

Graduate Education Master Schedule & Registration Procedures

84 West South Street, Wilkes-Barre, Pennsylvania 18766 | 1-800-WILKES-U ext. 4671 | Fax 570-408-4905 | www.wilkes.edu/graded

MyWilkes Portal

Current graduate students have 24/7 online access to their records and accounts from the Wilkes portal. To access the MyWilkes portal go to portal.wilkes.edu and use your email user name (firstname.lastname) and password to log in. The default password is upper case initial of your last name, lower case initial of your first name, last 6 digits of your WIN. ex: Joe Doe, WIN(900123456), password = Dj123456 NOTE: If you have previously changed your password, you must use your changed password. Click on the 'Student Services' tab to access the registration links and other important services. If you have any problems, please call the Help Desk @ 1-866-264-1462.

Registration

Registration will open early morning at 12:01am on Tuesday, June 10th. Online registration is preferred and available through the MyWilkes portal. Registrations are on a first-come, first-served basis. Be sure to register for the correct CRN#, course & section from this schedule. Wilkes will not be responsible for an incorrect course enrollment. Do NOT try to register online from school computers guarded by firewalls as our registration site may be blocked. Telephone registrations are not accepted..

*Note: If it has been longer than 1 year since your last course, you will NOT be able to register online without first being readmitted in our system. Go to https://wilkes.edu/academics/graduateprograms/masters-programs/graduate-education/graduate-readmittance-form.aspx Do not submit a new application. It will take approximately 24-48 hours for the readmit to be processed and for online registration to be available to you. You must know your email user name & password to register online.

Courses with less than 8 enrolled one week prior to the scheduled start may be cancelled, so register early if you intend to take a class. Registration for online courses closes 1 week before the start date to allow the necessary set-up time for student access to the course.

Important

Certification Only or Letter of Endorsement Programs: Register for CRN# 30013 when completing your last course.

- All courses will have a \$75 Course Fee per course attached to your invoice
- Review the Student Payment & Accounts Receivable Policy at www.wilkes.edu/GradEd & select Tuition/Payment Options

Every student is issued a Wilkes ID# (WIN) to use as his/her student number. Memorize your WIN and use it for all communications with Wilkes. It begins with 900 and is displayed on all grade reports, invoices and transcripts. If you cannot locate your WIN, you must contact the Wilkes University Help Desk @ 1-866-264-1462. Graduate Education cannot give out that information. New graduate students are sent a Wilkes WIN and email account after their application is processed.

Visit our web site (www.wilkes.edu/GradEd) for degree program requirement checklists, textbook info, current class enrollment, full course updates, and updated schedule info.

Textbooks

Books are posted online. Please refer to the Graduate Ed web page for the most current info on required books and how to purchase them. Go to www.wilkes.edu/GradEd & select Textbook Information.

Graduating Students *** IMPORTANT NOTE***

If completing your last course this semester, register for CRN# 30002 - GRD OOOB. A \$200 graduation fee is added to your tuition invoice. The deadline for registering for Fall graduation is November 1, 2025, extra fee for late graduation adds. Contact your advisor NOW for a graduation audit to be sure you meet all degree requirements.

New Students

Any student who has never taken a Wilkes graduate course must submit a Wilkes graduate application before registering for a class. Apply online at www.wilkes.edu/applyonline

Drops & Adds

To add or drop a course before it begins, please register through <u>portal.wilkes.edu</u> To drop a course after it has started, students must complete the official drop form using the link below. Please note: Only the student can initiate this process.

Drop or Withdraw from a Graduate Education Course – Wilkes University Etrieve Form

Fee Structure for Graduate Education Students/Courses

Tuition/Fee:The 2025-26 tuition rate is \$588 per credit, or \$1,764 per course. All courses will have an additional \$75 per course fee attached. Please visit www.wilkes.edu/GradEd for new rates. Courses need to be paid in full within two weeks before your course starts.

Tuition payment options

Prior to the beginning of each semester, invoices listing all current semester charges and approved financial aid are available via portal.wilkes.edu to all registered students.

Student tuition bills are prepared by term and are due two weeks prior to the start of the semester. Paper bills are not mailed, however all billing statements can be accessed via the Wilkes student portal and a notification is sent to your Wilkes email. You will only receive notification via mail if your account is past due. Wilkes will accept Visa, Mastercard, American Express, or Discover. Personal check or money orders will also be accepted for payment. Telephone payments NOT accepted.

Note: A "finance hold" preventing future course registration and/or issuing of grade reports, transcripts & graduation clearances is placed on any student account with a past-due balance until full payment is received and processed.

Class confirmations are NOT mailed to students

If a course is cancelled, you will be notified. If we do not contact you, your class is a go, so attend class on the dates listed on the course schedule.

Attention Students

All courses will have a \$75 Course Fee per course attached to your invoice.
Student tuition bills are prepared by term and are due two weeks prior to the start of the semester.
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Instructional Technology Progra	m - \$75 Cou	rse Fee - Use Fee	e per cours	e							
	31307	ED 579	INA	Media Design	Chapman, C.	September 2 -October 19	Online; MS Word preferred				
	31308	ED 588	INA	Operating Systems & Networking	Cheskiewicz, S.	September 2 -October 19	Online; MS Word preferred				
	31309	ED 587	INA	Technology Leadership	Treese, M.	September 2 -October 19	Online; MS Word preferred				
	31310	ED 5080	INA	Technology for Assessment and Adaptation	Mannino, T.	September 2 -October 19	Online; MS Word preferred				
	31311	ED 530	INA	Utilizing Emerging Technologies to Improve Learning	Treese, M.	October 20 - December 7	Online; MS Word preferred				
	31312	ED 583	INA	Courseware Design & Construct.	Barron, J.	October 20 - December 7	Online; MS Word preferred				
	31313	ED 5082	INA	Tech. to Support Curr. & Inst	Bortner, J.	October 20 - December 7	Online; MS Word preferred				
	31314	ED 577	INA	Principles of Information Security	Williams, E./ William, K.	October 20 - December 7	Online; MS Word preferred				
Online Teaching Online - \$75 Co	Online Teaching Online - \$75 Course Fee - Use Fee per course										
Session I											
	31315	ED 5032	INA	Online Teach for PA Educators	Kandianis, S.	September 2 -October 19	Online; MS Word preferred				
	31316	ED 5037	INA	Developing Online Programs	Treese, M.	September 2 -October 19	Online; MS Word preferred				
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Session II	31317	ED 521	INB	Using Technology for Assessment	Lundy, L.	October 20 - December 7	Online; MS Word preferred				
	31318	ED 5038	INA	Teach & Learn Online Envrnmnt	Cournoyer, J.	October 20 - December 7	Online; MS Word preferred				
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**School Business Leadership/P	CRN #	1									
	-	Course Number	Section	Course Title	Instructor	Dates	Format				
	31319	SBL 501	INA	Public Rel & School Commun	Davis, M.	September 8- November 30	Online; MS Word preferred				
	31320	SBL 502	INA	School Facility Management	Erb, W.	September 8- November 30	Online; MS Word preferred				
	31321	SBL 504	INA	Fin Plan & Mgmt for Sch Bus	Czapp, M.	September 8- November 30	Online; MS Word preferred				
	31322 31323	SBL 505 SBL 506	INA INA	Human Resources in Education	Lentz, M.	September 8- November 30	Online; MS Word preferred				
	31323	SBL 506 SBL 508	INA	Materials Mgmt in Schools	Lentz, M. Erb, W.	September 8- November 30	Online; MS Word preferred				
Demociacia a neculiar d		SBL 508 SBL 510	INA	Student Transportation	- · · · · · · · · · · · · · · · · · · ·	September 8- November 30	Online; MS Word preferred				
Permission required	31325	SBL 510	INA	Leadership for School Business	Richards, D.	September 8- November 30	Online; MS Word preferred				
Special Education Degree - \$75	Course Fee	lleo Foo por cou			l						
Special Education Degree - \$75	31374	EDSP 501	INA	High Incidence Disabilities	ТВА	September 8- November 30	Online; MS Word preferred				
	31375	EDSP 502	INA	Low Incidence Disabilities	Uplinger	September 8- November 30	Online; MS Word preferred				
	31375	EDSP 502	INA	Behavior Intervention/Support	тва	September 8- November 30	Online; MS Word preferred				
	31377	EDSP 506	INA	Internship in Spec Educ	Uplinger	September 8- November 30	Online; MS Word preferred				
Teaching English as a Second La	nguage Pr <u>oc</u>	gram - \$75 Cours	e Fee - Use	e Fee per course	·	·					
	31326	ESL 501	INA	Approaches to Teaching Second Languages	Niezgoda	September 2 -October 19	Online; MS Word preferred				
	31327	ESL 503	INA	Second Language Assessment	Myers	October 20 - December 7	Online; MS Word preferred				
	31328	ESL 502	INA	Language Concepts for Second Language Learning and Teaching	Raczkowski	September 2 -October 19	Online; MS Word preferred				
	31329	ESL 506	INA	Teaching the Four Skills	Snell	September 2 -October 19	Online; MS Word preferred				
	31330	ESL 508	INA	Second Language Program Development	Fisher	October 20 - December 7	Online; MS Word preferred				
	31331	ESL 504	INA	Intercultural Communication for Language Teachers	Niezgoda	October 20 - December 7	Online; MS Word preferred				
	31332 31333	ESL 507 ESL 512	INA INA	Sociolinguistics and Second Language Acquisition ESL Teaching and Evaluation Theory (Capstone course)	Nelms Raczkowski	September 2 -October 19 October 20 - December 7	Online; MS Word preferred Online; MS Word preferred				
	31333	ESL 512 ESL 509	INA	Computer Assisted Language Learning (IT Majors only)	Barrie	October 20 - December 7 October 20 - December 7					
	51554	LJL JU9	113/4	Computer Assisted Language Learning (IT Majors Offly)	Danie	October 20 - December 7	II				