2018-19 PLC Graduate Enrollment Process

1. **If you <u>are</u> (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 <u>are not</u> a Wichita State Graduate Student**

   - As soon as you decide you would like to earn Graduate credit for the course, please go to www.wichita.edu/GradAppPortal and click the option to Create Account.
   - **Please contact Angela.Aubrey@wichita.edu for the promo code you will enter at the end of the application in order for this fee to be waived.** In your email please state your first and last name plus the school and district where you are currently teaching. If you are not currently teaching, please indicate your licensure number if you are a licensed teacher in the State of Kansas as well as your name as it appears on your teaching license. If you are not a licensed teacher, or are licensed in another state, please indicate this in your email.
   - 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/Apply 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 Kansas teaching license.

- In the section "Academic Plans", fill it out as in the example below:

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

- On the Program Requirements section, you can upload a copy of your teaching license. You can also type your teacher id if you prefer not to give out your SSN. We will use this information to verify your licensure for admissions purposes. In the section for Additional

Information, there is a free-type box. If your name on your license is not the same as the name you provided on the application, please include that information as well.

- Once you have answered all of the required questions you will be taken to the certification page where you will see a "official use" field. In that field, enter the code you received by contacting Angela.Aubrey@wichita.edu.

- This will waive the application fee and allow you to submit your application without payment. This promo code/fee waiver is **ONLY** available to students enrolling in the Professional Learning Courses.

- 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 by fax to 316-978-3253 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 *myWSU*ID 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).