

Welcome to Wiley University!

Division of Graduate Programs and Online Studies

Dear New Student,

On behalf of the Division of Graduate Programs and Online Studies, it is my distinct honor and privilege to welcome you to Wiley University. You have made an outstanding decision to invest in your future, and we are committed to supporting you every step of the way. Please take a few moments to carefully review this letter in its entirety. The information and action items contained herein are time-sensitive and essential to your success as you begin your academic journey.

Your Degree Plan

Attached to this correspondence is your individualized Degree Plan and current course schedule. This document is your academic roadmap — it outlines every course required to complete your degree and your projected graduation timeline. Please review it carefully and retain it for future reference.

Understanding Your Degree Plan — Key Terms

- **WIP (Work In Progress):** Courses currently marked WIP are those in which you are actively enrolled this term. These are your immediate academic responsibilities.
- **FA26 (Fall 2026):** Identifies courses scheduled for the Fall 2026 semester (SP for Spring, SU for Summer).
- **FA26 I, FA26 II, etc.:** Roman numerals indicate the specific 5 or 8 week term within the semester during which a course will be offered. Wiley's Adult Degree Completion Program terms are structured in accelerated 5-week modules. Graduate program terms are structured in accelerated 8-week courses.
- **Blank or Red-Highlighted Courses:** These are courses you have not yet completed. They represent outstanding requirements you must fulfill to earn your degree. Plan ahead as some courses have prerequisites.
- **Green-Highlighted Courses:** These are courses you are currently enrolled in.

If you identify any discrepancies on your Degree Plan including missing transfer credits, incorrect course placements, or scheduling conflicts, please contact your Program Coordinator immediately. Do not wait until later in the semester to raise concerns, as changes become more complex to process after the census date.

MASTER of SCIENCE in HIGHER EDUCATION DEGREE PLAN 2024-2027

Student's Name _____ ID _____
 Local Address _____
 Permanent Address _____
 Local or Cell Phone _____ Permanent Phone _____
 E-Mail Address _____
 Major _____ Minor _____
 Major Advisor: Dr. Brandon Lacey _____ Minor Advisor: _____
 Declaration Date _____ Catalog Entry Year 2024-2027 _____

Course Number	Course Title	Credits	Semester	Grade	Comments
EDHE 5130	Foundations for Student Development Admin	3			
EDHE 6320	History and Philosophy of Higher Education	3			
EDHE 5310	Student Development Programming Admin	3			
EDHE 5340	Cultural Pluralism in Higher Education	3			
EDHE 5330	Educational Statistics	3			
EDHE 5320	Student Demographics	3			
EDHE 6340	Organization & Administration of Higher Ed	3			
EDHE 5350	Finance and Budgeting in Higher Education	3			
EDHE 6400	Practicum, Field Problem or Internship	3			
EDHE 6310	Practicum, Research, or Internship	3			
EDHE 6400	Practicum, Field Problem or Internship	3			
EDHE 6330	Leadership in Higher Education	3			

URGENT: Financial Aid and Tuition Payment

⚠ Important Notice Regarding Census Date and Course Removal

Failure to secure your tuition payment or financial aid award before the census date will result in the administrative removal of your courses. If your courses are dropped, you will lose your seat, forfeit your enrollment for the term, and may be required to reapply for the following semester.

The census date is a firm institutional deadline. No exceptions are made. Please act immediately.

Enrolling in your courses is only the first step. To protect your enrollment and remain in good standing, you must take prompt action to confirm how your tuition will be paid. There are two primary offices you must contact:

Office of Financial Aid

If you are receiving any form of financial aid — including federal student loans, grants, scholarships, veterans' benefits (VA/GI Bill), Title IV funding, or institutional aid — you must contact the Office of Financial Aid immediately to verify that your award has been processed, disbursed, and applied to your account.

- Confirm that your FAFSA has been received and processed for the current academic year.
- Verify that all required documentation (verification forms, master promissory notes, entrance counseling) has been submitted and accepted.
- Confirm your expected disbursement date and that your aid covers your current enrollment.
- If your aid does not fully cover tuition, you are responsible for the remaining balance before the census date.
- Students using VA/GI Bill benefits must provide an active Certificate of Eligibility to the Financial Aid Office before tuition can be certified.

Business Office (Bursar)

If you are paying tuition out-of-pocket, through an employer tuition reimbursement program, or via a payment plan, you must contact the Business Office to make arrangements before the census date.

- Set up or confirm a tuition payment plan if you are not paying in full upfront.

- Submit any third-party payment authorization or employer reimbursement letters directly to the Business Office.
- Confirm that your student account reflects a \$0.00 balance due, a payment plan agreement, or a pending financial aid disbursement.
- Obtain and retain a receipt or written confirmation of your payment arrangement for your personal records.

Key Contacts — Financial Matters

Financial Aid Office: Corliss Cooper – ccooper@wileyc.edu; 903-742-4856

Business Office (Bursar): Amia Richardson – acrichardson@wileyc.edu

Program Coordinator: If you are unsure about your enrollment or payment status, contact your Program Coordinator for guidance.

Technology Access and Student Accounts

All of your coursework is delivered online through Wiley University's Learning Management System (LMS). You must complete the following technology steps before your first class session begins:

- **University Email Account:** You will receive a separate email from Wiley IT containing your official university email credentials (username and temporary password). Your official university email is the only address used for all institutional communications — financial aid notifications, enrollment confirmations, and correspondence from faculty and staff. Check it daily.
- **MyWiley Student Portal Access:** Your student portal is your central hub for viewing your class schedule, unofficial transcripts, financial account, degree audit, and registration history. Log in and verify your enrollment reflects your expected courses.
- **LMS Course Access:** Once enrolled, you should see your active courses appear in the LMS within two (2) business days. If a course does not appear, contact your Program Coordinator immediately.
- **Password Reset and IT Support:** If you have trouble accessing any university system, contact the IT Help Desk. Do not share your login credentials with anyone.

For IT assistance, please contact La'Keisha Singleton: (903) 927-3240; lsingleton2@wileyc.edu

Academic Preparation and Expectations

- **Review the Academic Calendar:** Familiarize yourself with all important dates for the term — the first day of class, the census date, the last day to withdraw, and final exam schedules. The academic calendar is available on the Wiley University website and in your student portal.
- **Obtain Required Course Materials:** Review your course syllabi (available in the LMS on the first day of the term) and purchase or obtain all required textbooks, software, or materials before the first class session.

- **Understand Attendance Policies:** Wiley University's online courses have defined participation requirements. Failure to log in and participate in coursework during the first week of class may result in administrative withdrawal for non-attendance.
- **Academic Integrity:** All students are expected to adhere to Wiley University's Academic Integrity Policy. Plagiarism, cheating, or other acts of academic dishonesty may result in course failure or dismissal from the program.

New Student Action Checklist

Please complete each of the following items as soon as possible. Items marked with an asterisk (*) are time-sensitive and should be completed within the first 48–72 hours of receiving this letter.

Financial (Time-Sensitive *)

- ☐ Contact the Office of Financial Aid to verify your aid award, disbursement date, and required documentation *
- ☐ Contact the Business Office to confirm your tuition balance, payment plan, or third-party authorization is on file *
- ☐ Confirm your student account shows a \$0 balance due, approved payment plan, or pending aid disbursement before the census date *

Technology and Account Setup *

- ☐ Retrieve your IT welcome email and activate your official Wiley University email account *
- ☐ Log in to the student portal and verify your course enrollment is correct *
- ☐ Log in to the LMS and confirm your enrolled courses are visible *
- ☐ Update your emergency contact information in the student portal
- ☐ Save the IT Help Desk contact information in case of technical issues

Academic

- ☐ Review your attached Degree Plan and confirm all listed courses reflect your intended program
- ☐ Contact your Program Coordinator if there are any discrepancies on your Degree Plan
- ☐ Review the current Academic Calendar and note all critical dates (census date, last day to withdraw, finals)
- ☐ Access your course syllabi in the LMS and obtain all required textbooks and materials
- ☐ Complete any required new student orientation modules in the LMS (if applicable)
- ☐ Review and acknowledge Wiley University's Academic Integrity Policy

Student Services

- ☐ Contact Disability Services if you require academic accommodations

- ☐ Register for library database access using your student credentials
 - ☐ Identify your Program Coordinator's contact information and save it for reference
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Student Signature

Date

Major Advisor

Date

Dean/Assistant Signature

Date

By initialing each item and signing below, I confirm the following:

Acknowledgment of Plan Accuracy

- ☐ I have personally reviewed the course schedule listed and confirm that each course and its corresponding degree requirement are accurately recorded.
- ☐ I have reviewed the degree completion pathway and understand the remaining requirements for my degree.
- ☐ I have had the opportunity to ask questions about my academic plan and all questions have been answered to my satisfaction.

Understanding of Implications

- ☐ I understand that dropping, withdrawing from, or failing to successfully complete any course listed may delay my projected graduation date and/or impact my financial aid eligibility, including Satisfactory Academic Progress (SAP) status.
- ☐ I understand that any changes to my registered courses must be reviewed and approved by my Student Success Coach/Advisor prior to being made. Unauthorized changes may affect my degree progress, financial aid eligibility, and academic standing.

Acceptance of Responsibility

- ☐ I accept responsibility for monitoring my academic progress throughout the term, including attendance, assignment completion, and grade status.

- ☐ I acknowledge that this signed agreement constitutes verification that I was properly advised for the term indicated. I understand that I may not later claim that I was misadvised regarding the courses, degree requirements, or graduation timeline documented in this agreement.
- ☐ I understand that failure to review or understand degree requirements does not remove my academic or financial responsibility.

I want to personally assure you that your success is our highest priority. The faculty and staff of the Division of Graduate Programs and Online Studies are here to support you at every stage of your academic journey. Please do not hesitate to reach out to your Program Coordinator or to my office directly should you have any questions or concerns.

We are honored to have you as a member of the Wiley University family.

Warmly and with great pride,

Dr. Brandon Keith Lacey, Sr.

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