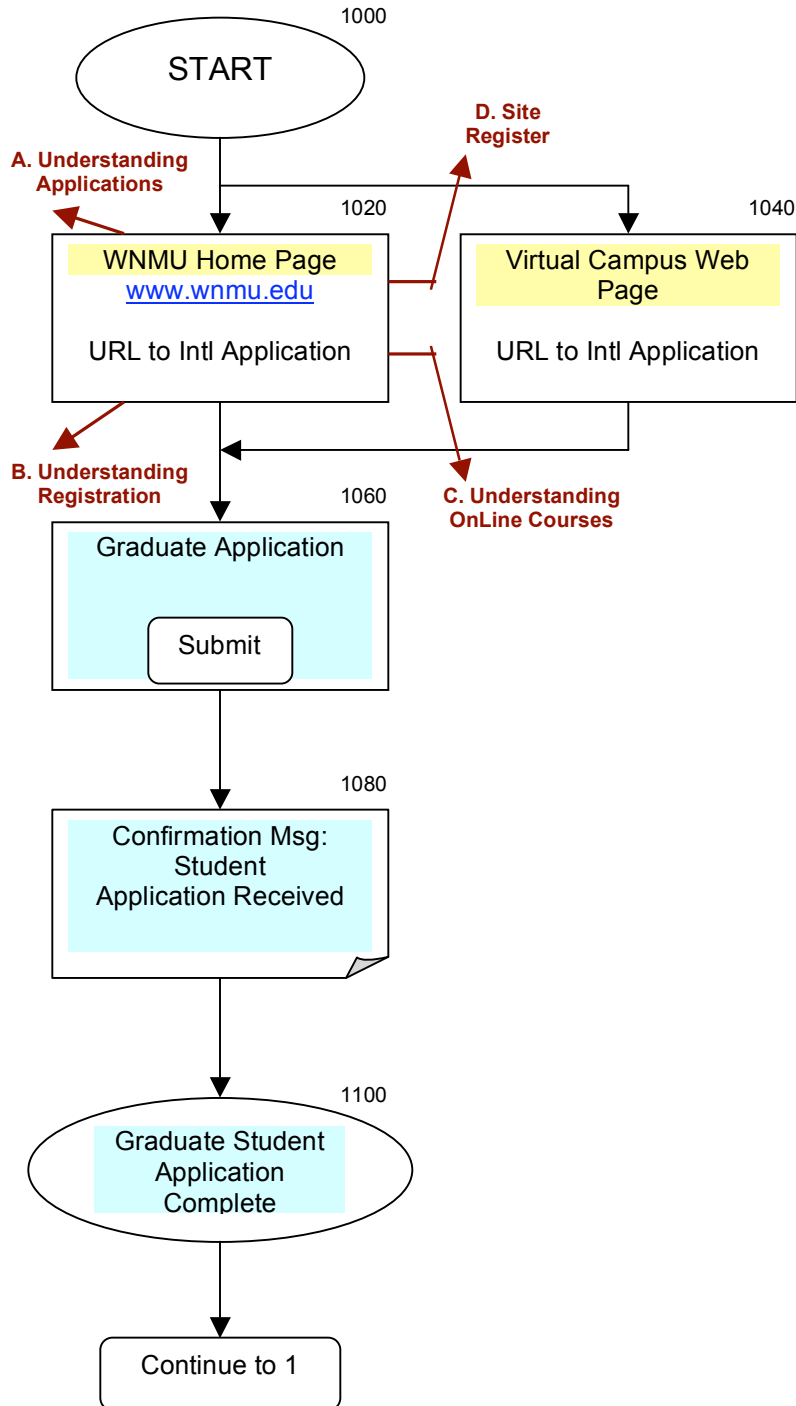


Graduate Online Process

Premise: Online graduate student
 Online classes with possible summer on-campus attendance
 Not an F1 student
 A Program level student, but can be a special graduate student

Application through Matriculating Flow:



NOTES

1000:

How much of this process' web content needs to be written in English and Spanish?

1020:

Multiple entry points to Graduate Student Application

1060:

Application is transmitted to WNMU Admissions when the student clicks the SUBMIT button on the application

1080:

Application processing time for Admissions, 1080 through 1180, will be **24 business** hours. So, if app is submitted on a Friday, the admissions office has Saturday, Sunday, and Monday to process the app. Personnel demand may require this time to be extended or additional human resource allocated to this process.

A. Understanding Applications

APPLICATION 101

App Type	Concurrent	UG Program	UG Special	UG Internatl	GR Program	GR Special	GR Internatl	
App reqd	Link to application	Link	Link	Link	Link	Link	Link	
Residency Program								
Documents								
Initial Cost								
Ongoing Costs								

Put items in grid that provide requirements overview of the different applications for student constituencies.

GLOSSARY

Concurrent Student

Program Student

Residency

Special Student

Visa

Put in whatever terms we use here that are used as 'WNMU lingo'.

HOW TO GUIDES

- >> Prepare info for App
- >> Fill out App
- >> Follow up App
- >> Problems? Who to Contact

B. Understanding Registration

REGISTRATION 101

Overview

Mustang Express Tool

Where to Find Schedules

How to Select Courses

Differences between Traditional versus Online Courses

Payment Options

GLOSSARY

ITV

Online

Pre-requisite Course

Put in whatever terms we use here that are used as 'WNMU lingo'.

How To

- >> Log into Mustang Express
- >> Prepare Your Schedule
- >> Select Your Courses
- >> Pay for Your Courses
 - >>>> Read a Billing Statement
- >> Following Registration
 - >>>> Add a Class
 - >>>> Drop a Class
 - >>>> Exchange a Class
- >> Find Your ME Username
- >> Problems? Who to Contact

TUTORIALS

- >> Mustang Express

C. Understanding Online Courses

ONLINE 101

Mustang Express Tool
Blackboard Tool

GLOSSARY

Username

W-number

Put in whatever terms we use here that are used as 'WNMU lingo'.

How To

- >> Log into Mustang Express
- >> Log into Blackboard (Bb)
- >> Find Username
- >> Find Email Address Directory
- >> Contract Instructor
- >> Problems? Who to Call

TUTORIALS

- >> Mustang Express Tutorial
- >> Online Tutorial

D. Site Register

* = required field

Step 1: Your Information

Country / Region*
Email Address*
Password*
Confirm your password*
First Name*
Last Name*

This page completely dependent
on Mustang Express
capabilities.

Step 1: Why do we ask this?

This allows WNMU to recognize you. Your email address and password protect your information, and enable you to access and update your profile whenever your needs or information changes.

Define password with characters or numbers. Do not use !@#\$%^&*() +- =\|.,<>?':;"[]{}

Step 2: WNMU News

Receive email updates about upcoming classes and other class news?

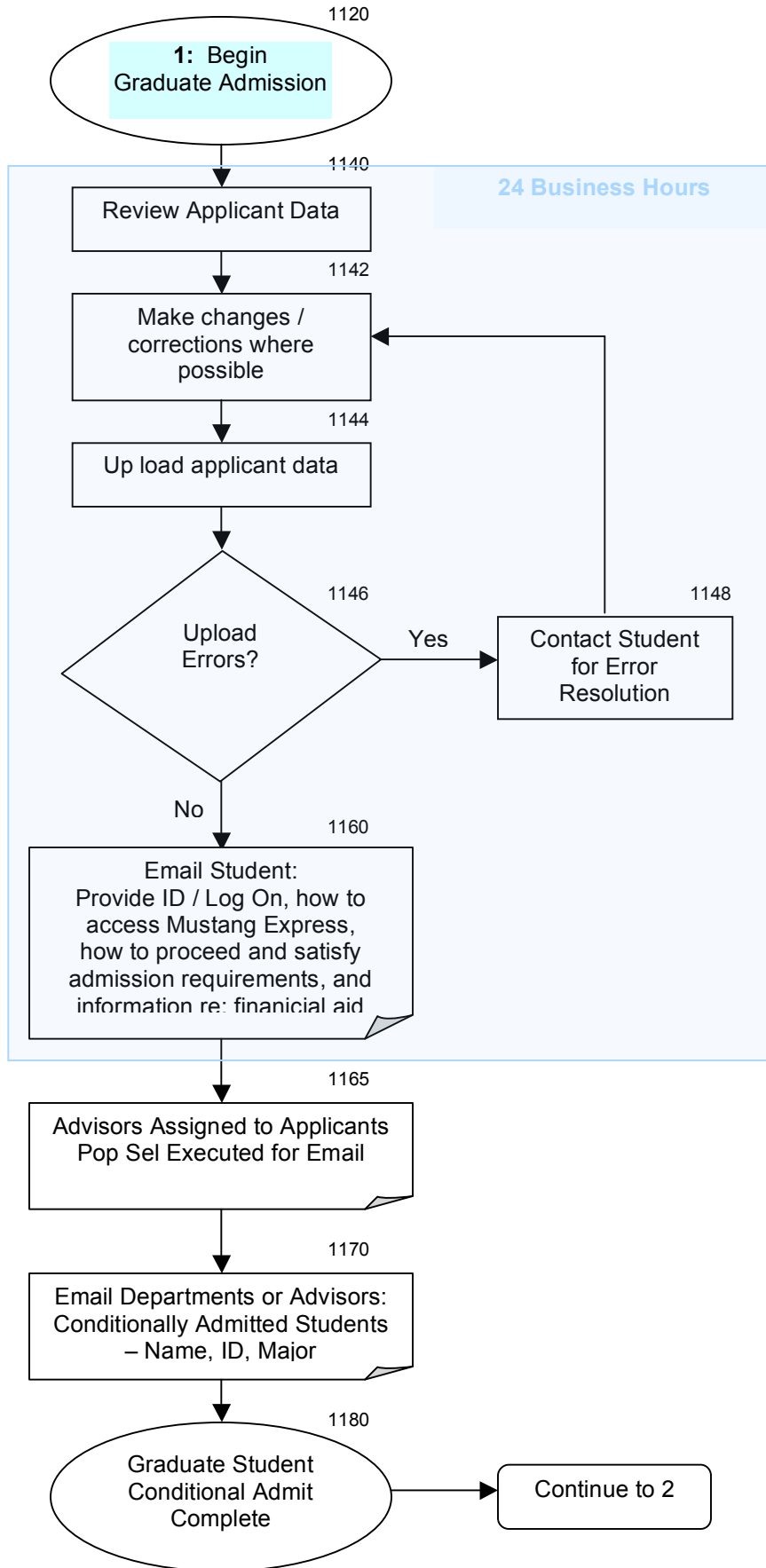
- Yes
- No

Step 2 Why do we ask this?

Your message board alias will be used to identify you on message boards.

Online classes include message boards so you can interact with other students and the instructor. Please create a message board alias to use for this Interaction.

Graduate Online Process



NOTES

1140: Admissions uses a process for undergraduate electronic applications and this process will be applied to the Graduate Electronic Apps.

Uploading data into Banner generates the student's Mustang Express username and password (W-number).

Student **must provide** an existing email address as part of his electronic application data.

1148: Residency conflict is an error that will prevent uploads. If student cannot be contacted, non-residency is set by Admissions.

1160: Student's ME username and W-number sent so that student can log into Mustang Express. One (1) document covers ALL information for student.

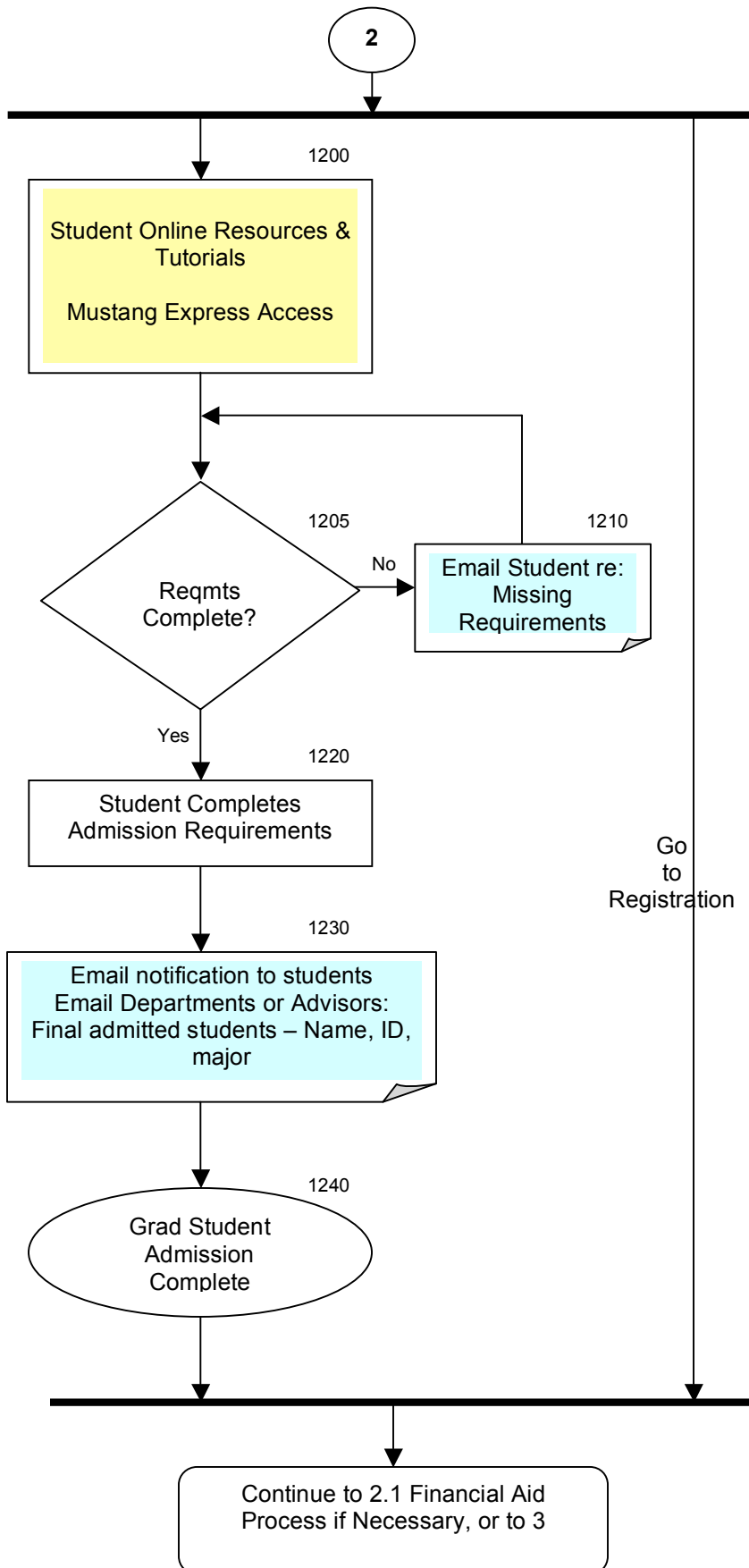
Information about transcript audit needs to be generated and given here. Student can attend one term while this is being completed; but, audit must be done for further attendance unless student is matriculating as a special graduate student type.

1165: Pop Sel definition needs to be set up.

1170: Potential advisee list is generated and sent to departments for their notification of incoming students.

1180: Student still needs to complete admission items, but, has completed enough requirements to gain access to Mustang Express.

Graduate Online Process



NOTES

1200:

Part of instructions in 1160 identifies tutorials for student. Links to tutorials provided in ME web page. Tutorials must be developed and posted to web.

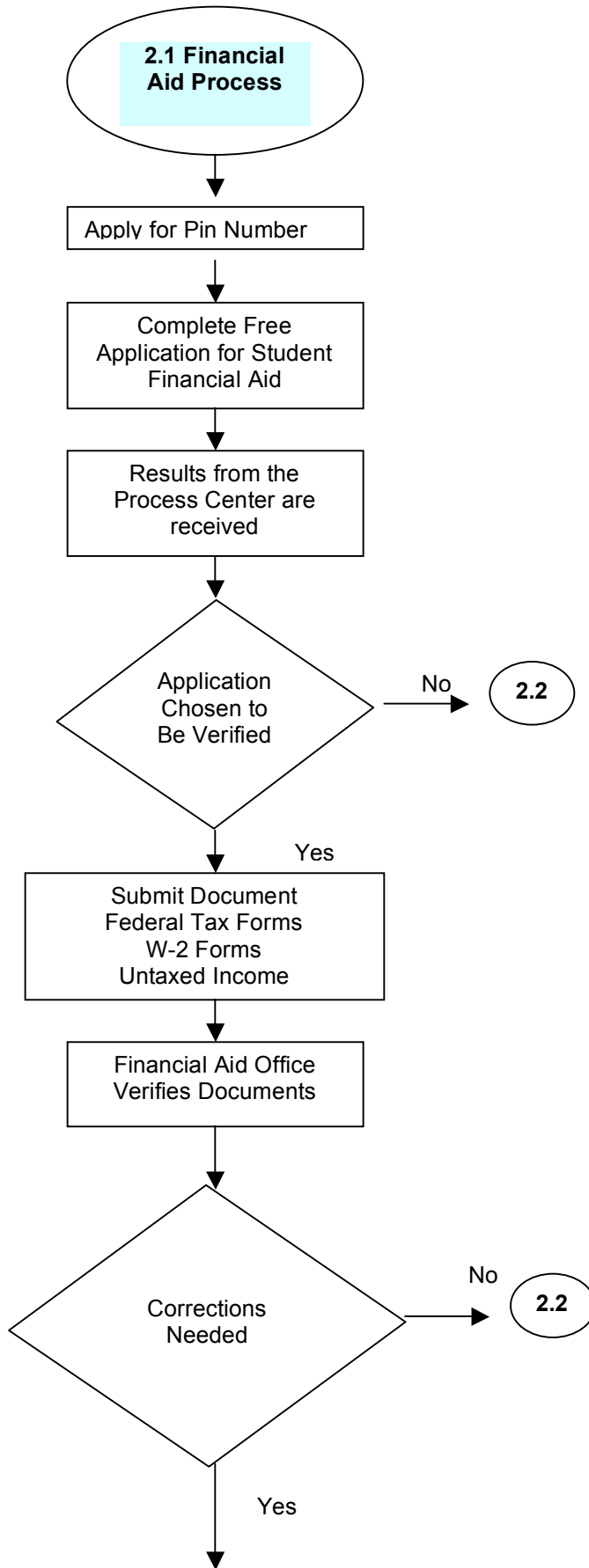
Student views status of admissions, outstanding documents, and other pertinent information in ME.

Students can register at this time.

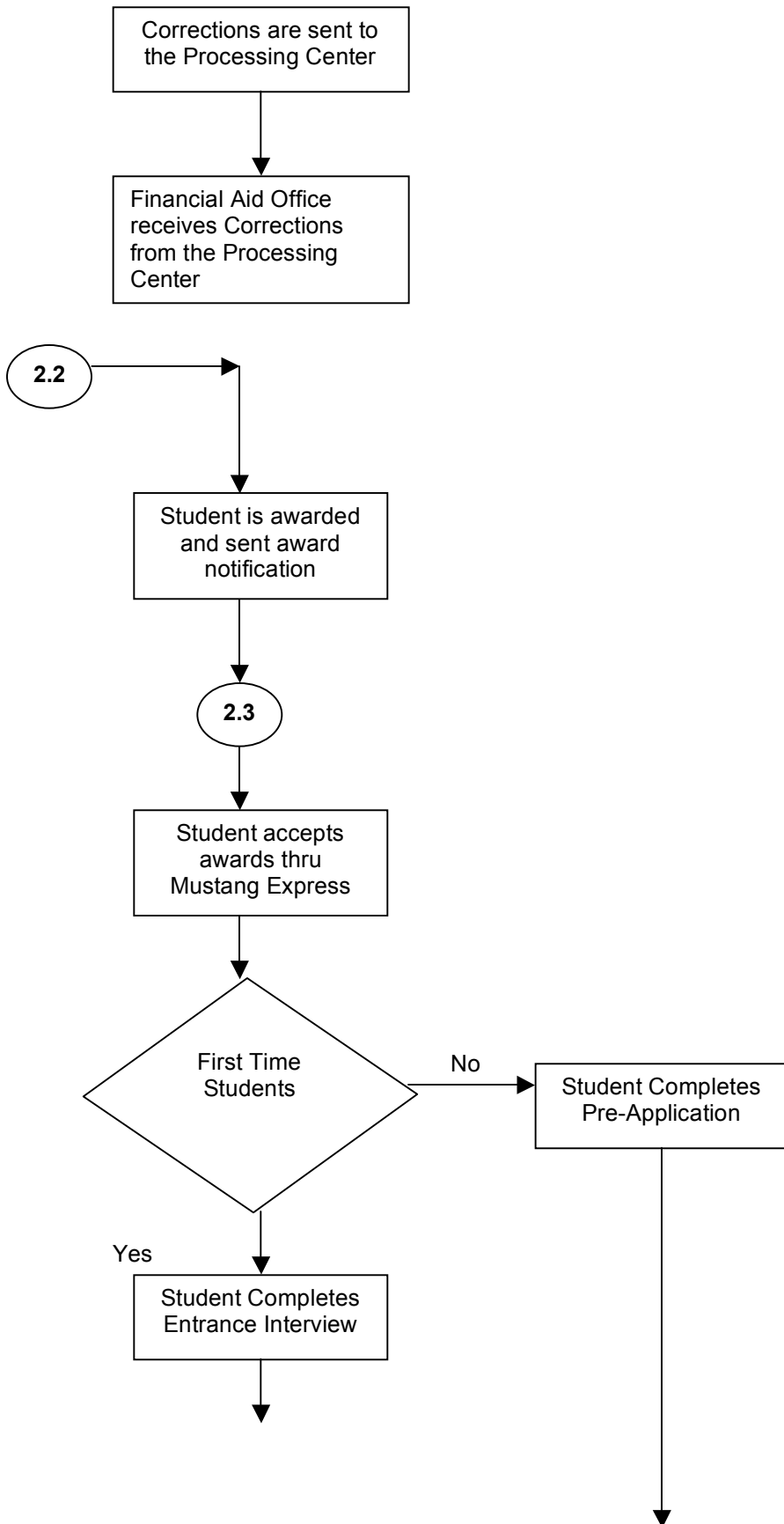
1210:

Admissions sends email / letter updates at specified periods to those students who have not submitted all their required documents. The actual missing documents are specified in the email or letter.

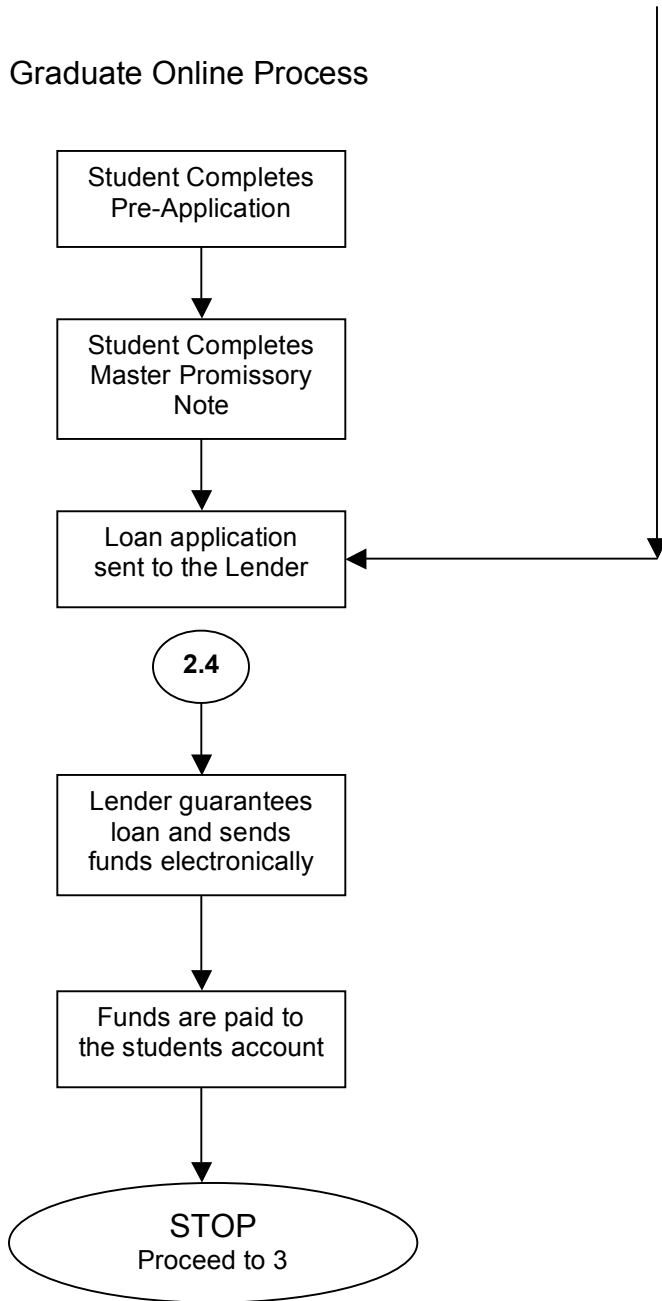
Graduate Online Process



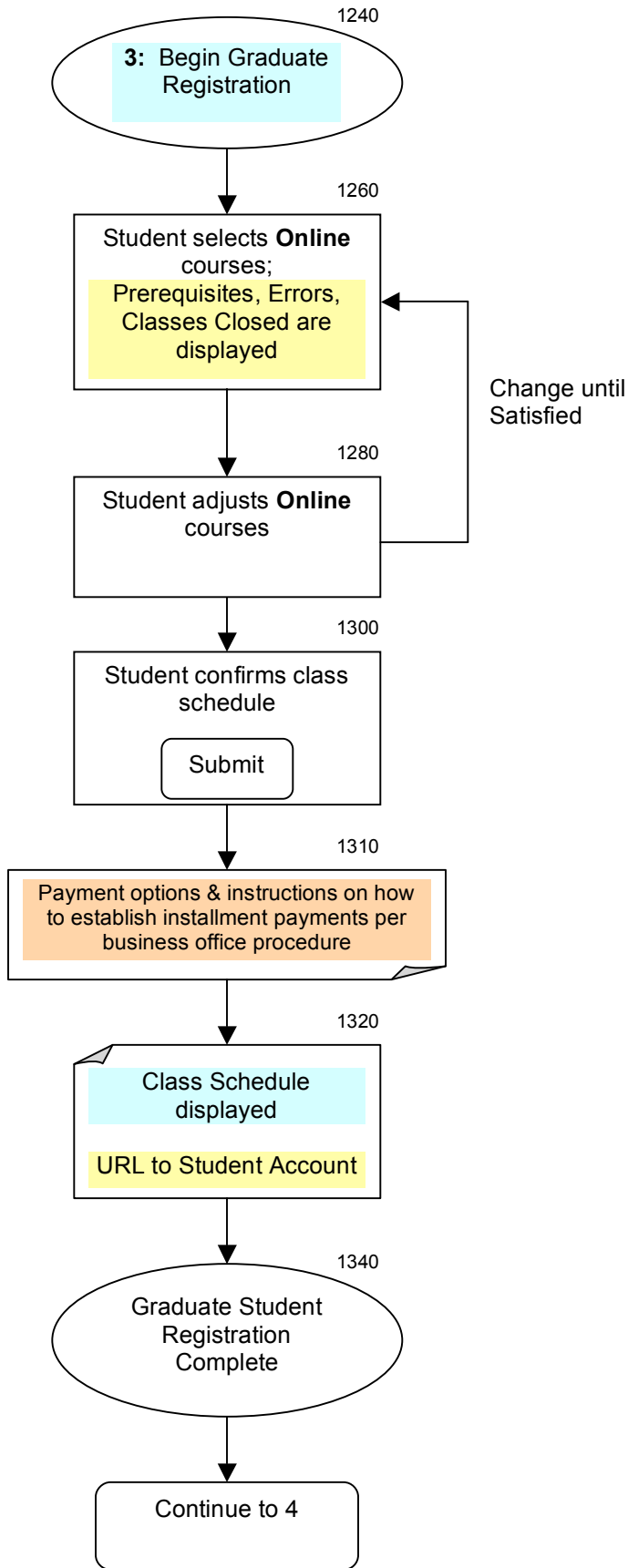
Graduate Online Process



Graduate Online Process



Graduate Online Process



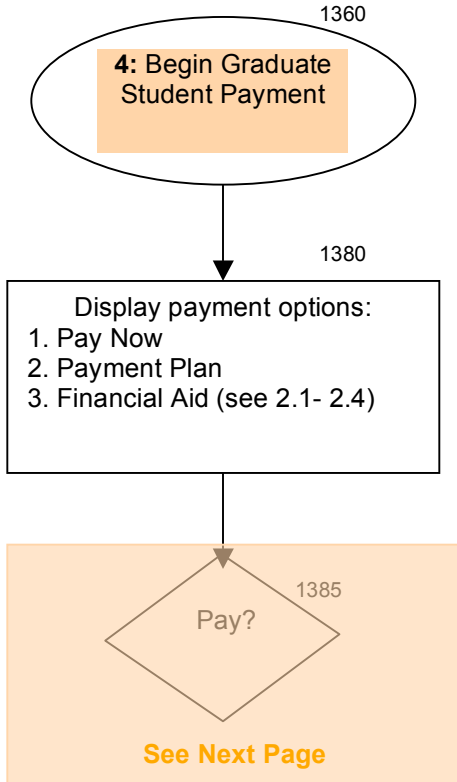
NOTES

1300:
Course selections loaded into Banner after SUBMIT button is selected.

1320:
Student has course records in Banner, but, needs to make payment to finalize schedule.

Displayed Account Statement reflects current course selections; future adds / withdraws change accounting data.

Graduate Online Process



NOTES

1380:

Pay Now means full payment now.

Purchase Order (PO) not for implementation at this time; but, may need future consideration

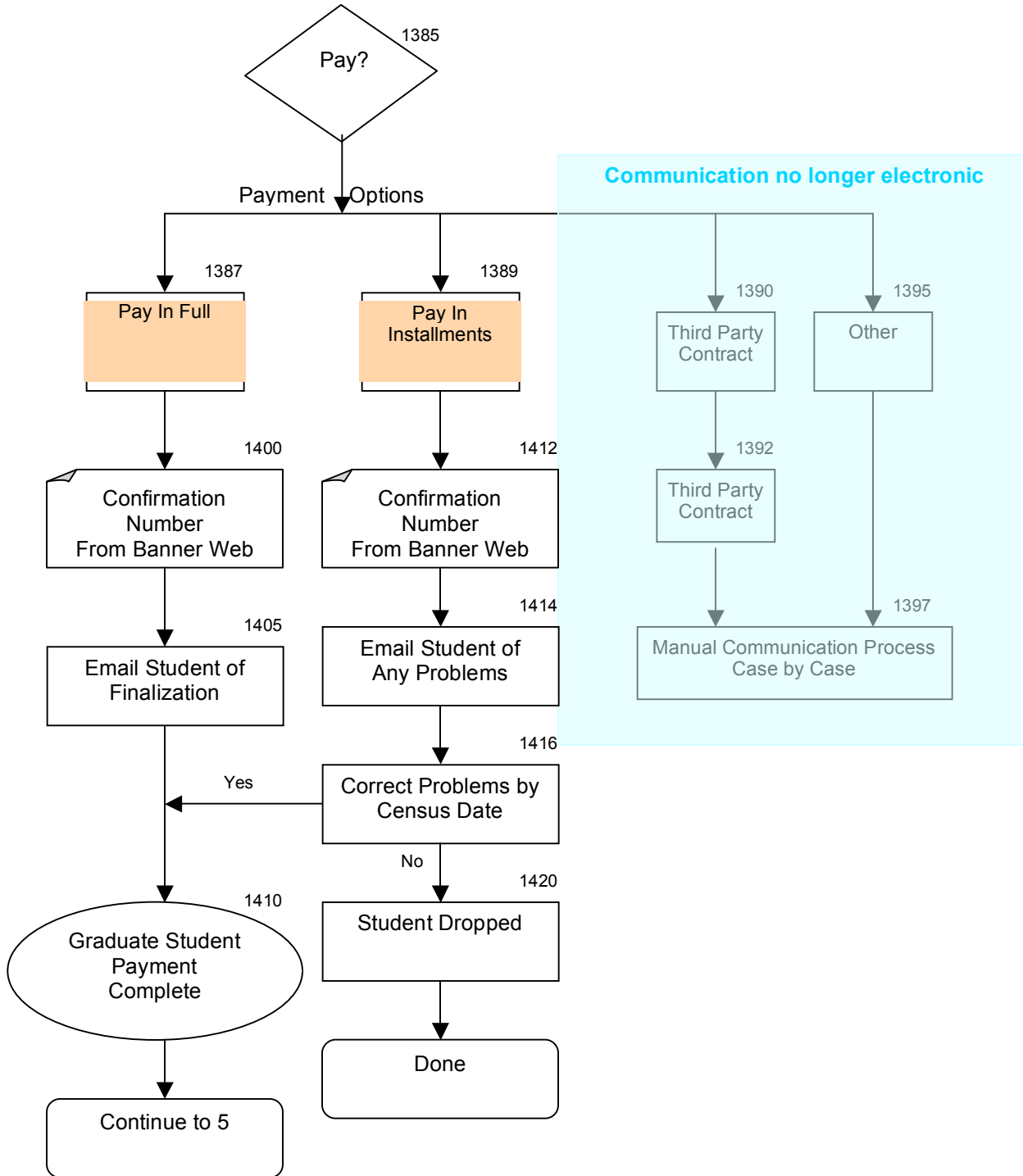
1400:

Online Orientation class already available for first-time online students and could be levied as a requirement.

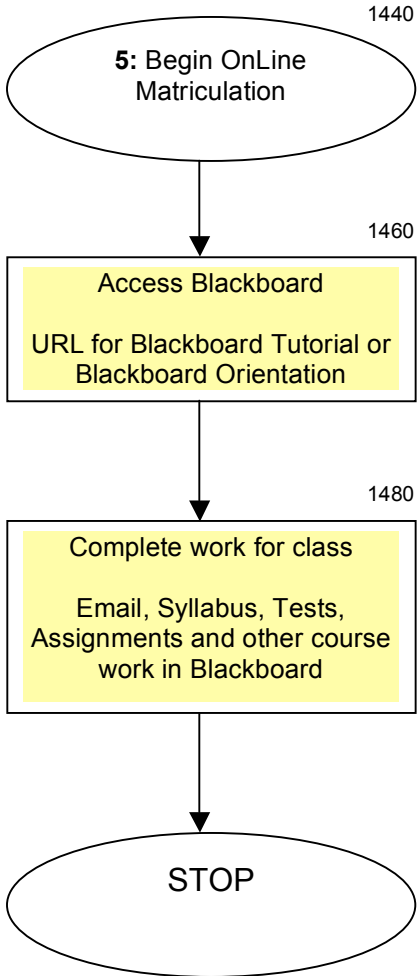
Orientation takes 1 – 2 hours to complete.

Does this need to be in Spanish?

Graduate Online Process



Graduate Online Process



NOTES

1460:

Student used ME username and W-number to log into Bb.

Blackboard can be accessed inside Mustang Express.

Blackboard homepage has username lookup in case you forget.

Adds & Withdrawals from Blackboard courses need resolution especially the first 3 weeks of class.