

**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](http://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

The screenshot shows the EDUKAN.edu website. At the top, a red navigation bar contains links for 'Apply Online', 'Enroll in Classes', 'Course Catalog', 'EDUKAN Bookstore', and 'Student Dashboard/Class Login'. Below this is a white header with the EDUKAN logo and navigation links for 'ABOUT EDUKAN', 'ADMISSIONS', 'ACADEMICS', 'HIGH SCHOOL', and 'SUPPORT'. A yellow arrow points from the 'Apply Online' link in the top bar to the 'ADMISSIONS' link in the header. Below the header is a large banner image of a smiling woman with the text 'The Leader in Online College Education' and the EDUKAN logo. Below the banner is a dark blue box with the text 'Admission Apply to EDUKAN'. A yellow arrow points from this box to a red 'Apply Online' button and a teal 'Request Information' button. Below these buttons is a section titled 'Before you get started, we'd like to share how-to prepare to apply and enroll in class us.' which contains text about prospective students and a link to a 'How-To Guide to Review Before App EDUKAN'. A second yellow arrow points from the 'Apply to EDUKAN' box to the 'Apply Online' button.

Apply Online Enroll in Classes Course Catalog EDUKAN Bookstore Student Dashboard/Class Login

**EDUKAN** CONNECTING YOU TO YOUR FUTURE

ABOUT EDUKAN ADMISSIONS ACADEMICS HIGH SCHOOL SUPPORT

The Leader in Online College Education

**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 pdf](#)

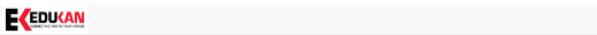
**Not sure who to pick for your college of enr**

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'.**



**Personal Information**

First Name \*

Last Name \*

Email \*

Text of Security Number (Differentiated students, please use 000-00-0000) \*

Gender

Mobile Phone

Home/Work or Other Phone

Current Email \*

Default Birth \*

Country Name

State \*

Street 1 \*

Street 2 \*

City \*

**College of Enrollment**

College of Enrollment \*

<Select>

Pratt Community College

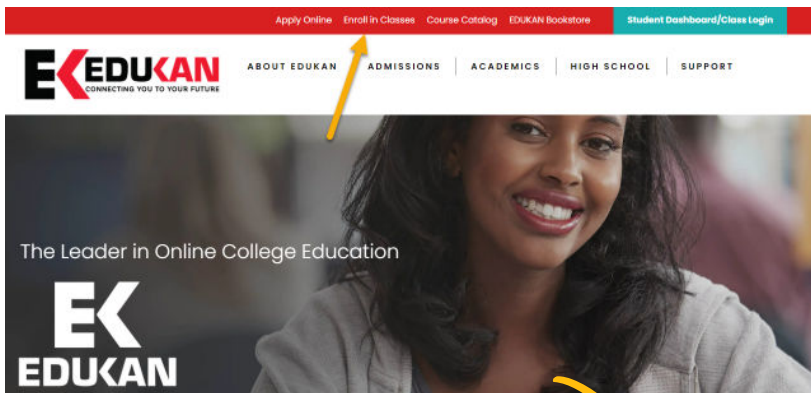
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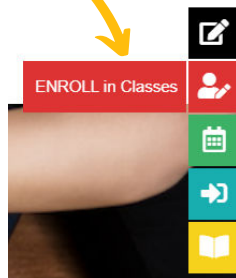
# Frequently Asked Questions

## 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](https://EDUKAN.edu) and click on 'Enroll in Classes' menu item to login in.



**Visit [EDUKAN.EDU](https://EDUKAN.EDU)**

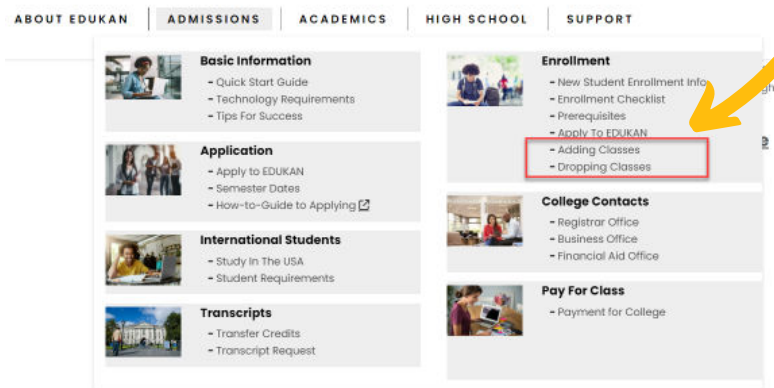
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# Frequently Asked Questions

## 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 | HIGH SCHOOL | SUPPORT

- Basic Information**
  - Quick Start Guide
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  - Tips For Success
- Application**
  - Apply to EDUKAN
  - Semester Dates
  - How-to-Guide to Applying
- International Students**
  - Study In The USA
  - Student Requirements
- Transcripts**
  - Transfer Credits
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- 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?

[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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# 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 \*

Student ID \*

College of Enrollment \*

Message \*

Phone Number \*

EDUKAN

Name \*

Term 20240702

College of Enrollment

Second Community College

Please confirm you are registered in the following college. If the above does not apply, please select your current college from the dropdown menu. Please contact DRRS at 433-8526.

Students -- (Student Name) -- (Institution) -- (Status) --  
2022 Spring Session 2 of Wils 123 to 217-10117 Chemistry I - General - (Paul L. Clemens) -

Click here to view Course Catalog for Semester Dates

Select an Option

Select Your Area of Interest \*

Add New Course  
Engineering  
Engineering

BACK CANCEL NEXT

1. Select an Option  
Add New Course

2. Select Course \*

3. Select Your Area of Interest \*

4. Select Terms \*

BACK CANCEL NEXT

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

Select the course you wish to add/drop

2022 Accounting I - Term 1

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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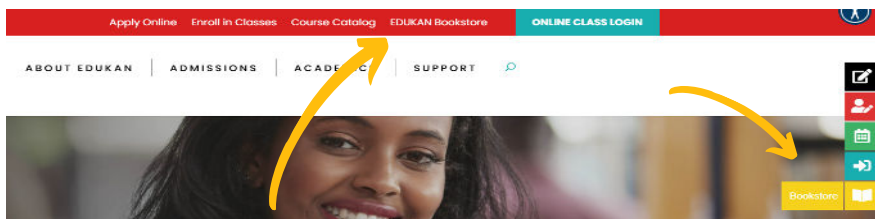
# Frequently Asked Questions

## 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.

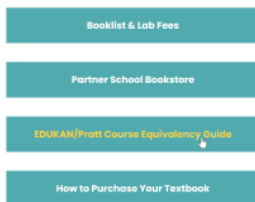
You can easily find this information at EDUKAN.EDU by clicking the 'EDUKAN Bookstore' link on the top or side menu. Be sure to check the Labs and Fees document to see if additional labs are required for your class!

### From the EDUKAN.edu home page



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. Refer to the 'How-to' Guide to purchase your textbook.

#### Finding Books for Your Course



#### 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 **\$15.00**. This covers the cost of lab and additional course materials. Embedded course materials can be found in the form of an ebook with your course(s).

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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 that you've received policy of the J

**Purchase**

Book titles are first session or available for:

1. Department: COM | Course: 105E | Section: 3E | [Update](#)

2. Select Department | Select Course | Select Section

3. Add Additional Course

**FIND MATERIALS FOR 1 COURSE(S) →**

[Start Over](#)

### 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: <b>Labster</b> 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: <b>Labster</b> Detailed instructions will be provided within the

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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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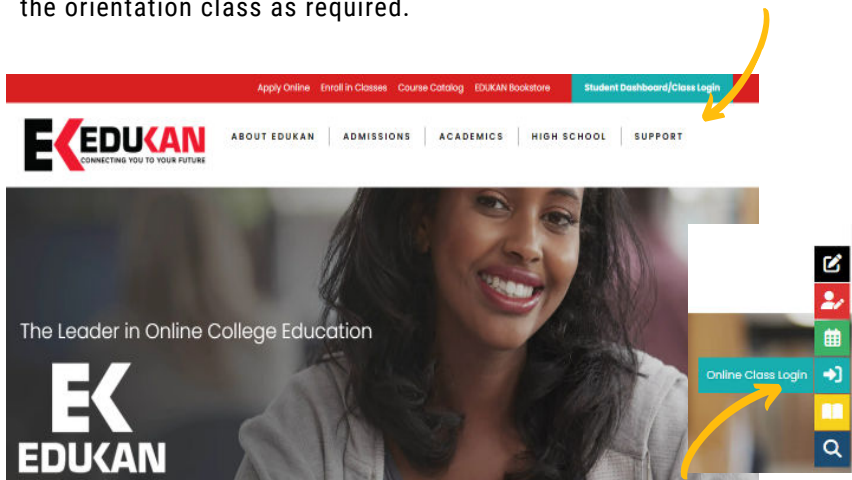
# Frequently Asked Questions

## 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
- Follow the instruction **HERE** to setup your Multi-Factor Authentication
- Click on EDUKAN Canvas tile to access Canvas.
- 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.



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