



# CONCURRENT ENROLLMENT HANDBOOK

*for students*



WICHITA STATE  
UNIVERSITY

# CONCURRENT ENROLLMENT PARTNERSHIP PROGRAM

*Concurrent enrollment offers students the opportunity to obtain college credit for courses they are taking at their high school taught by their high school instructors. Available courses have been approved by faculty at Wichita State University.*

## BENEFITS OF CONCURRENT ENROLLMENT

There are many benefits to teaching classes for concurrent credit through Wichita State University. Some reasons include:

**Save Money** – An opportunity to earn college credit in high school at a reduced rate.

**Save Time** – Get a head start on earning credits. Students taking concurrent enrollment are more likely to graduate college in 4 years!

**Challenge Yourself** – Courses are college-level, so expectations may be higher.

**Explore Career Fields** – Learn more about common academic fields, and start to narrow down your career interests

**Transferability** – As a Division 1 research school, Wichita State credit is widely transferrable

**College Confidence Boost** – Classes may offer a lower student to instructor ratio than the traditional classroom, and is offered at the high school in a comfortable environment.

**Access to Be Our Guest: High School Guest program** – Interact with other faculty and high school guest students from other areas, go on a campus tour and forge connections with admissions staff to learn about scholarship opportunities and unique programming.

Get your Shocker ID and a free, specially designed Shocker High School Guest T-shirt

**Can help you get admitted to college** – Grades earned become part of the student's permanent transcript, and can demonstrate your ability to be successful at the collegiate level

**Access to Wichita State Research facilities** – Full access to Ablah Library for research and reference resources.

**Get started on your degree from Wichita State** – Credit earned is guaranteed to count at Wichita State!

 @wchitastateadmissions

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 @wchitastateu

 @wheatweet

 @futureshocker

 [wichita.edu/publications](http://wichita.edu/publications)

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1845 Fairmount Street  
Wichita, KS 67260

(316) 978-3085  
[admissions@wichita.edu](mailto:admissions@wichita.edu)



# ENROLLMENT PROCESS & REQUIREMENTS

## COST OF CONCURRENT ENROLLMENT

Wichita State is pleased to offer concurrent enrollment courses at a differential tuition rate of \$100 per course plus a one-time, **NON-REFUNDABLE** application fee of \$25. This tuition rate is assessed per course, regardless of the number of credit hours. The same course on campus would cost \$750–1250, depending on the number of total credit hours.

## SCHOLARSHIPS

Students who participate in free/reduced school fees will be eligible for \$100 scholarships on a first-come, first-served basis for Wichita State concurrent enrollment course tuition. Scholarship applications must be submitted at the time of enrollment.

## COURSE TRANSFERABILITY

Wichita State is accredited by the North Central Region of the Higher Learning Commission; therefore, credits transfer to many colleges nationwide. Students will have access to an official WSU transcript with their courses and grades to send to any other college or university. If you are concerned about how courses will transfer, contact the college or university you are interested in attending to inquire about transfer credits.

## TRANSCRIPT REQUEST

You may view and print unofficial copies of your transcript through your myWSU account. Official transcripts can be ordered by following the steps outlined at [wichita.edu/transcripts](http://wichita.edu/transcripts). If you order a transcript before the end of the course, select "Hold for Grades" to send the transcript once your final grade has been posted. There is a \$10 fee to send official transcripts.

### ENROLLMENT PROCESS

- Complete a concurrent enrollment application approved by the student and a parent/legal guardian (Application links will be sent through your high school)
- New students will have a one-time concurrent enrollment application fee of \$25 billed to their student account once you are admitted as a student.

### STUDENT REQUIREMENTS

- Sophomore, junior, senior, or freshmen with gifted IEP standing in high school
- Cumulative high school GPA of 2.75 or higher
- If the student has previously taken classes at Wichita State, they must have a cumulative GPA of 2.0 or higher
- Meet any additional prerequisites for specific courses

# 4

## CONCURRENT ENROLLMENT

### UNIVERSITY POLICY

#### myWSU ID & SHOCKER CARD

Once you have been admitted to Wichita State, the Admissions Office will send you a letter in a yellow envelope labeled "Hello, Future Shocker," with your myWSU ID included inside. After you receive your myWSU ID, set up your account at [myWSU.wichita.edu](http://myWSU.wichita.edu). For your convenience and safety, do not let someone else set up your account, and do not disclose the password to anyone. If you need help identifying your myWSU ID, please call Admissions at (316) 978-3085. Once you are enrolled for the current semester, go to the Rhatigan Student Center on WSU's main campus to have your Shocker Card made. Your Shocker Card will allow you access to Ablah Library.

#### ABLAH LIBRARY

As a concurrent enrollment student, you have full access to the Ablah Library, both on campus and online. You can access the library online at [libraries.wichita.edu](http://libraries.wichita.edu).

#### VIEW AND PAY YOUR TUITION BILL

- Login to your myWSU account at [myWSU.wichita.edu](http://myWSU.wichita.edu)
- Under the My Finances tab, click Student Account Suite
- Click the "Make Payment" tab at the top of the page to choose your payment option

#### TUITION BILL PAYMENT DUE DATE

Tuition payments are due Oct. 15 for yearlong/fall semester courses and are due April 15 for spring semester courses. Students who are delinquent in paying a bill will be charged a \$100 late fee. If you do not pay your bill, a financial hold will be placed on your account preventing you from conducting future business with the university. You will remain enrolled in your concurrent enrollment course, even if you do not pay your bill. Any unpaid bills owed to WSU may be sent to a collection agency.

**TO GET A 100% REFUND FOR A COURSE** (not including the non-refundable \$25 application fee), **you must contact the Concurrent Enrollment Specialist by the following dates in order to withdraw with a "W" on your transcript and to get a full refund:**

- Nov. 15 for classes ending in December
- April 15 for classes ending in May

#### POSTING OF GRADES

To view your grades, log into myWSU and click on the myClasses tab. Under Student Grades, select the semester you registered for your course. Any grades you earn as a concurrent enrollment student at Wichita State will be part of your official, permanent college record. Concurrent enrollment grades may be considered relevant as part of your degree-bound admission to WSU or any other institution.

#### RELEASING GRADES TO PARENTS

**Wichita State University will NOT release your grades to your parents or anyone else** in accordance with Section 438 of the Family Educational Rights and Privacy Act of 1974 (FERPA), regardless of your age and even if your parents are paying the bill. Review the University Registrar website for more information about student records at [wichita.edu/registrar](http://wichita.edu/registrar).

#### ACADEMIC DISHONESTY

Academic dishonesty is a serious mistake a student can make in college courses. Lying, stealing, bribing, influencing or cheating to get information to improve or obtain a particular grade leads to severe consequences. Plagiarizing is taking credit for someone else's work or indicating someone's ideas are your own. Disciplinary actions range from an F for the assignment/test to dismissal from WSU.

#### BECOMING A DEGREE-BOUND WSU STUDENT

Concurrent enrollment students who decide to continue their education at Wichita State as a college freshman will need to reapply for admission. You must submit a degree-bound application for admission and submit current, official transcripts. Please note that concurrent enrollment admission does not guarantee admission as a degree-bound student after high school graduation.

# CONCURRENT ENROLLMENT STUDENT EXPECTATIONS & RESPONSIBILITIES

At the time of application, all students will sign their application indicating they have read and understand the expectations and responsibilities of a concurrent enrollment student.

- 1 I understand I will be admitted as a high school guest student. To be considered for degree-bound admission to Wichita State, I understand I will need to submit an additional application for degree-bound admission to the Office of Admissions.
- 2 I understand I will **NOT** be allowed to enroll in future guest semesters at WSU unless I maintain both a 2.0 Wichita State GPA and a 3.0 high school unweighted, cumulative GPA.
- 3 I understand I must meet all program requirements and have test scores on file at the time of enrolling at Wichita State.
- 4 I understand any grades I earn as a concurrent enrollment partnership student through Wichita State will become part of my official, permanent college record. Any college course I take during high school will count towards my cumulative collegiate grade point average and could be considered in the future for scholarship purposes. My academic record could also be considered relevant as part of my degree-bound admission at Wichita State University or any other institution.
- 5 I understand my final Wichita State University concurrent enrollment partnership grade may be different from my final high school grade according to grading standards set by the Wichita State academic department. WSU grades are entered by the instructor of record for the course through WSU's grade entry system.
- 6 I understand I will not be able to enroll unless I am in good financial standing with Wichita State. **A late fee of \$100 will be assessed for any missed or late payments.** All existing bills, including parking and library fines, must be paid before my enrollment will be completed.
- 7 I understand I must check my myWSU account regularly throughout the semester of enrollment to verify that my course schedule and bill payment records are correct. Upon admission, I will receive a letter from WSU that includes my myWSU ID number. This information is necessary to access my myWSU account. I will safeguard my ID number and password and I will not share it with others.
- 8 I understand that if I plan to attend a college or university other than Wichita State after high school graduation, I must contact that institution to determine if WSU courses are accepted in transfer. It is recommended that I contact the department office of the major I am considering. Institutions have differing policies regarding how many transfer hours are accepted and what equivalencies exist.
- 9 I understand I must immediately contact the Concurrent Enrollment Specialist if I wish to drop a WSU class after I have been enrolled. **Failure to do so may result in significant financial obligations to the university.**
- 10 I understand that I must contact the Concurrent Enrollment Specialist to withdraw from my concurrent course with a "W" on my transcript by Nov. 15 (for classes ending in December) or April 15 (for classes ending in May) in order to get a 100% refund for my course.
- 11 I understand that regardless of my age or payment responsibility, only I will have access to my academic records at Wichita State University. WSU will not share my grades or other records with individuals, including parents and guardians, without my prior written consent (Section 438 of the Family Educational Rights and Privacy Act of 1974).
- 12 I understand once my enrollment is complete, I will have access to Ablah Library's online and on-campus resources.

# 6

# CONCURRENT ENROLLMENT

## FAQs

### WHAT ARE THE BENEFITS OF CONCURRENT ENROLLMENT?

Concurrent Enrollment offers several benefits, including:

- An opportunity to earn college credit in high school at a reduced rate.
- A head start on college curriculum with an opportunity to complete your degree in less time.
- Full access to the library for research and reference.
- A [wichita.edu](mailto:wichita.edu) student email account.

### HOW DO I SIGN UP FOR CONCURRENT ENROLLMENT?

If you plan to participate in concurrent enrollment, you should do the following when an Admissions staff member comes to your classroom:

- Fill out the online concurrent enrollment application
- Pay for your concurrent course through your myWSU portal

### HOW DO I GET A COPY OF MY TRANSCRIPT?

Official transcripts can be ordered by following the steps outlined on the Registrar's Office website at [wichita.edu/registrar](http://wichita.edu/registrar). If you order a transcript before the end of the course, select "Hold for Grades" to send the transcript once your grade has been officially posted. There is a \$10 fee to send transcripts.

You may view and print unofficial copies of your transcript through your myWSU account. Log into myWSU, select *Banner Self Service* -> *Student Menu* -> *Student Records* -> *Academic Transcript*.

### IF I DON'T ATTEND WICHITA STATE UNIVERSITY AFTER HIGH SCHOOL, WILL THESE COURSES TRANSFER?

Wichita State University is fully accredited by the North Central Region of the Higher Learning Commission. Therefore, Wichita State credits are highly transferable to many other colleges and universities nationwide; however, credit transferability is ultimately at the discretion of the accepting institution. Concurrent Enrollment students will have access to an official WSU transcript with their courses and grades to send to any other college or university. If you are concerned about how your course will transfer, you should contact the college or university you are interested in attending and ask about transfer credits. Each institution has their own policies concerning the acceptance of transfer credit. If credit is not accepted as transfer credit at another university, more than likely the school doesn't have an equivalent course, or has a limited number of elective credits they allow students to transfer.



## FAQs



### HOW MUCH DOES A CONCURRENT ENROLLMENT COURSE COST?

Wichita State offers concurrent enrollment courses at a differential tuition rate of \$100 per course. This is a reduced tuition rate available only for concurrent enrollment courses. There is also a one-time \$25 admission application fee due at the time of enrollment.

### HOW DO I FIND MY MYWSU ID STUDENT NUMBER?

Your myWSU ID number is included in your admission letter from the Office of Admissions. Your admission letter will arrive in a yellow envelope with "Hello, Future Shocker" on the front. For your convenience and safety, do not let someone else set up your account, and do not give anyone the password to your account. You will need your myWSU ID number **EVERY TIME** you conduct business with WSU. Please memorize it. If you need help identifying your myWSU ID, please call Admissions at 316-978-3085.

### HOW DO I SEND A TRANSCRIPT TO ANOTHER COLLEGE OR UNIVERSITY?

If you choose to enroll in concurrent enrollment, it is important to know that your grade in the course will be part of your official, permanent college record and placed on your Wichita State transcript. To send official WSU transcripts to another college or university for transfer credit, please visit [wichita.edu/transcript](http://wichita.edu/transcript). There is a \$10 transcript order fee. Unofficial transcripts may be accessed and printed for free at [myWSU.wichita.edu](http://myWSU.wichita.edu).

## STILL HAVE QUESTIONS?

Visit [wichita.edu/concurrent](http://wichita.edu/concurrent) for even more information regarding concurrent enrollment. To talk to someone about concurrent enrollment, reach out to Maria Vo, Concurrent Enrollment Specialist, or call Wichita State's Office of Admissions at (316) 978-3085.

**Maria Vo**  
Concurrent Enrollment Specialist  
Wichita State University

[maria.vo@wichita.edu](mailto:maria.vo@wichita.edu)  
316-978-5791

## myWSU PROCEDURES

### ACCESSING myWSU

To get into your myWSU account for the first time, you will need to set up a password: [webapps.wichita.edu/account](http://webapps.wichita.edu/account)

- Enter your myWSU ID and click "Forgot/Set Up Password"
- Select "Step 1: Non-Wichita State Email Address:"
- Enter the email associated with your application file, your myWSU ID, and click on "Email Security Code"
- After you receive that code, you can enter it in Step 3 and then reset your password.

**IF YOU HAVE ANY ISSUES LOGGING INTO YOUR MYWSU ACCOUNT, please contact our Technology Help Desk at 316-978-4357, option 1, or [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu).**

### Wichita State University Account Security

#### Account Access Options

#### Access My Account Using a Security Code

If you have registered a non-Wichita State email address with us, enter it and your *mywsu* id in **Step 1**, and click the "Email Security Code" button. You will receive an email containing a security code to use for accessing your account.  
**The code will expire in 30 minutes.**

##### Step 1:

Non-Wichita State Email Address:

myWSU ID:

Email Security Code

##### Step 2:

Retrieve the Security Code from the email address you entered above and proceed to Step 3.  
**The code will expire in 30 minutes.**

##### Step 3:

Enter the security code that you retrieved in Step 2 and click the "Submit Security Code" button.

Security Code:

Submit Security Code



# myWSU PROCEDURES

## PAYING YOUR BILL

To pay your bill or print a copy, follow these steps:

- Under the myFinances tab in myWSU, click "Student Account Suite"
- Click on the Payments tab at the top of the page
- Choose your payment option by clicking the "Make a Payment" button

***If a parent or guardian is planning to pay your bill, they will need to be designated as a Bill Payment Authorized User.*** You can give others (parents, employers, etc.) the ability to access your account information. ***In compliance with FERPA, student financial records may not be shared with a third party without written consent.*** Adding an authorized user is written consent that an individual may view account information and make payments on the your behalf. Please note that authorized users do not have access to their student's stored payment methods, academic records, or other personal information.

If you would like to pay via check, you can mail your check to:

**Accounts Receivable  
Wichita State University**  
1845 Fairmount St  
Campus Box 38  
Wichita, KS 67260-0038

If you would like to pay in person, Accounts Receivable is located on the second floor of Jardine Hall, Room 201.

The screenshot displays the myWSU Student Account Suite interface. At the top, there is a navigation bar with tabs: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below the navigation bar, the page is divided into several sections:

- Announcement:** Contains several informational messages:
  - Important Payment Deadlines:** A link to view important deadlines.
  - \*\*Two-Step Verification\*\*:** A message stating that a verification code will be needed when updating account information.
  - \*\*Need Help Paying for School\*\*:** Links to Financial Aid, OSMM, and Accounts Receivable.
  - \*\*Negative Balances\*\*:** A message stating that only positive balances should be paid.
  - \*\*Payment Plans\*\*:** A message stating that scheduled payments will be automatically debited.
  - \*\*Credit Card Payments\*\*:** A message stating that a 2.85% service fee will be added for accepted credit cards.
  - \*\*International Payments\*\*:** A link to pay now with Flywire.
  - \*\*Direct Deposit\*\*:** A message stating that eRefunds should be set up for faster direct deposit.
- Student Account:** Displays the student's ID as xxxxB348 and the current balance as \$0.00. There are buttons for "View Activity" and "Make Payment".
- Statements:** Includes a link to "View Itemized On Demand Statement" and "Your latest 1098-T Tax statement 2020 1098-T Statement" with a "View Statements" button.
- My Profile Setup:** A sidebar menu with the following options:
  - Authorized Users
  - Personal Profile
  - Payment Profile
  - Security Settings
  - Consents and Agreements
  - Electronic Refunds

