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**

<table>
<thead>
<tr>
<th>App Type</th>
<th>Concurrent</th>
<th>UG Program</th>
<th>UG Special</th>
<th>UG Internatl</th>
<th>GR Program</th>
<th>GR Special</th>
<th>GR Internatl</th>
</tr>
</thead>
<tbody>
<tr>
<td>App reqd</td>
<td>Link to application</td>
<td>Link</td>
<td>Link</td>
<td>Link</td>
<td>Link</td>
<td>Link</td>
<td>Link</td>
</tr>
<tr>
<td>Residency</td>
<td>Program</td>
<td>Documents</td>
<td>Initial Cost</td>
<td>Ongoing Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ‘WMU 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

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.

Step 2 Why do we ask this?

Your message board alias will be used to identify you on message boards.
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.
Student Online Resources & Tutorials
Mustang Express Access

1200

Reqmts Complete?

Yes

1220

Student Completes Admission Requirements

Email notification to students
Email Departments or Advisors:
Final admitted students – Name, ID, major

1230

Grad Student Admission Complete

1240

Continue to 2.1 Financial Aid Process if Necessary, or to 3

1205

No

Email Student re:
Missing Requirements

1210

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.
2.1 Financial Aid Process

Apply for Pin Number

Complete Free Application for Student Financial Aid

Results from the Process Center are received

Application Chosen to Be Verified

Submit Document Federal Tax Forms W-2 Forms Untaxed Income

Financial Aid Office Verifies Documents

Corrections Needed

Yes

No 2.2

No 2.2

Yes

Submitted by Mary Camarena-Hittle 7/18/2008
Graduate Online Process

Corrections are sent to the Processing Center

Financial Aid Office receives Corrections from the Processing Center

2.2

Student is awarded and sent award notification

2.3

Student accepts awards thru Mustang Express

First Time Students

No

Student Completes Pre-Application

Yes

Student Completes Entrance Interview
Graduate Online Process

Student Completes Pre-Application

Student Completes Master Promissory Note

Loan application sent to the Lender

Lender guarantees loan and sends funds electronically

Funds are paid to the students account

STOP
Proceed to 3
Graduate Online Process

3: Begin Graduate Registration

Student selects **Online** courses; 
Prerequisites, Errors, 
Classes Closed are displayed

Student adjusts **Online** courses

Student confirms class schedule

Submit

Payment options & instructions on how to establish installment payments per business office procedure

Class Schedule displayed

URL to Student Account

Graduate Student Registration Complete

Continue to 4

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.
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

5: Begin Online Matriculation

Access Blackboard
URL for Blackboard Tutorial or Blackboard Orientation

Complete work for class
Email, Syllabus, Tests, Assignments and other course work in Blackboard

STOP

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.