WICHITA STATE UNIVERSITY
School of Nursing
ENROLLMENT INSTRUCTIONS & COURSE TEXT INFORMATION

COURSE INFORMATION: N720: Human Lactation (Online), Spring 2011

Section number (also called CRN number):  21322 for 3 credit hours
                                            21323 for 4 credit hours**
** (Decide on your section prior to enrollment: 4 credit hour section includes an
extra paper/project – see separate document for information)

ENROLLMENT IS ALL ONLINE and is more complicated than we might like. Please
FOLLOW THE FOLLOWING INSTRUCTIONS CAREFULLY – one by one.

ENROLLMENT INSTRUCTIONS:
Undergraduate Students
(you do not have a college degree and you have not attended WSU in the past OR
you are an RN with an associate degree)

● Go to http://www.wichita.edu
● Open “Browse A to Z” in upper right hand corner.
● Under “A” click open the “admission application, undergraduate” link.
● On the page that appears, click on “Application for admission” (near the top of
  the page, in blue type).
● You will see “WICHITA STATE UNIVERSITY ONLINE APPLICATION GATEWAY.” Click
  on the bullet that is appropriate to your situation.
● You will see the “UNDERGRADUATE APPLICATION TYPES” page.
● Look at the categories of undergraduate students to see which applies - decide
  on which you will use and WRITE IT DOWN for later use.
  ** DO NOT APPLY as an “Undergrad Guest” student**

** If you are not a degree candidate and plan to take less than 15 hours
credit from WSU, you may apply as “Undergrad Non-Degree Open.” In this
category you do not need to submit transcripts or receive ‘computer
 clearance’ prior to signing up for the course. **

● Go to the bottom of the page and click where it says “Apply Online.”
● You will be on “Admissions Login” page.
● Go to the bottom of the page and click on “First time user account creation.” Go
  ahead and create your username and password.
● The next page is called “Application Menu.”
● Click on “NEW” to create a new application. This is where you will need the
  application type that you wrote down earlier.
- Complete the application process as directed.
- You will receive notification of admission, by snail mail or email. If you do not hear within 3 weeks of application, call the admissions office to check on the status of your application at 316-978-3085.

LATER ON ~
- After you are accepted and before you enroll in the course, you must go to this website: www.wichita.edu/clearance to be “cleared” in the computer to take the course. You will need the following information:
  - My WSU ID number (for example y399a228):
  - Graduate or Undergraduate level
  - CRN number [21322 if you are taking the 3 credit hour course and 21323 if you are taking the 4 credit hour course]. See separate document regarding the difference between 3 and 4 credit hour courses.
- If you experience difficulties with the clearance process (eg, error messages), contact Amy.McClintock@wichita.edu. Amy is the graduate office administrator that assists with this process for ALL N720 students, both graduate AND undergraduate
- When you are ready to enroll in the course, follow the instructions on the other PDF document named “registration instructions.”

Contact Dr. Nancy Powers (nancy.powers@wichita.edu) if you have questions.

ENROLLMENT INSTRUCTIONS

Graduate Students*
(you already have a 4-year college degree)
- You have the option of applying as an undergraduate:
  ** If you are not a degree candidate and plan to take less than 15 credit hours from WSU, you may apply as “Undergrad Non-Degree Open.” In this category you do not need to submit transcripts or receive ‘computer clearance’ prior to signing up for the course. You will be taking the “undergraduate” version of the course – slightly different than the graduate version. ** (This application type will be faster and cost will be significantly lower than applying as a graduate student. HOWEVER, you do the same work as all undergraduates and you may not take the course a second time for graduate credit in the future).
- Graduate students must apply to the WSU Graduate School before registering
- To apply first contact the college or university where you obtained your undergraduate degree
- Request that they send 2 copies of your transcript directly to WSU Graduate School [DO NOT SEND to the instructor!!]
● The two copies of your transcript **must be sent directly** from the college/university to WSU Graduate School.

**WSU Graduate School**  
1845 Fairmount, CB4  
Wichita, Kansas 67260-0004. Phone: 316-978-3095.

● Have your transcript sent to WSU early to make sure that you will have time to register before the registration deadline. The transcript will be placed on hold until your application is received.
● There is a $50 charge for U.S. students (or $65 for non-U.S. students) for applying to the Graduate School that can be paid online when you apply.
● **WSU MUST RECEIVE YOUR TRANSCRIPT BEFORE YOU CAN ENROLL.**
● You should receive notification of receipt of transcripts, by snail mail or email. If you do not hear within 3 weeks of requesting transcripts, call the Graduate School Office to check: **316-978-3095**.

**Once WSU Graduate School has your transcripts, you can apply for admission:**
● Go to [http://www.wichita.edu](http://www.wichita.edu)
● Open “Browse A to Z” in upper right hand corner.
● Under “A” click open the “admission application, graduate school” link.
● On the page that appears, click on “Apply online” (the first line that is in blue type).
● [[If you would rather apply by mail, there is a link “Application to Graduate School” (pdf)” on that same page; click, print off, fill it out and it has directions for mailing to WSU.]]
● Click on the bulleted line that is appropriate to your situation.
● You will see the “GRADUATE SCHOOL” page.
● Look at the categories of graduate students to see which applies- decide on which you will use And WRITE IT DOWN for later use. Click on your choice.
● You will see “Domestic” or “International” GRADUATE APPLICATION TYPES
● **DO NOT APPLY as a “Grad Guest” student**
● Go to the bottom of the page where it says “Apply Online.”
● You will be on “Admissions Login” page.
● Go to the bottom of the page and click on “First time user account creation.” Go ahead and create your username and password.
● The next page is called “Application Menu.”
● Click on “NEW” to create a new application. This is where you will need the information that you wrote down earlier about application type
● Complete the application process as directed.
• You will receive notification of admission, usually by snail mail. If you do not hear within 3 weeks of application, call the graduate school to check on the status of your application at **316-978-3095**.

**LATER ON ~**

• After you are accepted and before you enroll in the course, you must go to this website: [www.wichita.edu/clearance](http://www.wichita.edu/clearance) to be “cleared” in the computer to take the course. You will need the following information:
  o My WSU ID number (for example y399a228):
  o Graduate or Undergraduate level
  o CRN number [21322 if you are taking the 3 credit hour course and 21323 if you are taking the 4 credit hour course]. See separate document regarding the difference between 3 and 4 credit hour courses.

• If you experience difficulties with the clearance process (eg, error messages), contact Amy.McClintock@wichita.edu. Amy is the graduate office administrator that assists with this process for ALL N720 students, both graduate AND undergraduate

• When you are ready to enroll in the course, follow the instructions on the other PDF document named “registration instructions.”

* If you have an undergraduate degree, you are a graduate student.

*RN’s with an Associate Degree are undergraduate students.

***You cannot register as a guest student***

**Tuition and Fees as of August 02, 2010 (may be subject to change)**

For ONLINE courses, all students pay in-state tuition & fees. Undergraduate tuition will be about $195 per credit hour (plus $17 non-refundable fee) and Graduate tuition will be about $254 per credit hour (plus $17 non-refundable fee). ALL N720 students pay in-state tuition (even if you live outside of the U.S). Therefore, approximate cost for the undergraduate 3-hour course will be $586 plus $17 fee; graduate level $761 plus $17 fee. There are several options for payment – you will see these when you apply. However, BE AWARE that credit card transactions will charge an extra 2.75% convenience fee. See [http://webs.wichita.edu/depttools/depttoolsmemberfiles/Controller/WSU_CC_PolicyChange_101708.pdf](http://webs.wichita.edu/depttools/depttoolsmemberfiles/Controller/WSU_CC_PolicyChange_101708.pdf) for more information.

To Contact WSU Tuition and Fees - Phone: 316-978-3333 Fax: 316-978-3370.

**Questions?**

• Grad student questions contact WSU Grad School at 316-978-3095.

• WSU Registrar’s office phone is 316-978-3090.
Dr. Nancy Powers can be reached by email nancy.powers@wichita.edu or by phone at Wichita State University 316-978-5717.

Our class will probably start Monday, January 17th (Martin Luther King Day, we know). Instructions about getting started will be sent closer to start date.

TEXTBOOK and other materials:


Readings of selected journal articles (articles can be viewed or printed off from WSU library Electronic Resources).

* N720 can be taken for 4 credit hours which includes a project or paper – description is given on a separate document.