Reading Teacher Program and Financial Aid Checklist

- Apply to the Reading Teacher 316 program by clicking on the ‘Apply Now” tab of the website at [www.viterbo.edu/316reading](http://www.viterbo.edu/316reading)
  - Select the Graduate Programs Application
  - Create Account
  - Academic Area: Graduate Education
  - Academic Program of Interest: WI Reading Teacher Licensure #316
  - Admit Type: Graduate Non-Degree
  - Complete the application process and submit supplemental materials

- Official transcripts must be submitted for the applicant’s Bachelor’s Degree and/or Master’s Degree. Request official transcripts to be sent directly from the granting institution to Viterbo University, Office of AGI Admissions, 900 Viterbo Drive, La Crosse, WI 54601. Electronic transcripts should be submitted to AGIAdmissions@viterbo.edu

- Access financial aid information at the Viterbo Financial Aid Office website [www.viterbo.edu/financialaid](http://www.viterbo.edu/financialaid). Complete all required Viterbo University financial aid forms, including the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)).
  - Financial aid award letters will be emailed to the student’s Viterbo email address.

- Once the program application has been completed and all supplemental materials have been reviewed, a determination of acceptance will be made. Upon acceptance, the student is cleared to register for courses.

- Pre-registration is required for all courses. Register for courses by following the instructions provided on the ‘Course Registration’ tab at [www.viterbo.edu/316reading](http://www.viterbo.edu/316reading). Students are required to register for a minimum of three credits per semester if receiving financial aid.

- A deposit of $500 is required prior to the start of each semester. The deposit confirms enrollment and is applied to tuition charges. Dates and deadlines to confirm enrollment and pay the deposit are provided on the Business Office website at [www.viterbo.edu/business-office](http://www.viterbo.edu/business-office)

- All communication will be sent to the student’s Viterbo email account. In instances where the student does not have a Viterbo email account, the student’s primary email will be used for communication. It is the responsibility of the student to monitor his/her email account.

For assistance, please contact:

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