

### 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](http://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 9:00 am on Tuesday, October 8th. 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/graduate-programs/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# 10013 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](http://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](http://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](http://www.wilkes.edu/GradEd) & select Textbook Information.

### Graduating Students **\*\*\* IMPORTANT NOTE\*\*\***

If completing your last course this semester, register for CRN# 10002 - GRD OOOB. Students must be fully admitted into their program in order to register for graduation. A \$200 graduation fee is added to your tuition invoice. The deadline for registering for spring graduation is March 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](http://www.wilkes.edu/applyonline)

### Drops & Adds

To drop or add a course once registered, call 800-945-5378, ext. 4671 or 4663. You must call to drop BEFORE class begins, or you WILL BE charged a portion of tuition even if you did not attend or log into class. You can also drop yourself from a course online if the semester has not yet started.

### Fee Structure for Graduate Education Students/Courses

Tuition/Fee: The 2024-25 tuition rate is \$571 per credit, or \$1,713 per course. All courses will have an additional \$75 per course fee attached. Please visit [www.wilkes.edu/GradEd](http://www.wilkes.edu/GradEd) for new rates. Courses need



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