 N Webb Road Bldg 100  
Wichita, KS 67226



### Complete the Accuplacer Entrance Assessment.

- For hours and location, see <http://watc.edu/admissions/testing/>.
- Minimum required scores for the Administrative Office Technology program:  
**Reading 69, Sentence Skills 60, and Math 30**
- A photo ID is required to take the assessments. Results are valid for three years.
- The first Accuplacer test is free. Retests are \$5.00 per test.
- Tests can only be taken up to 3 times in one year.



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

- File your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- WATC School Code 005498
- WATC Financial Aid department should receive your information within 3-5 business days.
  - Additional information may be required before your financial aid packet can be fully processed (view Financial Aid tab on your myWATC page for more information).



**Meet with an Academic Advisor:** Courtney Schlund- 316-677-1038 or [cschlund@watc.edu](mailto:cschlund@watc.edu)  
Students are welcome to walk in during our advising hours or schedule an appointment, if that is more convenient. (The Academic Advisor for the Business programs is located at the Southside Center.)

- Register for classes
- Advising is available on a walk-in and appointment basis. Please see the advising schedule below;

	9:00am-11:30am	11:30am-3:00pm	3:00pm-6:00pm
<b>Monday</b>	Appt. Preferred	Drop-In Only	Appt. Preferred
<b>Tuesday</b>	Appt. Preferred	Drop-In Only	Appt. Preferred
<b>Wednesday</b>	Appt. Preferred	Drop-In Only	Appt. Preferred
<b>Thursday</b>	Appt. Preferred	Drop-In Only	Appt. Preferred
<b>Friday</b>	Appt. Preferred	Drop-In Only	Appt. Preferred

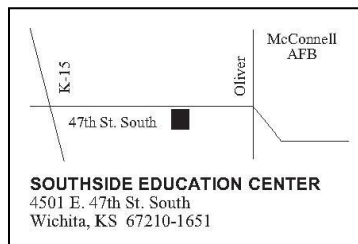


### Get your books

- You must have your class schedule and student ID to get your books.
- To charge books to your student account, you must have your financial aid packet fully complete.



### Attend Class



Type of Degree/Certificate	Length (approximate)	*Cost	Financial Aid Eligible
AAS – Administrative Office Tech.	2 years	\$6,753.00	Yes

\* Costs are approximate and subject to change. Amounts include Tuition and Student Fees (Books, tools, and online fees not included in amount). Class schedules and availability are subject to change.

### Frequently Asked Questions

Q. Will these courses transfer to other colleges?

A. Yes. The college or university that you wish to transfer to can explain how each course will transfer.

Q. Am I required to have a computer?

A. Owning a computer is not required to enroll in this program. WATC offers computers for student use at the National Center for Aviation Training and the Southside Education Center.

Q. I have taken classes elsewhere; will any of those courses transfer to WATC?

A. WATC does accept transfer credit from accredited institutions. Have an official copy of your transcript mailed directly from the college that you took the course through to WATC. After WATC receives the transcript, you will receive a letter explaining what courses were transferred.

Q. How will I know what classes to enroll in?

A. After enrolling in your first semester's classes with an Academic Advisor, you will have access to myDegree Plan in the myWATC portal to track your progress toward your degree. It has a degree audit showing which classes you have completed, which classes you are currently enrolled in, and which classes you have remaining for your program. Additionally, a planner function is available to outline which courses will be taken each semester from the first semester through program completion.