



## Wichita State University College of Applied Studies Market Based Tuition (MBT) Registration/Enrollment Form

Thank you for choosing Wichita State University for your non-degree graduate credit for your professional development work. The Spring 2024 professional development you have completed through your district/service provider work will result in Summer 2024 academic credit through Wichita State University College of Applied Studies.

([Video Tutorials for step 1 & 2 can also be found at this link.](#))

**Step 1:** Request registration for your courses using the link below:

[https://wichitastate.co1.qualtrics.com/jfe/form/SV\\_6MxDnLB8cEbUb54](https://wichitastate.co1.qualtrics.com/jfe/form/SV_6MxDnLB8cEbUb54)

Each candidate choosing to earn WSU graduate credit for their completion of professional development courses through their school district will be enrolled in the market-based tuition courses, pending district confirmation of their request. Students will not register themselves.

**If you are new to the market-based tuition program, you must complete STEP 2. \***

**\*Skip Step 2** if you already have an active WSU ID number because you have previously enrolled in graduate credit for your professional development work through your district in the last 2 years (Summer 2022- spring 2024). Please only complete Step 1.

**If you are not sure, re-do Step 2 for Summer 2024 admission and your WSU account will be re-activated.**

**Step 2:** Complete the WSU Non-degree seeking application at this link.

Application link: <https://slate.wichita.edu/register/mbtapplication>

This application must be completed online for **Summer 2024 admission**. Follow the instructions (below - **Directions for WSU Non-degree seeking application**), complete all required fields, and attach the required verification of bachelor's degree completion. Incomplete applications will not be processed.

After completing Step 2, you will receive an email from the WSU Graduate School stating, "Your next step is to enroll in the course through your [MyWSU portal](#)." **Please disregard this direction! You will not enroll yourself through your MyWSU portal. Your request for enrollment (Step 1) will be processed by the College of Applied Studies, pending district confirmation.** If you have questions, please contact [cas.dean@wichita.edu](mailto:cas.dean@wichita.edu)

## Directions for WSU Non-degree seeking application

1. **Are you currently in a degree bound program at Wichita State University?**  
**Yes** – please mark yes if you are currently in a graduate program at Wichita State such as School Psychology, Counseling, Special Education.  
**NO** – please mark no if you are only taking professional development courses through your district/service provider and enrolling in graduate credit as a non-degree seeking student.
2. **Biographical Information:** complete each line as directed on the screen. If your last name has changed since you last attended, please put your prior last name in parentheses. Leave WSU ID blank if you have never been enrolled at WSU or do not recall your WSU ID when you were a degree seeking student at Wichita State.
3. **Ethnicity (Optional):** complete each line as directed on the screen.
4. **Program Selection:** please make the following selections:
  - a. Application Term: **SUMMER 2024 TERM**
  - b. Admission Category: Domestic Non-degree B
  - c. Program Department: **Learning & Instructional Design (G61X)**
  - d. District **where** you're completing the professional development course: please type in your response (If completing through a non-district training provider (e.g., Literacy Intervention Services), please state the name of that provider, not your individual district).
5. **Kansas Residency & Military Service:** complete each line as directed on the screen with your responses.
6. **Undergraduate College Information:** Wichita State only needs to verify your Bachelor's degree as it will be stated on your teacher licensure. Please complete each line as directed on the screen with your responses.
7. **Professional License Information:** please make the following selections
  - a. License Type/Field:
    - i. Teaching –if you hold a teaching license
    - ii. Counseling – if you hold a counseling license
    - iii. Speech/Language – if you hold a speech language license
  - b. State or Federal Agency Issuing the License: please state which agency issued your license (i.e. KSDE – if you license is issued through Kansas State Department of Education)
  - c. State: which state issued your license
  - d. License ID/Number: please list your educator licensure ID number as listed on your license.
    - i. For individuals with a teaching license, this is listed on your license at this link: [KSDE Licensure Lookup \(https://appspublic.ksde.org/TLL/SearchLicense.aspx\)](https://appspublic.ksde.org/TLL/SearchLicense.aspx)
    - ii. For counselors & social workers, please use this link: [KS Behavioral Sciences Regulatory Board Verification \(https://www.kansas.gov/bsrb-verification/\)](https://www.kansas.gov/bsrb-verification/)

8. **Degree Verification Documentation:** please upload a copy of your license. You may obtain a copy at this link, choose print license then save this PDF.

[KSDE Licensure Lookup \(https://appspublic.ksde.org/TLL/SearchLicense.aspx\)](https://appspublic.ksde.org/TLL/SearchLicense.aspx) **Or**  
[KS Behavioral Sciences Regulatory Board Verification \(https://www.kansas.gov/bsrb-verification/\)](https://www.kansas.gov/bsrb-verification/)

If you do not hold a Kansas Teaching License, you can upload a PDF scanned copy of your license or obtain a copy through the online portal for the State or Federal Agency Issuing the License.

**PLEASE READ:** You have completed a request for enrollment. This does not mean you are automatically enrolled. Your request will be verified. Once verified, it will be processed by WSU and you will receive a confirmation email.

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

- **Course Information:** Each candidate choosing to earn WSU graduate credit for their completion of professional development courses will be enrolled in the market-based tuition course designated in question 5. You are being enrolled in a graduate course reflective of your professional development work. All required work was completed during your professional development session(s). You will not be required to complete additional work outside of your professional development session(s).
- **Enrollment is Final:** Due to the specialized nature and timing of this program, participants will be enrolled at the end of the designated point of term and/or semester as applicable for the professional development sessions completed. **As a result, ALL enrollment is final.**
- **Next step:** Please note you are completing a request for registration. Once this request for registration form is received at WSU and processed, the candidate will receive a welcome email from the College of Applied Studies with confirmation that the student was successfully enrolled as well as directions to pay online, course information, when grades will be posted for the course, and how to request transcripts.

**IMPORTANT NOTE:** By enrolling (choosing to complete 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.  
[Important Dates](#)

Please direct any questions to [Grant.Seymour@wichita.edu](mailto:Grant.Seymour@wichita.edu).