

CONCURRENT ENROLLMENT HANDBOOK

➔ FOR STUDENTS



WICHITA STATE
UNIVERSITY

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CONCURRENT ENROLLMENT



EARLY COLLEGE PROGRAMS

Early College Programs at Wichita State allow high school students to get a head start on their college career. By completing college courses as a high school student, you'll pay less overall for college and – generally – graduate faster. We have several methods of delivering courses to high school students, all of which are at discounted tuition rates.

CONCURRENT ENROLLMENT

- Courses offered at student's high school.
- Taught by high school instructors approved by WSU faculty.

DUAL ENROLLMENT

- Courses offered at WSU's campus or virtually.
- Taught by university faculty members.

BENEFITS

- **Save Money** – An opportunity to earn college credit in high school at a reduced rate.
- **Save Time** – Get a head start on earning credits. Students taking concurrent/dual enrollment are more likely to graduate college in 4 years!
- **Challenge Yourself** – Courses are college-level, so expectations may be higher.
- **Explore Career Fields** – Learn more about common academic fields and start narrowing down your career interests.
- **Transferability** – As a Division 1 research school, Wichita State credit is widely transferrable.
- **College Confidence Boost** – Classes may offer a lower student to instructor ratio than the traditional classroom and is offered at the high school in a comfortable environment.
- **Access to Be Our Guest: High School Guest program** – Interact with other faculty and high school guest students from other areas, go on a campus tour and forge connections with admissions staff to learn about scholarship opportunities and unique programming.
- **Can help you get admitted to college** - Grades earned become part of the student's permanent transcript and can demonstrate your ability to be successful at the collegiate level.
- **Access to Wichita State Research facilities** – Full access to Ablah Library for research and reference resources.
- **Get started on your degree from Wichita State** – Credit earned is guaranteed to count at Wichita State!

ENROLLMENT PROCESS AND REQUIREMENTS

COST OF CONCURRENT ENROLLMENT

Wichita State is pleased to offer concurrent and dual enrollment courses at a differential tuition rate of \$149 per course plus a one-time, NON-REFUNDABLE application fee of \$25. *Dual enrollment course textbooks are an additional charge.*

This tuition rate is assessed per course, regardless of the number of credit hours. The same course on campus would cost \$750–\$1,250, depending on the number of total credit hours.

SCHOLARSHIPS

Students who participate in the Free and Reduced Lunch Program will be eligible for ONE \$149 scholarship for their Early College course tuition per semester. Scholarship applications must be submitted at the time of enrollment.

COURSE TRANSFERABILITY

Wichita State is accredited by the North Central Region of the Higher Learning Commission; therefore, credits transfer to many colleges nationwide. Students will have access to an official WSU transcript with their courses and grades to send to any other college or university. If you are concerned about how courses will transfer, contact the college or university you are interested in attending to inquire about transfer credits.

TRANSCRIPT REQUEST

You may view and print unofficial copies of your transcript through your myWSU account. Official transcripts can be ordered by following the steps outlined at wichita.edu/transcripts. If you order a transcript before the end of the course, select "Hold for Grades" to send the transcript once your final grade has been posted. There is a \$12 fee to send official transcripts.

ELGIBILITY

CONCURRENT ENROLLMENT

- ➔ Be enrolled in an approved concurrent enrollment course at your high school;
- ➔ Be a high school sophomore, junior, senior, or a freshman with a gifted IEP;
- ➔ Have a 2.75 or higher cumulative high school GPA;
- ➔ If any WSU classes have been taken previously, have a cumulative WSU GPA of 2.00 or higher;
- ➔ Have permission from a high school official* and parent / guardian;
- ➔ Meet any additional prerequisites for specific courses. This may include ACT scores, passing the WSU department final, or achieving a minimum grade in the course. Check with your teacher for details.

**It's possible that your high school has additional requirements exceeding the WSU eligibility requirements.*

DUAL ENROLLMENT

- ➔ Be a high school sophomore, junior, senior, or freshman with a gifted IEP, **AND**
- ➔ Achieve a minimum high school cumulative GPA of 2.75, **AND**
- ➔ Achieve a minimum college GPA of 2.00 (for future dual enrollment semesters), **OR**
- ➔ Have permission from a high school official and parent/guardian.

UNIVERSITY POLICY AND INFORMATION



myWSU ID AND SHOCKER CARD

Once you have been admitted to Wichita State, the Admissions Office will notify you of your admission and myWSU ID via email. After you receive your myWSU ID, set up your account at myWSU.wichita.edu. For your convenience and safety, do not let someone else set up your account, and do not disclose the password to anyone. If you need help identifying your myWSU ID, please call Admissions at (316) 978-3085. Once you are enrolled for the current semester, go to the Rhatigan Student Center on WSU's main campus to have your Shocker Card made. Your Shocker Card will allow you access to Ablah Library.

ABLAH LIBRARY

You have full access to the Ablah Library, both on campus and online. You can access the library online at libraries.wichita.edu.

TUITION

TUITION BILL PAYMENT

If a parent or guardian is planning to pay your bill, they will need to be designated as a Bill Payment Authorized User. You can give others (parents, employers, etc.) the ability to access your account information. In compliance with FERPA, student financial records may not be shared with a third party without written consent. Adding an authorized user is written consent that an individual may view account information and make payments on your behalf. Please note that authorized users do not have access to their student's stored payment methods, academic records, or other personal information.

If you would like to pay via check, you can mail your check to: Accounts Receivable Wichita State University 1845 Fairmount St Campus Box 38 Wichita, KS 67260-0038.

If you would like to pay in person, Accounts Receivable is located on the second floor of Jardine Hall, Room 201.

LATE PAYMENTS

Students who are delinquent in paying a bill will be charged a \$100 late fee. If you do not pay your bill, a financial hold will be placed on your account preventing you from conducting future business with the university. You will remain enrolled in your course, even if you do not pay your bill. Any unpaid bills owed to WSU may be sent to a collection agency.

TO GET A 100% REFUND FOR A COURSE

(excluding the non-refundable \$25 application fee),

Contact the Early College team before the deadline to withdraw with a "W" on your transcript and to get a full refund. Instructors will update students on deadlines.

No late withdraw requests will be accepted.

POSTING OF GRADES

To view your grades, log into myWSU and click on the myClasses tab. Under Student Grades, select the semester you registered for your course. Any grades you earn as a concurrent and/or dual enrollment student at Wichita State will be part of your official, permanent college record. Concurrent and dual enrollment grades may be considered relevant as part of your degree-bound admission to WSU or any other institution.

RELEASING GRADES TO PARENTS

Wichita State University will NOT release your grades to your parents or anyone else in accordance with Section 438 of the Family Educational Rights and Privacy Act of 1974 (FERPA), regardless of your age and even if your parents are paying the bill. Review the University Registrar website for more information about student records at wichita.edu/registrar.

ACADEMIC DISHONESTY

Early college students who decide to continue their education at Wichita State as a college freshman will need to reapply for admission. You must submit a degree-bound application for admission and submit current, official transcripts. Please note that concurrent and/or dual enrollment admission does not guarantee admission as a degree-bound student after high school graduation.

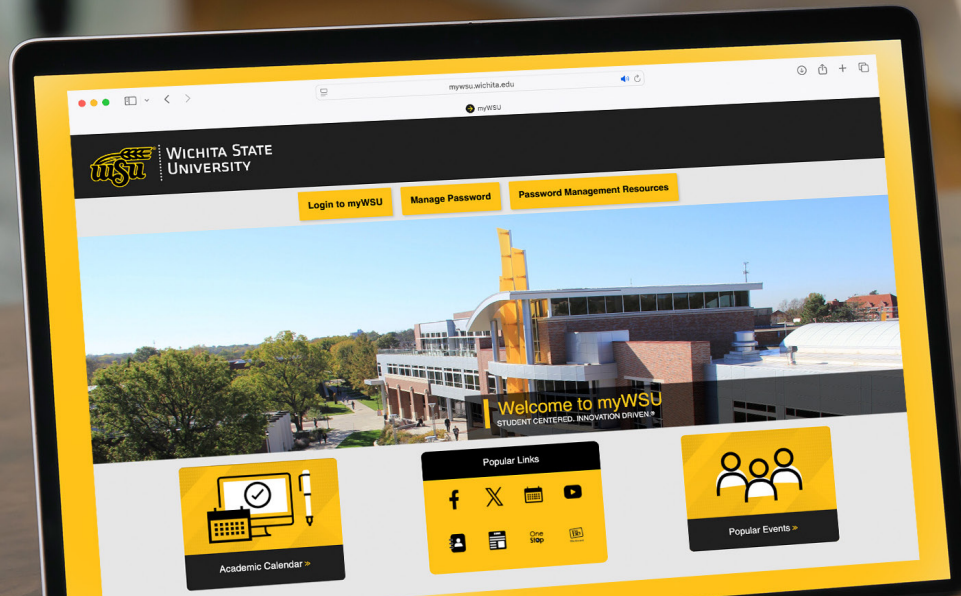
BECOMING A DEGREE-BOUND WSU STUDENT

Concurrent enrollment students who decide to continue their education at Wichita State as a college freshman will need to reapply for admission. You must submit a degree-bound application for admission and submit current, official transcripts. Please note that concurrent enrollment admission does not guarantee admission as a degree-bound student after high school graduation.

CONCURRENT ENROLLMENT STUDENT EXPECTATIONS AND RESPONSIBILITIES

At the time of application, all students will sign their application indicating they have read and understand the expectations and responsibilities of an early college student.

- 1** I understand I will be admitted as a high school guest student. To be considered for degree-bound admission to Wichita State, I understand I will need to submit an additional application for degree-bound admission to the Office of Admissions.
- 2** I understand I will NOT be allowed to enroll in future guest semesters at WSU unless I maintain both a 2.00 Wichita State GPA and a 2.75 high school unweighted, cumulative GPA.
- 3** I understand I must meet all program requirements and have test scores on file at the time of enrolling at Wichita State.
- 4** I understand any grades I earn as a student through Wichita State will become part of my official, permanent college record. Any college course I take during high school will count towards my cumulative collegiate grade point average and could be considered in the future for scholarship purposes. My academic record could also be considered relevant as part of my degree-bound admission at Wichita State University or any other institution.
- 5** I understand my final Wichita State University enrollment partnership grade may be different from my final high school grade according to grading standards set by the Wichita State academic department. WSU grades are entered by the instructor of record for the course through WSU's grade entry system.
- 6** I understand I will not be able to enroll unless I am in good financial standing with Wichita State. **A late fee of \$100 will be assessed for any missed or late payments.** All existing bills, including parking and library fines, must be paid before my enrollment is completed.
- 7** I understand I must check my myWSU account regularly throughout the semester of enrollment to verify that my course schedule and bill payment records are correct. Upon admission, I will receive a letter from WSU that includes my myWSU ID number. This information is necessary to access my myWSU account. I will safeguard my ID number and password, and I will not share it with others.
- 8** I understand that if I plan to attend a college or university other than Wichita State after high school graduation, I must contact that institution to determine if WSU courses are accepted in transfer. It is recommended that I contact the department office of the major I am considering. Institutions have differing policies regarding how many transfer hours are accepted and what equivalencies exist.
- 9** I understand I must immediately contact the Early College Team if I wish to drop out of a WSU class after I have enrolled. Failure to do so may result in significant financial obligations to the university.
- 10** I understand that I must contact the Early College Team by the withdraw deadline to withdraw from my course with a "W" on my transcript and to get a 100% refund for my course.
- 11** I understand that regardless of my age or payment responsibility, only I will have access to my academic records at Wichita State University. WSU will not share my grades or other records with individuals, including parents and guardians, without my prior written consent (Section 438 of the Family Educational Rights and Privacy Act of 1974).
- 12** I understand once my enrollment is complete, I will have access to Ablah Library's online and on-campus resources.



ACCESSING MYWSU ID

New users will receive an email from WSU with instructions on how to set up their myWSU password. For more information, visit https://www.wichita.edu/services/its/userservices/O365/SSPR_process.php.

NOTE: Username is your myWSUID@wichita.edu (for example: x111y222@wichita.edu).

1. In a web browser, go to mywsu.wichita.edu and select Manage Password.

Manage Password

2. Enter your Username and verification information requested, click **Next**.

a. **NOTE: Your username is NOT your email address.**

b. Username: your myWSU ID@wichita.edu
(for example: x111y222@wichita.edu)

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture.

Email or Username *

x111y222@wichita.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com

1010

Enter the characters in the picture or the words in the audio.

3. **Authenticate** using the email already on file with Wichita State University.
4. **Enter** the verification code provided
5. **Enter** New Password
 - a. Note: Error will appear if the password does not meet the required criteria.
6. **Click** Finish

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