This checklist provides a step-by-step process for enrolling in the MBA program at Western Michigan University. If at any time you have questions or concerns, please do not hesitate to contact us.

Prior to applying:

☐ Review the program material in your packet or online at www.wmich.edu/mba

☐ Contact your local Western Michigan University MBA location for additional information, and to meet with an advisor for a review of your undergraduate transcripts to determine whether any prerequisite classes are needed:
  - Battle Creek: (269) 965-5380 or mba-advising@wmich.edu
  - Grand Rapids: (616) 771-4100 or gr-mba@wmich.edu
  - Kalamazoo: (269) 387-5086 or mba-advising@wmich.edu

Once you have decided that Western Michigan University’s MBA program is right for you, follow these steps to successfully complete the application/admission process. It is important to begin the application process early so that you can plan in advance for participation in your preferred semester.

Applying for acceptance:

☐ Complete the online application process at www.wmich.edu/business/mba/academics/apply.html

☐ Notify all post-secondary institutions attended (except WMU) to send an official transcript directly to: Western Michigan University, Office of Admissions, 1903 W Michigan Ave, Kalamazoo MI 49008-5211.

☐ Update your professional résumé and forward a copy to mba-advising@wmich.edu

☐ Prepare to complete the GMAT and have your score submitted to Western Michigan University as early as possible – or complete the Petition to Waive the GMAT form and related documentation, available from an advisor. Additional information about the GMAT is available at www.mba.com

- see reverse side for additional information -
After official acceptance:

- Research opportunities for financial aid:
  - Contact WMU Financial Aid at www.wmich.edu/finaid
  - A Free Application for Federal Student Aid (FAFSA) must be completed to determine your eligibility for all types of scholarships, grants and loans. Apply early to ensure that your financial aid is processed in time. Complete the FAFSA online at www.fafsa.ed.gov. WMU’s code is: 002330. Apply for student loans online at www.studentloans.gov
  - Contact your employer’s Human Resources department about available tuition reimbursement.

- Once your Bronco NetID and password are received, log into the WMU student portal located at https://gowmu.wmich.edu. Be sure to regularly check your WMU email on GoWMU for important information regarding the MBA program.

- Register for classes online through GoWMU or contact a WMU regional location for assistance.
  - Meet with an advisor if you have questions about planning your courses or registering for classes.

- Purchase textbooks
  - It is important to have your textbooks prior to the first class session. To purchase textbooks, visit the Kalamazoo campus bookstore or order online at www.wmubookstore.com

- To begin the MBA program successfully, all incoming students will receive an invitation to (and are expected to attend) an MBA orientation session. Orientation provides an opportunity to meet your classmates and our staff and to develop priorities that are essential to your success.

- Classes begin in all four (4) semesters/sessions. Students should expect 4-9 hours of study time for each MBA class taken, and should be prepared for significant preparation prior to class. At a minimum, review the course syllabus and always read the first two chapters of the textbook prior to the first night of class. Additional academic pre-work may be assigned.

Congratulations…you are on the road to success with Western Michigan University!