COLLEGE OF BUSINESS
ENROLLMENT CHECKLIST
REQUIREMENTS, STEPS, AND DEADLINES FOR ENROLLMENT

Degrees from the **College of Business** emphasize mastery of skills and knowledge that are essential for continued advancement.

THE STEPS AND DEADLINES FOR ENROLLMENT

Apply for Admission and Pay the Application Fee

You may apply for admission online at any time by visiting **tennessee.wgu.edu/applynow**. The application fee is $65. You can mail a check or pay online using a credit card; if you need help paying online, call the Bursar's Office at **1-877-435-7948 ext. 3105**.

Note: WGU Tennessee does not profit from application fees as they only offset a small portion of admission and enrollment costs.

Submit Your Official Transcripts

Have your transcripts sent directly to WGU Tennessee from the institution(s) you attended. Transcripts should be received by the 1st of the month prior to your intended start date. *Learn more about how to send in official transcripts at* **tennessee.wgu.edu/transfer**.

Complete the WGU Tennessee Readiness Assessment (Undergraduate Students Only)

The WGU Tennessee Readiness Assessment is a multi-part online test designed to determine your likelihood of success at WGU Tennessee. Your Enrollment Counselor can answer questions regarding this assessment.

Readiness Assessment requirements vary by program; see website for details.

Be Admitted to WGU Tennessee

The admission decision is based on many factors, including your results from the Readiness Assessment, your prior college experience, and the amount of time you can devote to your studies each week.

Make Tuition and Financial Aid Arrangements

Your first tuition payment is due prior to your intended start date. If you plan to use financial aid, we strongly encourage you to complete the financial aid process as soon as possible. Once the financial aid process is complete and your first tuition payment is made, you can begin your orientation, which starts after the 15th of every month.

Complete Your Intake Interview

In addition to requesting transcripts and making tuition arrangements, you'll need to complete a 20 to 30-minute Intake Interview to finalize your enrollment and officially establish your program start date. Intake Interviews typically occur one week prior to your intended start date.

Complete Orientation

This orientation will acquaint you with WGU Tennessee's unique competency-based academic approach and link you to the various learning resources you'll utilize throughout your program.

Begin Your Unique WGU Tennessee Experience

You'll work with a dedicated mentor to develop your individualized Degree Plan that will chart your path towards completing your degree.

SPECIAL ADMISSION REQUIREMENTS FOR WGU TENNESSEE'S MASTER'S IN BUSINESS PROGRAMS

- Submit a transcript receipt of your bachelor's degree from a regionally or DETC-accredited institution.
- Submit a résumé demonstrating at least three years of significant professional experience.