How-to Guide for EDUKAN Online

Quick Start Guide

How to apply, add or drop classes, make payments, get books as needed, log in at semester term start and more!

Use this guide to get ahead online with our services. Questions? Visit EDUKAN.EDU for further help.
Frequently Asked Questions

Apply Online
(No Application Fee)

From the EDUKAN.edu home page

- Click on Apply Online on the Top or Side menu
- Before you apply, review the information on the Apply to EDUKAN page

Visit EDUKAN.EDU to chat with us or call us at (877) 433-8526
Completing Your Application

Picking a partner college for your application

EDUKAN is a consortium made up of four colleges - you will need to select one to be your 'home' school which you will be in contact with for payment related issues, to get your transcripts, and for advisory issues related to your goals.

Log in credentials for enrollment will be available on the last page of the application after you click 'Submit'.
From the EDUKAN.edu home page

- Click on the "Enroll in Classes' link and enter the login credentials from the last page of your application.
- You also have the opportunity to register for classes immediately after you apply. Click on the BLUE EDUKAN Course Registration to start!

You are now able to enroll in classes online with EDUKAN. To do this, please go to EDUKAN COURSE REGISTRATION. Use your login ID and password from the application process.

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Frequently Asked Questions
How to Add or Drop courses

EDUKAN uses a CRM system where students manage their course registration. This is where you can add or drop courses by term. This is separate from the Canvas Learning Management System where you log in on the start of the term to access your courses.

If you need to go back to add or drop classes – visit EDUKAN.edu and click on 'Enroll in Classes' menu item to login in.

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After you complete your application and select your classes, you will need to take steps to pay for your courses, resource fees and books as necessary.

Tuition for all EDUKAN courses, regardless of Kansas residency status, is a set rate of $150 per credit hour.

Payment Plans. EDUKAN students can request a payment plan from the Business Office at your college of enrollment.

Credit Card via Phone. All major credit cards are accepted and can be processed by calling the business office at your selected college of enrollment.

Money Order, Personal Check, Cash.

Third Party & Financial Aid. If your employer, military or other third party is paying for your bill, contact your college of enrollment business office for help.

Business Office Phone Numbers for your College of Enrollment

Barton CC: (800) 748-7592 or (620) 786-7463
Dodge City CC: (800) 367-3222 ext. 302 or (620) 227-9302
Pratt CC: (620) 450-2143
Seward County CC: (620) 417-1080

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Frequently Asked Questions

How to Add or Drop courses

You can also access the Course Registration system by selecting Admissions > Adding Classes or Dropping Classes page.

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How do I add a class?

Students are responsible for any adjustments to their own schedule. Please refer to the current Academic Calendar for deadline information.

READY TO ADD CLASSES?

Enroll in Classes

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How do I drop a class?

Students are responsible for any adjustments to their own schedule. Please refer to the current Academic Calendar for deadline information.

NEED TO DROP A CLASS?

Drop a Class

Questions?
Once you are logged into the Course Registration portal, confirm your demographic information then click ‘Next’.

Click the ‘Select an Option’ drop down and choose either Add or Drop. Be sure to pick the correct course and term! If dropping a class, please complete the form including the reason to drop.

Only sessions for which the last day to add or drop has not passed will appear
After you complete your application and select your classes, you will need to take steps to pay for your courses, resource fees, and purchase textbooks as necessary.

You can easily find this information at EDUKAN.EDU by clicking the ‘EDUKAN Bookstore’ link on the top or side menu. Be sure to check the Labs and Fees document to see if additional labs are required for your class!

Clicking on the ‘booklist’ link will bring you to the page where you can select the book list for the semester you are enrolled in.

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Frequently Asked Questions
Do I need a book? Check the booklist

Get the right book for your course

Click to select the desired term

Purchasing your textbooks from the EDUKAN Online Bookstore selected. EDUKAN is providing this information for planning purposes.

Please note: Booklists will be available 30 days prior to the start of the term.

Current Book Lists
- Summer 2021 Book List – click to download PDF
- Fall 2021 Book List – coming soon

EDUKAN SUMMER BOOKSTORE LIST - 17 MAY 2021

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>ISBN</th>
<th>Title</th>
<th>Student Sell Price</th>
<th>Per School Requirements</th>
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<tbody>
<tr>
<td>SU2021</td>
<td>AC177</td>
<td>ACCOUNTING I - DOWELL, COOK</td>
<td>NOTEXT</td>
<td>NO REQUIRED TEXT PURCHASE, DUE TO EMBEDDED COURSE CONTENT. A $15.00 FEE WILL BE APPLIED</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>SU2021</td>
<td>AC178</td>
<td>ACCOUNTING II - DOWELL, COOK</td>
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<tr>
<td>SU2021</td>
<td>AC257</td>
<td>MANAGERIAL ACCOUNTING - HLADKY</td>
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EDUKAN LAB FEE PRICING

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Lab Requirement</th>
<th>Cost</th>
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<tbody>
<tr>
<td>BI100</td>
<td>Principles of Biology</td>
<td>Students will be required to purchase a customized lab once the course has started:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labster</td>
<td>$70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detailed instructions will be provided within the course. The Lab can be purchased by a Debit or Credit Card.</td>
<td></td>
</tr>
<tr>
<td>BI280</td>
<td>Principles of Microbiology</td>
<td>Students will be required to purchase a customized lab once the course has started:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labster</td>
<td>$70</td>
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Frequently Asked Questions

Logging into Canvas to Access your course
(You will have access to your course on the 1st day of the session.)

From the EDUKAN.edu home page

- Click on the Online Class Login button on the top right
- Enter the credentials you received in your email
- You will have access to start your coursework if all of your paperwork & financing are in order prior to session start.
- If this is the first time taking an EDUKAN course, be sure to complete the orientation class as required.

Bookmark the login for Canvas for future reference - https://edukan.instructure.com/login/canvas

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