Welcome to the Online Registration System!

Registration and Fee Payment Instructions

Step 1: Prepare for Registration

- **Be admitted to WSU.** If you have any questions regarding your admission status, call Admissions at (316) 978-3085 or Graduate School at (316) 978-3095.

- **Meet with your academic adviser and plan your schedule of classes.** It is helpful to make a list of the times and courses, including the CRNs (Course Reference Number), you want before seeing your adviser.

  **College Advising locations and phone numbers:**
  - **BA advising:** Advising Center 114, Clinton Hall, 978-3203
  - **ED advising:** Advising Center, 107 Corbin Ed. Center, 978-3300
  - **EN advising:** 300A Wallace Hall, 978-3420
  - **FA advising:** Art, 302 McKnight, 978-7701
    Dance, 117 Heskett, 978-3530 (afternoons)
    Music, 116 Wiedemann, 978-6430
    Theatre, 105 Wilner, 978-6634 (mornings)
  - **GR advising:** DAYS ONLY in department offices
  - **HP advising:** School of Nursing, 541 Ahlberg Hall, 978-5708
    Student Services, 402 Ahlberg, 978-3304
  - **LAS advising, including deciding students:**
    LAS Advising Center
    115 Grace Wilkie, 978-3700
    Mon. & Tue. 8:30 a.m. to 6:00 p.m.
    Wed.-Fri. 8:30 a.m. to 5:00 p.m.

- **Obtain needed permission to enroll.** All new degree-bound undergraduates, continuing undergraduate students in Engineering and Fine Arts, all freshmen and sophomores in Health Professions and undecided students in Liberal Arts and Sciences must obtain electronic approval from their college before registering. These permissions to enroll can be obtained from your academic adviser or college office. All international students must also get electronic permission from International Education.

- **Know your registration timeline.** On-line registration begins for Summer and Fall begins in April and in November for Spring. Registration opens at 7:00 a.m. on the first day and proceeds per the schedule below. Your classification is based on the total number of credit hours you have completed at the time or registration.

<table>
<thead>
<tr>
<th>Day</th>
<th>Group</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Seniors, Honors Program members and Graduate Students</td>
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<tr>
<td>Tuesday</td>
<td>Juniors</td>
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<tr>
<td>Wednesday</td>
<td>Sophomores</td>
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<tr>
<td>Thursday</td>
<td>Freshmen</td>
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<tr>
<td>Friday</td>
<td>Non-degree bound students</td>
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Internet Browser Specifications

You will need a computer with internet access and one of the following browsers:

- Internet Explorer: version 7.0 or higher
- Firefox: version 3.5 or higher
- Mac, OS X: Safari 4 or higher

Computers are available for student use in: Ablah Library, Jabara labs, residence halls, Clinton Hall, Wallace Hall, Lounge in the Rhatigan Student Center, Jardine Hall registration counter, West Campus, South Campus, and in advisers’ offices.

Step 2: Log in to myWSU

- Go to [http://www.wichita.edu](http://www.wichita.edu) on your Internet browser.
- Click **Go to myWSU** on the upper right corner.
  - Log in using your **myWSU** ID and password. Various help options are available from **myWSU**.
  - After you are logged into **myWSU**, you are welcomed by name!

  **NOTE:** **myWSU** will time out after 20 minutes of inactivity, requiring you to log in again.

Need Help?

Look for the blue Help cube and use Search to find how to demos, docs and guides for bill payment, registration and more.

Contact Information

Help is just a phone call away. Contact the Shocker Technical Assistance Center at helpdesk@wichita.edu or (316) 978-HELP. To view a list of additional university contacts, log on to **myWSU**, click the blue Help cube and Search for Contact.

Access Online Help

To access any of the step-by-step instructions, such as Registration or Fee Payment, log on to **myWSU**. Click Help and use Search to easily locate information. Look for the icon below for additional online help in Self Service.

Help is just a click away! Look for this icon for additional online help.
Step 3: Register for Classes

Locate Registration Tools on the myClasses tab on myWSU.

Look Up Classes

Helpful hint: Even before registration is open, use Look Up Classes on myWSU or www.wichita.edu/registrar and click Schedule of Courses on the left.

Write down the CRNs (Course Reference Number – a five digit number assigned to a class) of the classes you wish to take. When it’s time to register for classes, use the steps listed under Add or Drop Classes to register.

Course Dates, Times and Special Instructions

Some classes, such as workshops, may have special meeting dates. Certain lectures and labs are linked together. To determine the meeting dates or which labs and lectures are linked together, use Look Up Classes to locate a class. Click the underlined CRN of a class to view important detailed information.

Basic Skills / 48 Hour Hold

All Basic Skills Course requirements of the General Education program must be completed with a “C-” or better grade, by undergraduates enrolled in a Wichita State University bachelor’s degree program within the first 48 credits earned toward their degree. The four Basic Skills required courses are: ENGL 101 and 102, COMM 111; and MATH 111, 112, 131, 211 or equivalent. Students who fail to complete Basic Skills courses in a timely fashion as defined above shall not be permitted further enrollment at the University except for enrollment in the basic skills courses. Your college may or may not count a current enrollment in these courses toward completion of the requirement. Only your college can release this hold.

Audit Credit

Students are permitted in credit courses on a non-credit basis with appropriate approval under an auditor classification. To be enrolled as an auditor, students must enroll in-person and pay the same fees as for credit courses at the university. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of AU. Enrolling for AUDIT credit can only be done in person at the Registration Window, 102 Jardine Hall.

Add or Drop Classes

You can change your schedule online any time during the add/drop period. See the calendar for add/drop deadlines.

Helpful hint: If you are within your time to register and you receive the message “You are not permitted to register at this time,” contact your adviser or college office to obtain electronic permission.

To register for classes:

- From Registration Tools on the myClasses tab on myWSU, click Add or Drop Classes.
- After you are eligible to register, the Add Classes Worksheet displays.
- Add a class (register): Enter the CRNs of all the classes you want to take in the spaces provided or click the Class Search button to search for classes.
  
  Helpful hint: Linked classes and classes with co-requisites must be added at the same time.
- Drop a class: Select the appropriate option from the Action drop down box on the Add or Drop Classes page.
- Click the Submit Changes button.
- Did you receive the message “You have Holds which will prevent registration?” If so, click View Holds near the bottom of the page to view each hold and contact information.

NOTE: AFTER THE 100% REFUND PERIOD HAS ENDED, ALL DROP AND ADD TRANSACTIONS MUST BE SUBMITTED TOGETHER TO AVOID FINANCIAL PENALTY.

Registration Add Error Messages

When adding classes you may get the message Registration Add Errors. There can be more than one error message for the same CRN, but only one error message will display at a time per CRN. Contact the department offering the course or your adviser for assistance with error messages.

Look for this icon to locate the Registration Add Errors Glossary for detailed information about Registration Add Error Messages.

Prerequisites

Many courses have a prerequisite – another course or courses that must be completed before that course can be taken. Does a course you want have a prerequisite? Access your course in the online Schedule and check for required prerequisites by clicking on the course title or on “View Catalog Entry.”

Being enrolled in the prerequisite this semester allows you to enroll in the course next semester.

Only the department offering a course may waive (electronically) the required prerequisite.
Waitlisting

Some classes, when they fill up, offer a waitlist option.

Being on a waitlist does NOT guarantee that you will get into that course. If you are enrolled in one section of a course, you cannot waitlist another section.

See www.wichita.edu/registrar for more information.

Printing Your Schedule

There are three ways to print a class schedule. On the myClasses tab, locate the View My Schedule channel.

- Concise Student Schedule is the best layout to view your schedule.
- Student Detail Schedule shows details about your classes.
- Week at a Glance will display the current week’s classes in a calendar format.

Click the Print icon on your Internet browser to print your schedule.

Step 4: Pay for Classes

myClasses myFinances

Students must make payment arrangements at the time of enrollment. Account information is available on-line. Last day to make payment arrangements is listed on the calendar page. Bills will NOT be mailed. Holds are placed on accounts without payment arrangements.

- Click the myFinances tab on myWSU.
- Click on Student Account Suite.

To learn more about the Student Account Suite, log on to myWSU and click the blue Help cube. Search for Student Account Suite.

Payment Questions? (316) 978-3333

Financial Aid

If there is a balance remaining that is NOT covered by the financial aid that has been credited to your account, you must select one of the three payment options ABOVE by the deadline to pay the remaining amount.

If you haven’t used one of the payment OPTIONS by the deadline, your classes will NOT be cancelled – you are financially obligated to pay for any classes not dropped during the 100% refund period. Late Fees will be assessed after that date. The late payment fee is $100 and can be charged twice a semester.

Registration

All registration and payment must be done on-line unless there are unique problems that cannot be handled on-line, by mail, or by phone. Advising Offices, Registrar's Office, Office of Financial Aid, and the Fee Payment Office are open

Monday-Tuesday  8:15 a.m. -7 p.m.
Wednesday-Friday  8:15 a.m. -5 p.m.

Offices are closed on major holidays.

You will need your Shocker ID Card or other photo identification to do business in-person.

Late Registration Deadlines for Full-Term Courses: (online)

See the online Semester Calendar at www.wichita.edu/scheduleofcourses for last dates to:

- Enroll or add classes
- Change sections of the same course
- Drop a class with a 100% refund
- Drop a class and NOT have it appear on your record

Adding or dropping classes after 100% refund?

Avoid unnecessary charges! To access the step-by-step Add/Drop instructions, log on to myWSU and click the Student Help tab.

Exceptions to late registration deadlines: (in-person with your Shocker ID or other photo identification to do business)

- Beginning the fourth day of Summer or the second week of fall or spring – or its equivalent –instructor’s signature is required on an add form, which must be brought to the Registrar’s Office , 102 Jardine Hall.

Important NOTE: Courses that are less than a full semester have different deadlines which are proportional to the length of the class. The deadline for 100% refund is also the deadline to enroll or add a class for that time period.
Unpaid Fees: Students who leave Wichita State University without meeting their financial obligations to the University may have their records impounded by the Registrar. Transcripts or diplomas will not be released unless the accounts are cleared and they may not enroll for a new term unless all fees are paid.

Obtaining your Shocker ID card
All WSU students are required to have a WSU photo-identification card, called the Shocker Card. It is the only means by which you can utilize the following services: Ablah Library, Heskett Center, Athletic Ticket Office, Student Health Services, and the WSU Police Department. There is no fee for your first Shocker Card but if a card is lost or stolen, there is a replacement fee. Shocker Cards do not expire, therefore you do not need a new one each semester or each time you enroll. Advances in technology, however, may make replacement necessary, at no cost to the student.

If you have a Shocker Card that does not have your myWSU ID number, it is an outdated card. Please exchange your outdated Shocker Card for a new card at the Shocker Card Center.

Parking Permit
Students are not required to display a parking hang-tag to park in open (student) parking lots. A hang-tag or decal is needed to park in a housing lot. Housing students will receive a decal in their check-in folder or from the Housing Office. The appropriate hang-tag is needed to park in the faculty/staff lot or in other restricted parking spaces.

Senior Citizen Waiver and Enrollment
In accordance with Kansas Board of Regents policy, students who are at least 60 years of age may audit (no-credit) regular lecture or certain group activity courses without payment of tuition when there is space available and for which they meet the prerequisites. Senior Auditors must, however, pay any applicable facilities use fees, workshop fees, or lab/special course fees.

Prerequisites include admission to graduate school for graduate courses, and program admission for courses in which program admission is required of all students.

To receive the tuition fee waiver, Senior citizens must:
- Be admitted to the University before registering (this only needs to be done once)
- Register in-person at Jardine Hall, the South Campus, or at the West Campus on designated dates or later. See www.wichita.edu/scheduleofcourses and click Semester Calendar.

- Present a Medicare card or driver's license to validate age.

Senior citizens who wish to receive college credit must pay full fees and must register following the steps for on-line registration.

Administrative withdrawal for financial reasons
Administrative withdrawal may be initiated by the Financial Operations Office for financial reasons such as:
- “Insufficient funds” check
- Nonpayment of payment plans at the scheduled times
- Other debt owed to the University

Students are sent a written notice indicating they will be administratively withdrawn from classes and the reasons. They are given an opportunity to explain their situation by a specified date. If the official notice is ignored or returned because of an incorrect address, the withdrawal is completed and the grade of "W" will be recorded on the student's transcript. Administrative withdrawal for financial reasons usually takes place after the last day to receive any refund. It does not cancel the financial obligation which may have prompted it. Students who have been administratively withdrawn may not be reinstated for that semester.

Refund Policy and Deadlines
Partial or complete withdrawals require the student to drop each course online. Refunds will be credited to your account. Please note that the amount of the refund could be reduced by one or more of the following items if they apply to your situation: (a) a payment plan; (b) federal financial aid; (c) scholarships; or (d) third-party payments. In addition, fees such as the registration fee, facilities use fee and the $130.00 down payment of the payment plan are nonrefundable.

Refunds will be issued by the Accounts Receivable Office according to this schedule; see their website for further details.

All refunds will be directly deposited to the bank account you have specified, or will be mailed to you by the Accounts Receivable Office.