

Wichita State University Graduate School Enrollment

1. If you are not a Wichita State Graduate Student

- As soon as you decide you would like to earn Graduate credit for the course, please go to <http://apply.wichita.edu> and click the option to Create Account.
- Fill out the required fields and make note of the password and secret question/answer you create.
- In the section Program Information, fill it out as in the example below:

Program Information	
Anticipated Entry Term Summer 2016	Do you want to pursue a degree from WSU? Non-Degree or Guest Student
Educational Level of Interest * Graduate	
1st Choice of Major (Academic Program) Nondegree Category B-Learning & Instructional	
2nd Choice of Major (Academic Program)	
3rd Choice of Major (Academic Program)	

- Once you have created an account click the option to Apply Online.
- Select the Graduate School Domestic - \$50 application option.
- Answer all of the required questions on the application. To aid in the processing of your admission, if you are a licensed teacher in the State of Kansas, please include your Social Security Number, OR your Teacher ID number and your name as it appears on your teaching license. We will use this information to verify your licensure for admissions purposes.
- On the section marked Semester and Program Area, please make the selections as shown in the example below.

Residency Information	Academic Plans
Semester and Program area	<p>Semester/year you wish to start Graduate Study * Please note that some programs accept applications for only one semester per year. Physician Assistant and Physical Therapy applicants should apply only for SUMMER. Please visit this link to find out if your chosen program has a specific application term and/or deadline: Application Terms and Deadlines.</p> <p>Summer 2016</p>
Academic History	<p>Please indicate your academic intent (degree bound, non-degree category A or category B, Guest) * If you are unsure what to select, follow this link to view information on the different options, then select the one that matches your intentions at this time. Description of Application Types</p> <p>GR Domestic Non-Degree Cat. B</p>
Test Score Information	<p>Academic Program *</p> <p>Nondegree Category B-Learning & Instructional Design</p>
Additional Information	<p>Confirm Academic Level * To ensure the correct information is submitted, please choose Graduate as your level.</p> <p>Graduate</p>
Certification	<p>Confirm Your Student Type * To ensure the correct information is submitted, please select your student type (degree or non-degree). Note, this should match your academic intent from the question above.</p> <p>Graduate School Non-Degree</p>

- Near the end of the application is a section for Additional Information, which includes a free- type box. To ensure your application is processed as quickly as possible, please enter the text Interdisciplinary STEM Education Graduate Certificate. If you wish to provide your Teacher ID instead of your SSN, please enter it in the same box. See example below.

Online Application

Personal	Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.
Demographics	
Residency Information	
Semester and Program area	
Academic History	
Test Score Information	
Additional Information	

Additional Information

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

Interdisciplinary STEM Education Graduate Certificate

- Once you have answered all of the required questions and have submitted the application and the \$50 application fee, our staff will be able to access the application and process it for admission.
- **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 wsugradschool@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 wsugradschool@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

2. If you are 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).

Contact WSU Registrar's Office (316-978-3055) if you have questions.

Graduate Course Enrollment Procedures

Once you are admitted to WSU and have a *myWSU* ID number you will follow these steps:

1. Go to <http://mywsu.wichita.edu/>
2. Choose Log in to *myWSU*
3. Choose the My Classes Tab at the top of the page
4. In the far right column choose 'Add or Drop Classes'
5. Select Summer 2016 from the drop down menu from 'Select a term' tab and hit submit
6. At this point you will add the class by entering the CRN number for the course.

Please Note: Enrollment for these courses begins April 4th.

You must be accepted as a WSU graduate student (p. 11) in order to begin enrollment.

Audience: All STEM Education Graduate courses are offered for graduate-level credit & available to educators seeking re-licensure, salary advancement, or professional development opportunities. Graduate students may also select professional learning courses, with advisor consent, for elective credits as part of the Master of Education in Learning and Instructional Design program (<http://www.wichita.edu/MEdLID>).

Dropping a Course: If you need to drop a course, please follow these steps:

1. Go to <http://mywsu.wichita.edu/>
2. Choose Log in to myWSU
3. Select Add or Drop Classes from the Registration Tools channel.
(If prompted, select a registration term from the drop down box and click the Submit button.)
4. Next to the class you wish to drop or withdraw from, select the appropriate option from the Action drop down box.
5. Click the **Submit Changes** button.

Note: If you are not allowed to drop any classed listed under **Current Schedule**, contact the Registrar's Office for assistance.

Cancelled Classes: On rare occasions or due to special circumstances, Graduate Professional Learning Courses may be cancelled. Cancellations may occur as a result of low enrollment or inclement weather. You will be notified by the University Registrar and Wichita State College of Education of a cancellation by email or phone call. A full refund will be administered in such circumstances.

Location of Courses: All courses will take place at Wichita State University Main Campus – 1845 Fairmount, Wichita, KS 67260 – in Corbin Education, Hubbard Hall, or Heskett Center. The College of Education is located at 21st & Yale between Cessna and Eck Stadium.
http://www.wichita.edu/thisis/aboutus/maps_and_directions.asp

Official WSU Transcript Request: To receive an official transcript of academic work at Wichita State University you must turn in a transcript request. Please visit <http://webs.wichita.edu/?u=registrar&p=/transcripts/>. It is recommended to view your unofficial transcript through Self-Service Banner prior to requesting an official transcript. For any transcript questions, please contact the University Registrar at (316) 978-3055 or email Transcripts.Out@wichita.edu.

Parking: Wichita State University's main campus is a permit-only parking environment. WSU students, faculty and staff must purchase and display a color-coded parking permit to legally park on the main campus. Permits are required from 7 a.m.-5 p.m. Monday through Friday in green and green/yellow lots and from 7 a.m.-6 p.m. in yellow lots. Permits are not required to park on campus on weekends or on days when classes are not in session. Vehicles parked on campus during enforcement hours without a proper permit will be ticketed by the Wichita State University Police Department.

Parking Map: - http://www.wichita.edu/thisis/aboutus/maps_and_directions.asp.

Parking Shuttle: Students, faculty and staff who decline to pay for parking permits may choose to ride the free WSU Shuttle System buses from satellite lots at the Hughes Metropolitan Complex at 29th Street or from a new WSU-leased parking lot at 21st Street and Oliver. For further information, www.wichita.edu/parking.

Questions/Concerns

If you have any issues with Wichita State University Interdisciplinary STEM Education Graduate Certificate and STEM Courses, please contact Dr. SoonChun Lee or Dr. Mara Alagic, by phone (316-978-7819) or email (soonchun.lee@wichita.edu or mara.alagic@wichita.edu).

WSU Contact Information

Curriculum & Instruction	angela.aubrey@wichita.edu	(316) 978-3577
Accounts Receivable	WSUAccountsReceivable@wichita.edu	(316) 978-3333
Financial Aid	finaid@wichita.edu	(316) 978-3430
Graduate School	wsugradschool@wichita.edu	(316) 978-3095
One-Stop	onestop@wichita.edu	(316) 978-7440
Registrar	WSUAccountsReceivable@wichita.edu	(316) 978-3055
