**NEW STUDENT CHECKLIST**

**Transfer Student Checklist**

**AFTER ADMISSION TO WKU, YOU SHOULD...**

**VISIT CAMPUS**
You can schedule a campus tour through the WKU Office of Admissions. Schedule a campus tour (if you haven’t already). Click [here](#) or call 270-745-2551 to set one up!

**SEND YOUR TRANSCRIPT**
Students transferring from another accredited college or university should request an official transcript from each school attended be mailed to:

**WKU Office of Admissions**
1906 College Heights Blvd. #11020
Bowling Green, KY 42101-1020

Call WKU Admissions at 270-745-2551 if you have questions.

**PURCHASE A MEAL PLAN**
Transfer students with more than 30 hours credit are not required to buy a meal plan, but if you plan to be on campus often, WKU has an assortment of meal plans available. Plans should be purchased at the start of the semester. Visit [wkudining.com](https://wkudining.com) or call 270-745-2416.

**GET INVOLVED**
Make your WKU experience rich and rewarding. Click [here](#) to visit Student Activities and Organizations for information on clubs and organizations on campus.

**CONFIRM YOUR MAJOR**
After completing Online ATP, you will meet with an advisor and register for classes (either on the phone, through email or in person). To ensure you meet with the correct advisor, please confirm your major on TopNet at least before signing up for your Online ATP session.

**TO CHECK YOUR MAJOR:**
Go to [topnet.wku.edu](http://topnet.wku.edu). Log in using your WKU ID# and TopNet PIN. If this is your first time logging in, your PIN will be the last 6 digits of your Social Security Number. Click on “Continue Log In”, “Student Services”, “Registration”, “View Student Information”, then select the term and click “Submit”. Your major is listed at the bottom of the page.

**TO CHANGE YOUR MAJOR:**
If you want to change your major, email your name, WKU ID, and new major to: [atp@wku.edu](mailto:atp@wku.edu) at least 2 business days before the start of your Online ATP session. Otherwise, your major will not be changed until after ATP.

**SIGN UP FOR ATP TO REGISTER FOR CLASSES!**
All incoming transfer* students are required to sign up for the Academic Transitions Program. During Online ATP, you will meet with an academic advisor and register for your first semester of classes at WKU. If you have questions, visit our [website](#) or call us at 270-745-4242.

**APPLY FOR FINANCIAL AID AND SCHOLARSHIPS**
If you have questions concerning student financial assistance, student employment, and/or academic scholarships, call the Office of Student Financial Assistance at (270) 745-2755. Click [here](#) for more info or email them at [fa.questions@wku.edu](mailto:fa.questions@wku.edu) or [scholarships@wku.edu](mailto:scholarships@wku.edu).

**ARRANGE FOR HOUSING**
All freshmen and sophomores at WKU are required to live in a residence hall. If you need a housing application or have questions, please call 270-745-4359, click [here](#) to visit the Housing and Residence Life, or email [hrl@wku.edu](mailto:hrl@wku.edu).

**“CATCH THE SPIRIT” WITH M.A.S.T.E.R. PLAN**
M.A.S.T.E.R. Plan “Making Academic & Social Transitions Educationally Rewarding” is a program for new WKU students. It is designed to prepare students to meet the challenges of campus life and the college classroom. To sign up or call 270-745-5863, visit the M.A.S.T.E.R. Plan [website](#) or email [hrl@wku.edu](mailto:hrl@wku.edu).

**FOR MORE INFO ABOUT ATP, PLEASE CONTACT US!**

- **270-745-4242**
  - Academic Transitions Program

- **atp@wku.edu**
  - Text “Follow wkuatp” to 40404 for updates on your cell or tweet your questions for a quick response.

- [www.wku.edu/atp](http://www.wku.edu/atp)