



QUICK START GUIDE

How-to Guide for EDUKAN Online

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.

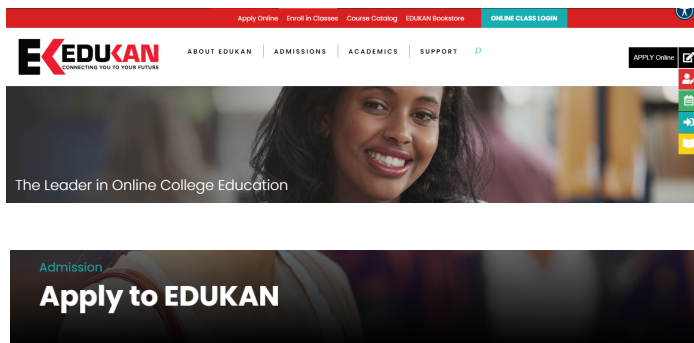
Frequently Asked Questions

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



Before you get started, we'd like to share how-to prepare to apply and enroll in class us.

Prospective students are considered on their individual merits and must hold a high school diploma or its U.S. equivalent.

To be eligible to enroll in college credit coursework from any of our institutions, you must qualify in at least one of the following categories:

- Be a graduate of a senior high school accredited by its State Board of Education

Get our How-To Guide to Review Before App EDUKAN

We want to help you get ahead with us online, without the get our guide to applying and enrolling in classes by click

Not sure who to pick for your college of enro

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 three 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 course enrollment will be available on the last page of the application after you click 'Submit'.



Personal Information

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Maiden Name or Other Name
<input type="text"/>	<input type="text"/>
E-mail *	Confirm E-mail *
<input type="text"/>	<input type="text"/>
Social Security Number (International students, please use 000-00-0000) *	Date of Birth *
<input type="text"/>	MM/DD/YYYY
Gender	
<Select>	

Current Address

Country Name	State *
United States	<Select>
Street 1 *	Street 2
<input type="text"/>	<input type="text"/>
City *	Zip *
<input type="text"/>	<input type="text"/>

College of Enrollment

College of Enrollment *

<Select>

Pratt Community College
Seward Community College
Dodge City Community College

Will you be applying for Financial Aid? (FA is only eligible to students seeking degree at or students interested in financial aid will need to complete the FAFSA form which can be fo

<Select>

FAFSA

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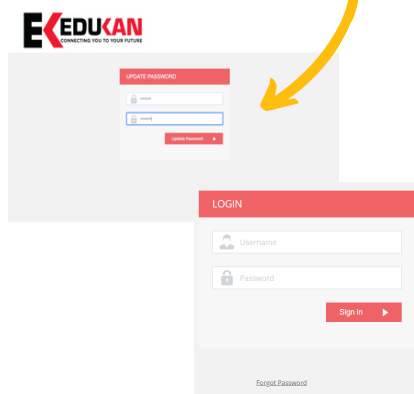
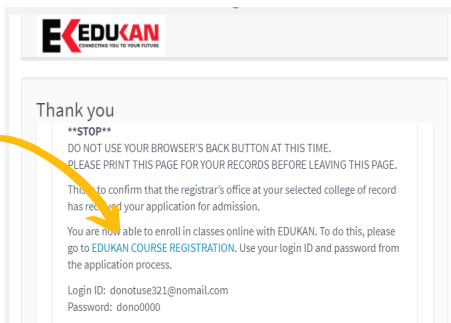
Frequently Asked Questions

Completing Your Enrollment

Picking Classes. By Semester. By Term

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

Making Payments - Options Available

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

Dodge City CC: (800) 367-3222 ext. 302 or (620) 227-9302

Pratt CC: (620) 450-2143

Seward County CC: (620) 417-1080

Visit EDUKAN.EDU

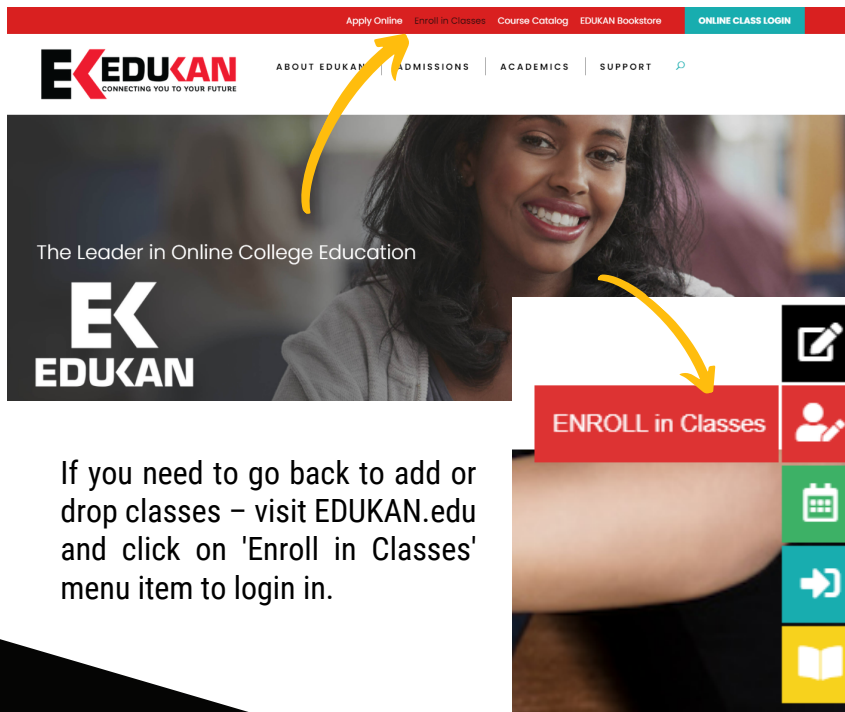
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Frequently Asked Questions

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.



The image shows a screenshot of the EDUKAN website. The top navigation bar is red and contains the following links: [Apply Online](#), [Enroll in Classes](#), [Course Catalog](#), [EDUKAN Bookstore](#), and [ONLINE CLASS LOGIN](#). Below the navigation bar is the EDUKAN logo, which consists of a stylized 'EK' followed by 'EDUKAN' and the tagline 'CONNECTING YOU TO YOUR FUTURE'. To the right of the logo are links for [ABOUT EDUKAN](#), [ADMISSIONS](#), [ACADEMICS](#), and [SUPPORT](#). A yellow arrow points from the 'Enroll in Classes' link in the navigation bar to a mobile app interface. The mobile app interface shows a grid of icons: a pencil and paper icon, a person icon, a calendar icon, a right arrow icon, and a book icon. A red button labeled 'ENROLL in Classes' is highlighted, with a yellow arrow pointing to it from the 'Enroll in Classes' link in the navigation bar.

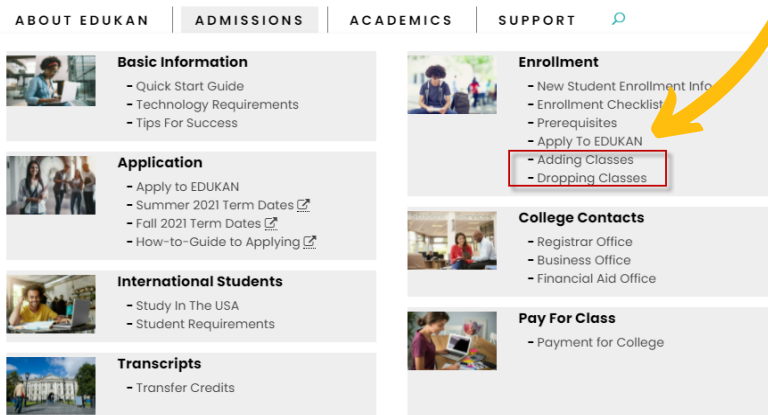
If you need to go back to add or drop classes – visit EDUKAN.edu and click on 'Enroll in Classes' menu item to login in.


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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







ABOUT EDUKAN | **ADMISSIONS** | ACADEMICS | SUPPORT 

**Basic Information**


- Quick Start Guide
- Technology Requirements
- Tips For Success

**Application**


- Apply to EDUKAN
- Summer 2021 Term Dates 
- Fall 2021 Term Dates 
- How-to-Guide to Applying 

**International Students**


- Study In The USA
- Student Requirements

**Transcripts**


- Transfer Credits

**Enrollment**

- New Student Enrollment Info
- Enrollment Checklist
- Prerequisites
- Apply To EDUKAN
- **Adding Classes**
- Dropping Classes

**College Contacts**

- Registrar Office
- Business Office
- Financial Aid Office

**Pay For Class**

- Payment for College

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](#)

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?](#)

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Frequently Asked Questions

How to Add or Drop courses

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. Click the link above to refer to the Course Catalog and/or Semester Dates.

If dropping a class, please complete the form including the reason to drop.

Select your area of interest to narrow down the available course, select the course, then select the desired term before clicking Next.

A message will be displayed showing the number of courses you can still add for the term. Click 'Next' to continue, or 'Back' to make changes.

If you are done with registration process, click 'Finish'. If you would like to Add or Drop more courses, click the 'Yes, Add/Drop Course' button.

EDUKAN – Course Registration Contact Verification

Please confirm and update demographic information below

First Name *

Last Name *

E-mail *

College of Enrollment *

Module *

Home Phone *

EDUKAN

Name *

Test DONOTUSE

College of Enrollment

Seward Community College

Per our records, you are registered in the following course(s) with the above listed College. If you need to drop a course that was enrolled through a different College, please contact EDUKAN at 877-433-8526.

Session [CourseName] [Instructor] [Status]
2022 Spring Session 3 (6 Wks 1/31 to 3/11) - [CH177 Chemistry I - Clemens] - [Paul L. Clemens] - [

Click here for the Course Catalog and Semester Dates

Select an Option

1. Select an Option

2. Select Your Area of Interest *

3. Select Course *

4. Select Term *

BACK LOC OUT NEXT

1. Select an Option

2. Select Your Area of Interest *

3. Select Course *

4. Select Term *

BACK LOC OUT NEXT

You can have up to 6 courses in pending per term. You can add 5 more courses

Select the course you wish to enroll for term *

AC277 Accounting I - Dowell

BACK NEXT

The operation completed successfully.

If you have completed your course registration selection, please click the "Finish" button.

If you would like to continue to either add or drop a course, please click the "Add/Drop" button.

FINISH YES, ADD/DROP COURSE

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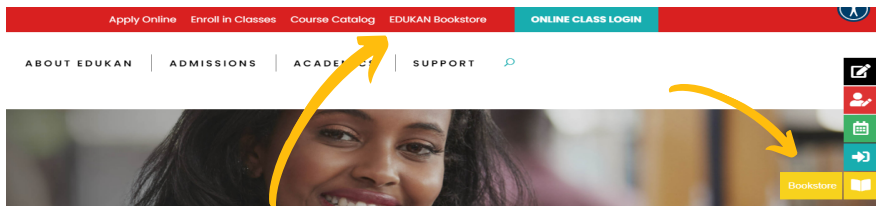
Frequently Asked Questions

Do I need a book? Check the booklist

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!

From the EDUKAN.edu home page



EDUKAN Course Books

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.

Books and Fees

Where to Start to Find Books for Your Course

1. Please click the link to see the required **booklist** by semester.
2. Please click the link to find the required **labs and fees** for courses if applicable.
3. You can then visit the **online bookstore** to purchase any additional textbook as required by your course(s). All required materials will be available and displayed for each course. Orders

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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 semester.

Current Book Lists

- [Summer 2021 Book List – click to download PDF](#)
- Fall 2021 Book List – coming soon

EDUKAN SUMMER BOOKSTORE LIST - 17 MAY 2021

Semester	Course Code	Course Name	ISBN	Title	Student Sell Price Per School Requirements
SU2021	AC177	ACCOUNTING I -DOWELL, COOK	NOTEXT	NO REQUIRED TEXT PURCHASE, DUE TO EMBEDDED COURSE CONTENT A \$115.00 FEE WILL BE APPLIED	\$0.00

EDUKAN LAB FEE PRICING

Course	Course Name	Lab Requirement	Cost
BI100	Principles of Biology	Students will be required to purchase a customized Lab once the course has started: Labster Detailed instructions will be provided within the course. The Lab can be purchased by a Debit or Credit Card.	\$70
BI280	Principles of Microbiology	Students will be required to purchase a customized Lab once the course has started: Labster Detailed instructions will be provided within the	\$70

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Frequently Asked Questions

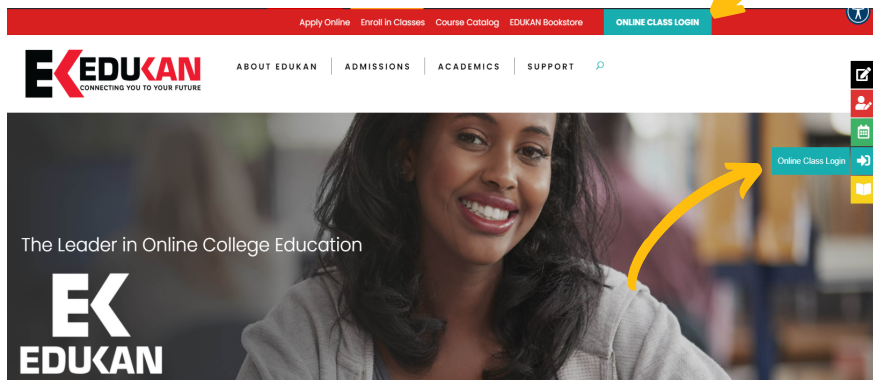
Logging into Canvas to Access your course

(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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