

Graduate School Enrollment

Wichita State University Graduate Badges www.wichita.edu/graduatebadges

If you **are not** a Wichita State Graduate Student

- As soon as you decide you would like to earn Graduate credit for the course, please go to <http://apply.wichita.edu> and click the option to Create Account.
- Fill out the required fields and make note of the password and secret question/answer you create.
- In the section Program Information, fill it out as in the example below. In the area marked with a ★ you may pick any non-degree major or leave blank. You will choose the appropriate badge category later in the process.

Program Information

Anticipated Entry Term

Fall 2017 ▼

Do you want to pursue a degree from WSU?

Non-Degree or Guest Student ▼

Educational Level of Interest *

Graduate ▼

1st Choice of Major (Academic Program)



Nondegree Category A-Innovation Design ▼

2nd Choice of Major (Academic Program)

▼

3rd Choice of Major (Academic Program)

▼

- Once you have created an account click the option to Apply Online
- Select the [- Graduate School Badges - \\$50 >](#) application option (the fee will be discounted to \$10).
- Answer all of the required questions on the application.

- On the section marked Semester and Program Area, please make the selections as shown in the example below. In the area marked with an arrow, please choose the Badge category that matches the college that the Badge is offered through:
 - Graduate Badge Program – BA = Barton School of Business
 - Graduate Badge Program – ED = College of Education
 - Graduate Badge Program – EN = College of Engineering
 - Graduate Badge Program – FA = College of Fine Arts
 - Graduate Badge Program – HP = College of Health Professions
 - Graduate Badge Program – IIC = Institute for Interdisciplinary Creativity
 - Graduate Badge Program – LA = Fairmount College of Liberal Arts & Sciences
- Type in the name of the Badge(s) you wish to pursue in the field indicated.

Academic Plans

Semester/year you wish to start the Graduate Badge *

Graduate Decision Plan (Please click Non Degree A to confirm) *

Graduate Badge Major Code *

Please select the Badge program code that is associated with the college the Badge is offered through. BA - Business; ED - Education; EN - Engineering; FA - Fine Arts; HP - Health Professions; IIC - Institute for Interdisciplinary Creativity; LA - Liberal Arts and Sciences



Please enter the name of the Badge you wish to pursue *

Please Confirm Academic Level *

Please Confirm Your Student Type *

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[Save Application](#)

[Save & Continue](#)

- Once you have answered all of the required questions, click SUBMIT. You will be taken to the payment page where you will see a “Promo Code” field. Because the application fee is being discounted for Badges, please enter the Promo Code of **GradBadge2017**. You will then need to fill out credit or debit card information to pay the remaining \$10 for the application fee.
- Upload copies of your transcripts as described at www.wichita.edu/graduatebadges
- Please note – if you are admitted, in order to finalize your admission, you will need to submit an official transcript from the school where you earned your bachelor’s degree. Transcripts can be sent by email directly from the institution if they use an approved e-transcript vendor, or can be sent by mail. Issued to student transcripts can be accepted if they are official, and are in an envelope sealed by the issuing institution. E-transcripts can be sent to grad.transcripts@wichita.edu. Mailed transcripts can be sent to:

The Graduate School
 Wichita State University
 1845 Fairmount
 Wichita KS 67260-0004

Note – failure to provide the required documentation will result in a hold being placed on your records that will prevent transcripts from being issued or future enrollment, so please make sure to send the required materials as soon as possible!

- ❑ Wait for an email from the admissions staff or Registrar. If you haven’t heard anything in a couple of days, check your spam/junk mail folders to make sure the email was not misdirected.
 - Once your application has been fully processed, the admissions staff will email you to let you know you have been admitted. They will also provide you with your *myWSU* ID number, and instructions on how to activate your ID. Please follow those instructions to access your *myWSU* account.
 - If you reactivated your WSU record, you will be emailed when that process is complete.
 - You will use your WSU ID to log into *myWSU* to enroll in classes and to access Blackboard and set up your university-provided email account, etc.
 - You will be provided a WSU email address. This email address will be used to send all future WSU correspondence, including information about classes, tuition, etc. If you wish, you can set up your *myWSU* email account to automatically forward incoming emails to a different email account so you don’t miss any important emails.

Please contact the Graduate School with specific transcript/application questions, Graduate School, wsugradschool@wichita.edu, (316) 978-3095, option 2.