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

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'.

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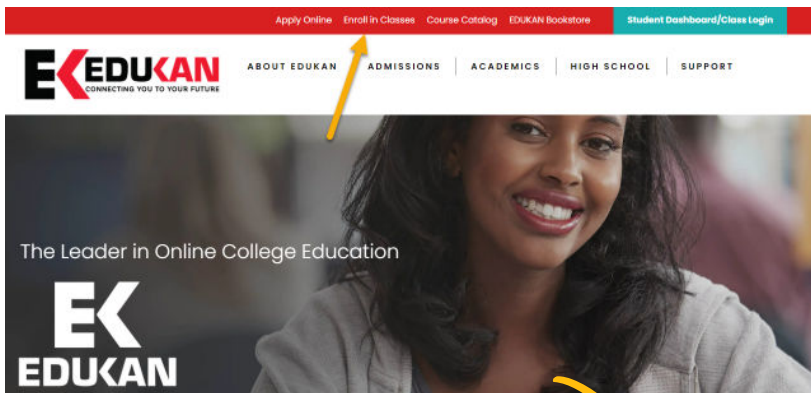
If you need to go back to add or drop classes – visit EDUKAN.edu and click on 'Enroll in Classes' menu item to login in.
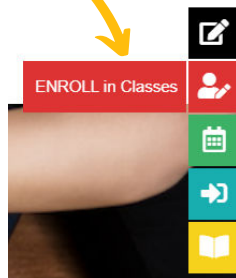
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Frequently Asked Questions

How to Add or Drop courses

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

| ABOUT EDUKAN | ADMISSIONS | ACADEMICS | HIGH SCHOOL | SUPPORT |

Basic Information
- Quick Start Guide
- Technology Requirements
- 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
- Transcript Request

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

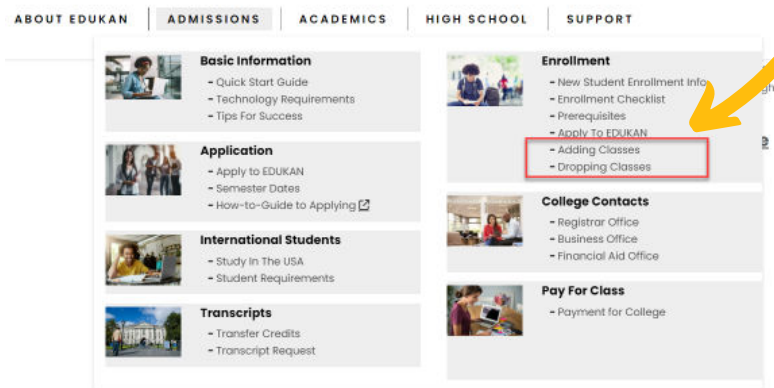Withdrawal Policy

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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.

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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
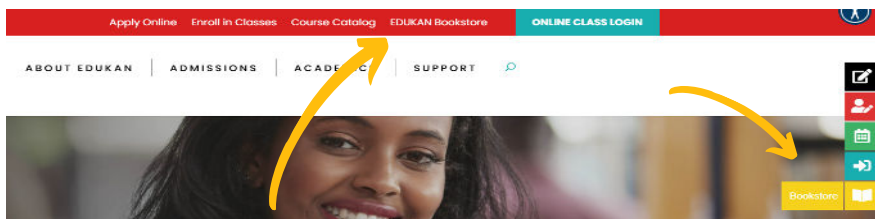
Clicking on the 'booklist' link will bring you to the page where you can select the book list for the semester you are enrolled in. Refer to the 'How-to' Guide to purchase your textbook.

Finding Books for Your Course

- Booklist & Lab Fees
- Partner School Bookstore
- EDUKAN/Pratt Course Equivalency Guide
- How to Purchase Your Textbook

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 $115.00. This covers the costs of labs and additional course materials. Embedded course materials can 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 y
selected. EDU

Please note:

Return

EDUKAN and t
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Purcho

Book titles ar
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available for

Department	Course		Section	
COM	106E		3E	Delete
Select Department	Select Course		Select Section	
Add Another 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: 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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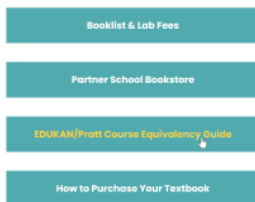Tuition for all EDUKAN courses, regardless of Kansas residency status, is a set rate of $150 per credit hour.

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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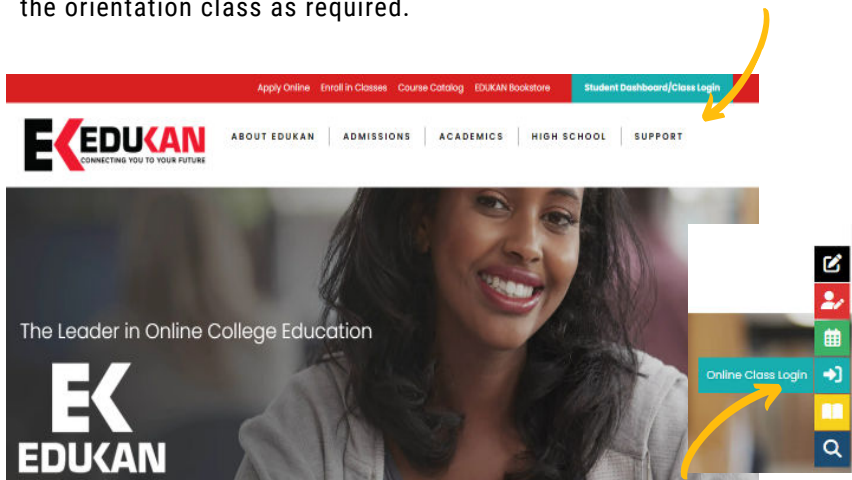to chat with us
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Frequently Asked Questions
Logging into Canvas to Access your course
(You will have access to your course on the 1st day of the session.)

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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