

High School Guest Student Enrollment Checklist Wichita State University

High school students with a 3.0 cumulative GPA at their high schools are eligible to become guest students after their sophomore year of high school with permissions from their guidance counselors. Requests by younger students will be reviewed on an individual basis.

I. GETTING ADMITTED

- Submit an application for undergraduate admission. Applications can be obtained by calling the Office of Admissions at 316-978-3085, as well as your high school counseling office, or on-line at www.wichita.edu/admissions.
- Submit a non-refundable application fee of \$30. Students do not need to repay the application fee if they have previously taken guest courses or wish to enter WSU as a degree-bound student after taking guest courses.
- Submit a guest student signature form. Your high school counselor or other school official must sign this form, giving his or her approval for you to take classes at Wichita State. This can be mailed or faxed to the Office of Admissions. Our fax number is 316-978-3174. This form is available at www.wichita.edu/admissions/guestprogram.
- Have your high school mail an **official** copy of your recent transcript directly to the Office of Admissions, Wichita State University, Wichita, KS 67260-0124. We can take faxed transcripts from your high school up until the end of the fall semester of your senior year. Visitto find out more about how WSU accepts official transcripts.
- Complete the high school guest Responsibilities and Privileges form.
- The deadline for high school guest admission is approximately one week before classes start each semester.

II. HIGH SCHOOL GUEST RENEWAL FOR SUBSEQUENT SEMESTERS

- Returning high school guests must maintain a 2.0 WSU cumulative GPA **and** 3.0 cumulative high school GPA in order to be eligible for future semesters.
- You must complete a high school guest form for each subsequent semester you take classes at WSU while you are still in high school. Your high school counselor or other school official must sign this form. This form is available at www.wichita.edu/admissions/guestprogram.
- Have your high school mail an **official** copy of your recent transcript directly to the Office of Admissions, Wichita State University, Wichita, KS 67260-0124. We can take faxed transcripts from your high school up until the end of the fall semester of your senior year. Visitto find out more about how WSU accepts official transcripts.

III. GETTING ENROLLED

- The *Schedule of Courses* is available in early April for the following fall semester, mid-March for the summer semester, and early November for the following spring. This publication details class meeting times, dates, and locations, as well as instructions for registering on-line. The *Schedule of Courses* is available in the Office of Admissions, Registrar's Office, at several other campus locations, and at most Dillons stores. **Students should review their admission letter as it contains critical information regarding registration.**
- As a high school guest, you may enroll in no more than six hours per semester in 100 or 200 level courses. You must meet the prerequisite requirements for each course that you wish to take. If a course requires instructor approval, you will need to contact the instructor and obtain an electronic approval to take the course. To meet with an academic advisor, contact the LAS Advising Center in room 115 Grace Wilkie Hall at 316-978-3700. It is recommended, but not required, that you meet with an advisor.
- Dates for registering for classes, as well as instructions for on-line registration, are listed in the *Schedule of Courses*.

IV. PAYMENT

Tuition and Fees

- Once enrolled, you need to pay tuition and fees by the deadline published in the *Schedule of Courses* or you will be dropped from your classes. High school guests pay the same rate per credit hour as regular degree-bound students. See the *Schedule of Courses* for payment instructions. High school guests are NOT eligible for Federal Aid.

Books and Supplies

- You will likely need to purchase textbooks and other supplies. Textbooks may be purchased in the Rhatigan Student Center at the University Bookstore. Textbooks are located on the lower level of the Bookstore. Be sure to take your class schedule with you to the Bookstore; the section numbers of your courses will determine which books you need.