

**Market Based Tuition (MBT) Registration/Enrollment Directions  
for  
Just Add Arts Symposium, July 28-29, 2022**

Thank you for choosing Wichita State University for your non-degree B graduate credit for your professional development work. Please complete Step 1, 2, & 3 below if you wish to attend the Just Add Arts Symposium and receive graduate credit for your professional development attendance. Cost is \$65 for 1 graduate credit hour in addition to any required cost for the symposium.

**Step 1: Register for the Just Add Arts Symposium**

<http://bit.ly/justaddarts2022>

**Step 2: Complete the WSU Non-degree seeking application at this link.\***

This [application](#) must be completed online for **Fall 2022 admission**. Follow the instructions (below - **Directions for WSU Non-degree seeking application**), complete all required fields, and attach the required verification of bachelor's degree completion. Incomplete applications will not be processed.

Application link: <https://slate.wichita.edu/register/mbtapplication>

\*Skip Step 2 if you already have an active WSU ID number because you have previously enrolled in graduate credit for your professional development work through your district or Orion. Please complete Step 3.

**Step 3: Complete the request registration for your WSU course.**

[Wichita State Request for Enrollment Form](#)

[https://wichitastate.co1.qualtrics.com/jfe/form/SV\\_eeP5zgb5GGcE2wu](https://wichitastate.co1.qualtrics.com/jfe/form/SV_eeP5zgb5GGcE2wu)

**Directions for WSU Non-degree seeking application**

**1. Are you currently in a degree bound program at Wichita State University?**

**Yes** – please mark yes if you are currently in a graduate program at Wichita State such as School Psychology, Counseling, Special Education.

**NO** – please mark no if you are only taking professional development courses through your district and enrolling in graduate credit as a non-degree seeking student.

**2. Biographical Information:** complete each line as directed on the screen. Leave WSU ID blank if you have never been enrolled at WSU or do not recall your WSU ID when you were a degree seeking student at Wichita State.

**3. Ethnicity (Optional):** complete each line as directed on the screen.

**4. Program Selection:** please make the following selections

i. Application Term: Choose Fall 2022

ii. Admission Category: Domestic Non-degree B

iii. Program Department: Learning & Instructional Design

iv. District **where** you're completing the professional development course: Just Add Arts or your local district number

5. **Kansas Residency & Military Service:** complete each line as directed on the screen with your responses.
6. **Undergraduate College Information:** Wichita State only needs to verify your Bachelor's degree as it will be stated on your teacher licensure. Please complete each line as directed on the screen with your responses.
7. **Professional License Information:** please make the following selections
  - a. License Type/Field:
    - i. Teaching –if you hold a teaching license
    - ii. Counseling – if you hold a counseling license
    - iii. Speech/Language – if you hold a speech language license
  - b. State or Federal Agency Issuing the License: please state which agency issued your license (i.e. KSDE – if you license is issued through Kansas State Department of Education)
  - c. State: which state issued your license
  - d. License ID/Number: please list your educator licensure ID number as listed on your license.
    - i. For individuals with a teaching license, this is listed on your license at this link: [KSDE Licensure Lookup \(https://appspublic.ksde.org/TLL/SearchLicense.aspx\)](https://appspublic.ksde.org/TLL/SearchLicense.aspx)
    - ii. For counselors & social workers, please use this link: [KS Behavioral Sciences Regulatory Board Verification \(https://www.kansas.gov/bsrb-verification/\)](https://www.kansas.gov/bsrb-verification/)
8. Degree Verification Documentation: please upload a copy of your license. You may obtain a copy at this link, choose print license then save this PDF.  
[KSDE Licensure Lookup \(https://appspublic.ksde.org/TLL/SearchLicense.aspx\)](https://appspublic.ksde.org/TLL/SearchLicense.aspx) **Or**  
[KS Behavioral Sciences Regulatory Board Verification \(https://www.kansas.gov/bsrb-verification/\)](https://www.kansas.gov/bsrb-verification/)

If you do not hold a Kansas Teaching License, you can upload a PDF scanned copy of your license or obtain a copy through the online portal for the State or Federal Agency Issuing the License.

**Course Information:** Each candidate choosing to earn WSU graduate credit for their completion of professional development courses through the Just Add Arts Symposium will be enrolled in the market based tuition course designated in question 5, *CAS 750A Effective Instructional Practices I*.

**Enrollment is Final:** Due to the specialized nature and timing of this program, participants will be enrolled at the end of the designated point of term and/or semester as applicable for the professional development sessions completed. **As a result, ALL enrollment is final.**

**Next step after submitting request for registration:** Please note, you are completing a request for registration. Once this request for registration form is received at WSU and processed, the candidate will receive a welcome email from the College of Applied Studies with confirmation that the student was successfully enrolled as well as directions to pay online, course information, when grades will be posted for the course, and how to request transcripts.

Any questions, please contact, [Ashlie.jack@wichita.edu](mailto:Ashlie.jack@wichita.edu).