

1. If you are (or were) a Wichita State Graduate Student

- If you have been admitted/enrolled as a graduate student in the past, but it has been a while (2 years or more) since you attended WSU, go to www.wichita.edu/reactivation to reactivate your record.
- If it has only been a year or two since you took a WSU class, then you should be able to log in to *myWSU* by managing your password (it expires every 90 days, so your old one won't work anymore, but you can set a new one).

Are you not sure if you have taken graduate courses at WSU before? Before you submit an application, please contact Jane Hodge (316-978-6248 or jane.hodge@wichita.edu) in the Graduate School so she can check your status and let you know what you need to do.

2. If you are not a Wichita State Graduate Student

- As soon as you decide you would like to earn Graduate credit for the **CI 709AI - Advanced Placement Summer Institute course**, please go to www.wichita.edu/GradAppPortal and click the option to Create Account.
- When creating an account, fill out the required fields and make note of the email address and password you create. Once you have done this, you will go to your email and activate your account. Then log back into your account at www.wichita.edu/GradAppPortal and start your application by clicking “Online Application.”
- Answer all of the required questions on the application.
- On the Academic History section, you will need to upload **EITHER** an unofficial transcript from the school where you obtained your degree or a copy of your teaching license.
- In the section “Academic Plans” fill it out as in the example below:

A screenshot of the 'Application for Graduate Admission' web form. The left sidebar shows 'Application Sections' with 'Academic Plans' highlighted. The main content area is titled 'Academic Plans' and contains a dropdown menu for 'Admission type' set to 'Domestic Non-Degree Cat B'. Below this is a question: 'Are you applying for a Professional Learning Course?' with radio buttons for 'Yes' and 'No', where 'No' is selected. At the bottom, there are navigation buttons: 'Previous Page', 'Save', 'Save & Exit', and 'Next Page'. The page number 'Page 4 of 11' is also visible.

On the “Program Area” section, please make the selections as shown in the example below. Click Save and Confirm Program.



Application Sections

- Personal Info
- Demographic Information
- Academic History
- Academic Plans
- Program Choice**
- Welcome Video
- Program Requirements
- Letters of Recommendation
- ApplyCam
- Supplemental Items

Barton School of Business

Education

Non-Degree Category B-Counseling	Degree Name - Non-Degree
Non-Degree Category B-Educational Leadership	Degree Name - Non-Degree
Non-Degree Category B-Educational Psychology	Degree Name - Non-Degree
Non-Degree Category B-Exercise Science	Degree Name - Non-Degree
Non-Degree Category B-Learning & Instructional Design	Degree Name - Non-Degree

Select Term: **Save and Confirm Program**

Non-Degree Category B-Special Education	Degree Name - Non-Degree
Non-Degree Category B-Sport Administration	Degree Name - Non-Degree
Non-Degree Category B-Teaching	Degree Name - Non-Degree

Engineering

On the “Program Requirements” section, fill out the Additional Information with your teacher id if you opted not to provide your SSN. You can also upload a copy of your teaching certificate (again) if you have it. This will help us verify your teaching status and admit you quickly. See below:



Application for Graduate Admission

Program Requirements

Teaching Certificate

If you are currently a teacher in the state of Kansas, please upload a copy of your teaching license, and/or provide your 10 digit teacher ID.

Attach Teaching License **Browse...** No file selected.
Accepted File Types: .doc, .docx, .txt, .pdf, .rtf

Teacher ID

Additional Information

Provide any additional information that you think would help us process your application.

- Once you have answered all of the required questions you will be taken to the certification page and then the payment page. The app fee is \$60 for domestic students.
- If you are a licensed teacher in the State of Kansas, we will be able to process your admission quickly and will email you with information on how to activate your myWSUID so you can register online for the course.
- If you are not a licensed teacher, or are licensed in another state, we will provide a provisional admission that will allow you to enroll, but you will need to provide one of the following to finalize your admission:
 - Submit a photocopy of your current teaching license from your state by email to jane.hodge@wichita.edu OR
 - Submit an official transcript from the school where you earned your bachelor's degree. Transcripts can be sent by email directly from the institution if they use an approved e-transcript vendor, or can be sent by mail. Issued to student transcripts can be accepted if they are official, and are in an envelope sealed by the issuing institution. E-transcripts can be sent to grad.transcripts@wichita.edu. Mailed transcripts can be sent to:

The Graduate School
 Wichita State University
 1845 Fairmount
 Wichita KS 67260-0004

Note – failure to provide the required documentation will result in a hold being placed on your records that will prevent transcripts from being issued or future enrollment, so please make sure to send the required materials as soon as possible!

- ❑ Wait for an email from the admissions staff or Registrar. If you haven't heard anything in a couple of days, check your spam/junk mail folders to make sure the email was not misdirected.
 - Once your application has been fully processed, the admissions staff will email you to let you know you have been admitted. They will also provide you with your *myWSUID* number, and instructions on how to activate your ID. Please follow those instructions to access your *myWSU* account.
 - If you reactivated your WSU record, you will be emailed when that process is complete.
 - You will use your WSU ID to log into *myWSU* to enroll in classes and to access Blackboard and set up your university-provided email account, etc.
 - You will be provided a WSU email address. This email address will be used to send all future WSU correspondence, including information about classes, tuition, etc. If you wish, you can set up your *myWSU* email account to automatically

forward incoming emails to a different email account so you don't miss any important emails.

Please contact the Graduate School with specific transcript/application questions, Graduate School, wsugradschool@wichita.edu, (316) 978-3095 (option 2).