

Checklist for New MPS Students

1. Fill out an application for Admission into the Graduate program and return it to the Highlands Center.
2. Send Official Transcripts of all graduate and undergraduate coursework to Sara Sweeney, Campus Manager, at the West Liberty University Highlands Center. If you completed your undergraduate degree at West Liberty University then you do not need to send your official WLU transcripts.
3. If you are interested in Financial Aid
 - a. You will need a Federal Department of Education PIN to complete the FAFSA. If you do not already have a PIN you may apply for one at www.pin.ed.gov
 - b. Complete the FAFSA online at www.fafsa.ed.gov. ***This must be done every year for financial aid.
 - c. Complete Entrance Counseling and Master Promissory Note at www.studentloans.gov. Under “Managing My Direct Loan” click “Sign In”.
 - d. Fill out the Graduate Financial Aid Application and Independent Student Verification Form and return it to the Highlands Center.
4. Once you are accepted into the program. Register for courses on your WINS account.
 - a. To login to your WINS go to www.westliberty.edu and click on the WINS logo in the upper right hand corner.
 - b. User ID is you Student ID number your PIN number the first time you log in is your 6 digit birthday (mmddy). If you have problems logging into your WINS account please call Sara Sweeney at the Highlands Center.
5. After you have registered for courses we will then be able to process your financial aid and the business office will send an invoice to your preferred email address.
6. To accept your financial aid you will need to log into your WINS account
 - i. Log into WINS
 - ii. Click on the gray Financial Aid Tab at the top of the page
 - iii. Click on the blue Award link in the middle of the screen
 - iv. Click on the blue Award for Aid Year link in the middle of the screen
 - v. Choose the appropriate award year form the drop down box
 - vi. Click on the gray Terms and Conditions Tab, complete if not already done.
 - vii. Click on the gray Accept Award Offer Tab
 - viii. Choose “Accept” or “Decline” from the drop down boxes for all funds that are in offered status.
 - ix. Submit
7. If you would like information on direct deposit for your refund check visit the business office webpage at www.westliberty.edu/business-office

Note – Failure to accept or decline all funds will cause your award to partially submit and your financial aid will not be complete causing a delay in any refunds. Do not use the “undecided” option. This will also cause a submission failure on your award.

Questions about applying, financial aid, or registering for courses contact
Sara Sweeney, Highland Campus Manager at 304.217.2800 EXT 1 or sara.sweeney@westliberty.edu

Questions about the program or course content contact
Dr. Thomas Michaud, Dean, School of Professional Studies at 304.217.2800 EXT 2 or tmichaud@westliberty.edu