**Resource Guide**

**for**

**Department Chairs**

**Content:**

* Reports and Data Sources
  + Lists of Majors, Minors, Prospective Students and Alumni
  + Enrollment and Scheduling
  + Retention and Student Support
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  + Student Survey Data
  + Department Financial and Faculty Reports
  + OPA and KBOR Reports
  + APS Reports
* Registrar’s Office
* Office of Financial Aid
* Office of International Education
* Shocker Career Accelerator
* Media Resouce Center

**Points of contact for data access and questions:**

* OPA reports: David Wright or Tiffany Franks, Office of Planning and Analysis
* SSC Navigate: Kim Sandlin, Director of Student Success
* APS with EAB: Carolyn Shaw, Academic Affairs
* WSU Reporting: Gina Crabtree, Registrar
* Banner Self-Service: Gina Crabtree, Registrar

| **Lists of Majors, Minors, Prospective Students and Alumni** | | | | | | |
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|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | List of Dept Majors and minors | Use for outreach to majors | RO00145  Student List | <https://wsureporting.wichita.edu/> | > Team Content  > Registrar-Lists  > RO00145 Student List | Filter by Term, then check your Majors, Field Majors, and General Studies majors (Certificates are included in the list of Majors) |
|  | List of Dept Majors | Use to identify students with need for various levels of support | Customized lists in Navigate | <https://wichita.campus.eab.com/> | \*Lists/Search (icon with notebook lines)  > New Saved Search  \*Under “Area of Study”  > Major in *Any*  of these Areas  > Major, Field Major, General Studies Major | \*Be sure to SAVE the list (button at the very top of the page). |
|  | New students who are admitted but not yet enrolled | Use is spring/summer to reduce “melt” of new students. Provide additional outreach to help admitted students confirm that they want to attend WSU and enroll in your program | ADMUD00019  Student Admit List for Departments | <https://wsureporting.wichita.edu/> | >Teams folder  > Academic Advisors folder  > ADMUD 19 Admit list for depts. | Filter by term, college, program, select all admit types. Look at column for “Enroll Y/N” and reach out to those who are not yet enrolled. |
|  | List of Prospective majors (high school students) | Use in the fall for recruitment to encourage applications from prospective students. | Prospective Majors | [Kayla.jasso@wichita.edu](mailto:Kayla.jasso@wichita.edu)  Office of Admissions | Send Kayla a request for your prospective majors. | If you’d like to send an automated message when new students are added to the Admissions database, Kayla can help with this communication. |
|  | List of department alumni | Use to distribute department newsletters/updates, send invitation for department events, contact alumni to visit classes or serve as mentors, etc. | Alumni list | <https://www.wichita.edu/services/planning_and_analysis/Data_Requests.php> | Use the data request form in the Office of Planning and Analysis (OPA) and request a list of departmental alumni | You can request primary and secondary emails (shockers.wichita.edu and non-shocker email addresses)  Questions can go to: [Tiffany.Franks@wichita.edu](mailto:Tiffany.Franks@wichita.edu) |

| **Enrollment and Scheduling** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | List of all courses in dept by term | Look up number of sections, assigned instructors, scheduling details, etc. | Schedule of Courses  RO000082 | <https://wsureporting.wichita.edu/> | >Team content  >Registrar – Schedule building  > RO00082 Sched of courses | This can be used for current or previous semesters |
|  | Daily enrollment update during registration through 20th day | Track year over year enrollments leading up to 20th day census. | Pre-20th day registration daily report  OPA00018 | <https://wsureporting.wichita.edu/> | >Team content  >WSU folder  >Strategic Enrollment Management folder  >OPA00018 pre-20th day report | There are a number of sub-reports that can be pulled by clicking for more details. These compare year over year data. |
|  | Daily report on courses that are getting close to capacity | Identify classes for increased quotas or additional sections during registration periods | Near Capacity Report  OPA00023 | <https://wsureporting.wichita.edu/> | >Team content  >WSU folder  >OPA folder  >OPA00023 Near Capacity CRN | Should be reviewed regularly once registration opens each semester. |
|  | 3 year history of classes that are near/ over capacity | Use to help determine needed sections when schedule building | Closed Course Report | Provided by OPA each semester when schedule building opens |  | If Column AA “adjust sections” has a Y, review historic data (Columns AB/AC). AB shows the # of students who tried to enroll but had to choose another course instead. AC shows those who could not get in and did not enroll in another course. Columns AD/AE looks at students’ degree plans to show who will need to take the course in the coming year. |

| **Retention and Student Support** | | | | | | |
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|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | Class list(s) | View student emails, phone #, class year, majors | RO00015  Class List | <https://wsureporting.wichita.edu/> | > Team Content  > Registrar-Faculty  > RO00015  > click on the linked CRN for student details | This is only for courses assigned to the instructor pulling the list; Every instructor should have access to this report. |
|  | Student At-Risk report | Mostly used by advising, but can be used for targeted outreach to your majors who need higher levels of support. | Student At-Risk Report  OPA00017 (Advisors) | <https://wsureporting.wichita.edu/> | > Team Content  > Academic Advisors  > “At Risk Students” (OPA 00017) | Training on understanding risk factors required for access.  Contact [Kim.Sandlin@wichita.edu](mailto:Kim.Sandlin@wichita.edu) |
|  | Classes with high D/F/W rates | To review courses with high DF rates to improve student outcomes through curricula modifications and/or additional tutoring/SI usage. (See APS reports to drill down to section-level data) | At-Risk Courses  OPA00008 | <https://wsureporting.wichita.edu/> | >Teams folder  > Academic Advisors folder  > OPA0008 At-Risk Courses | Additional data can be provided by section if departments need this level of information. |
|  | SEAS usage by department | Use to make sure faculty in your department are providing early alerts for students with poor academic performance | SEAS Report |  | Compiled each semester by OPA and shared with the COD for distribution to departments. |  |

| **Advising and Outreach** | | | | | | |
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|  | Individual and group data on student success | Use filters to pull different student populations for outreach (high performing: scholarship notices, honors society, etc) (low performing: messages of encouragement, campus resources) (special populations ie first gen: connect with FGEN faculty in the dept, etc) | SSC Navigate platform – customizable lists | <https://mywsu.wichita.edu/web/home-community/teach/advise> | >MyWSU page  > Teach/Advise tab  > Advisor links box  > SSC Navigate | \*Quick Search by student name or ID number on the top of the page.  \*Lists/Search (icon with notebook lines) > New Saved Search button  \* Many filter options in drop down menus for “Category”, “Tag”, and others. |
|  | Student transcripts | Use to assist with senior forms/Application for Degree (AFD) or for advising. | Student Transcripts | Viewable through Banner Self-Service  Also available through Navigate  >Quick search by student #  >”Courses” tab | >Teach/Advise tab in MyWSU  >Advisor Dashboard, enter term and student ID  >click on report image for transcript | Student data has restricted access for FERPA compliance. Contact the Registrar if you are unable to view student transcripts for your majors. |
|  | Student degree plans /SEPs | Use to assist with senior forms/Application for Degree (AFD) or for advising. | Student Educational Plans | <https://dgwweb.wichita.edu/dashboard/> | >On Teach/Advise tab on MyWSU page (or use direct link)  >enter student id number  >*Plans* tab at very top of the page  >click on Active plan | Printed view is easiest to read. |
|  | Student degree audit | Use to assist with senior forms/Application for Degree (AFD) or for advising. | Degree Audit | <https://dgwweb.wichita.edu/dashboard/> | >On Teach/Advise tab on MyWSU page (or use direct link)  >enter student id number  >*Degree audit* tab at very top of the page |  |

| **Student Survey Data** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | Exit Survey results for all undergrads; includes dept level data | 71 Qs regarding satisfaction with their college experience, future plans, college activities and funding sources, etc. > use to identify areas for improvement; use for annual reports, etc. | Undergraduate Online Application for Degree Exit Survey  AFD\_ExtSurvy\_UG\_AY20\*\*\_report | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/:x:/r/sites/OfficeofPlanningandAnalysis/_layouts/15/Doc.aspx?sourcedoc=%7BB2FB8273-4F4E-466C-91BA-9FD61518DCE6%7D&file=AFD_ExtSrvy_UG_AY2021_report.xlsx&action=default&mobileredirect=true) [must login with MyWSU] | >>Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Spreadsheet includes Q index table; sorted by college and dept (see tabs)  \*separate report also available for GR students (see OPA index) |
|  | NSSE survey data on student engagement in high impact practices | Useful to review student engagement. Includes comparisons between freshmen and senior outcomes. | National Survey of Student Engagement | <https://www.wichita.edu/administration/assessment/student_service_program_review.php> |  | Survey conducted every other year.  Contact your University Assessment Committee college rep with questions.  <https://www.wichita.edu/administration/assessment/UniversityAssessmentCommittee.php> |
|  | Internship and Alumni Job placement | Helps answer the question ‘where do our graduates go?’ | First Destination survey report (CDC) | <https://my.visme.co/view/pv6qde8o-shocker-career-accelerator-annual-report-2019-2020> | Overview provided in annual report; raw data available upon request: [Sara.Muzzy@wichita.edu](mailto:Sara.Muzzy@wichita.edu) | This survey is conducted 2x/yr but response rates are low. Encourage your seniors to complete it at: <https://www.wichita.edu/student_life/careerdevelopment/SCA_FDS.php> |

| **Department Financial and Faculty Reports** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Dept financial reports | Track revenue and expenditures for GU and RU funds. | Organizational Financial Report | <https://reporting.wichita.edu/reports> | >Financial Reports – Division and College  >FCD00100 Organization Finanical report | Enter your Org # for your department level data.  See your Dean’s staff for assistance in reading these reports. These reports will eventually role to WSU Reporting, but currently remain on Reporting Services. |
|  | Report on faculty teaching history | Might be used for tenure and promotion or FAR completion or for departmental review. | Faculty Teaching History | <https://wsureporting.wichita.edu/> | >Teams folder  > Wichita State University folder  > OPA folder  > Faculty Related folder  > Faculty teaching history report | Can be filtered by term and/or MyWSU number.  APS can provide more analytics around teaching workloads. |

| **OPA and KBOR Reports** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | Enrollment history by department | Track enrollment trends | College Divisional Unite Major Headcounts  Factbook for Census Day (Fall, Spring, Summer)  Enrollment\_MCGunit\_majors\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FEnrollment%5FMCGunit%5Fmajors%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | This includes undergrad and grad students. Read the headings carefully. |
|  | SCH history by department | Track credit hour trends | Course Level Factbook for Census Day (Fall, Spring, Summer)  Course\_CCGunit\_SCH\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FCourse%5FCCGunit%5FSCH%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Be sure to check the heading for the specific term. |
|  | Degree conferrals (UG, GR and certificates) by department and college | May be useful for annual reports or accreditation. | Degrees Conferred Factbook  Degree\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FDegree%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Tables 4 and 5 |
|  | University /College level student demographics |  | Student Enrollment Factbook for Fall Census Day  Enrollment\_Fall\_Census\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FEnrollment%5FFall%5FCensus%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | Enrollment Data > Enrollment (Fall terms- headcounts, enrolled hours, majors by college) | Includes age, sex type, race and ethnicity, geographic origin, FGEN, under rep minorities, etc for university |
|  | Major demographic data | Track enrollment of underserved\* students in a department (\*low income, underrep minorities and FGEN) with the goal of growth | Underserved\_fall\_census\_counts\_deptlevl | Report available by request from OPA. |  |  |
|  | University /College level student demographics |  | Student Enrollment Factbook for Fall Census Day  Enrollment\_Fall\_Census\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FEnrollment%5FFall%5FCensus%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | Enrollment Data > Enrollment (Fall terms- headcounts, enrolled hours, majors by college) | Includes age, sex type, race and ethnicity, geographic origin, FGEN, under rep minorities, etc for university |

| **OPA and KBOR Reports (cont’d)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | Proportion of credit hours offered by each college taken by students in that college | Illustrates proportion of service courses provided by each college. | Course Level Factbook for Fall Census Day  Course\_Fall\_Census\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FCourse%5FFall%5FCensus%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Tables 3 and 4 |
|  | Time of day and frequency of course offerings across the university |  | Course Level Factbook for Fall Census Day  Course\_Fall\_Census\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FCourse%5FFall%5FCensus%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Tables 6 and 7 |
|  | Class sections by campus location |  | Course Level Factbook for Fall Census Day  Course\_Fall\_Census\_OPAweb | [www.wichita.edu/OPA](http://www.wichita.edu/OPA)  [Link](https://wichitaedu.sharepoint.com/sites/OfficeofPlanningandAnalysis/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents%2FCourse%5FFall%5FCensus%5FOPAweb%2Epdf&parent=%2Fsites%2FOfficeofPlanningandAnalysis%2FShared%20Documents) [must login with MyWSU] | >Factbooks and Data Reports  >Additional Factbooks (WSU login required)  >*See All* documents | Tables 10 |
|  | Kansas Higher Education Statistics website | Contains data for all KBOR institutions related to:   * Enrollment * Transfers * Student success * Employment and wages |  | <https://www.kansasregents.org/students/adult_education/9-uncategorised/399-kansas_higher_education_reporting_system> |  |  |
|  | Kansas Degree Stats website | Contains data for undergraduate programs at all KBOR institutions related to:   * Annual cost of degree * Graduate wage information |  | <https://ksdegreestats.org/program_search.jsp> |  | Note that job placement tracks dept of labor data only for KS and MO. |

| **APS Reports** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Brief description | Uses | Report Name | Location | How to find / access | Notes |
|  | Data analytics on class capacity utilization, course complete rates, instructional staff/costs, and department dashboards and comparative college data | Each college is using this platform differently. Consult with your Dean regarding their expectations. |  | <https://mywsu.wichita.edu/web/home-community/teach/advise> | >MyWSU page  > Teach/Advise tab  > Advisor links box  > Academic Performance Solutions (APS)  > \*drop down menu: select APS Analytics EAB | If you do not have EAB access, you can request it through [carolyn.shaw@wichita.edu](mailto:carolyn.shaw@wichita.edu)  APS is an analytical tool, not a reporting tool. It uses data from end-of-term, not 20th day census. |

**Registrar’s Office**

Point of contact: [Gina.Crabtree@wichita.edu](mailto:Gina.Crabtree@wichita.edu) (University Registrar)

Helpful Links for faculty: <https://www.wichita.edu/services/registrar/facstaff.php>

* Includes academic calendar, articulation agreements, catalogs, curriculum change guides, final exam schedule, grade reporting, schedule of courses, and other helpful information.

All WSU faculty and staff must complete online FERPA training every three years via link in the myWSU portal. Faculty can review FERPA information anytime at[www.wichita.edu/ferpastaff](http://www.wichita.edu/ferpastaff).

Systems involving student records:

* Banner – the Student Information System used by administrative offices (Registrar, Admissions, Fin Aid) and some college/department staff. You know you’re in Banner when you are using forms such as SFASRPO, SPAAPIN, and SWIGSTU.
* myWSU/Banner Self-Service – faculty and advisor access to student records and transcript is done primarily through links in the portal to Self-Service
* WSU Reporting – Reports with data from Banner and other systems; some are live data and some require overnight refresh. All faculty have certain folders in WSU Reporting; chairs, advisors and coordinators have additional folders.
* Navigate – A student success platform using Banner data – used by advisors and various student support offices.
* Information about access to student records/systems can be found at [www.wichita.edu/services/registrar/securityaccess.php](http://www.wichita.edu/services/registrar/securityaccess.php)

Class lists can be viewed via Blackboard, Banner Self-Service (SSB), or WSU Reporting.

* GTA’s do not have access to the WSU Reporting system, nor to the Teach/Advise tab in myWSU. However, they can access links to Self-Service Banner (SSB) and the Online Change of Grade from on the myWSU Home tab.

All department chairs and faculty involved with curriculum changes need to attend training on the CourseLeaf Curriculum Management System (CIM) process. See myTraining in the myWSU portal for available dates each semester.

Rules related to effective term of course and program changes are:

* Proposals for **new programs**can be effective for any future term. In order for new programs to be included in the following year’s catalog, however, they must be submitted and fully approved by the catalog deadline.
* Please submit changes to **existing programs**in the fall by the catalog deadline with an effective term of the next fall catalog. Changes submitted after the catalog deadline but *fully approved*before May 31 may still be *effective* in the coming fall if necessary due to accreditation or other circumstances, but will not appear in the catalog.
* **New courses** or course changes can be effective for any upcoming term, but will not appear in the catalog if the submission deadline has already passed. We may be unable to implement some changes if registration for that term has already begun.
* Course changes which impact degree requirements will not be fully approved until the related CIM form to change the program requirements is also submitted.

Catalog vs Schedule

* A ***course*** exists on the course catalog level; a ***section/CRN*** exists on the schedule level.
* Ex: ENGL 101 is a course; CRN 12355 is a section of ENGL 101 held in fall 2019 MW at 8am.
* Creating a new course is done via CIM and does not automatically generate creation of a section/CRN.

A department wishing to grant a student an override of a requirement or restriction on one of their classes must enter that override on the Banner form SFASRPO. Even if the Registrar’s office handles the registration (e.g., late add) the department must enter the override. Each department should have a faculty/staff member with the training and access to enter overrides.

Holds vs PINs

* A hold prevents a student from accessing the registration system. Holds are placed for overdue balances over a set amount and for certain other administrative reasons.
* A student in a major that requires advising needs a PIN added to their record before they can access the registration system. They do not have a hold, they have an advising requirement that is enforced by the need for this PIN.

Grading issues that most often confuse faculty/instructors:

* Grades should never be left blank – enter the grade the student earned even if they never attended
* There are three types of failing grades – instructors need to know the difference between them and when to use each
* Never give an incomplete if the student must retake the class; the original attempt will still turn to an F and show on the transcript
* There is one system for Faculty Grade Entry and a separate one for the Online Change of Grade process – both links found in myWSU

Grade reporting info can be found at [www.wichita.edu/grading](http://www.wichita.edu/grading)

Schedule Building

* TCI and HYB classes should have classrooms scheduled (except for internship, co-op and independent study classes)
* IIE, IIS, and HYO classes should not have classrooms scheduled
* Classrooms should be scheduled through EMS for HYO classes on an as-needed basis

<https://www.wichita.edu/services/registrar/Course_Listing_Explanations.php>

All faculty have access to the Registrar - Faculty folder in WSU Reporting. Reports in the folder include the below. Chairs should encourage faculty to run their Incomplete Grades report before the end of each term to look for Incomplete grades that are approaching the one-year deadline. Change of grades for Incomplete must be submitted before the Tuesday night grading deadline at the end of each term. After that, the I turns to F (or whatever default grade the instructor selected).

Graphical user interface, text, application, email

Description automatically generated

**Office of Financial Aid and Scholarships**

Point of contact: [Sheelu.Surrender@wichita.edu](mailto:Sheelu.Surrender@wichita.edu) (Executive Director)

Most information regarding financial aid can be found on the Consumer Information page below:

<https://www.wichita.edu/administration/financial_aid/studentconsumerinfo.php> (bookmark for future reference)

**Departmental Scholarships (funding sources is from GU or RU department funds)**

* FAQ web page: <https://wichita.edu/departmentalscholarships>

The departmental scholarship recommendation form is pretty self-explanatory, but instructions below are tips the Office of Financial Aid (OFA) wants to highlight. The awards are a way to provide support outside of WSU Foundation funds or pay expenses approved through research grants. If there are questions regarding any part of the form, please contact us.

#1 – Don’t rely on the students to fill out the forms! Departmental staff or faculty must complete the form.

#2 – Know the correct funding stream. If you are unsure, contact Financial Operations for help.

#3 – Please write in the correct NAME of the fund. Using a default of “Tuition” could cause the incorrect fund to be used.

#4 -Be sure to include the correct fund number, org code, and account number:



#5 – Be sure to enter the amount of the award.  

#6 – Be sure to enter a date. Forms are processed in date order.

If a new fund must be set up in Banner, it may take longer to process the request. It’s possible for the awarding process to take several days.  Disbursement may take up to one week.

**Class Withdrawals/Last Date of Attendance**

Although the university is not required to take attendance, the Office of Financial Aid (OFA) is required to monitor enrollment (number of credit hours attempted) each term.  If students drop and/or withdraw from a course or courses and fall below the minimum credit hour requirements, they may be required to repay all or part of the aid they received.

Students may also be subject to Documentation of Attendance, the Federal Return of Title IV Funds policy, and the immediate repayment of disbursed aid. The OFA is required to document attendance/participation with instructors. The OFA cannot assume that students began attendance or participated in academically related activity for the withdrawn courses. **The Office of Financial Aid emails instructors weekly for students who have withdrawn from their course(s).** If the OFA can confirm that the student began attendance and/or completed academic related activity, Wichita State University can avoid having to return federal financial aid. Please have instructors respond to these emails to maintain institutional compliance.

The Office of Financial Aid must also review students who failed all courses or had a combination of withdrawals and F grades during the term, and are considered an ‘unofficial withdrawal’, for attendance or academic related activity. It is very helpful if instructors include correct F grade and Last Date of Attendance, especially if the students stopped attending during the term.

FF – attended entire term and earned an F grade

FN – F, Never attended

FQ – F, Quit attending; need Last Date of Attendance

**Financial Aid - Satisfactory Academic Progress**

<https://www.wichita.edu/administration/financial_aid/SAPPolicies.php>

Federal regulations require the Office of Financial Aid (OFA) to monitor the academic progress of all students applying for federal financial aid. All financial aid recipients are reviewed for Satisfactory Academic Progress at the end of each term (fall, spring, summer). Financial aid applicants who have not been reviewed in the last term are reviewed when their FAFSA is received by Wichita State.

To maintain Satisfactory Academic Progress, students must:

1. Successfully complete at least 67% of all attempted credit hours
2. Maintain at least the minimum cumulative grade point average (GPA) of 2.0.
3. Complete their degree program within the maximum time frame of no more than 150% of the published program’s length

**Office of International Education**

Point of contact: [Vince.Altum@wichita.edu](mailto:Vince.Altum@wichita.edu) (Executive Director)

**FAQs**

**Can international students take an unlimited number of online classes each semester?**

No. Simpily speaking, international students within the U.S. are limited to taking ONE online class each semester of up to three credit hours in order to meet the full course of study requirement. For example, undergraduate students must be enrolled in at least 12 credit hours in order to meet this requirement. Only one online class of a maximum of three credit hours can count towards the 12-hour minimum. Students, however, may take as many online classes as they wish above 12 credit hours. During the height of the COVID pandemic, Immigration temporarily allowed international students to enroll in an unlimited number of online classes. However, starting with Spring 2022, the normal requirement of one online class of up to three credit hours has resumed. **Immigration does not allow exceptions to this requirement.** For this reason, it is imperative that departments plan carefully and offer a sufficient number of in-person classes each semester.

**How is an "online class" defined?**

For immigration purposes, any class that has a physical attendance requirement – even if attendance is only required for one day during the semester – is considered an in-person class. Online classes cannot have any physical attendance requirement. When advising an international student at WSU, advisors should pay particular attention to the instructional method for the class:

**In-Person Classes (according to federal immigration regulations) Online Classes** (Only 1 class of up to 3 credit hours)

● TCI – Traditional Classroom Instruction ● IIE – Instruction via Internet Only

● HYB – Hybrid (combines in-person and online) ● IIS – Online Synchronous Instruction

● HYO – Hybrid (online except for in-person exams)

**Can international students enroll in Coop or internship classes?**

Yes. However, Immigration places restrictions on Curricular Practical Training (CPT) so only students who have been authorized by the Office of International Education can enroll in Cooperative Education or internship-type classes. This includes but is not limited to classes with course numbers 281, 481, 781, and 981 (e.g. BIOL 481, BME 481N, ME 781, etc). **It is an Immigration violation for an international student to engage in any kind of practical training experience or class without prior authorization.** [Curricular Practical Training for International Students](https://www.wichita.edu/admissions/international/current_students/employment_options.php)

**Do international students need a Social Security card in order to work?**

Yes. The process to get a Social Security card can sometimes take several weeks and begins with the department issuing an employment offer letter to the student. Because of the length of time it takes for students to obtain a Social Security card, departments should plan in advance – especially if the student has been awarded a graduate assistantship with a specified start date. [Social Security Cards for International Students](https://www.wichita.edu/admissions/international/current_students/obtaining_social_security.php)

**Shocker Career Accelerator**

Point of contact: [Sara.Muzzy@wichita.edu](mailto:Sara.Muzzy@wichita.edu)

(Director of Career Development Center) 978-3688

John Bardo Center #162

**Resources for Chairs and Students:**

**Career Closet** – WSU Students Who Need Free Professional Clothing For Career Fairs, Interviews, And Professional Development Opportunities Should Visit The Career Closet.

<https://www.wichita.edu/student_life/careerdevelopment/career_closet.php>

**Data Reports**- SCA Annual Reports, Co-Op/Internship/Applied Learning Data, And Career Fair Reports.

<https://www.wichita.edu/student_life/careerdevelopment/career_data.php>

**DACA and Undocumented Student Employment** & Financial Resources-

<https://www.wichita.edu/student_life/careerdevelopment/daca.php>

**Events** RSS Feed- Listing Of Professional Development Workshops, Employer-Hosted Events, Career Fairs.

<https://www.wichita.edu/student_life/careerdevelopment/events_list.php>

**Handshake**- **Coop/Internship Job Searches**, WSU Student Event Sign Up For Career Events, Employer Events & Career Counseling Appointments-

<https://www.wichita.edu/student_life/careerdevelopment/handshake.php>

**Online Assessment Tool** For Undecided Students (MyNextMove) & Four-Year Career Action Plan.

<https://www.wichita.edu/student_life/careerdevelopment/career_pathways.php>

**Promote Your Students In Applied Learning Positions**? We Have Hero Cards Available That Your Department Can Print Out And Pass Out To Prospective Students- BY COLLEGE!

<https://www.facebook.com/ShockerCareerAccelerator/photos/?ref=&tab=album>

**Request a Speaker** for a Class, a list of services we provide and a student referral page for requests that our office reach out to a student-

<https://www.wichita.edu/student_life/careerdevelopment/faculty_staff.php>

**SCA Staff** Contact Information-

<https://www.wichita.edu/profiles/student_life/shocker_career_accelerator/index.php>

**Media Resource Center**

Point of contact: [John.Jones@wichita.edu](mailto:John.Jones@wichita.edu) (Executive Director)

If you need support that you think comes from the Media Resources Center and you’re not sure whom to ask, email [mrc@wichita.edu](mailto:mrc@wichita.edu)

* Instructional Resources
  + Instruction Manual (please share this will all new instructors) [wichita.edu/instructionmanual](http://www.wichita.edu/instructionmanual)
  + Academic Resources Conference – Live instructor training for pedagogy, technology, and conversation, which happens three times/year. Please encourage all instructors to attend. ARC events happen in January, May, and August. If there are specific conversations or training that would be valuable to your department, please email [oir@wichita.edu](mailto:oir@wichita.edu)
  + Teaching Today Newsletter – a monthly technology and pedagogy newsletter– subscribe and see the archives: [www.wichita.edu/tt](http://www.wichita.edu/tt)
  + Office of Instructional Resources Facebook group: [wichita.edu/oirfb](http://www.wichita.edu/oirfb)
* Instructional Services – available by contacting [oir@wichita.edu](mailto:oir@wichita.edu)
  + Blackboard support for instructors: email or go to [wichita.edu/bbsupport (24](http://www.wichita.edu/bbsupport%20(24) hr support)
  + Dedicated training/consultation with your department or college
  + Instructional onboarding for new (or returning) adjuncts,
  + GTA onboarding is offered in August and January, is coordinated by the Office of Instruction Resources and takes place as part of the Academic Resources Conference.
  + All GTAs are automatically enrolled in a special Blackboard course which provides resources and support.
* Classroom Services
  + For Audio/Visual Media Support/requests: [wichita.edu/av](http://www.wichita.edu/av)
  + Request training and access to classroom media: [wichita.edu/keytraining](http://www.wichita.edu/keytraining)
* Webpage Training and Resources
  + Website Support (if you have a problem on the web site) [wichita.edu/websupport](https://www.wichita.edu/websupport)
  + Training for staff who need to work on the web site: wichita.edu/webtraining (login required)
* Accessibility
  + Information about Accessibility that new instructors and staff need to know: [wichita.edu/accessibility](http://www.wichita.edu/accessibility).   New instructors should also be encouraged to take the accessibility training available through mytraining or at the ARC
* Digital Signage – Add an advertisement to the WSU Digital Signage screens at [wichita.edu/digitalsignage](http://www.wichita.edu/digitalsignage)

**Other helpful resources:**

* Resources for New faculty / adjuncts:  <https://wichita.edu/instructionmanual>
* Meeting Room scheduler (classes should be scheduled through the registrar): <http://ems.wichita.edu/EmsWebApp/BrowseForSpace.aspx>
* Campus Directory: <https://www.wichita.edu/directories/>
* Academic Affairs forms: <https://www.wichita.edu/academics/academic_affairs/Forms_Waivers.php>
* Academic Affairs calendar: <https://www.wichita.edu/academics/academic_affairs/Forms_Waivers.php>
* Faculty Search Process: contact [Laura.Manning@wichita.edu](mailto:Laura.Manning@wichita.edu) in the Office of Academic Affairs
* Human Resources: Direct questions to your HR Business Parnter: <https://www.wichita.edu/services/humanresources/Business_Partners/HRBP-1.php>

**Feel free to share additional suggested resources with Carolyn Shaw**

**and she will update the Resource Guide.**