

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

[Apply Online](#) [Enroll in Classes](#) [Course Catalog](#) [EDUKAN Resources](#) [Student Dashboard/Class Login](#)



ABOUT EDUKAN

ADMISSIONS

ACADEMICS

HIGH SCHOOL

SUPPORT

The Leader in Online College Education

EK
EDUKAN

Admission

Apply to EDUKAN

[Apply Online](#)

[Request Information](#)

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 ed

Not sure who to pick for your college of enr

Visit EDUKAN.EDU

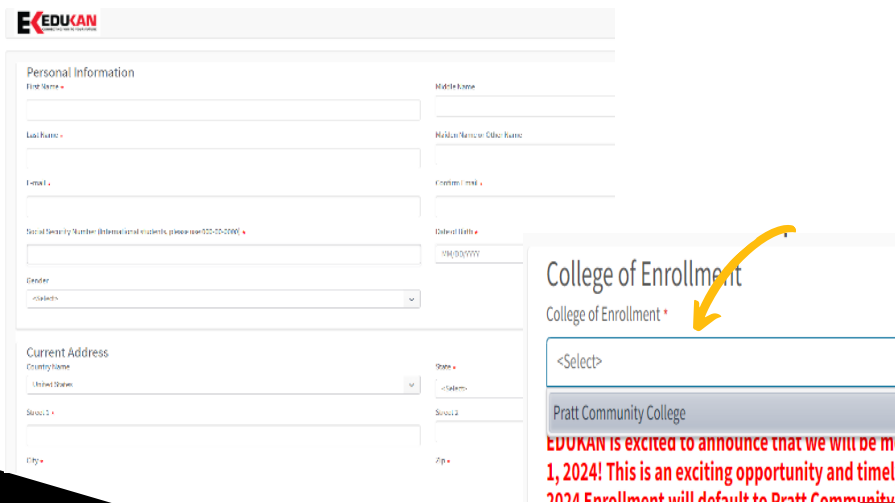
to chat with us

or call us at (877) 433-8526

Completing Your Application

EDUKAN is excited to announce that we will be merging with Pratt Community College on January 1, 2024! This is an exciting opportunity and timely move for both Pratt and EDUKAN. **All Spring 2024 Enrollment will default to Pratt Community College as your College of Enrollment.** On behalf of Pratt Community College and the EDUKAN team, we appreciate you and look forward to our bright future together!

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



The screenshot displays the EDUKAN application form. The 'College of Enrollment' dropdown menu is highlighted with a yellow arrow, showing 'Pratt Community College' as the selected option. The form includes sections for Personal Information, Current Address, and a list of previous schools.

EDUKAN

Personal Information

First Name *

Last Name *

Email *

Sex of Security Number (International students, please use 000-00-0000) *

Gender *

Mobile Home *

Home/Work or Other Home *

Current Home *

Default Birth *

College of Enrollment

College of Enrollment *

<Select>

Pratt Community College

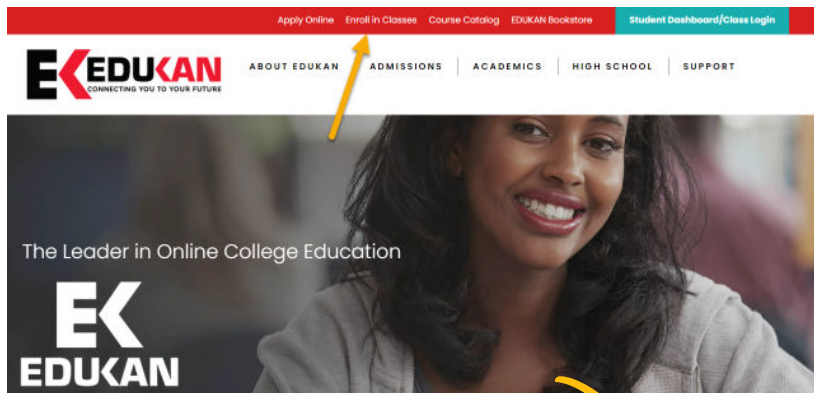
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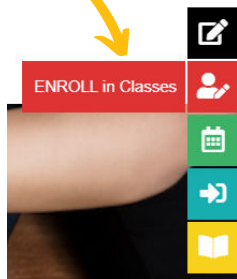
Frequently Asked Questions

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.

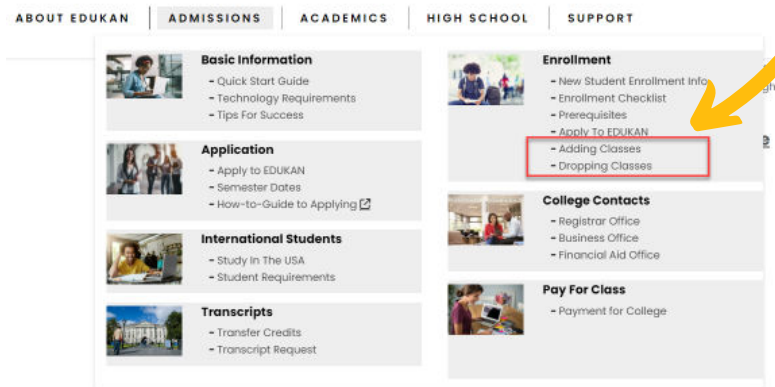


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Frequently Asked Questions

How to Add or Drop courses

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



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?

[Quick Start with How-to Guide](#)

[Course Catalog](#)

[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?

[Guide to Dropping Class](#)

[Drop a Class](#)

[Withdrawal Policy](#)

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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.


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Educan – Course Registration Contact Verification

Please confirm and update demographic information below.

First Name *

Last Name *

Email *

College/Institution *

Mobile *

Phone Office

The screenshot shows the E-LEARN AN portal interface. At the top, there is a navigation bar with the E-LEARN AN logo and a user profile icon. Below the navigation bar, there is a sidebar with a list of links: Home, My Courses, My Sections, My Assignments, My Grades, My Profile, and My Settings. The main content area displays a form for adding new courses or sections. The form has two tabs: 'Add New to the Course Catalog' (selected) and 'Add New to the Section Editor'. The 'Add New to the Course Catalog' tab shows a table with columns for 'Course ID', 'Course Name', 'Course Type', and 'Status'. The 'Add New to the Section Editor' tab shows a table with columns for 'Section ID', 'Section Name', 'Section Type', and 'Status'. Red arrows point to the 'Add New to the Course Catalog' tab and the 'Add New to the Section Editor' tab.

1. Select an Option
Add New Course

2. Select Course *<Select>

3. Select Your Area of Interest *<Select>

4. Select Term *<Select>

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

Select the courses you wish to add (like name):

AST/Accounting 1000

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

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. Payment Plan options are available at Pratt or Seward Community College.

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, please contact the business office for help.

Business Office Phone Number

Pratt Community College: (620) 450-2143

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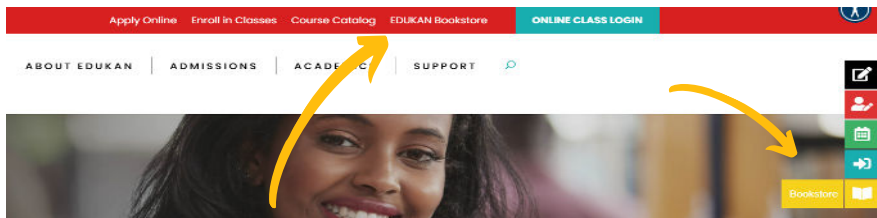
Frequently Asked Questions

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



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.

Finding Books for Your Course

Booklist & Lab Fees

Online Bookstore

How-to Guide for Purchasing Books

Partner School Bookstores

Resource Fees

If you are a Financial Aid recipient, please contact the [Financial Aid office](#) regarding the textbook purchase process.

A number of our courses have a Resource Fee (in the amount of \$10.00). This covers the cost of lab and additional course materials. Embedded course materials may be found in the form of an ebook with your course so

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Frequently Asked Questions

Do I need a book? Check the booklist

Select the desired term. Be sure to review 'Courses with Lab Fees' to check if your course requires additional lab.

Get the right book for your course

Fall 2023 Booklist

Fall 2023 Courses with Lab Fees

Course Catalog and Semester Dates

Purchasing your selected EDU

Please note:

Return

EDUKAN and if you've received policy of the

Purchase

Book titles are first session or available for:

EDUKAN FALL 2023 BOOKLIST - 08/22/2023						
EDUKAN Lab Fee Price List						
Semester	Course Code	Course Name	ISBN	Title	Edition	Price
FA2023	AC177	ACCOUNTING I - ALL FACULTY	NOTEXT	NO REQUIRED TEXT PURCHASE. DUE TO EMBEDDED COURSE CONTENT A \$115.00 FEE WILL BE APPLIED		\$0.00
FA2023	AC178	ACCOUNTING II - ALL FACULTY	NOTEXT	NO REQUIRED TEXT PURCHASE. DUE TO EMBEDDED COURSE CONTENT A \$115.00 FEE WILL BE APPLIED		\$0.00
FA2023	AC179	MANAGERIAL ACCOUNTING - ALL FACULTY	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
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.
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

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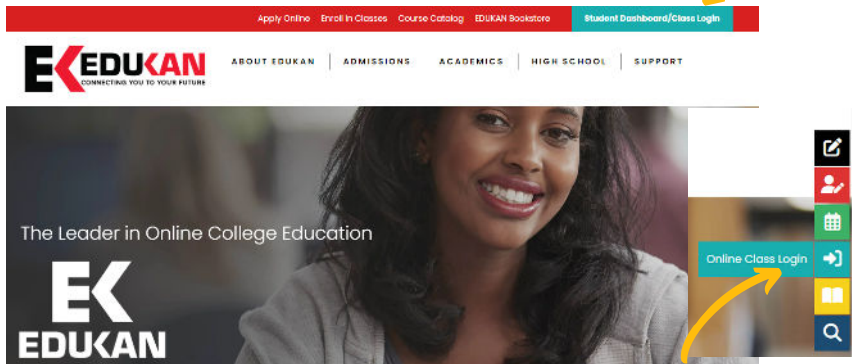
Logging into Canvas to Access your course

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

From the EDUKAN.edu home page

- Click on the Student Dashboard button on the top right
- Enter the credentials you received in your email
- You will have access to start in the Student Union Course if all of your paperwork & financing are in order prior to session start. You will have access to your enrolled course on the Session start date.
- 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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