Registration Request & Graduate Application Guide ✓

Follow these steps to earn Wichita State University graduate credit for a Professional Learning Course at a reduced market-based tuition rate.

☐ Request Registration

Start by clicking here! ➡️ **Use this link specific to AccuTrain** or QR Code ➡️ to fill out the request for registration form on-line. This link is only for the ***Summer 2025 semester*** for professional development related to the **Orlando** summit.

WICHITA STATE UNIVERSITY

Please enter your last name

_____

Please enter your first name

_____

Do you have an active Wichita State ID number as a student in the Learning & Instructional Design program (aka market-based tuition program)? If not, please complete the WSU Non-degree application upon completion of this registration request (you will be automatically redirected to the application).

○ I am a prior Wichita State University student based on enrollment in a MBT course in the last 2 years. (Please list WSU ID below)

○ I am a new student and will be seeking admission to the Learning & Instructional Design (MBT) program today.

WSU ID (leave blank if you have never participated in this program before; you will be issued a WSU ID upon admission to the WSU Grad School)

_____

Email address

_____

Provide your first & last name; include any prior last names in parenthesis (e.g. maiden name)

Have you previously been admitted to *this* program and taken a course in the last two years? If no, select "I am a new..."

Never been a WSU student? Leave the WSU ID field blank.

Provide an email address you check regularly.

Request Registration continued

Select the course(s) your district/provider has hosted with WSU. There is often just one, which can be used for participation in multiple professional developments held during a single semester. You can request registration prior to PD starting.

Please select the course(s) you would like to be registered in this S[

☐ AccuTrain - CAS 750AT Innovative Teaching Strategies: (Summer 2025 Pre-Se[
$165 per credit hour: $495 total)

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Please mark the **total** # of credit hours you want enrolled credits, choose 5.0 & 7.0 credit hours)

☐ 1 credit hour
☐ 2 credit hours
☐ 3 credit hours
☐ 4 credit hours
☐ 5 credit hours
☐ 6 credit hours
☐ 7 credit hours

Select the total number of credit hours you are wanting to be registered. Taking more than 7? Combine hours to reach your total (e.g. 7 & 5 to be registered for 12).

Type in your name to sign, indicating you understand the details of your registration request.

Your request will be verified by your district or organization. You will not register yourself.

PLEASE READ: You are completing a request for enrollment. This does not mean you are automatically enrolled. Your request will be verified with the course coordinator with AccuTrain. Once verified, it will be processed by Wichita State University and you will receive a confirmation email from the College of Applied Studies when enrollment is completed on your behalf (you will not register yourself).

Signature Required: Please sign (type) your name indicating that you understand the following.
- **Course Information:** Each student choosing to earn WSU graduate credit for their completion of professional development courses will be enrolled in the market-based tuition course as requested in this survey. You are being enrolled in a graduate course reflective of your participation with AccuTrain.
- **Enrollment is Final:** Due to the specialized nature and timing of this program, participants will be enrolled once the course instructor has verified your participation. As a result, ALL enrollment is final.
- **Next step:** After submitting this request for registration, and you have received confirmation of your registration, you will need to make payment. Instructions for making payment will be included with confirmation of your registration.

Any questions about registration or payment? Please contact Grant.Seymour@wichita.edu.

If you have questions about the specifics of the course content e.g. assignments, please contact your course's coordinator at AccuTrain.

IMPORTANT NOTE: By completing this request for enrollment, you are obligated to pay as you understand that you are registering for a class or classes at Wichita State University - which is a legal obligation. You are financially responsible to pay all tuition and fees associated with registration at Wichita State University.

Signature Required: Please sign (type) your name indicating that you understand the following.

Press the arrow to advance to the next screen. →

WICHITA STATE UNIVERSITY

Upon submission of this survey, you will be redirected to the WSU Non-degree Graduate Application. Please submit this graduate application if you have not been admitted to the Learning & Instructional Design program before; this application is also used to reactivate your account if you have not taken a course in the program in the last two years.

If you have active admission status in the Learning & Instructional Design program, you do not have to submit this application.

If you are unaware if your status is still active, submit a new application or contact Grant.Seymour@wichita.edu to confirm your status.

○ I understand

Clicking "I understand" and then clicking the arrow on this final page will finish the Request for Registration process. →

This will also redirect you to the Non-degree Graduate Application.

Request for Registration is Complete

Returning Student Option
Close the new Application page if you were previously admitted to the Learning & Instructional Design program *and* taken a course in it in the last two years.

New Student Option
Leave the application open and proceed to the final page of this Guide to complete Non-degree Graduate Application. You must be admitted to be registered.

QUESTIONS? EMAIL CAS.DEAN@WICHITA.EDU

☐ Non-degree Graduate Admission

Students currently pursuing a graduate degree at WSU are not eligible to receive the discounted tuition rate of this program.

Are you currently in a degree bound program at Wichita State University?
○ Yes
○ No

Biographical Information

First Name

Preferred First (optional):

Middle Name

Last Name

Alternate Last Name(s):

Birthdate

Proceed with filling in the biographical information.

Note this is a secure website, so sensitive information is safe.

Program Selection

Admission Category
Domestic Non-Degree B

Admission Type
Domestic Non-Degree B

Program Department
Learning & Instructional Design

Entry Term

District where you're completing the professional development course:

Select "Domestic Non-Degree B" for the "Admission Type."

The "Program Department" is set to Learning & Instructional Design by default, as this is the correct program.

There is only one semester option to select under "Entry Term." This will be the semester your district has agreed to have the course hosted on the WSU schedule. It may be later than the current term e.g. spring when PD was fall.

Please type the district or organization *with whom you completed* your professional developlment.

**Continue the application, providing undergraduate college information & professional license Information.
You can skip the license information if you hold no license.**

Degree Verification Documentation

Upload documentation verifying receipt of a Bachelor's degree.
Kansas state license that required an earned bachelor's degree

Browse... No file selected.

Use the "Browse…" button to upload a copy of a BA diploma, unofficial transcript showing you earned a BA or higher, or - if you hold a Kansas license - a copy of your educator license.

Submit

Press "Submit" to finish.

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