Welcome to the On-Line 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 advisor and plan your schedule of classes. It is most helpful to complete a paper worksheet that lists the CRN (Course Reference Number), title of the course, and the days and times for each class that you want.

Advising locations and Phone Numbers:

BA advising: Advising Center 114, Clinton Hall, 978-3245
ED advising: Dept. office, 107 Corbin Education Center, 978-3300
EN advising: 108 Wallace Hall, 978-3420
FA advising: Art, 302 McKnight, 978-3555
   Dance, 117 Heskett, 978-3530 or 978-3368
   Music, 116 Wiedemann, 978-6430
   Theatre, 105 Wilner, 978-3368
GR advising: DAYS ONLY in department offices
HP advising: Student Services, 402 Ahlberg, 978-3304
LA advising: Days, department offices;
   Evenings, 115 Grace Wilkie, 978-3700
LA deciding: LAS Advising Center 115 Grace Wilkie 978-3700

• Obtain needed permission to enroll. All new degree-bound undergraduates; continuing undergraduates students in Engineering, Business, and the School of Art; all freshman in Health Professions, and deciding 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 advisor or college office. All international students must also get electronic permission from International Education.

• Know your registration timeline. On-line registration for Fall 2008 begins April 14 at 7:00 a.m. beginning with the schedule below. These are the beginning dates, by classification, for registration on-line. Your classification is based on the total number of credit hours you have completed.

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Internet Browser Specifications

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

• Internet Explorer version 6.0 or higher
• Netscape version 7.2 or higher
• MacIntosh:
   OS 9: Internet Explorer 5.1.7 or Netscape 7.0.2
   OSX: Netscape 7.1 (OS 10.2+) or Safari 1.2

Computers are available for student use in: Ablah Library, Jabara labs, residence halls, Clinton Halls, Wallace Hall 3rd floor labs, Lounge in the Rhatigan Student Center, Jardine Hall registration counter, West Campus, South Campus and in advisors’ offices.

Step 2: Login to myWSU

• Go to http://www.wichita.edu on your Internet browser.
• Click Log in to myWSU on the right.
• Log in using your myWSU ID and password. Various help options are available from the log in screen if you have a problem.
• When 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?

Contact Information

During regular business hours, help is just a phone call away. To view a list of university contacts, log on to myWSU, click the Student Help tab and select Contact Information.

Access Online Help

To access any of the step-by-step instructions, such as Registration or Fee Payment, log on to myWSU and click the Student Help tab.

Help is just a click away! Look for this icon for additional help.

Step 3: Register for Classes

Locate Registration Tools on the My Classes tab on myWSU.
Look Up Classes

**Helpful hint:** Even before registration is open, you can 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 – 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.

Are you Eligible to Register?

**Registration Status** allows you to see if you are eligible for registration.

- From **Registration Tools** on the My Classes tab on myWSU, click on **Registration Status**.
- 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.
- Click back to Student Resources Tab to return to myWSU.

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 the same manner 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, at the West Campus or at the South Campus.**

Add or Drop Classes

You can change your schedule online any time during the add /drop period. 16 week classes can be added through August 27 and can be dropped through October 29.

- From **Registration Tools** on the My Classes tab on myWSU, click **Add or Drop Classes**.
  
  **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 advisor or college office to obtain electronic permission.

- 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 to see your changes.

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 advisor for assistance with error messages.

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

Printing Your Schedule

- From **Registration Tools** on the My Classes tab on myWSU, click **Add or Drop Classes**.

- Scroll to the bottom of the screen and select **Week at a Glance Schedule**.

- The **Week at a Glance** displays all courses you are enrolled in for the current week. Enter a date in the **Go to** box to view other weeks. Click the **Print** icon on your Internet browser to print your schedule.

- To view your schedule in another format, click **Detail Schedule** near the bottom of the page.

- The **Detail Schedule** displays all courses in which you are enrolled. Click the **Print** icon on your Internet browser to print your schedule.
Step 4: Pay for Classes

- Locate My Account on the My Account tab on myWSU.
- Click on the credit card icon to pay by credit card. OR
- Click on the term (semester) to pay by checking or savings account, credit card, or installment plan. **Note:** Installment Plan forms can be downloaded from the installment plan option.

To access the step-by-step Fee Payment instructions, log on to myWSU and click the Student Help tab.

**Payment Options:**

1. **Online payment** can be made by credit card, checking or savings account. Refer to Step 4: Pay for Classes.

2. **Full payment by mail** can be made with a check or money order, credit/debit card, or Shocker Card. Payment is due **August 1, 2008** at this address:
   
   Student Accounts Receivable
   Wichita State University
   1845 Fairmount
   Wichita, KS 67260-0038

3. **Installment Plan:** Refer to Step 4: Pay for Classes to download the Installment Plan form. Complete the form, sign it and send it by mail to the Student Accounts Receivable (address above) with a non-refundable payment of $130 (includes a $30 administrative fee.) Installment plans must be received by **August 1, 2008.** The remaining balance is due in three equal payments by September 15, October 15 and November 15, 2008. The installment plan can only be used for course-related charges.

**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 to pay the remaining amount.

**Please see the “Payment FAQs” on page 11 for further details about financial aid and payment.**

If you haven't used one of the payment options, YOUR FALL CLASSES WILL BE CANCELLED AT THE FOLLOWING TIMES:

- 5 PM on FRIDAY, AUGUST 15
- 5 PM on WEDNESDAY, AUGUST 20
- 5 PM on WEDNESDAY, AUGUST 27

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### July - August 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 will be open the following days and times to help solve such problems.

- **July 14 – August 27**
  - Monday-Tuesday 8:15 a.m. -6 p.m.
  - Wednesday-Friday 8:15 a.m. -5 p.m.

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

### Late Registration Deadlines

**For 16-Week Courses:** (on-line)

August 27 (for full semester classes) is the last day 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.

- September 3 is the last day to
  - Change enrollment status from "credit" to "audit"
  - Drop a course with an 80% refund

- October 29 is the last day to
  - Officially drop a course with a "W"

**Exceptions to late registration deadlines:** (in-person)

- During the second week (or its equivalent) of the 16-week term, you need the instructor’s signature on the registration worksheet; business and engineering students also require a dean’s signature.

- After the second week of the 16-week term, instructor's signature AND "exception" approval by the student's college (see your advisor) are required. You will need your Shocker ID Card or other photo identification to do business in person.

**Courses that are less than a full semester have different deadlines which are proportional to the length of the class. See “Tuition Refund Policies and Deadlines” page 12 and the Calendar on pages 15. The deadline for 100% refund is also the deadline to enroll or add a class for that time period.**
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, Blackboard, Student Government, 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 cost of $10. 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 issued before the Spring 2006 Semester, it must be exchanged at the Shocker Card Center for your new card which will include your myWSU ID.

If you are a new student enrolling for the first time at WSU, you may obtain your Shocker ID Card at the following locations:
- the Shocker Card Center on the main level of the Rhatigan Student Center next to Commerce Bank
- the South Campus
- the West Campus

To obtain a new Shocker Card you must be enrolled for Fall and bring one of the following items to the Shocker Card location:
- current driver's license with photo or State of Kansas ID card
- current passport with photo or photo ID from Immigration Services
- military ID card with photo

Parking Permit
Students who pay on-line or by mail will be sent a parking hang-tag. Every car parked on the main campus, the South Campus, the West Campus, or at the Metropolitan Complex must display a current registration hang-tag or sticker. Parking permits issued for the Fall 2008 semester are valid through August 2009.

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 where there is space available and for which they have the prerequisites, without paying tuition fees. They must, however, pay the facilities use fees, workshop fees, or lab/special course fees.

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 the following dates or later:
  - Presession Classes - Wednesday, August 6
  - All other fall classes - Tuesday, August 26.
- 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 installment loans 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.

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.