**Workshop Enrollment-Instructions**

**Question:** Have you ever been a student at WSU?

**NO,** Follow These Instructions:
The student must be admitted.
If the student desires graduate credit, the student must be admitted by the
*Graduate School.* If the student desires undergraduate credit, the student must be admitted by [#Undergraduate Admissions].
The student must complete paperwork on-line **OR** visit the respective office to complete admissions paperwork. Both offices require an admission application fee and transcripts.

Once the student has been admitted, the student must complete registration and fee payment on-line before the workshop begins. Registration and fee payment must be done on the same day.

*Graduate School* is located on the first floor of Jardine Hall, room 107. Phone: 316.978.3095
Office hours: 8:00 am – 5:00 pm Monday through Friday

#Undergraduate Admissions is located at the Marcus Welcome Center. (See map on-line.)
Phone: 316.978.3085
Office hours: 8:00 am – 6:00 pm Monday & Tuesday
  8:00 am – 5:00 pm Wednesday through Friday

**YES,** Follow These Instructions:
If the student has been enrolled at WSU within the last 24 months, the student may complete registration and fee payment on-line.
This must be done on the same day.

If the student has not been enrolled at WSU within the last 24 months, the student must complete reactivation paperwork on-line **OR** the student must complete a reactivation form at the transcript window, 1st floor of Jardine Hall.
(This applies to both Graduate students and Undergraduate students. Refer to the instructions on Reactivation Form.)

Once reactivated, the student must complete registration and fee payment on-line before the workshop begins.

Questions?
Graduate students should contact Denecia Angleton at 316.978.7091.
Undergraduate students should contact Jan Ives at 316.978.6430.