



REGISTRAR UPDATES

SPRING 2023

JANUARY 2023 • ISSUE 4 • VOLUME 1

TOPPER WALK

THURSDAY, MAY 4 | 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

Commencement Schedule

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COMMENCEMENT

IMMEDIATELY FOLLOWING TOPPER
WALK ON THURSDAY, MAY 4

WKU will celebrate Spring 2023 graduates representing the following Colleges:

- 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.

The individual College Recognition Ceremonies will take place on Friday, May 5, 2023.

SPRING 2023 GRAD FAIR

MARCH 28, 29, 30 | 10AM - 6PM
DOWNING STUDENT UNION, ROOM 3023-3025

Grad Fair is WKU's beginning to the graduation celebration. It is the place to take care of graduation planning and check out graduation-related services. Students can:

- Pick up their cap and gown
- Pick up a graduation schedule of events for their college
- Take their graduation photo
- Order their personalized graduation announcements and class ring from Jostens



COLLEGE RECOGNITION CEREMONIES

FRIDAY, MAY 5

Each of WKU's colleges will host a special recognition ceremony to celebrate their Spring 2023 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.

College Recognition Ceremony times have not been determined and are forthcoming. Please check www.wku.edu/commencement for the most up to date graduation information.

SPRING 2023 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

ACADEMIC CATALOGS | WWW.CATALOG.WKU.EDU

DEPARTMENT SCHEDULERS

REMEMBER when you create a course that the billing hours and credit hours fields in SSASECT should both be utilized.



SPRING 2023 IMPORTANT DATES

Tuesday, January 17

First day of classes

Tuesday, January 24

Last day to add/drop a full semester course

Tuesday, January 24

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

Wednesday, January 25

\$50 Schedule change fee begins for full semester courses

Friday, January 27

Last day to opt-out of Big Red Backpack and last day to charge WKU Store purchases to university bill

Monday, January 30

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

Monday, February 6

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

Tuesday, February 21

Five-Week Session I grades due by noon

Monday, March 6

Priority Registration for Summer 2023 begins

Tuesday, March 14

First Bi-Term grades due by noon

Monday-Friday, March 13-17

Spring Break (WKU Offices closed March 15-17)

Monday, March 27

Priority Registration for Fall 2023 begins

Thursday, March 30

Last day to withdraw from a full semester course

Tuesday, April 4

Five-Week Session II grades due by noon

Monday-Thursday, May 1-4

Finals week

Tuesday, May 9 at Noon

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

FINALS WEEK SPRING 2023

| Time | Monday, May 1 | Tuesday, May 2 | Wednesday, May 3 | Thursday, May 4 |
|---|--|---|--|---|
| Day Classes | | | | |
| 8:00 a.m. to 10:00 a.m. | Classes meeting first at 8:00 Monday | Classes meeting first at 11:10 Tuesday | Classes meeting first at 9:10 Monday | Classes meeting first at 8:00 Tuesday |
| 10:30 a.m. to 12:30 p.m. | Classes meeting first at 1:50 Monday; 1:50 Mon/Wed | Classes meeting first at 11:30 Monday | Classes meeting first at 12:45 Tuesday | Classes meeting first at 10:20 Monday |
| 1:00 p.m. to 3:00 p.m. | Classes meeting first at 9:35 Tuesday | Classes meeting first at 2:20 Tuesday | Classes meeting first at 12:40 Monday | 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 3:25 Mon/Wed; 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple Sections of MATH 205, MATH 308, 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 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 9.

CONNECT WITH OUR TEAM

Adam Ashby

Coordinator, Student Records
and Registration

5-2722

Change of Grade Cards
Academic Renewal
Course Overload forms
Repeat questions
Retroactive Withdrawals
Social Security Number changes
Pre-90 Banner work

Jessica Dorris

Assistant Registrar

5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Degree Works (GR)
Registrar Websites

Jennifer Hammonds

University Registrar

5-5030

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

Dana Jones

Degree Certification Officer
(A-K)

5-5447

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

John Paul Lack

Coordinator, Student Records
and Registration

5-2675

Degree/Enrollment Verification
Good Student Discount (insurance)
Clearinghouse discrepancies
Departmental exams
Student Schedule Exception Appeal forms
Residency

Marleen Murphy

Scheduling Coordinator

5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray

Associate Registrar

5-6451

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

Leslie Vanderpool

Coordinator,

NCAA Compliance

5-5411

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)

5-2406

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

5-6967

Degree Works (UG)
Undergraduate Catalog
Registrar and Commencement Budget