

Step-by-Step Guide to Registration

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.** *Traditional first time freshman students will begin the enrollment process for their first semester by submitting an RSVP for an Orientation program. Based on questions answered in the RSVP, a First-Year Advisor in OneStop will build their schedule and the student will be sent instructions to confirm that schedule.* Traditional students who are not first-year Freshman: it is helpful to make a list of the times and courses you want before seeing your advisor. Include CRNs (Course Reference Numbers) when possible. See www.wichita.edu/schedule for a custom schedule search offering various filtering search options.

For Advising locations and phone numbers, please go to: www.wichita.edu/advising

- **Obtain needed permission to enroll.** All new degree-bound undergraduates, continuing undergraduate students in Engineering and Fine Arts, all freshmen and sophomores in Health Professions and undecided students in Health Professions and 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 Summer and Fall begins in April, and in November for Spring. Registration opens at 7:00 a.m. on the first day and proceeds per the schedule below. Your classification is based on the total number of credit hours you have completed at the time of registration.

| | |
|-----------|---|
| Monday | Seniors, Honors College members, Student Athletes and Graduate Students |
| Tuesday | Juniors |
| Wednesday | Sophomores |
| Thursday | Freshmen |
| Friday | Non-degree bound students |

Internet Browser Specifications

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

- Internet Explorer: version 7.0 or higher
- Firefox: version 3.5 or higher - *Preferred*
- Mac, OS X: Safari 4 or higher
- Google Chrome - *Preferred*
- Microsoft Edge


Computers are available for student use in: Ablah Library, Jabara labs, Clinton Hall, Wallace Hall, Jardine Hall Registration counter, WSU West, WSU South, and in advisors' offices.

Step 2: Log in to myWSU

- Go to <http://www.wichita.edu> on your Internet browser.
- Click **Quick Links** on the upper right corner and click *myWSU*.
 - Log in using your *myWSU* ID and password.
- After 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?

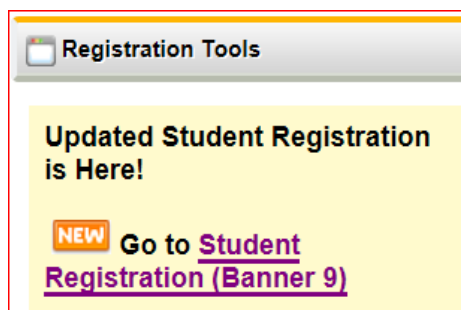
Look for the blue **Help** cube and use **Search** to find *how to demos, docs and guides* for bill payment, registration and more. 

Contact Information

For technical assistance contact the Help Desk at helpdesk@wichita.edu or (316) 978-HELP. To view a list of additional university contacts, log on to *myWSU*, click the blue **Help** cube and **Search** for **Contact**.

Step 3: Register for Classes

Locate **Registration Tools** on the myClasses link on *myWSU*.




Write down the CRNs (Course Reference Number – a 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 **Register /Drop /View Schedule**.

Registration / Add / Drop Classes, 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, go to **Student Registration (Banner 9)**, use **Browse Courses** to locate a class. *Click **View Sections**, and **Title** of course to view list of links to important class information.*

What would you like to do?



[Browse Courses](#)
Look up basic course information like subject, course and description.

Foundation Courses / 48 Hour Requirement


All Foundation 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 required courses are: ENGL 101 and 102, COMM 111; and MATH 111, 112, 131, 211 or equivalent.

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-person 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.*

Add or Drop Classes

You can change your schedule online any time during the add/drop period. See the calendar for add/drop deadlines.



[Register/Drop / View Schedule](#)
By registering for class(es) I understand I am incurring a financial legal obligation and am responsible to pay all assessed tuition and fees, regardless of financial aid eligibility. Further, it is my responsibility to DROP any class I decide to not attend. WSU recommends I discuss any potential course drops with the Office of Financial Aid or the Office of International Education, if applicable.

NOTE: myWSU will time out after 20 minutes of inactivity, requiring you to log in again.

To register for classes:

- From **Registration Tools** on the myClasses link on myWSU, click **Student Banner Registration (Banner 9)**.
- Click on **Register / Drop / View Schedule** link to proceed to the Register for Classes page.
- If you are eligible to register you will be able to access the **Register for Classes** page.
- If you have a hold it will appear in the upper right hand corner of the page on the Select a Term page. The message will tell you what the hold is and who to contact regarding the hold.
- Add a class (Register): If you know the CRN, click the Enter the CRN tab. You can add multiple CRN’s by clicking on the **+Add Another CRN** link. When complete click the **Add to Summary** button.
- If you don’t know the CRN of the course use the Find Classes tab. Select the parameters of the class you want and hit search. Once you find the class you need, click the Add button to add the course to your summary page. *Clicking the Add button does not mean you are enrolled in the course. You will need to click the **Submit** button in the Summary box.*
- Click the **Submit** button.
- **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 **Register for Classes** page in the Summary box and click the **Submit** button.

NOTE: AFTER THE 100% REFUND PERIOD HAS ENDED, ALL DROP AND ADD TRANSACTIONS MUST BE SUBMITTED AT THE SAME TIME TO AVOID FINANCIAL PENALTY.

Registration Add Error Messages

When adding classes you may receive Errors appearing in detail immediately. *There can be more than one error message for the same CRN.* Contact the department offering the course or your advisor for assistance with error messages.



Click on this icon to locate the WSU Help list and click Registration and then the **Registration Add Errors Glossary** for detailed information about Registration Add Error Messages.

Prerequisites

Many courses have a prerequisite – another course or courses that must be completed before that course can be taken. To determine if a course you want has a prerequisite, access the course in the online schedule and view the required prerequisites and course description.

Being enrolled in the prerequisite this semester allows you to enroll in the course next semester. Only the department

offering a course may electronically waive the required prerequisite.

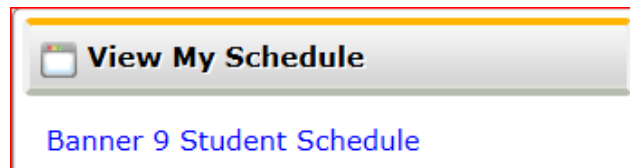
Waitlisting

Some classes, when they fill up, offer a waitlist option. Being on a waitlist does NOT guarantee that you will get into that course. If you are enrolled in one section of a course, you cannot waitlist another section.

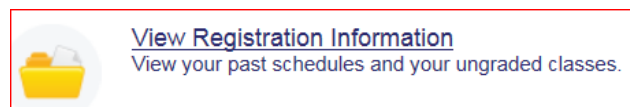
See www.wichita.edu/waitlisting for more information.

Printing Your Schedule

On the **myClasses** link, locate the **View My Schedule** channel.



Then click **View Registration Information** and **Active Registrations**.



Click the **Print** icon on the Class Schedule to print your schedule.

Step 4: Pay for Classes

myClasses **myFinances**

Students must make payment arrangements by the deadline set by Financial Operations. Account information is available on-line. **Bills will NOT be mailed.** Holds are placed on accounts without payment arrangements.

- Click the **myFinances** link on *myWSU*.
- Click on **Student Account Suite**.

To learn more about the Student Account Suite, log on to *myWSU* and click the blue Help cube. *Search* for **Student Account Suite**.

Payment Questions? (316) 978-3333
Or see www.wichita.edu/tuition

You are financially obligated to pay for any classes not dropped during the 100% refund period. Late Fees will be assessed after that date. The late payment fee is \$100 and can be charged twice a semester.

Registration

All registration and payment must be done on-line. For help with unique problems see the Advising Offices, Registrar's Office, Office of Financial Aid, or the Accounts Receivable Office. Some advising offices are open for appointments only on Monday and Tuesdays after 5:00 pm.

Monday-Tuesday 8:00 a.m. -6:00 p.m.

Wednesday-Friday 8:00 a.m. -5:00 p.m.

Offices are closed on major holidays.

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

Late Registration Deadlines for Full-Term Courses: (online)

See the online Semester Calendar at www.wichita.edu/schedule for last dates 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** cube.

Exceptions to late registration deadlines: (*in-person with your Shocker ID or other photo identification to do business*)

- Beginning the fourth day of Summer or the second week of fall or spring – or its equivalent – instructor's signature is required on an add form, which must be brought to the Registrar's Office, 102 Jardine Hall.

Important NOTE: *Courses that are less than a full semester have different deadlines which are proportional to the length of the class. The deadline for 100% refund is also the deadline to enroll or add a class for that time period.*

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.

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, 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 fee. 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 that does not have your *myWSU* ID number, it is an outdated card. Please exchange your outdated Shocker Card for a new card at the Shocker Card Center.

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 in the Rhatigan Student Center, or at WSU West.

Shocker Cards cannot be issued at WSU South.

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

Refund Policy and Deadlines

Partial or complete withdrawals require the student to drop each course online. Refunds will be credited to your account. Please note that the amount of the refund could be reduced by one or more of the following items if they apply to your situation: (a) a payment plan; (b) federal financial aid; (c) scholarships; or (d) third-party payments. In addition, some fees are nonrefundable.

Refunds will be issued by the Accounts Receivable Office; see their website for further details. www.wichita.edu/refund

All refunds will be directly deposited to the bank account you have specified, or will be mailed to you by the Accounts Receivable Office if you have a local mailing address on file.

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 without payment of tuition when there is space available and for which they meet the prerequisites. Senior Auditors must, however, pay any applicable campus fees, workshop fees, or lab/special course fees.

Prerequisites include admission to graduate school for graduate courses, and program admission for courses in which program admission is required of all students.

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, WSU South, or at WSU West on designated dates or later. See www.wichita.edu/schedule and click Semester Calendar.
- 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.

11/6/18