



# REGISTRAR UPDATES

FALL 2023

AUGUST 2023 • ISSUE 5 • VOLUME 1

## FERPA REMINDERS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

### TAKE CAUTION WHEN HANDLING STUDENT INFORMATION

FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

Students who are currently enrolled at WKU or were formerly enrolled are protected by FERPA. The records of students who are deceased are not protected under FERPA. Students who have applied, but have not attended an institution, do not have rights of protection.

Understand that almost all student records are subject to FERPA. Examples of education records include, but are not limited to:

- Biographical information including gender, nationality, race and ethnicity, and identification photos
- Grades, test scores, evaluations, and courses taken
- Coursework including papers and exams, class schedules, as well as written email or recorded communications that are part of the academic process
- Disciplinary records
- Financial aid records
- Internship program records

Have additional questions about FERPA?

Please visit:  
<https://www.wku.edu/registrar/ferpa/index.php>.

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## MOST COMMON FERPA VIOLATIONS

Leaving student information such as advising notes, examinations, grading sheets, etc., out on a desk or table. This includes having the computer screen on and open with student data displayed.

Communicating student information to a parent or third party without authorized consent (signed FERPA release required).

An email from a faculty or staff member that is sent out to multiple students that discloses information related to a student's educational record or is information sharing in nature.

Including protected student information on a mailing list or shared document.





# DROP FOR NON-ATTENDANCE

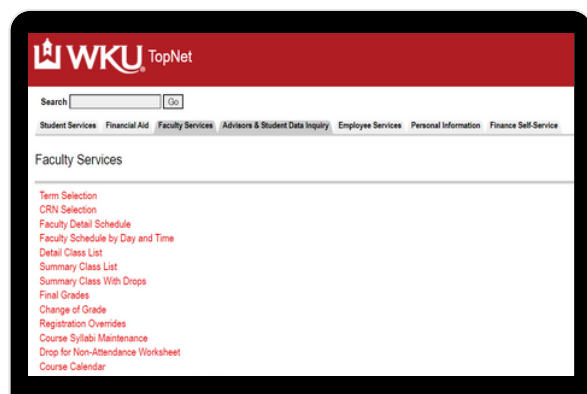
DEADLINE TO SUBMIT DROP FOR NON-ATTENDANCE VIA TOPNET: TUESDAY, AUGUST 29

Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week OR the first meeting of a class that meets one time per week MAY be dropped from the course.

Non-attendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department.

Instructors have the right to drop non-attending students during the drop/add period to allow other students to register for the course, thus cutting down on waitlists and bottlenecks.

Please review your course roster(s) to make sure those on the list have attended your classes. If a student has not attended any of your class meetings, please complete a drop for non-attendance through TopNet. The Drop for Non-Attendance Worksheet can be accessed in TopNet> Faculty Services.



# ATTENDANCE POLICY

Registration in a course obligates the student to be regular and punctual in class attendance. Students should make certain their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see the error is corrected in the Office of the Registrar.

Instructors may create guidelines for attendance in each course. The instructor must notify students of the attendance policy in writing within one week of the start of the pertinent semester/term/summer session. It is recommended that this information be included in the course syllabus.

Students' role in class attendance may be accessed via the Academic Catalogs found here: <https://catalog.wku.edu/undergraduate/academic-information/academic-requirements-regulations/#text>



# APPLICATION FOR GRADUATION

The application for graduation is now completely online! Students may now apply and pay their graduation fee via TopNet.

The deadline for Spring 2024 graduation is approaching fast (November 3)! Please remind students with 90+ hours to apply for graduation, if they haven't done so already. Fall 2023 deadline has passed, but please encourage students to apply immediately.

Applying early allows our undergraduate Degree Certification Officers, Dana Jones and Marsha Wagoner, to identify and address concerns on the degree audit that may delay graduation.





## FALL 2023 GRAD FAIR

WEDNESDAY, OCTOBER 25 AND THURSDAY, OCTOBER 26

10:00 AM - 6:00 PM

EVA & JIM MARTENS ALUMNI CENTER

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, DECEMBER 8

E.A. DIDDLE ARENA

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

The College Recognition Ceremony times are forthcoming.



## **2023-2024 ACADEMIC CATALOGS AVAILABLE NOW**

The 2023- 2024 Academic Catalogs are now live. Faculty, Staff and Students can access the catalogs here: <https://catalog.wku.edu/>.

The WKU Catalogs, published annually, provide information about the programs of Western Kentucky University to students, prospective students, and faculty and staff of the University. Included is information concerning requirements for admission, services available to students, course offerings, and listings of the administrative offices.

## **FALL 2023 SURVIVAL GUIDE BOOKMARK THESE HELPFUL QUICK LINKS**

**REGISTRAR** | [WWW.WKU.EDU/REGISTRAR](http://WWW.WKU.EDU/REGISTRAR)

**REGISTRATION GUIDE** | [WWW.WKU.EDU/REGISTRATIONGUIDE](http://WWW.WKU.EDU/REGISTRATIONGUIDE)

**FALL 2023 FINAL EXAM SCHEDULE** | [WWW.WKU.EDU/REGISTRATIONGUIDE](http://WWW.WKU.EDU/REGISTRATIONGUIDE)

**DEGREE WORKS** | [WWW.WKU.EDU/DEGREEWORKS](http://WWW.WKU.EDU/DEGREEWORKS)

**DEGREE CERTIFICATION** | [WWW.WKU.EDU/REGISTRAR/DEGREE\\_CERTIFICATION](http://WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION)

**UNDERGRADUATE CATALOG** | [WWW.CATALOG.WKU.EDU/UNDERGRADUATE](http://WWW.CATALOG.WKU.EDU/UNDERGRADUATE)

**GRADUATE CATALOG** | [WWW.CATALOG.WKU.EDU/GRADUATE](http://WWW.CATALOG.WKU.EDU/GRADUATE)



# FALL 2023 IMPORTANT DATES

**Monday, August 21**

First day of classes

**Monday, August 28**

Last day to add/drop a full semester course

**Monday, August 28**

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

**Tuesday, August 29**

\$50 Schedule change fee begins for full semester courses

**Friday, September 1**

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

**Monday, September 4**

Labor Day (University closed)

**Monday, September 4**

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

**Monday, September 11**

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

**Monday-Tuesday, October 2-3**

Fall Break (University closed)

**Monday, October 9**

Priority Registration for Winter 2024 begins

**Monday, October 16**

Priority Registration for Spring 2024 begins

**Monday, October 30**

Last day to withdraw from a full semester course

**Monday, November 3**

Deadline to apply for 2024 August and May graduation

**Wednesday-Friday, November 22-24**

Thanksgiving Break (University closed)

**Monday-Thursday, December 4-7**

Finals week

**Tuesday, December 12 at Noon**

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

# FINALS WEEK FALL 2023

Time	Monday, December 4	Tuesday, December 5	Wednesday, December 6	Thursday, December 7
<b>Day Classes</b>				
8AM to 10AM	Classes meeting first at 8:00 Monday	Classes meeting first at 8:00 Tuesday	Classes meeting first at 9:10 Monday	Classes meeting first at 11:10 Tuesday
10:30AM to 12:30PM	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed	Classes meeting first at 10:20 Monday	Classes meeting first at 12:45 Tuesday	Classes meeting first at 11:30 Monday
1PM to 3PM	Classes meeting first at 3:25 Mon/Wed	Classes meeting first at 9:35 Tuesday	Classes meeting first at 12:40 Monday	Classes meeting first at 2:20 Tuesday
<b>Late Afternoon and Night Classes</b>				
3:45PM to 5:45PM	Classes meeting at 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed  Multiple sections of MATH 205, 308; CHEM 222, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tues/Thurs	Classes meeting at 4:00 Wednesday only; 4:30 Wednesday only; 4:30 Mon/Wed	Classes meeting at 4:00 Thursday only; 4:30 Thursday only; 4:30 Tues/Thurs
6PM to 8PM	Classes meeting at 5:00 Monday only; 5:30 Monday only; 6:00 Monday only; 6:30 Monday only; 7:00 Monday only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tuesday only; 5:30 Tuesday only; 6:00 Tuesday only; 6:30 Tuesday only; 7:00 Tuesday 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	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

- 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 chair.
- Final grades are due by noon on Tuesday, December 12.

# MEET 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