Enrollment Instructions for Graduate Students

1. Log onto www.washburn.edu and open the Admissions link. Fill out the Washburn University DEGREE seeking application. Name the SPECIFIC graduate program that you are pursuing on the application. View all graduate programs offered by the Department of Education at: www.washburn.edu/cas/education.

   NOTE: If continuous enrollment does NOT occur, it will be necessary for graduate students to repeat all steps in line 1 in order to be reinstated at Washburn and to be eligible to enroll in the upcoming semester. (e.g. You enroll in a fall semester but skip the next calendar semester.)

2. Contact the appropriate graduate program advisor (see list below) by appointment for an enrollment PIN once you have been issued a WIN (Washburn Identification Number) from the WU Admissions Office.

3. Tuition and fees are processed by the University Business Office. Student statements will be sent electronically to your preferred email account.

4. Go to the Ichabod Service Center, located in Memorial Union, to get your official I-Card (student ID).

5. Go to the University Bookstore, located in the Memorial Union lower level, to purchase books.

   *6. Requirements for formal admission to the Graduate Programs are posted on the DOE website and are also listed on the hard copy applications located in Carnegie 202. Discuss all aspects of admission with your program advisor.

7. If you are seeking Financial Aid assistance, please contact the Financial Aid Office at: 670-1151 or Morgan Hall Room 267.

   **8. Please remember you can enroll in a TOTAL of 9 graduate credit hours before seeking formal admission.

Department of Education Graduate Program Advisors:

Dr. Bob Goodwin/Building Leadership and District Leadership
Dr. Michael Rettig/Adaptive Special Education Elementary Level
Dr. Gloria Dye/Adaptive Special Education Secondary Level
Drs. Mary Shoop and Carolyn Carlson/Reading Specialist
Dr. David Pownell/Curriculum and Instruction-Educational Technology
Dr. Sandy Tutwiler/Curriculum and Instruction-Art, Educational Foundations, English, Math, Music, Social Science,