

## Checklist for New ASP Students

**Submit your Application** \_\_\_\_\_ Include your essay.

**Request your Transcripts** \_\_\_\_\_ Transcripts from all of your previous schools (**High School, Post-Secondary Schools and College/University!**) **MUST BE SENT DIRECTLY** from that school to The Adult Studies Program at Virginia Wesleyan College, 1584 Wesleyan Drive, Norfolk, VA 23502.  
**Hand-delivered transcripts are not accepted.**

**Apply for Financial Aid** (if applicable) \_\_\_\_\_ File the online FAFSA form found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
**Financial Aid can only be awarded when:**  
1.) your official transcripts have arrived from other colleges,  
2.) the transcripts are evaluated by the VWC Registrar's Office, **and**  
3.) you have been admitted.  
(Bypass this step if you are using Employer Tuition Deferral)

**Transcripts Have Been Reviewed** \_\_\_\_\_ You will receive a Transcript Evaluation Report by mail from the Registrar for each of your transcripts.

Your application and all of your transcripts must be received and your transcripts must be reviewed by the Registrar before your application can be finalized for admission!

**Your Admission Letter Arrives!** \_\_\_\_\_ After receiving an acceptance letter, make an appointment with your adviser to discuss your major and course requirements.

**Make an Appointment with your Adviser** \_\_\_\_\_ **With your adviser's guidance, select your courses for the semester and complete a Course Selection Form.**

**Get an Employer Tuition Deferral Form** \_\_\_\_\_ After your advising appointment, pick up an Employer Tuition Deferral (ETD) form (if applicable) and have this filled out for the courses you are taking and signed by your employer. This can also be downloaded from [www.vwc.edu/admissions/adult-studies/forms.php](http://www.vwc.edu/admissions/adult-studies/forms.php).  
(if applicable)

**Complete Forms Required to Register** \_\_\_\_\_ **If you are using Financial Aid**, after leaving your adviser's office, stop at the ASP front desk with your Course Selection Form, complete a Promissory Note, a Student Information Form, a Disclosure Form, and register for classes.  
**Read the Drop/Add/Withdraw Policies!**  
**Note Tuition Payment Deadlines!**

**If you are using ETD**, bring your completed and signed form back to the ASP Office, fill out a Promissory Note, a Student Information Form, a Disclosure Form, and register for your classes **as soon as possible!**

**Attend New Student Orientation!\*** \_\_\_\_\_ **You must attend New Student Orientation!** You will receive your VWC email information, be able to get your ID card and purchase your books! You will also learn how to register your car and get a parking sticker through your new WebAdvisor account!  
**Email Address, Parking Sticker, ID Card, Text Books!**

\* If Summer is your first semester, or if you are unable to attend Orientation, the ASP front desk staff or your adviser can assist you personally with this information.

**ASP Office 455-3263 ♦ ASP Advisers: Kathy Reese 455-3411 & Sandra Ewell 455-3213**

**Financial Aid 455-3345 ♦ VWC Computer Help Desk 455-3111 ♦ Veteran Questions: Melanie Monk 455-3207**



## Welcome to Virginia Wesleyan College:

### Ranked in Top Tier of U.S. News & World Report's 2014 Best National Liberal Arts Colleges!

#### THE ADULT STUDIES PROGRAM AT A GLANCE:

- Academic Majors:
  - Business
  - Social Science Divisional
  - History and Social Sciences
  - Comprehensive Liberal Studies
- Average Class Size: 15 students (small, personal environment)
- Individualized Academic Advising
- Adult Incentive Grant Program = significantly reduces tuition cost
- Corporate Rate Program
- Tuition Deferral Program for students with employer tuition benefits
- Financial Aid Eligibility
- Military Friendly—GI Education Benefits, Active Duty Tuition Rate
- Evening Class Formats
- Tuition Cost = \$373.00 per credit (4 credit courses)

**ASP Office Hours: Monday-Thursday: 10:30am to 6:30pm, Friday: 9:00am to 5:00pm**

**757-455-3263 ♦ [asp@vwc.edu](mailto:asp@vwc.edu)**

#### How to contact the friendly ASP staff:

##### Student Services Specialists:

- |                      |  |                     |
|----------------------|--|---------------------|
| • Patricia Colthurst | <a href="mailto:pcolthurst@vwc.edu">pcolthurst@vwc.edu</a>       | Phone: 757-455-3263 |
| • Anja Serby-Wilkens | <a href="mailto:aserbywilkins@vwc.edu">aserbywilkins@vwc.edu</a> | Phone: 757-455-3263 |

##### Assistant Director:

- |                   |  |                     |
|-------------------|--|---------------------|
| • Pamela Paramore | <a href="mailto:pparamore@vwc.edu">pparamore@vwc.edu</a> | Phone: 757-455-3238 |
|-------------------|--|---------------------|

##### Academic Advisers:

- |                  |  |                     |
|------------------|--|---------------------|
| • Kathleen Reese | <a href="mailto:kreese@vwc.edu">kreese@vwc.edu</a>   | Phone: 757-455-3411 |
| • Sandra Ewell   | <a href="mailto:scewell@vwc.edu">scewell@vwc.edu</a> | Phone: 757-455-3213 |

*GO MARLINS!*