

# TEACHERS COLLEGE ENROLLMENT CHECKLIST

FOLLOW THESE STEPS TO GET STARTED ON YOUR DEGREE

Any time is back-to-school time at WGU! Here's your step-by-step guide to completing the application and enrollment processes. Programs start the first day of every month. Talk to your Enrollment Counselor about deadlines; they'll help you every step of the way.

## ❑ **Apply for Admission**

Apply online! Go to [wgu.edu/apply](https://wgu.edu/apply).

## ❑ **Submit Transcripts**

If you have attended another post-secondary institution, have official transcripts sent directly to WGU, either electronically or by mail. Plan ahead, because it can take a few weeks to process your request. Transcripts should be submitted by the first day of the month before your intended start date. Learn more at [wgu.edu/transfer](https://wgu.edu/transfer).

## ❑ **Create Your WGU Student Account and Apply for Financial Aid**

Create your WGU student account through the link at [wgu.edu/enrollment](https://wgu.edu/enrollment). This will give you access to the WGU Student Portal, which you will need to access in order to complete the financial aid process and/or make your first tuition payment.

If you plan to use federal financial aid, you should begin that process as soon as possible. Find a step-by-step guide to the financial aid process at [wgu.edu/financialaid](https://wgu.edu/financialaid).

## ❑ **Interview with Your Enrollment Counselor**

If you haven't already done so, complete an intake interview with a WGU Enrollment Counselor ([866.225.5948](tel:866.225.5948)). It should take about 20–30 minutes.

## ❑ **Arrange Tuition Payments**

Your first tuition payment is due by the 22nd of the month before your intended start date.

## ❑ **Complete Orientation**

The orientation course will acquaint you with WGU's unique competency-based academic approach and link you to the various learning resources you'll use throughout your degree program.

## ❑ **Begin Your Degree Program**

During orientation, you'll begin working with your Program Mentor to draft your individualized degree plan. You're on your way!

**WGU** 

**FOR MORE DETAILS**  
866.225.5948  
[wgu.edu/enrollment](https://wgu.edu/enrollment)

# TEACHERS COLLEGE SPECIAL ADMISSION REQUIREMENTS

## Special Admission Requirements for Programs Leading to Initial Teacher Certification

Students who are seeking initial teacher licensure in a bachelor's, post-baccalaureate, or master's degree program must also pass a state-specific basic skills test for the state in which they reside prior to their Demonstration Teaching (student teaching) practicum experience. This requirement can be met either prior to admission or before beginning the Foundations of Teaching subject area once you have begun your WGU program. For current admission requirements for the WGU Teachers College, please visit [wgu.edu/admissions/tc\\_requirements](http://wgu.edu/admissions/tc_requirements).

WGU's teacher licensure programs include Demonstration Teaching—a student teaching practicum that takes place onsite in a working classroom. You must submit to a criminal background check prior to entering the classroom for this component of your program.

*Note: This program is not for already licensed teachers. People seeking licensure in additional fields should look into the endorsements we offer.*

## Special Admission Requirements for Programs Leading to Endorsement

- Copy of a valid teaching license
- Official transcripts that demonstrate you have earned a bachelor's degree from a recognized, accredited university

## Additional Program-Specific Requirements

### Post-Baccalaureate, M.A. in Teaching Degree Programs

- Provide official transcripts for a bachelor's degree earned from a recognized, accredited university that meets appropriate content requirements
- Reach out to an Enrollment Counselor for a list of content prerequisites to M.A. Teaching programs

### M.S. in Educational Leadership Degree Program

- Essay submission
- Practicum site agreement
- Submit completed Building Principal Supervisor Verification form