



REGISTRAR UPDATES

SPRING 2022

JANUARY 2022 • ISSUE 2 • VOLUME 1

TOPPER WALK

THURSDAY, MAY 5 AT 6:30PM
FACULTY AND GRADUATES LINE UP
AT 5:45 PM

Western Kentucky University's Commencement Ceremony begins as all graduates join together representing their colleges to take their final walk across campus before the conferring of their degrees.

For Commencement, students will receive their red towels to wave as they Topper Walk from the meeting place of their academic college into L.T. Smith Stadium. Family and friends can watch the procession into the stadium to their seats on the field, then they will find their seats in L.T. Smith Stadium.

Commencement will begin immediately following the seating of students into L.T. Smith Stadium. This event will be held outdoor rain or shine.



WHAT'S INSIDE

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COMMENCEMENT

IMMEDIATELY FOLLOWING TOPPER
WALK ON THURSDAY, MAY 5

WKU will celebrate Fall 2021 and Spring 2022 graduates representing the following Colleges at the Spring 2022 Commencement Ceremony:

- Gordon Ford College of Business
- College of Health and Human Services
- Potter College of Arts & Letters
- College of Education and Behavioral Sciences
- Ogden College of Science & Engineering

Western Kentucky University's Commencement Ceremony will begin once students have been seated in L.T. Smith Stadium on Jimmy Feix field from the Topper Walk. During the Commencement Ceremony, each college will acknowledge their graduates, and President Timothy C. Caboni will present the graduates to the Board of Regents for the conferral of degrees.

College Recognition Ceremonies will take place on Friday, May 6, 2022.



COLLEGE RECOGNITION CEREMONIES FRIDAY, MAY 6

Each of WKU's colleges will host a special recognition ceremony to celebrate their Fall 2021 graduates and Spring and Summer 2022 graduates. The College Recognition Ceremonies will take place in Diddle Arena.

Graduates should plan to arrive 1 hour in advance of their ceremony time and gather in Diddle Arena's Auxiliary Gym to line up for the ceremony.

The College Recognition Ceremony times are as follows:

- 8 AM | College of Health and Human Services
- 10:30 AM | Potter College of Arts & Letters
- 1 PM | Ogden College of Science and Engineering
- 3:30 PM | College of Education and Behavioral Sciences
- 6 PM | Gordon Ford College of Business

SPRING 2022 SURVIVAL GUIDE BOOKMARK THESE HELPFUL QUICK LINKS

REGISTRAR | WWW.WKU.EDU/REGISTRAR

REGISTRATION GUIDE | WWW.WKU.EDU/REGISTRATIONGUIDE

DEGREE WORKS | WWW.WKU.EDU/DEGREEWORKS

DEGREE CERTIFICATION | WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION

UNDERGRADUATE CATALOG | WWW.CATALOG.WKU.EDU/UNDERGRADUATE

REMINDERS SPRING 2022

COURSE LEAF | All curriculum proposals are to go through Course Leaf. You may access more information, including a Course Leaf training video [here](#).

DEGREE WORKS | Degree Works is a web-based tool that provides a clear and convenient method for students, academic advisors, and faculty to track degree and certificate progress, to prepare for registration, and to plan for graduation.

Undergraduate students with a catalog term of fall 2021 are on Degree Works. Undergraduate students with a catalog term prior to fall 2021 will remain on iCAP (Interactive Curriculum and Academic Progress).

Graduate students admitted beginning in fall 2019 will be on Degree Works. Graduate students admitted prior to fall 2019 will continue to follow their approved Program of Study form.

GRAD FAIR | Grad Fair is scheduled to take place March 29, 30, and 31 from 10AM to 6PM in DSU, 3rd floor. Please remind any May and August 2022 graduates to attend Grad Fair to get their cap and gown.

Fall 2021 graduates will not need to attend .



SPRING 2022 IMPORTANT DATES

Tuesday, January 18

First day of classes

Tuesday, January 25

Last day to add/drop a full semester course

Tuesday, January 25

Last day to receive a 100% refund for a full semester course

Wednesday, January 26

\$50 Schedule change fee begins for full semester courses

Monday, January 31

Last day to receive a 50% refund for a full semester course

Monday, February 7

Last day to receive a 25% refund for a full semester course

Tuesday, February 22

Five-Week Session I grades due by noon

Monday, March 7

Priority Registration for Summer 2022 begins

Tuesday, March 8

First Bi-Term grades due by noon

Monday-Friday, March 14-18

Spring Break – No Classes. WKU Offices open.

Monday, March 28

Priority Registration for Fall 2022 begins

Tuesday, April 5

Last day to withdraw from a full semester course

Tuesday, April 5

Five-Week Session II grades due by noon

Monday-Thursday, May 2-5

Finals week

Tuesday, May 10 at Noon

Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK SPRING 2022

Time	Monday, May 2	Tuesday, May 3	Wednesday, May 4	Thursday, May 5
Day Classes				
8:00 a.m. to 10:00 a.m.	Classes meeting first at 11:10 Tuesday	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Tuesday	Classes meeting first at 8:00 Monday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 11:30 Monday	Classes meeting first at 12:45 Tuesday	Classes meeting first at 10:20 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed
1:00 p.m. to 3:00 p.m.	Classes meeting first at 2:20 Tuesday	Classes meeting first at 12:40 Monday	Classes meeting first at 9:35 Tuesday	Classes meeting at 4:00 Thur only; 4:30 Thur only; 4:30 Tue/Thur
Late Afternoon and Night Classes				
3:45 p.m. to 5:45 p.m.	Classes meeting at Classes meeting 3:25 Mon/Wed 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed; Multiple Sections of MATH 205, 308, ACCT 200, 201; CHEM 222, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur;	Classes meeting at 4:00 Wed only; 4:30 Wed only; 4:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur
6:00 p.m. to 8:00 p.m.	Classes meeting at 5:00 Mon only; 5:30 Mon only; 6:00 Mon only; 6:30 Mon only; 7:00 Mon only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tues only; 5:30 Tues only; 6:00 Tues only; 6:30 Tues only; 7:00 Tues only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	

NOTE:

- All final examinations for Main Campus and South Campus courses must be administered according to this schedule.
- Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
- Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
- Final grades are due by noon on Tuesday, May 10.

CONNECT WITH OUR TEAM

Adam Ashby

Coordinator, Student Records
and Registration

Change of Grade Cards
Academic Renewal
Course Overload forms
Repeat questions
Retroactive Withdrawals
Social Security Number changes
Pre90 Banner work

Jessica Dorris

Assistant Registrar

Course and Program Inventory
Registration Guide
Undergraduate Catalog
Colonnade Course Inventory
Degree Works
Registrar Websites

Jennifer Hammonds

University Registrar

Student Schedule Exception Fee Appeals
CourseLeaf Questions
FERPA Questions
Merging Blackboard Courses

Dana Jones

Degree Certification Officer
(A-K)

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has
applied to graduate
Catalog term questions
Dual Degree applications

Rhonda Jones

Student Records Specialist

Degree/Enrollment Verification
Good Student Discount (insurance)
Clearinghouse discrepancies
AP, ACT, CLEP, or proficiency credit
Nursing validations
Departmental exams
Student Schedule Exception Appeal forms
Athletes drop/add

Marleen Murphy

Scheduling Coordinator

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray

Associate Registrar

Committee on Credits and Graduation
International Student Verification
Undergraduate Residency Determinations
Medical and Military Withdrawals
Scholar of the College
Ogden Foundation Scholar Award
Misc. Registration Issues

Leslie Vanderpool

Coordinator,
NCAA Compliance

Name Changes
Application for Graduation
NCAA eligibility
Diplomas – duplicates and/or damaged
Confidential flag
Preferred name
Complex transcript issues

Marsha Wagoner

Degree Certification Officer
(L-Z)

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has
applied to graduate
Catalog term questions
Dual Degree applications

Ryan Wilson

Curriculum Coordinator

Degree Works - Scribe and Issues
Registrar and Commencement Budget