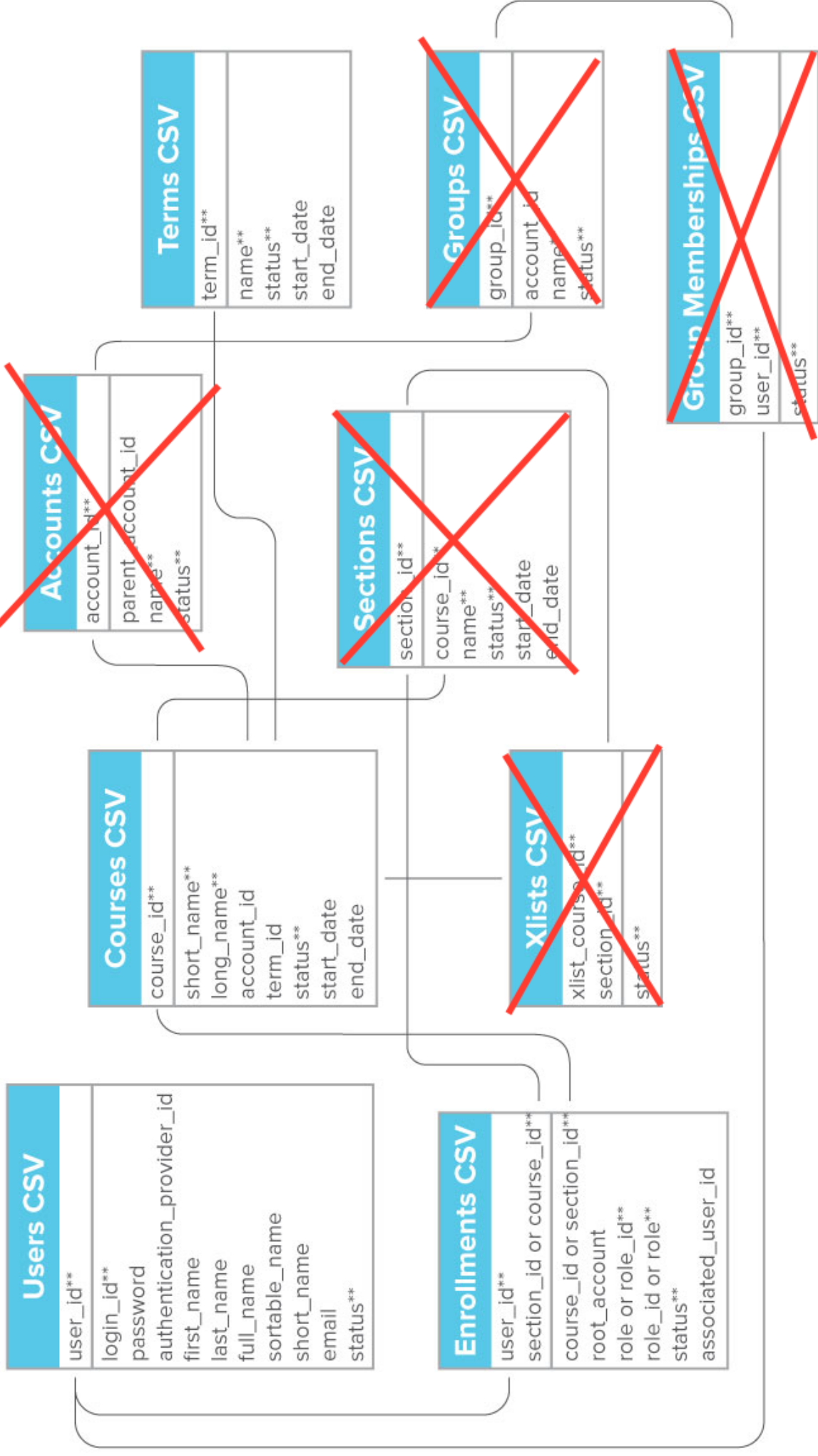


Canvas SIS Import Relationship Diagram



** Required Fields

Subject: FW: Course Enrollment Request

Date: Thursday, September 1, 2016 at 2:04:37 PM Central Daylight Time

From: Kim Klug

To: Julie Ricke

Julie,

This was the letter I received after I tested the system the other day. Auto eCollege generated...

On 8/30/16, 12:20 PM, "brette.hankin@colbycc.edu" <Email@SchoolEMail.org> wrote:

Session : EDUKAN Fall 2016 Session 3 (Sep 12 -Dec 2) Student Email :
kimk@edukan.org

Dear Cherish:

The Registrar's Office at Colby Community College has received your registration and would like to thank you for choosing to enroll with us through EduKan. We hope that you find the on-line experience rewarding and will consider EduKan in the future.

At this time your status for this course is pending—depending on payment status. You will be notified via email or telephone soon about your official enrollment status. Although pending, you can still take the online student orientation course. To access this course, return to <http://edukan.org> and click on 'Login.' Use your login id and password to login. Even if you have taken this course in the past you may find it useful to review the material.

If you have any questions regarding your student records you may call the Registrar's Office at 785-460-5509, or e-mail us at mailto:brette.hankin@colbycc.edu. We would appreciate any comments or feedback that you might have and wish you good luck in your future academic endeavors.

Sincerely,

Colby Community College
1255 Range, Colby, KS 67701
Email: brette.hankin@colbycc.edu
Phone: 785-460-5509
Fax: 785-460-4691

Courses Added:

MU176 - Introduction to Music, Fryberger - FA16S3

Subject: EDUKAN Welcome Letter
Date: Thursday, September 1, 2016 at 2:01:48 PM Central Daylight Time
From: Kim Klug
To: Julie Ricke
Attachments: image001.png

Welcome to EDUKAN, Student

Thank you for completing the EDUKAN admissions form. You have joined the EDUKAN consortium at a very exciting time as we are migrating over to a brand new Learning Management System. Below are instructions for add/dropping courses in the eCollege system. However, beginning Fall 2016 we will be fully functional with the new Learning Management System - Canvas. You will be provided with additional instructions to ensure that you have a successful online experience upon completion for course enrollment.

What is my eCollege login ID and password?

Students are provided their login ID on the last page of the admissions form. For most students, the login ID is the first 4 letters of your last name (all lower case) followed by the last 4 numbers of your social security number. If your last name contains less than four letters, please use your full last name. If you are an international student and don't have a social security number, please call the EDUKAN administration office - **1-877-433-8526**

You picked your password when you completed the application. If you have forgotten your password, click on the link below the login box and reset your password.

How do I add a class via eCollege?

Adding courses to your student profile begins at the EDUKAN homepage www.edukan.org, please click on **ENROLL NOW +** or click on **LOG IN** in the upper right hand corner of the page. Click on **eCollege Login** from the drop down menu. Enter your **Login ID** and **Password** then click **GO**.

Once you have successfully logged on, you will be taken to your home page. Your name will appear at the top of the page and an **Add** tab on the left-hand side. Please click on **Add** under Online Services.

The next screen is your personal demographics. Please update any necessary changes. Scroll to the bottom of the page and click update with new values. **Please note: You will need to click update with new values every time you add a course, even if you do not make adjustments to the information, to proceed with the add.**

Students must complete every step below to successfully add (enroll) EDUKAN courses.

- *The next screen is the college of enrollment; please click on the college link.*
- *Next click on the session of enrollment.*
- *The next screen will list all courses offered during the session. Please check mark those you plan on enrolling for that session of enrollment. Click continue.*
- *The next screen is an informational page regarding financial obligations. Click continue.*
- *The last screen is an informational page from the Office of the Registrar at the college of enrollment.*
- *The last step to complete the process is by clicking return to homepage in the upper right hand corner.*

How do I drop a class via eCollege?

“EDUKAN Student” may drop their EDUKAN classes without penalty and with a full refund (if applicable), if they drop classes by the **100% refund drop date** listed on the web page [EDUKAN Semester Dates Calendar Fall 2016](#). “EDUKAN Pending” and “EDUKAN Student” can drop their classes from their home page.

Dropping a course from your student profile begins at the EDUKAN homepage www.edukan.org, please click on **ENROLL NOW +** or click on **LOG IN** in the upper right hand corner of the page. Click on **eCollege Login** from the drop down menu. Enter your **Login ID** and **Password** then click **GO**.

Once you have successfully logged on, you will be taken to your home page. Your name will be at the top of the page and a **Drop** tab on the left-hand side. Please click on **DROP** under Online Services and proceed as prompted.

What is BioSig?

This system utilizes biometrics to verify a students' ID using your computer pointing device such as a mouse, finger on touchpad, or stylus. This unique technology is from a company called Biometric Signature ID (BSI). Your participation will help EDUKAN comply with the federal legislation that mandates student identity verification.

As an EDUKAN student you are required to participate in a student identity security system called BioSig ID. There will be no option to this requirement.

Students will NOT have access to the validation area until the day of the session launch.

In the meantime, please feel free to contact our office if you have questions. Our toll free number is 877-433-8526.

Best regards,

Kim Klug

Online Student Services Counselor



Phone: 620-603-0870 ext.107
877-433-8526 ext.107

Email: kimk@edukan.org

Subject: Next Steps for Completing EDUKAN Enrollments
Date: Thursday, September 1, 2016 at 2:02:31 PM Central Daylight Time
From: Kim Klug
To: Julie Ricke
Attachments: image001.png

Again, welcome to EDUKAN, Student!

We look forward to working with you to make your online experience as smooth as possible. As we near the Fall 2016 semester, I wanted to provide you with a few next step instructions for completing your EDUKAN enrollment(s). Information for making **payment, purchasing textbooks** and **course access** are defined below:

Payment:

All financial aspects of EDUKAN enrollments are completed by the college of enrollment, including billing statements, making payment and processing/packaging of Financial Aid. **Payment is due the Friday prior to the session launch date. If you are a Financial Aid recipient, please clarify with the EDUKAN college of enrollment that all documentation is in place for packaging prior to the launch date.** Below is contact information for the Business Office and the Office of Financial Aid:

Colby CC Student Accounts:
Email: [Colby CC Student Accounts](#)
Phone: 785-460-4664

Colby CC Financial Aid Office:
Email: [Colby CC Financial Aid Office](#)
Phone: 785-460-4695

Purchasing Textbooks:

Textbook information can be accessed via the following link: [EDUKAN Online Bookstore](#) Your student ID is the same as your EDUKAN login ID – first 4 letters of your last name and last 4 digits of your social security number. If your name contains less than 4 letters, please use your full name. If you are an international student and do not have a social security number, please use the information assigned to you upon completion of the EDUKAN application or contact our office – **877-433-8526**.

Please enter your first and last name and select FA2016 to view the Fall 2016 textbook information. Check mark all courses that you are enrolled, scroll to the bottom of the page and click continue to your booklist. Once in your booklist, please click on the course title for specific textbook details. **Please note**, many of our course textbooks can be purchased in a traditional style book or in an electronic format (ebook). If you purchase the textbook in an electronic format from the online bookstore, you will be sent course access information via email.

Also, a number of our courses are assessed a Resource Fee in the amount of an additional \$115.00, which covers the costs of labs and additional course materials. Since students are assessed an additional fee, EDUKAN has embedded the textbook into the course in the form of an ebook, so no textbook purchase is necessary, unless otherwise stated. The following disclaimer will be posted for those courses: **NO REQUIRED TEXTBOOK PURCHASE, DUE TO EMBEDDED COURSE CONTENT A \$115.00 FEE WILL BE APPLIED.**

Students are NOT obligated to purchase textbook materials via the online bookstore; however, please use the information to ensure the accuracy of necessary textbook publication.

If you are a Financial Aid recipient, please contact the Financial Aid Office regarding textbook purchase process.

Course Access:

ALL Fall 2016 courses will be accessed via Canvas from the EDUKAN website - www.edukan.org. Students will be sent Canvas login credentials (via email) prior to the session launch. To access courses, please begin at the EDUKAN homepage www.edukan.org. Please mouse over **Login** in the upper right hand corner of the page and click **Canvas Login**. Enter the Canvas Login credentials provided in a separate email.

Those students with “student” status will have access to courses on the day of the session launch.

As always, please feel free to call our office, email or engage in a live chat with additional questions.

Best regards,

Kim Klug

Online Student Services Counselor



Phone: 620-603-0870 ext.107

877-433-8526 ext.107

Email: kimk@edukan.org

Fall 2016 Session 3

Instructor	Course #	eduKan Course	Pending	Student	Total	Cap
Tanya Dowell	AC178	Accounting II	3	2	5	34
Jennifer Pfortmiller	BI177	Principles of Biology	26	7	33	24
Tricia Reichert	BI276	Anatomy & Physiology I	37	9	46	20
Chuck Pfeifer	BI277	Anatomy & Physiology II	33	10	43	20
Jennifer Pfortmiller	BI278	Anatomy & Physiology	18	7	25	20
Jason Walker	BI280	Principles of Microbiology	39	15	54	24
Mark Niederman	BU176	Personal Finance	16	7	23	34
Brad Bennett	BU177	Human Relations	15	1	16	34
Marcia Hatcher	BU178	Introduction to Business	9	6	15	34
Brad Bennett	BU277	Business & Economic Statistics	9	1	10	34
Paul Clemens	CH177	Chemistry I	6	1	7	24
Paul Clemens	CH178	Chemistry II	2	0	2	24
Dennis Mulanax	CJ211	Introduction to Law Enforcement	3	1	4	34
Doralia Reynolds	EC277	Principles of Microeconomics	10	2	12	34
Cynthia Rapp	ED100	Student Success Techniques	6	5	11	34
Cynthia Rapp	ED277	Children's Literature	9	4	13	34
Carol Ricke	EN110	Medical Terminology	33	3	36	24
Hailey Campbell	EN176	English Composition I	39	10	49	24
Carol Ebert	EN177	English Composition II	6	2	8	34
Nicholas Hart	EN177	English Composition II	14	2	16	34
Jane Holwerda	EN202	American Literature I	6	4	10	34
Jennifer Dumont	FL176	Elementary Spanish I	20	5	25	17
Dustin Farmer	GR110	Digital Photography	6	2	8	34
Tom Moorhous	HI176	American History to 1865	18	12	30	34
Leslie Wenzel	MA076	Beginning Algebra	26	6	32	34
Angela Sullivan	MA178	College Algebra	32	7	39	34
Vern Fryberger	MU176	Introduction to Music	6	5	11	34
Joan Jilka	PE176	Lifestyle Management	12	14	26	34
Joan Jilka	PE177	Personal & Community Health	8	5	13	34
Jim Lakey	PI101	Introduction to Philosophy	13	5	18	34
Star Triscornia	PS176	General Psychology	32	9	41	34
Travis Grasser	SO124	Criminology	6	2	8	34
Jeffrey Gomm	SO176	Introduction to Sociology	27	6	33	34
Jeffrey Gomm	SO182	Sociology of Families	9	1	10	34
Todd Voss	SP176	Public Speaking	30	7	37	34
Total			584	185	769	

Last Year's Final

513

First Name	Middle Initial	Last Name	Student ID	Phone #1	Street	City	State	Zip Code	Country	College	Course #	Status	Notes	Residency	Course Title	Cr Hrs	Start Date	End Date	Instructor	Cert Roster Date	Resource Fee
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I add these two colu