

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 www.wichita.edu/GradAppPortal and click the option to “Create a New Account.”
- Fill out the required fields and make note of the password.
- Activate your account through the email sent to you. Then log back in and start your application. Please answer all required questions.
- In the section “Academic Plans” fill it out as in the example below

The screenshot shows the 'Application for Graduate Admission' page. On the left is a sidebar with 'Application Sections' including Personal Info, Demographic Information, Academic History, Academic Plans (highlighted), Program Choice, Welcome Video, Program Requirements, Letters of Recommendation, and ApplyCam. The main content area is titled 'Academic Plans' and contains a dropdown for 'Admission type' set to 'Domestic Non-Degree Cat A', a radio button selection for 'Are you applying for a Badge program?' with 'Yes' selected, and navigation buttons for 'Previous Page', 'Save', 'Save & Exit', and 'Next Page'. The page number 'Page 4 of 11' is also visible.

- In the section “Program Choice” please click the correct area of the badge you wish to pursue. Select the term, save and confirm.

The screenshot shows the 'Program Choice' section of the application. The sidebar on the left has 'Program Choice' highlighted. The main content area shows a search bar with the text 'Click on any department to display available programs.' Below this, 'Barton School of Business' is selected, and 'Other - Graduate School' is highlighted. A list of programs is shown, with 'Graduate Badge Program - BA' selected. The 'Degree Name' is 'Badge Business Administration'. There is a 'Select Term' dropdown and a 'Save and Confirm Program' button. Below this is a 'Program Info' section with a description of badges. At the bottom, a list of other programs is shown, including Graduate Badge Program - ED, EN, FA, HP, IIC, and LA, each with its corresponding degree name.

- 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

- On the “Program Requirements” page, type in the name of the Badge(s) you wish to pursue in the Additional Information type box as shown in the example below:

The screenshot shows the 'Application for Graduate Admission' page on the Wichita State University website. The left sidebar lists 'Application Sections' including Personal Info, Demographic Information, Academic History, Academic Plans, Program Choice, Welcome Video, Program Requirements (highlighted), Letters of Recommendation, and ApplyCam. The main content area is titled 'Application for Graduate Admission' and includes sections for 'Program Requirements', 'Additional Information' (with a yellow box containing 'Global Supply Chain Management Badge'), 'When Previously Applied' (with radio buttons for 'Yes' and 'No'), and 'Test Scores' (with a note that the program does not require test scores).

- Once you have answered all of the required questions, you will be taken to the payment page. Because the application fee is being discounted for Badges, the fee is only \$10. You will then need to fill out credit card information to pay the \$10 for the application fee.
- 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.