



Winter Term and Spring Semester 2020 Registration Guide



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Telephone Numbers and Locations

Area Code (270)

Admissions (Undergraduate)	PH 1st floor	745-2551	ID Center	DSU-2125	745-2417
Advising and Career			Owensboro Campus	Owensboro	745-5095
Development Center	DSU-2096	745-5065	Registration	PH 2nd floor	745-3352
Campus Operator	AAC Lobby	745-0111	Residence Life	Southwest 18	745-2037
Center for Career and Professional Development	DSU-2001	745-3095	Student Accessibility		
South Campus	Academic Wing	780-2550	Resource Center	DSU-1074	745-5004
Dining Services	GCC-100D	745-2416	Student Life	PH 442	745-2791
Distance Learning	GCC 104	745-2106	Student Records	PH 228	745-2098
Downing Student Union	DSU-Lobby	745-2456	Topper Orientation Program	PH 1 st Floor	745-4242
E-town/Ft. Knox Campus	Ft. Knox	745-5079	Topper Orientation for Distance Learners	KCC 120	745-4158
Financial Aid	PH 316	745-2755	Transcripts	PH 2nd floor	745-5448
Glasgow Campus	Glasgow	659-6900	Tuition and Fees	PH 208	745-6381
Graduate School	WAB 207	745-2446	WKU Information Line	WKU	745-4845
Graves Gilbert Clinic at WKU	HSB	745-5641	WKU Information Line	Toll Free 1-888-CALL-WKU	
Honors College International Center	HCIC	745-2081	WKU Online	KCC 120	745-5173
Housing	Southwest 18	745-4359	WKU On Demand	GCC 102	745-4158

Office Hours

University offices are open 8:00 a.m. to 4:30 p.m. Monday-Friday, except for the following:

Cashier's/Billings and Receivables (PH 208)

Monday-Friday 8:00 a.m. – 4:00 p.m.

Glasgow Campus

Monday-Thursday 8:00 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

University Notices

Notification of Rights under FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

(a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) FERPA allows the institution to routinely release information defined as "directory information." The following student information is included in the definition: the student's name, address, e-mail address, telephone listing, date and place of birth,

major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled, withdrawn and date of withdrawal), degree and awards received and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the Office of the Registrar within the first five days of class of each school term.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Kentucky University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For additional information pertaining to the Family Educational Rights and Privacy Act, go to:

http://www.wku.edu/registrar/notification_of_rights.php

Questions may be directed to the University Registrar, 238 Potter Hall, (270) 745-3351.

To Withhold Publication of Directory Information

The educational record designated as Directory Information may be released or published by the University **without prior written consent** of the student **unless exception is made in writing** by the student. Appropriate forms are available in the Office of the Registrar. Such written exception **must** be received within the first five days of class of each term. Once received, that request will remain in effect until notification to the contrary is received by the Office of the Registrar.

Student Right-to-Know Act

(Disclosure Statement)

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, the University's graduation rate is to be made available, upon request, to potential and currently enrolled students.

Western Kentucky University's graduation rate was calculated using definitions established by the U.S. Department of Education. This rate is based upon the number of beginning freshmen who entered Western Kentucky as full-time degree-seeking students during the 2011 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2019). For this cohort of beginning students, the graduation rate is 48.87%.

Statement of Compliance

Western Kentucky University (WKU) is committed to equal opportunity in its educational programs and employment. The University is an Equal Employment Opportunity/Affirmative Action employer, and does not discriminate on the basis of race, color, national

origin, sex, sexual orientation, disability, age, religion, veteran status, or marital status. On request, WKU will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities, and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities, or employment, policies and procedures are included on the following website:

<http://www.wku.edu/policies/> (WKU Policies), in addition to the WKU Student Handbook, and Undergraduate and Graduate Catalogs. These publications, including information about University procedures, are available on the University's website (www.wku.edu), at:

WKU Policies: <http://www.wku.edu/policies/>

WKU Student Handbook:

<http://www.wku.edu/handbook/>

WKU Undergraduate Catalog:

<http://www.wku.edu/undergraduatedatalog/>

WKU Graduate Catalog:

<http://www.wku.edu/graduate/>

The following person has been designated to serve as the University's **Title IX Coordinator**:

Ms. Andrea Anderson
Assistant General Counsel
Craig Administrative Center
1906 College Heights Blvd. #11001
Bowling Green, KY 42101-1001
andrea.anderson@wku.edu
270-745-5398

Information regarding WKU's Title IX compliance, policies, and procedures may be found on the following websites: <https://www.wku.edu/titleix/>

In addition, information or assistance may be requested from the following:

Office of Equal Employment Opportunity/Affirmative Action/University ADA Services
Wetherby Administration Building, Room G33
1906 College Heights Blvd. #11009
Bowling Green, KY 42101-1009
(270) 745-5121

Enrollment and Student Experience
Office of the Vice President
Potter Hall, Room 442
1906 College Heights Blvd. #11003
Bowling Green, KY 42101-1003
(270) 745-2791

Academic Affairs and Provost's Office
Wetherby Administration Building, Room 239
1906 College Heights Blvd. #11008
Bowling Green, KY 42101-1008
(270) 745-2297

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Mero Street, Frankfort, Kentucky, 60601, (800) 292-5566; (TDD) (502) 595-4084; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40202, (800) 669-4000; TTY (800) 669-6820.

General Information

TopNet Registration Procedures and Tips

Course Offerings

All courses offered for the winter term/spring semester can be found on the **TopNet Schedule of Classes** at <http://topnet.wku.edu>. This online service provides up-to-the moment status of each class. All course offerings and statements in this publication are subject to change at any time without prior notice. Other changes may occur during and after registration as circumstances dictate.

Prior to Registration

- Winter Term—Registration will be available from 5 a.m. to 2 a.m. from October 14 to January 5.
- Spring Semester—Registration will be available from 5 a.m. to 2 a.m. from October 21 to January 26. Determine your registration date from the registration sequence listed under **Priority Registration**. **TopNet** will permit you to register only on your assigned date or thereafter.

Registration

Step 1 Access **TopNet** through the internet at <http://topnet.wku.edu>. Click **TopNet Login**.

Step 2 Enter your WKU ID, then tab to the Personal Identification Number (PIN). Your PIN is set initially as the last 6 digits of your social security number. You are required to change your PIN to another 6-digit code the first time you access **TopNet**. Remember your new PIN and keep it confidential. Refer to **Tips for Using TopNet** for complete details regarding your PIN. Enter your PIN.

Step 3 Read the information items in the TopNet Bulletin Board, then click **Continue** at the bottom of the page.

Step 4 Click **Student Services**. When the next page is displayed, click **Registration**. When the Registration page is displayed, view the various options. Before attempting to register for class(es), be sure to:

- select the term for which you want to register
- view your student information
- view test scores and course eligibility
- check your registration status

Step 5 Click **Register/Add/Drop Classes**. Carefully read the instructions, then enter the CRN for your course(s). Click the **Submit Changes** button. Registration will then be displayed. **Be sure to scroll to the bottom of the page to determine if you have any registration errors and scroll to the right to review the status of each course.** Refer to the following **Tips for Using TopNet** for details on using the Class Search Function.

Step 6 After completing your registration transactions and finalizing your schedule, be sure to print a copy for future use. You may print from the registration screen or click on the **menu** button to return to the Registration menu. From the Registration menu, click **Student Summary Schedule**.

Step 7 Click **exit** to log off from **TopNet**.

Tips For Using TopNet

- **NAVIGATION:** Do not use the **Back** button on your internet browser to navigate through **TopNet**. Always use **Return to Menu** or the other links at the top and bottom of the pages.
- **PERSONAL IDENTIFICATION NUMBER (PIN):** During your first time to use the system, **TopNet** will ask you to select your own 6-digit PIN. Remember your PIN, and keep it confidential.
- **ASSIGNED REGISTRATION DATE:** **TopNet** is programmed to check for assigned registration dates and will not permit early registration. You may register only on your assigned date or thereafter.
- **CRN (Course Reference Number):** This is a 5-digit number assigned to each class section listed in the schedule of classes. It is the number you use to register for classes using **TopNet**.
- **CLASS SEARCH FUNCTION:** **TopNet** can provide a list of classes by desired subject, days, and times. At the bottom of the registration form, click the **Class Search** button. After selecting your desired subjects and other criteria, click the **Class Search** button. In the display, closed classes are indicated by a **C**. You may select available sections and register directly from this list of available classes by scrolling to the bottom and clicking the **Register** button.
- **AUDIT A COURSE:** If you wish to take a course but not receive credit, you must first enroll in the course, then click **Audit** in the drop-down box in the Action column. Scroll to the bottom of the form and click the **Submit Changes** button.
- After class(es) begin, you will be required to obtain permission from the instructor to audit a course, and processing must be done in

the Office of the Registrar in Potter Hall.

- **RESTRICTED COURSES:** A restricted course is one for which the department has limited enrollment to specific students for specific purposes. You must obtain permission for enrollment from the academic department offering the course. When you register for the course, **TopNet** will recognize that permission has been granted through the use of a code entered by the departmental official.
- **PREREQUISITE CHECKING:** Many courses are checked through **TopNet** to assure that the appropriate prerequisite(s) have been met. **TopNet** will not permit you to register for a course for which you have not fulfilled the prerequisite(s).
- **COREQUISITE COURSES:** These are courses that must be taken together. You must register for them at the same time.
- **LINKED COURSES:** These are lecture sections that must be taken with any corresponding lab or clinical section.
- **REPEATED COURSES:** If you are repeating a course, you may register for the course using **TopNet**.
- **INTERNSHIP/COOP PROGRAMS:** Registration and participation in an internship program is required to be simultaneous.
- **DROP/ADD:** You may use **TopNet** to make schedule changes after your initial registration and through the official drop/add period.
- **DUPLICATE COURSE REGISTRATION:** Duplicate course registration is not permitted unless the course for which you are registering can be taken multiple times for degree credit.
- **WITHDRAWALS:** **TopNet** may be used to withdraw from individual courses or to completely withdraw from the term/semester according to dates published in the Academic Calendar in this guide. Students who cease attending class(es) without an official withdrawal will receive failing grades. The official date of the withdrawal is the date the withdrawal is finalized on **TopNet**. Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw or change their status from full-time to part-time is stated in the **Tuition and Fee Information** section of this guide. A \$50 Schedule Change Fee will be assessed for each course withdrawal, unless completely withdrawing from the term/semester.
- **YOUR SCHEDULE:** After finalizing your schedule, you are encouraged to print a copy of your schedule. See Step 6 under **TopNet Registration Procedures**.

- **HOLDS:** You must clear all holds prior to registration. **TopNet** will not permit you to register if you have a registration hold.
- **HELP:** If you need assistance, please contact the Office of the Registrar at (270) 745-3351 or (270) 745-3352, Monday-Friday, 8:00 a.m. to 4:00 p.m. central time.

Undergraduate Academic Offerings

A link to the complete list of WKU Undergraduate Academic Offerings can be found at http://www.wku.edu/registrar/academic_programs.php

For additional information pertaining to 2020 Winter Term, refer to page 8.

For additional information pertaining to 2020 Spring Semester, refer to page 11.

topnet.wku.edu

Available Every Day*

5 a.m. to 2 a.m.

* Availability may be affected periodically due to system maintenance.

Schedule Change Fee

Students may drop or add classes with no financial penalty through the last day to drop or add a course as printed in the official academic calendar. After that date, a \$50 Schedule Change Fee per course will be assessed for all student-initiated schedule changes.

Tuition and Fee Payment

Registration in a course obligates the student to pay for the course and fulfill course requirements. If you register and decide not to attend, you **MUST** withdraw from all classes prior to the first day of classes on **TopNet** or notify the Office of the Registrar of your withdrawal in writing; otherwise, you will owe tuition and late payment fees and receive 'F' grades. If you are receiving financial assistance and do not officially withdraw from WKU and plan to attend another university, your eligibility for aid at the other school may be affected. You are responsible for your own enrollment status.

New Student Registration

Newly admitted freshmen and transfer students will be mailed Topper Orientation Program information.

Registration for these students is provided on special dates. Reservations for Topper Orientation Program should be made as early as possible to assist the University in its efforts to provide maximal service for each student.

Registration Holds

TopNet will advise you of any holds on your record. Students with outstanding obligations to the University will not be permitted to register until the obligation has been cleared with the appropriate office.

Attendance Policy

Registration in a course obligates the student to be regular and punctual in class attendance. 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.

Nonattendance 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. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

Repeating Courses

An undergraduate student is permitted to repeat a maximum of six courses. Only two courses in which a grade of 'C' or above has been earned may be repeated.

Auditing Courses

An auditor is one who enrolls and participates in a course without expecting to receive academic credit. The same registration procedure is followed, and the same fees are charged as for courses taken for credit. An audited course is not applicable to any degree or certificate program.

Regular class attendance is expected of an auditor. Other course requirements, which may be obtained in writing from the instructor, will vary depending on the nature of the course. Students interested in auditing a course should secure permission from the instructor and discuss course requirements prior to enrolling. Failure to meet course requirements may result in the auditor being withdrawn from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation AU.

Any change from audit to credit must be done by the last day to add a class. Changes from credit to audit must be done by the last day to drop a class with a grade of 'W'. Instructor's written permission will be required to change from credit to audit beginning the first class day of the term. Refunds for withdrawals from audited courses will be prorated on the same basis as refunds for withdrawals from courses taken for credit.

Note: An audited course does not count toward enrollment for financial aid/scholarship purposes.

Enrollment Verification

The National Student Clearinghouse (NSCL) is the official agent for all enrollment verifications, such as those needed for health insurance and loan deferments. Enrollment Verifications may be obtained free of charge from the National Student Clearinghouse.

How to generate your WKU Enrollment Verification (Previous Term):

1. Log on to your **TopNet** account.
2. Click **Student Services**.
3. Click **Student Records**.
4. Click **Enrollment Verification** (National Student Clearinghouse for Previous Term).
5. Complete required information and click **Login**.
6. Click **Obtain an Enrollment Certificate**.
7. Click **Current Enrollment or All Enrollment**. The certificate will appear in a couple of minutes.
8. Print your official enrollment certificate.
9. Mail or deliver it to whomever requires verification of your enrollment at WKU.

Note: Adobe Acrobat Reader must be on your computer to produce your verification. Use Internet Explorer as your browser. For problems, email Rhonda.jones@wku.edu.

Exceptions to using National Student Clearinghouse:

- **WKU Enrollment Verification (Current and Future Terms)**
 1. Log on to your TopNet account
 2. Click on Student Services, Student Records, Enrollment Verification WKU (Current and Future)
 3. Select Term, Submit Term
 4. Display Enrollment Verification Report and print
- **Good-Student Discounts** - Automobile Insurance forms must be provided. Fax to 270-745-4830 or email registrar@wku.edu. If no form is provided, print an Official WKU Grade Report for the most recently graded term.
 1. Log on to **TopNet**
 2. Click **Student Services, Student Records**, then **Official Grade Report**.
- **Letter of Good Standing** - May obtain these from the Office of the Registrar, call 270-745-3351.

WKU Colonnade Program

New undergraduate students who enter WKU in the Fall 2014 semester and thereafter will follow the Colonnade Program, a 39-hour general education program. The specific requirements and courses that fulfill the requirements can be found at <http://www.wku.edu/colonnade/>.

Student Addresses

It is your responsibility to keep the university informed of address changes so that appropriate correspondence can be mailed to you. Addresses may be updated through **TopNet** as follows:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login
3. Click **Personal Information**
4. Select desired activity

Students' local and home addresses and phone numbers are considered "directory information" by the federal Family Educational Rights and Privacy Act (FERPA) and may be released to the public. (See FERPA Notification of Rights.) However, neither the university's public online directory nor printed directory will include a student's local or home address unless the student specifically requests that the information be provided. To indicate your desire to have your local and/or home address included in either or both directories, follow steps 1-3 above, and then click **Directory Options**.

Key to Section Numbers

Type of Course	Section Number
Regular Day	001-499
Full Term	001-195
Telecourse	196-199
First Bi-Term	300-349
Second Bi-Term	400-449
Evening Division	500-599
WKU Courses	500-579
South Campus Courses	580-599
First Bi-Term	350-359
Second Bi-Term	450-459
Regional Campuses	600-699
WKU Courses	600-679
Russellville and Other	600-609
Owensboro	610-619
Elizabethtown/Ft. Knox	620-629
Glasgow	630-639
First Bi-Term	360-369
Second Bi-Term	460-469
South Campus Courses	680-699
Internet	700-769
Internet 1st Bi-Term	730-739
Internet 2nd Bi-Term	740-749
Internet combined with IVS	760-769
Foreign Country Sites	850-874

Key to Buildings

AC	Academic Complex	EBS	Engineering and Biological Sciences	KATI	Kentucky Advanced Technology Institute
AEC	Agricultural Exposition Center	EHS	Environmental Health and Safety	KB	Kentucky Building
AFC	Agricultural Farm Shop	EST	Environmental Sciences and Technology Building	LRES	Lost River Elementary School
AGH	Agricultural Green House	FAC	Ivan Wilson Center for Fine Arts	MCHC	Medical Center Hospital
API	Applied Physics Institute	FDTC	Floral Design Training Center	MH	Music Hall
CAC	Craig Administrative Center	FF	Feix Field	OCH	Ogden College Hall
CEC	Clinical Education Complex	GCC	Garrett Conference Center	PHAC	Preston Health and Activities Center
CH	Cherry Hall	GH	Finley C. Grise Hall	RCL	Raymond Cravens Library
COHH	College High Hall	GRH	Gary Ransdell Hall	RMT	FAC, Russell Miller Theatre
CRD	Center for Research and Development	GVH	Greenview Hospital	SC	South Campus (South Campus Academic Wing (located at 2335 Nashville Rd))
DA	Diddle Arena	GWH	Gordon Wilson Hall	SH	Snell Hall
DAUX	Diddle Arena, Auxiliary Gym	HA	Health Agency	SS	Smith Stadium
DCON	Diddle Arena, Concourse	HCIC	Honors College/International Center	SSC	Student Success Center
DCS	Diversity and Community Studies	HD	Health Department	TC	Tennis Courts
DF	Denes Field	HL	Helm Library	TCCW	Thompson Complex Central Wing
DMF	Diddle Arena, Main Floor	IE	Industrial Education Building	TPH	Tate C. Page Hall
DSU	Dero Downing Student Union	JJ	Jones-Jaggers Lab School	VMH	Van Meter Hall
DWR	Diddle Arena, Weight Room	JRH	Jody Richards Hall	WSH	Western State Hospital

2020 Winter Term Academic Calendar

Oct. 14	Priority Registration begins through TopNet.
Dec. 5	Bills sent via e-mail to students who registered October 14 - December 4. Fees are due January 7.
Dec. 5-Jan. 6	Students who register will receive bills via e-mail. Fees are due January 7.
Dec. 9-Jan. 5	TopNet will generally be available every day from 5 a.m. to 2 a.m. except for periodic interruptions due to system maintenance during the holiday break.
Jan. 6	Winter Term classes begin. Last day to register for Winter Term. Last day to change from audit to credit. Students registering on this date will be subject to a late registration penalty of \$50.
Jan. 7	Last day to drop a class without a grade. Last day to receive 100% refund.
Jan. 7	Tuition and fees are due. Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date. A \$100 late payment fee may be assessed. A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full.
Jan. 8	Last day to receive a 50% refund if student withdraws from a Winter Term class. A \$50 Schedule Change Fee will be assessed for course withdrawal or changing from credit to audit at this time.
Jan. 17	60% point of the Winter Term.
Jan. 17	Last day to withdraw from a Winter Term class. Last day to change from credit to audit.
Jan. 24	Final exams.
Jan. 28	Final grades due by noon.

Drop/Withdrawal and Refund Schedule

Schedule changes for Winter Term may be necessary following a student's initial registration and may be processed by using TopNet according to the following dates:

Oct. 14-Jan. 7 Students may drop a class without a grade and receive 100% refund.

Jan. 8	Students withdrawing from a class will receive a 50% refund and a grade of W.
Jan. 9-17	Students may withdraw from Winter Term class but will receive no refund.
Jan. 10	Refunds will be made through the refund preference selected with BankMobile Disbursements (Refer to page 21).
Jan. 17	Last day to withdraw from Winter Term.

Student Eligibility

Registration eligibility is based upon:

- Enrollment during the 2019 Winter, 2019 Spring, 2019 Summer, or 2019 Fall Term
- Or admission for the 2020 Winter Term
- Clearance of all hold flags
- New students are advised to consult with their advisor.

New Student Registration

New freshmen and transfer students admitted for Winter Term may use TopNet to register for winter classes.

Advising

There is no mandatory advising requirement for undergraduate students. However, students are encouraged to consult with their advisor to be assured of appropriate selections.

Late Registration

Jan. 6

Students initially registering on the first day of the term and thereafter will be subject to a late registration penalty of \$50 and will be required to pay all tuition and fees by January 7. See **Payment Procedures** and **Payment Options**.

Course Load

Winter Term course load is restricted to a maximum of four (4) semester hours.

Withdrawal from Winter Term

TopNet may be used to withdraw from the Winter Term class according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet.

Final Grades

Final grades and cumulative grade point averages for 2020 Winter Term will be available on TopNet beginning January 28. To access your final grades:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login
3. Click **Student Services**, then **Student Records**.
4. Click **Final Grades**. Enter the desired term.

Grade reports are not mailed. If an Official Grade Report is needed, you may obtain one through

TopNet by following steps 1-3 above, then click **Obtain Official Grade Report.**

Housing

Housing for Winter Term will be available to residents living in Douglas Keen, Hilltopper Hall and Northeast Halls. These three halls are also open throughout the holiday break. Winter Term housing will only be available to students already assigned to these halls.

Dining Services

Meal memberships will be available for the Winter Term. Go to <http://www.wkudining.com> for plan details and hours of operation. For additional questions, please call WKU Restaurant and Catering Group at (270) 745-2416.

Student Financial Aid

To ensure timely receipt of Pell Grant and/or loan funds, students must have a processed and valid FAFSA and be registered for a Winter Term course **prior to November 13**. Students will be notified via WKU email accounts of their aid eligibility.

For federal financial aid purposes (i.e. grants/loans), any courses taken during the winter Intercession will be combined with spring registration to determine your federal financial aid eligibility. Federal financial aid will not be awarded for the winter Intercession; instead it will be combined with your spring award and disbursed according to the spring disbursement schedule. You must have a 2019-2020 FAFSA on file to be eligible for federal aid. If you have not filed a FAFSA, you may do so at www.fafsa.ed.gov. The WKU Department of Student Financial Assistance will automatically review your federal eligibility based on the combined winter and spring registration. Enrollment in winter Intercession courses will initiate this review. Pell eligibility is based on the combined winter and spring registration. If you are already awarded a full-time spring Pell Grant, adding winter registration will not increase your Pell award. If you've already been awarded a full time package based upon your grade level and dependency status, adding winter registration will not increase your Pell or Direct Loan eligibility. However, there may be other financing options such as an alternative loan or Parent Plus loan.

Tuition and Fee Information

Undergraduate	<i>Per Credit Hour</i>
Resident	\$ 450.00
Military Veteran/Dependent Resident	\$ 450.00
Non-Resident	\$1,104.00
International	\$1,131.00

Tuition Incentive Program

Undergraduate	\$579.00
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Graduate

Resident	\$607.00
Military Veteran/Dependent Resident	\$607.00
Non-Resident Domestic	\$917.00
Non-Resident International	\$953.00

Kentucky P-12 Educator

(www.wku.edu/ketd) \$415.00

Doctor of Educational Leadership

Resident	\$607.00
Military Veteran/ Dependent Resident	\$607.00
Non-Resident (Domestic)	\$917.00
Non-Resident (International)	\$953.00

Doctor of Nursing Practice

Resident	\$663.00
Non-Resident	\$858.00

Doctor of Physical Therapy

Resident	\$643.00
Non-Resident	\$909.00

Doctor of Psychology

Resident	\$607.00
Military Veteran/ Dependent Resident	\$607.00
Non-Resident (Domestic)	\$917.00
Non-Resident (International)	\$953.00

Distance Learning Course*

Undergraduate	\$540.00
Graduate (Including EdD and PsyD)	\$707.00

***Note:** The Distance Learning Course rate is for all part-time students, regardless of residency, enrolling in online, web-based courses.

Active Military \$250.00

Payment Procedures

Tuition and fees for Winter Term are due no later than **Tuesday, January 7**. Registration in a course obligates the student to pay for the course and fulfill course requirements. Failure to submit payment by the deadline may result in the assessment of late payment fees. If you register and decide not to attend, you **MUST** process your withdrawal on **TopNet** prior to the first day of classes or notify the Office of the Registrar of your withdrawal in writing to ensure that you do not owe tuition and late payment fees and receive "F" grades. You are responsible for your own enrollment status. Refer to the **Academic Calendar** for deadline dates.

Payment Options for Winter Term

Checks or money orders:

Please mail to:

Billings and Receivables Office
Western Kentucky University
1906 College Heights Blvd #11022
Bowling Green, KY 42101-1022

Payment processing in the Billings and Receivables Office—Room 208 Potter Hall:

- Cash, check or money order accepted.
- Credit cards are not accepted in the Billings and Receivables Office.

Internet Credit Card Payment or Checking or Savings Account Payment through Nelnet Campus Commerce, formerly known as Tuition Management Systems (TMS):

- Visa, Master Card, Discover or American Express is accepted with a convenience fee equal to 2.75% that will be **charged to the cardholder**.
- Electronically debit your checking or savings account on TopNet without a convenience fee.
- Use the **Pay Tuition and Fees** link on TopNet.
- WKU Student ID Number required for payment processing.

2020 Spring Semester Academic Calendar

Oct. 21	Priority registration begins through TopNet.	Feb. 14	Residual funds disbursement for credit balances resulting from federal and state grants and loans will be made to students through the student's refund preference selected with BankMobile Disbursements (Refer to page 21). <u>Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in the release of your residual funds.</u>
Jan. 20	Martin Luther King Day (University closed).	Feb. 15	Five-week classes (Session I): 60% point.
Jan. 22	Tuition and fees deadline for students who registered through January 6. (Refer to Fee Payment Schedule on page 19.)	Feb. 16	Full semester classes: last day to receive any refund for the 2020 spring semester.
Jan. 23	Residence halls open at 8:00 a.m.	Feb. 18	Five-week classes (Session I): last day to drop a class with a W. Last day to change from credit to audit.
Jan. 24	Residual funds disbursement for credit balances for students with scholarships only will be made through the student's refund preference selected with BankMobile Disbursements (Refer to page 21). Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in the release of your residual funds.	Feb. 20	Tuition and fees deadline for students who registered January 7-February 4 and balance due for students who have not paid fees in full (including late payment fees). A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full. (Refer to Fee Payment Schedule on page 19.)
Jan. 27	Day and evening classes begin for full semester, 1 st bi-term or five week (Session I) courses. Students initially registering on or after this date will be subject to a late registration penalty of \$50.	Feb. 22	First bi-term classes: 60% point.
Jan. 29	First bi-term classes: last day to add a class, last day to drop class without a grade, last day to change class from audit to credit, last day to receive 100% refund for a class.	Feb. 27	First bi-term classes: last day to drop with a "W", last day to change a class from credit to audit.
Jan. 29	Five-week classes (Session I): last day to receive 100% refund. Last day to change a class from audit to credit or drop a class without a grade.	Feb. 28	Five-week classes (Session I): Final examinations.
Jan. 30	First bi-term classes: \$50 Schedule Change Fee begins.	Mar. 2	Five-week classes (Session II): classes begin.
Jan. 30	Five-week classes (Session I): \$50 Schedule Change Fee begins.	Mar. 4	Five-week classes (Session II): last day to receive 100% refund. Last day to change a class from audit to credit or drop a class without a grade.
Jan. 30	Five-week classes (Session I): Last day to receive 50% refund.	Mar. 5	Five-week classes (Session II): last day to receive 50% refund; \$50 Schedule Change Fee begins.
Jan. 31	Five-week classes (Session I): Last day to receive 25% refund.	Mar. 6	Five-week classes (Session II): last day to receive 25% refund.
Feb. 2	First bi-term classes: Last day to receive 50% refund.	Mar. 9-13	Spring Break.
Feb. 3	Deadline to apply for spring 2020 graduation. Students planning to graduate in August 2020 must apply by this date to participate in the spring commencement ceremony.	Mar. 16	Priority registration for 2020 summer term begins.
Feb. 3	Last day to register for a full-time course load (12 or more hours for undergraduates and 9 or more for graduates).	Mar. 17	Balance due for students who have not paid fees in full (including late payment fees). (Refer to Fee Payment Schedule on page 19.)
Feb. 3	Full semester classes: last day to add a class, last day to drop a class without a grade, last day to change a class from audit to credit, last day to receive 100% refund for a class (refer to Tuition and Fee Refund Policy).	Mar. 24-25	First bi-term classes: Final examinations.
Feb. 4	Full semester classes: \$50 Schedule Change Fee begins.	Mar. 25	First bi-term classes: final grades due by noon.
Feb. 4	First bi-term classes: last day to receive any refund.	Mar. 26	Second bi-term classes: classes begin.
Feb. 9	Full semester classes: last day to receive 50% refund.	Mar. 29	Five-week classes (Session II): 60% point.
Feb. 14	Last day to file for change in residency for fee assessment purposes for the 2020 spring semester.	Mar. 30	Second bi-term classes: last day to register for a class, last day to drop a class without a grade, last day to change a class from audit to credit, last day to receive 100% refund for a class.
		Mar. 31	Second bi-term classes: \$50 Schedule Change Fee begins.

- Apr. 1 **Second bi-term classes:** last day to receive 50% refund.
- Apr. 2 **Five-week classes (Session II):** last day to drop a class with a W. Last day to change from credit to audit.
- Apr. 3 **Second bi-term classes:** last day to receive any refund.
- Apr. 5 **Full semester classes:** 60% point.
- Apr. 6 Priority registration for 2020 fall semester begins.
- Apr. 10 **Five-week classes (Session II):** final examinations.
- Apr. 13 **Five-week classes (Session III):** classes begin.
- Apr. 15 **Five-week classes (Session III):** last day to receive 100% refund. Last day to change from audit to credit or drop a class without a grade.
- Apr. 16 **Five-week classes (Session III):** last day to receive 50% refund; \$50 Schedule Change Fee begins.
- Apr. 17 **Five-week classes (Session III):** last day to receive 25% refund.
- Apr. 17 Last day to apply for August 2020 graduation.
- Apr. 24 **Second bi-term classes:** 60% point.
- Apr. 24 Last day students may remove an incomplete from the 2019 fall semester or 2020 winter term.
- May 1 **Full semester classes:** Last day to drop a class with a "W", last day to change a class from credit to audit.
- May 1 **Second bi-term classes:** last day to drop a class with a "W", last day to change a class from credit to audit.
- May 2 **Five-week classes (Session III):** 60% point.
- May 5 **Five-week classes (Session III):** last day to drop a class with a W. Last day to change from credit to audit or drop a class without a grade.
- May 8 Roster freeze date (No late adds or withdrawals for extenuating circumstances will be processed after this date).
- May 11-15 Final examinations for full semester and second bi-term classes.
- May 15 **Five-week classes (Session III):** final exams.
- May 15-16 2020 Spring Commencement Ceremonies
- May 19 Final grades due by noon.

2020 Spring Semester at a Glance

January							February							March							April							May						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
			1	2	3	4						1	1	2	3	4	5	6	7			1	2	3	4						1	2		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15*	16*
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30							
																												31						

Monday, Wednesday, Friday class meeting		Classes not in session		Grades Due at Noon	
Tuesday, Thursday class meeting		Final Exam Period		Commencement *	

Advising and Registration Information

See Your Advisor

Academic advising is essential to fulfilling the teaching and learning mission of Western Kentucky University. At WKU, academic advising is required for all baccalaureate degree-seeking students until graduation.

Change of Major/Minor/Concentration

Baccalaureate degree-seeking students must declare a major before earning junior status (59 plus credit hours). Associate degree-seeking students must declare a major before entering sophomore status (29 plus credit hours). A **Change of Major** form is accessible to students in **TopNet** under the **Student Services/Student Records** menu. All students may use this form except:

- Graduate students
- Undergraduate students with a degree program on file (who will be directed to the Office of the Registrar to discuss the steps for changing a major after the degree program has been filed)
- Undergraduate students pursuing MORE than two majors (who will be directed to the Advising and Career Development Center)
- New incoming freshmen.

iCAP (Interactive Curriculum and Academic Progress)

Students may use iCAP (available through TopNet) to

determine courses needed to complete degree requirements. Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run "What-If" audits to compare their coursework against other majors. Note: Students who are pursuing a second baccalaureate degree must file a degree program.

Who is My Advisor?

Advisor assignment is based on your choice of major. If your assigned advisor leaves the University, you will be assigned a new advisor. If this does not happen, you should contact the academic department that administers your major to request a new advisor. To find your advisor, go to **TopNet** and click **Student Services; Registration; View Advisor Information**.

Advisor Hold Lifted

After you have been advised, your advisor or the departmental representative must remove your advising hold either on Banner or TopNet. Students should check on TopNet to make sure all additional holds have been removed. Once your account shows "No Administrative Holds" this will indicate that you are eligible to register.

Note: If you are a newly admitted degree-seeking beginning freshman or transfer student, you will be assigned an advisor after you attend orientation (Topper Orientation Program). The advisor assignment will be determined by the major you indicate on the orientation registration form. If you are

a beginning freshman or transfer student planning to register for classes at one of the regional centers, you should contact the regional center closest to the site of the class for advisor and registration information. If you enter the University as Exploratory/Generally Undeclared, your advisor will be located within the Advising and Career Development Center. If you have any questions about advising, contact:

**Downing Student Union (DSU) 2096
(270) 745-5065**

www.wku.edu/advising
academic.advising@wku.edu

Advising Checklist

- ___ How do I run my degree audit (iCAP) program?
- ___ Where can tutors within my subject area be found?
- ___ What scholarships are available in my major?
- ___ What national entrance tests should I take?
- ___ What do I do to change my major or minor?
- ___ Is there a list of classes that fulfill multiple requirements?
- ___ What career options do I have?
- ___ Is a minor necessary or recommended?
- ___ What internships are available through my department or the Advising and Career Development Center?
- ___ What club/organizations would you recommend I join?

Priority Registration- Phase I

October 21 – November 1, 5 a.m. – 2 a.m.

Maximum Hours

Graduate students.....	15
Seniors and Post-Baccalaureate	19.5
Juniors, Sophomores and Freshmen.....	16

Eligible students are encouraged to register during the priority period according to the sequence printed below. Students (full-time and part-time) may register on their assigned date or thereafter whenever **TopNet** is available. Refer to the **Spring Academic Calendar** for important dates affecting your registration.

Tuition and fees are due no later than January 22 for students who register through January 6. Tuition and fees are due on February 20 for students who register January 7 – February 4. Tuition and fees are due no later than March 17 for students who register February 5 – March 1.

Registration in a course obligates the student to pay for the course and fulfill course requirements. If you register and decide not to attend, you **MUST** process your withdrawal on **TopNet** prior to the first day of classes or notify the Office of the Registrar of your withdrawal in writing; otherwise, you will owe tuition

and late payment fees and receive failing grades. If you are receiving financial assistance and do not officially withdraw from WKU and plan to attend another university, your eligibility for aid at the other school may be affected.

Graduate Students

Registration eligibility is based upon:

- Enrollment during the 2019 Winter, 2019 Spring, 2019 Summer, 2019 Fall Term, or 2020 Winter Term or admission for the 2020 Spring Semester
- Clearance of all hold flags
- New students are advised to consult with their advisor

Last Name	Registration Date
O - Z	October 21
A - F	October 22
G - N	October 23

Undergraduate Students

Registration eligibility is based upon:

- Enrollment during the 2019 Winter, 2019 Spring, 2019 Summer, 2019 Fall Term or admission for the 2020 Spring Semester
- Degree-seeking students cleared for registration by your advisor
- Clearance of all hold flags
- Classification is based upon number of hours earned **prior to the spring semester**

Note: Newly admitted non-degree and visiting students are not required to be advised and may use **TopNet** to register with returning freshmen.

Seniors and Post-Baccalaureate Students (90 or more hours earned)

All seniors are required to file an Application for Graduation prior to registration. Post-baccalaureate students seeking a second undergraduate degree must also be cleared to register by their advisor.

Last Name	Registration Date
O - Z	October 21
A - F	October 22
G - N	October 23

Juniors (60 - 89 hours earned)

Exploratory/undeclared juniors are required to declare a major prior to registration.

Last Name	Registration Date
A - K	October 28
L - Z	October 29

Sophomores (30 - 59 hours earned)

Last Name	Registration Date
A - K	October 30
L - Z	October 31

Returning Freshmen (0 - 29 hours earned)

Last Name	Registration Date
A - Z	November 1

Open Registration- Phase II

November 2 – January 26

Maximum Hours

Graduate students.....	15
Seniors and Post-Baccalaureate.....	19.5*
Juniors, Sophomores and Freshmen.....	19.5*

Note: *-See Course Load

Continuing and readmission undergraduate students and all graduate students who did not participate in Priority Registration may register using **TopNet** through January 26. Eligibility requirements for Open Registration are the same as for Priority Registration. Undergraduate degree-seeking students should read **Advising Requirement for Undergraduate Degree-Seeking Students** regarding advising requirements for clearance to register.

Late Registration

January 27 – February 3

Students who are unable to register in advance may register January 27 – February 3, but will be assessed a late registration penalty of \$50. Refer to information listed under **Priority Registration** for eligibility requirements.

Drop/Add

Schedule changes (drop/add) may be necessary following a student's initial registration. Students should use **TopNet** to process schedule changes on the dates listed below. If possible, add before dropping courses. (This may not be possible in time-conflict or overload situations.) Refer to the Academic Calendar for dates affecting 1st and 2nd bi-term classes.

October 21 – February 3: Students who register may drop/add during this period.

February 4 – April 9: Students may withdraw from a full-semester course and will receive a 'W' as a grade. A \$50 Schedule Change Fee will be assessed for each course withdrawal.

Beginning April 10: Students may not withdraw from full-semester courses unless they have experienced extenuating circumstances that can be documented (i.e., serious illness). The exception must be approved by the instructor and department head and reviewed

by the dean's office. Poor academic performance is not an extenuating circumstance to justify late withdrawal from a course. A \$50 Schedule Change Fee will be assessed for each approved late course change.

Course Load

Tuition Assessment Policy - Students who enroll for more than 18 hours will be assessed a surcharge. Refer to http://www.wku.edu/bursar/tuition_fees_1920.php for details.

Undergraduate - Twelve hours constitutes the minimum full-time load. Students who wish to enroll for 20-21 semester hours must have a cumulative GPA of 3.3 or above.

Graduate - The course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum.

Class Periods

MWF Day Class Periods (55 Minute Periods)

	<i>Begin</i>		<i>End</i>
1st Period	8:00	-	8:55
2nd Period	9:10	-	10:05
3rd Period	10:20	-	11:15
4th Period	11:30	-	12:25
5th Period	12:40	-	1:35
6th Period	1:50	-	2:45
7th Period	1:50	-	3:10 *No Friday
8th Period	3:25	-	4:45 *No Friday

TR Day Class Periods (80 Minute Periods)

	<i>Begin</i>		<i>End</i>
1st Period	8:00	-	9:20
2nd Period	9:35	-	10:55
3rd Period	11:10	-	12:30
4th Period	12:45	-	2:05
5th Period	2:20	-	3:40

Late Afternoon and Night Periods

Classes Meeting One Night Per Week

Monday, Tuesday, Wednesday or Thursday

<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>	
4:00	-	4:30	-	7:15
5:00	-	5:30	-	8:15
6:00	-	6:30	-	9:15
7:00	-	9:45		

Above classes include a 15-minute break.

Classes Meeting Two Nights Per Week

Mon. and Wed. or Tue. and Thur.

<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>	
4:00	-	4:30	-	5:50
5:00	-	5:30	-	6:50
6:00	-	6:30	-	7:50
7:00	-	8:20		

Above classes do not get a break.

Final Grades

Final grades and cumulative grade point averages will be available on **TopNet** beginning May 21. To access your final grades:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login.
3. Click **Student Services**, then **Student Records**.
4. Click **Final Grades**. Enter the desired term.

Grade reports are not mailed. If an Official Grade Report is needed, you may obtain one through **TopNet** by following steps 1-3 above, then click **Obtain Official Grade Report**.

Withdrawing from a Class or from the University

Withdrawal from an Individual Class

TopNet may be used to withdraw from individual courses according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet. A \$50 Schedule Change Fee will be assessed for each course withdrawal. Students who cease attending class(es) without an official withdrawal will receive failing grades.

Procedure

1. Click **TopNet Login** at topnet.wku.edu then click **Student Services**, then **Registration**, then **Register/Add/Drop**, then select the appropriate term.
2. Locate the class(es) from which you need to withdraw, click the drop-down box, and then click **Withdraw**. Be sure to click **Submit Changes** at the bottom of the page.
3. Verify that the transaction was processed properly by checking the status of the course. Verify that **Credit Hours** now reflect '0.0 hours' for each class dropped. Your transcript will reflect a grade of 'W' for each withdrawn course.

Withdrawal from the University

Students sometimes find it necessary to completely withdraw from the University for a particular term. Dropping full semester courses during the first six days of a regular semester will not show withdrawal grades on the official transcript. Withdrawal after the sixth day of the semester through the withdrawal deadline listed in the Academic Calendar will result in a 'W' grade for each course. The official date of the withdrawal is the date the withdrawal is processed on **TopNet**. After the withdrawal deadline, students must consult with each instructor for a withdrawal grade, which may be a 'W' or an 'F'. Students who cease attending class(es) without an official withdrawal will receive failing grades.

Procedure

There are two ways to withdraw completely from the University before the printed deadlines:

1. Use the procedure described for all courses,

OR

2. Submit a written request to the Office of the Registrar, 217 Potter Hall. The request must include the following: student's name, local address, e-mail address, phone number, WKU ID, statement of request to withdraw, date of the notice, and student signature. The withdrawal will be effective the date the notice is received in the Office of the Registrar.

Any refund or reduction in tuition charges will be calculated as of the withdrawal effective date. Students who request to withdraw after the printed deadline should refer to policies and procedures regarding withdrawal from the University at <http://www.wku.edu/registrar/withdrawal.php>.

Remember to check the following items prior to withdrawing:

- **Student health insurance:** You may no longer be covered by student health insurance once you withdraw completely. Check with Graves Gilbert Clinic at WKU- (270) 745-5641 or your personal health insurance agent to determine your status.
- **Financial aid:** Contact Student Financial Assistance (270) 745-2755 to find out how withdrawing will impact your financial aid and how much you will need to repay.
- **Housing:** If you live in on-campus housing, you will need to submit a cancellation request. Call Housing and Residence Life (270) 745-4359 for assistance.
- **Financial collections:** If you have a Perkins loan, be sure to make arrangements for an exit interview. Call the Perkins Loan Office (270) 745-5551 for information.
- **Obligations with the University:** Check **TopNet** for holds that prevent your withdrawal.

Tuition and Fee Information

Tuition and Fee Schedule

2020 Spring Semester

	<u>Full-time</u>	<u>Part-time</u> <i>Per Credit Hour</i>
Undergraduate		
Resident	\$ 5,401.00	\$ 450.00
Military Veteran/ Dependent Resident	\$ 5,401.00	\$ 450.00
Non-Resident	\$13,248.00	\$1,104.00
International	\$13,572.00	\$1,131.00
Tuition Incentive Program (TIP)		
Undergraduate	\$6,948.00	\$579.00
Graduate		
Resident		\$607.00
Military Veteran/ Dependent Resident		\$607.00
Non-Resident (Domestic)		\$917.00
Non-Resident (International)		\$953.00
Kentucky P-12 Educator www.wku.edu/ketd		
		\$415.00
Doctor of Educational Leadership		
Resident		\$607.00
Military Veteran/ Dependent Resident		\$607.00
Non-Resident (Domestic)		\$917.00
Non-Resident (International)		\$953.00
Doctor of Nursing Practice		
Resident		\$663.00
Non-Resident		\$858.00
Doctor of Physical Therapy		
Resident		\$643.00
Non-Resident		\$909.00
Doctor of Psychology		
Resident		\$607.00
Military Veteran/ Dependent Resident		\$607.00
Non-Resident (Domestic)		\$917.00
Non-Resident (International)		\$953.00
Distance Learning Course		
Undergraduate		\$540.00
Graduate (Including EdD and PsyD)		\$707.00
Professional MBA (per term)	\$5,942.00	
Active Military		\$250.00
Undergraduate Distance Learning Course fee- \$150.00 per credit hour (Refer to Note 2)		

Program Fees:

- Doctorate, Psychology- \$202.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration)- \$221.00 per credit hour
- Doctorate, Physical Therapy- \$300.00 per semester
- Nursing- \$400.00 per fall/spring semester (586 majors only)
- Dental Hygiene- \$500 per Fall/Spring Semester
- Engineering- \$150.00 per Fall/Spring (534P, 534, 537P, 537, 543P, 543 majors)

Notes:

1. Full-time students are **undergraduates** who enroll in 12 hours or more of course work during Fall and Spring terms. The full-time tuition rate applies to undergraduate students taking 12-18 credit hours (either exclusively on-campus or a combination of on-campus and distance learning). An additional per credit hour fee equivalent to the per hour tuition rate will be charged to undergraduate students enrolled in more than 18 credit hours.
2. Full-time undergraduate students enrolled in any combination of both on campus and distance learning courses will be assessed an additional **Distance Learning Course fee of \$150.00** per credit hour for each distance learning credit hour in which they are enrolled. (e.g., If a student is enrolled in 12 hours of on-campus courses and 6 hours of distance learning courses, the fee assessment would be the full-time tuition rate plus an additional Distance Learning Course fee of \$900.00 (\$150.00 x 6)).
3. The **Distance Learning** course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.
4. **Graduate** tuition and fees are assessed per credit hour based upon the course (i.e., on-campus or distance learning). There is no full-time graduate rate.
5. Registration fees are assessed based upon the student's classification as an undergraduate, graduate, or doctoral student and not upon the level of courses for which the student registers.
6. Occasionally, there is an additional fee charged in relation to a specific course. Refer to the **Course Fees** chart on the Tuition and Fees website for specific courses and related fees.
7. **Tuition and/or fees and University policies are subject to change by the Kentucky Council on Postsecondary Education or Western Kentucky University without prior notice.**
8. Additional information on Tuition and Fees and related details can be obtained from the **Tuition and Fees** link from WKU's home page at www.wku.edu.

Tuition Incentive Program (TIP)

Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified non-Kentucky students who are residents of specific counties in several states. Additional information regarding TIP is available at <http://www.wku.edu/admissions/tip.php>.

Tuition Incentive Program Scholarships (TIPS)

Students from TIP counties with superior achievement may receive an additional scholarship, the "Tuition Incentive Program Scholarship" (TIPS). Please visit <http://www.wku.edu/admission/tip.php> for more information.

Note: The Tuition Incentive Program (TIP) and the Tuition Incentive Program Scholarship (TIPS) are different. TIP is a special tuition rate based on county of residence; TIPS is a scholarship based on academic qualifications applicable to students from TIP counties. Students from TIP counties are eligible for consideration for the TIP Scholarship. All TIP counties are determined by the WKU Board of Regents and approved by the Kentucky Council on Postsecondary Education (see: <http://www.wku.edu/admissions/tip.php>).

Non-Resident/International Scholarships

Non-resident students (excluding those residing in an eligible Tuition Incentive Program (<https://www.wku.edu/admissions/tip.php>)) county and International students with a minimum 3.0 unweighted GPA and a minimum 25 ACT (1200 SAT) qualify for a Targeted Award. For additional information regarding eligibility and award amount refer to www.wku.edu/scholarship/.

Reciprocal Counties

Residents of Macon, Robertson, and Sumner counties in Tennessee are eligible for the in-state tuition level as a result of a scholarship that is automatically awarded.

Tuition and Fee Refund Policy

Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through **TopNet** or the Registrar's Office, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the following schedule:

Official Withdrawal Date Tuition Refund Percentage

Regular semester refund schedule

Through February 3	100%
February 4 - 9	50%
February 10 - 16	25%

****No refunds made after February 16****

First bi-term refund schedule

Through January 29	100%
January 30 - February 2	50%
February 3 - 4	25%

****No refunds made after February 4****

Second bi-term refund schedule

Through March 25	100%
March 26 - 29	50%
March 30 - 31	25%

****No refunds made after March 31****

Five-week (Session I) refund schedule

Through January 29	100%
January 30	50%
January 31	25%

****No refunds made after January 31****

Five-week (Session II) refund schedule

Through March 4	100%
March 5	50%
March 6	25%

****No refunds made after March 6****

Five-week (Session III) refund schedule

Through April 15	100%
April 16	50%
April 17	25%

****No refunds made after April 17****

Note: The refund percentage is applied to the number of credit hours dropped, not the dollar amount of tuition and fees assessed. For questions, please call the Billings & Receivables Office at 270-745-6381.

Financial Aid recipients are strongly encouraged to review the "Financial Aid Information" in this guide and consult with the Office of Student Financial Assistance regarding the impact of changes in enrollment.

Refund Procedure

1. Complete withdrawals from the university can be processed through **TopNet** or through the Office of the Registrar in writing.
2. The Office of the Registrar will notify the Billings and Receivables Office of the student's withdrawal and request the student be given the appropriate refund.
3. The Billings and Receivables Office will initiate the refund which will be processed within six calendar weeks of the official withdrawal. All refunds will be made through the option chosen through BankMobile. Refer to below section on "Refunds and Financial Aid Residuals through BankMobile."
4. Title IV recipients who completely withdraw should refer to the **Return of Unearned Title IV Aid** listed under **Financial Aid Information**.
5. Mandatory fees and course fees are non-refundable after February 3.

Refunds and Financial Aid Residuals through BankMobile

WKU has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through BankMobile Disbursements.

Upon initial registration, students will be mailed a bright green envelope from BankMobile. To select your university refund and payroll preferences, follow these simple steps:

1. Log in at my.wku.edu
2. Click on BankMobile under Campus Information
3. Select how you would like to receive your refund.
 - a. Electronic deposit to existing bank account of your choice.
 - b. Electronic deposit to BankMobile Vibe, an optional account.

4. Complete your profile.

The University will NOT issue refund checks, so you MUST choose an option for receiving any refund due to you.

Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in release of your residual funds. You can view holds on your account by logging into your **TopNet** account, selecting **Student Services**, selecting **Student Records**, and selecting **Student Holds**.

Fee Payment Schedule – Spring 2020

<u>Registration Dates</u>	<u>Bill Date (via e-bill)</u>	<u>Postmark Date (if not received by due date)</u>	<u>Due Date</u>	<u>Amount Due</u>	<u>Penalty</u>
Through December 1 December 2 – January 6	December 2 January 7	January 15	January 22 by 4:00 p.m.	Tuition, housing and fees are due in full for <u>all</u> students	\$100 late payment penalty
January 7 – February 4** (\$50 late registration fee begins January 27)	February 5	February 13	February 20 by 4:00 p.m.	Full payment; Balance due for students who have not paid fees in full (including late payment fees)	\$100 late payment penalty A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full.
February 5 – March 1**	March 2	March 10	March 17 by 4:00 p.m.	Full payment; Balance due for students who have not paid fees in full (including late payment fees)	\$100 late payment penalty A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full.
**Balance due for students who have not paid fees in full (including late payment fees) from prior monthly billing cycle.					

Payment Options

Payment using cash, check or money order

- In person, at the WKU Office of Billings & Receivables, Room 208 Potter Hall.
Office Hours: 8:00 a.m.-4:00 p.m.,
Monday – Friday
- Mail check payments to the university's bank-processing center at:
Western Kentucky University
P.O. Box 890784
Charlotte, NC 28289-0784
- Payments being sent by overnight/express (such as Fed-Ex, etc.) should be sent directly

to: Billings and Receivables Office, Western Kentucky University, 1906 College Heights Blvd #11022, Bowling Green, KY 42101-1022.

- Depositories (Drop Boxes) for check or money orders are located next to the second floor entrance of Potter Hall for after-hours deposits.
- Include the bottom portion of your invoice with your check or money order. Please make sure your student identification number is written on the check or money order. Always allow at least seven to ten business days when payment by mail. Please do not mail cash or place in the depository.

- Payments must be made in U.S. dollars drawn on a U.S. bank. All checks should be made payable to: Western Kentucky University.

Payment using Credit Cards or Electronic Payments from Checking or Savings Account through Nelnet Campus Commerce, formerly known as TMS

- Because of high service and processing costs, the Billings and Receivables Office at WKU **does not accept** credit cards as a method to pay student account charges such as tuition, fees, room and board.
- Pay online at wku.afford.com, call (800) 722-4867 or access your account through [TopNet](#).
- Visa, MasterCard, Discover, and American Express are accepted with a fully disclosed processing fee of approximately 2.75% of the amount of payment. (Fee covers administrative expenses and is not shared with WKU).
- Free electronic debit from checking or savings is available.
- WKU Student ID number required for processing.

Payment Plans

Western Kentucky University offers interest-free monthly payment plans through our partnership with Nelnet Campus Commerce, formerly known as Tuition Management Systems (TMS). Payment plans are not available for the winter or summer terms.

For the Spring semester, we offer the following payment plans:

- 5-pay – Payments due November 1, December 1, January 1, February 1 and March 1.
- 4-pay – Payments due December 1, January 1, February 1 and March 1.
- 3-pay – Payments due January 1, February 1 and March 1.
- 2-pay – Payments due February 1 and March 1.
- \$45 enrollment fee per semester. Additional charges may apply. Please refer to your payment plan's Terms and Conditions during enrollment.
- To enroll, please visit wku.afford.com or call 800-722-4867.

International Payments (Flywire)

Western Kentucky University has partnered with Flywire to offer an innovative and streamlined way to make a payment from your home country.

Flywire Customer Support Information:

Phone: (617) 207-7076
 US Toll Free: 1-800-346-9252
 Email: support@flywire.com
 Web: <https://www.flywire.com/help>

Billing & Payment Procedures

1. WKU does not mail paper billing statements to students. **All billing is electronic**, with students receiving account statements through their WKU email address. As an added service, students can also select a billing email address so they can have their account statements sent to another email address, in addition to their WKU email address, by adding the email address on TopNet. Important email correspondence will be sent to your WKU email account. **You are strongly advised to access your WKU email account routinely to stay informed of important university business such as information regarding your bill.**
2. Refer to the **Fee Payment Schedule** to determine applicable tuition due dates based upon registration dates. **Failure to submit payment by the deadline will result in the assessment of late payment fees and a financial obligation hold which may prohibit registration activity and prohibits receipt of transcript until balance is paid in full.**
3. **Important Note for Scholarship and Financial Aid Recipients:** Approved scholarships, including non-resident graduate scholarships, will be applied to students' accounts prior to the billing statement. Approved financial aid (Pell, CAP, SEOG, Perkins, Stafford, PLUS) will be reflected on the billing statement. **All students, including financial aid recipients, are required to submit any balance due payments by the deadline based upon their registration dates.**
4. **Third Party Billing** - For tuition and fees to be paid in-full or in-part by a third party after the stated due date, a written authorization must be submitted to the Billings and Receivables Office and approved before January 7. When such a written authorization is not received and/or approved, the student will be required to make the full payment by the printed due date.
5. **Late Payment Policy:** Failure to submit payment by the deadline may result in the assessment of late payment fees.

Financial Warning: Students who fail to pay their balance in full by February 20 will be placed on "Financial Warning." A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full.
6. **If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Registrar's Office in writing to ensure that you will not owe tuition and late payment fees and receive "F" grades.**

NOTE: You are responsible for your own enrollment status.

7. The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or obtain an official transcript until the Registrar has been notified that the obligation has been settled.

8. In the event that any tuition, fees and/or other expenses are not paid when due and the

University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs and/or fees incurred by the University. Delinquent accounts receivables are placed with a collection agency and/or the Kentucky Department of Revenue and collection costs and/or fees will be added, increasing the amount owed. If an account is placed with an agency or the Kentucky Department of Revenue, the student agrees to reimburse WKU the fees of any collection agency and/or the Kentucky Department of Revenue, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts. Accounts will also be reported to the National Credit Bureaus.



Big Red Has Gone Green!

All bills are E-bills for WKU students.

WKU does not mail paper billing statements to students. All billing is electronic, with students receiving account statements through their WKU email address. As an added service, students can also select a billing email address so they can have their account statements sent to another email address, in addition to their WKU email address.

Benefits of e-billing:

- ❖ You are notified by email when your bill is ready to view.
- ❖ Billing history is available for viewing throughout the semester.
- ❖ You will always receive the bill; no worry of bills getting lost in the mail.
- ❖ No paper – environmentally friendly!



The “ONLY” way to select your university refund preference.

Western Kentucky University has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through

BankMobile Disbursements.

Refunds are delivered to students by one of the below options they choose when selecting their refund preference by logging in at my.wku.edu and clicking on BankMobile under Campus Information.

1. Electronic deposit to an existing bank account of your choice.
2. Electronic deposit to BankMobile Vibe, an optional account.

NOTE: The University will NOT issue residual/refund checks, so you MUST choose an option for receiving any refund due to you. The funds are sent from the University to BankMobile Disbursements who then disburses the refunds according to the choice a student has made during the selection process.

Other Information

1. Residency Changes - Students who have a residency appeal pending should contact the Office of Admissions before attempting to pay fees.
2. Appeals - Any student or parent who believes any policy or procedure in this section on **Tuition and Fee Information** presents a basic unfairness should present their concern in writing to the Chief Financial Officer who will refer the appeal to a university committee for a decision. The decision of the Committee will be final.

3. IMPORTANT INFORMATION regarding email communication: University policy requires that you use the provided WKU email address for all university email communication. **You are strongly advised to access your WKU email account routinely to stay informed of important university business such as information regarding your bill and/or financial aid.**

You may forward your WKU email address to a personal address; however, you do so at your own risk of not receiving critical university communications. For additional information on

your WKU email account, including how to change your WKU email password or how to forward your WKU email address, go to <http://www.wku.edu/accounts>.

4. Proposed Housing fees for Spring 2020:

Barnes Campbell, Gilbert, Hugh Poland, McCormack, Minton, Pearce-Ford Tower and Rodes-Harlin	\$2,407.00
Douglas Keen	\$2,520.00
Meredith and Zacharias	\$2,765.00
Bates Runner, McLean and Southwest	\$2,813.00
Northeast	\$2,951.00
Hilltopper Hall	\$3,138.00

Housing fees are subject to change by the University without prior notice. The housing charge will be included on the student's bill with tuition and fees for all students who have received a housing assignment. Adjustments made when students are assigned or re-assigned to a hall with a different rate structure will be reflected on a subsequent billing. Full payment for Spring 2020 housing due by Thursday, January 22, 2020.

5. Students who delay their registration until the first day of the semester or thereafter will be assessed an additional \$50 late registration fee.

6. FOR MORE INFORMATION:

Tuition and Fees

Billings and Receivables Office, Potter Hall, Room 208
Phone: 270-745-6381; FAX: 270-745-6584

Financial Aid

Department of Student Financial Assistance
Potter Hall, Room 315, Phone: 270-745-2755

Housing

Housing Office, Southwest Hall, Room 18
Phone: 270-745-4359

Residuals/WKU Debit Card/BankMobile

Card and Collections Office, Potter Hall, Room 208
Phone: 270-745-5551

Financial Aid Information

Students receiving Federal Title IV Aid (i.e. Pell, CAP, SEOG, Perkins Loan, Stafford Loan, PLUS Loan) will receive a Financial Aid Award Notification via e-mail. The notification **will be sent to the student's WKU e-mail address**. Returning students currently have a WKU e-mail address. New students will have a WKU e-mail address automatically assigned once they have registered for classes. A new student not yet registered at the time their financial aid is awarded will be sent a Financial Aid Award Notification to the e-mail address

indicated on their FAFSA or to their mailing address if they did not list an e-mail address. Financial aid awards are based upon the information submitted to the Department of Student Financial Assistance. It is the student's responsibility to notify the financial aid office when there is a change in enrollment status, family, or financial situation that may affect eligibility to receive federal financial aid.

Changes in enrollment during the 100% refund period will result in changes to Pell, CAP Grant and KEES awards. Enrollment will be reviewed after the drop/add period. Adjustments cannot be made to Pell and CAP Grant awards for classes added after the drop/add period.

Revisions to Awards

Change(s) in financial aid awarded or accepted based on a student's eligibility for aid will be posted to the student's TopNet account.

Changes in enrollment status may affect loan deferments, require repayment of funds received, and/or affect academic progress and eligibility for financial assistance in subsequent terms. **To maintain loan eligibility, students must be enrolled for 6 hours undergraduate or 4.5 hours graduate.**

Undergraduate students who receive financial aid based upon full-time enrollment status will be expected to earn at least 24 semester hours within the traditional academic year.

Return of Unearned Title IV Aid

A federal law applies to Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and Federal Stafford Loans that requires a school to determine both how much federal financial aid is earned while enrolled and the amount of unearned aid that is received.

The amount of federal aid that is earned is determined on a **pro-rata** basis regarding the number of days enrolled when compared to the total days in the semester. If the student has completed **60%** of the enrollment period, the student is considered to have earned all of the federal aid for that period. The 60% date for the winter term is **January 17, 2020**. The 60% date for the spring semester is **April 5, 2020**.

The student may be required to return unearned funds that he/she received. The amount that the school is required to return may be greater than the amount of the refund of the institutional charges. If this is the case, the student will also owe the University for the difference.

All FN Grades

Federal financial aid recipients who receive all **FN** grades (failure due to non-attendance) are subject to federal regulations, Federal Return to Title IV Funds, and are considered unofficially withdrawn.

An FN grade will be recorded for failure due to non-attendance, or ceasing to attend, up to and including the 60% point of a term, valued at no semester hours earned and no quality points. Nonattendance 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 and/or participating in an online discussion about academic matters.

Without acceptable proof of attendance or participation in class related activity **beyond** the 60% point of the student's enrollment period, a pro-rated return of Federal Title IV Aid received is required.

Western Kentucky University is required by Title IV Federal Regulations to administer financial aid for students with all **FN** grades in this manner. Failure to comply with the regulation would result in monetary fines to WKU and jeopardize our continued participation in federally funded aid programs. The assumption behind this regulation is that students receiving all **FN** grades probably did not complete the semester, but rather walked away from WKU without officially withdrawing.

The Department of Student Financial Assistance will notify students who received financial aid and received all **FN** grades for a given semester that Title IV funds were returned. Students will be required to submit proof of attendance within 30 days from the **date of the letter**. Late certification (beyond the 30 day limit) **will not be accepted**. An invalid or outdated mailing address will not be considered as a legitimate excuse since it is the student's responsibility to maintain accurate address information with the University through the Registrar's Office. Acceptable proof of attendance or participation in a class related activity will be either a letter on departmental letterhead or an email from the professor, instructor or academic advisor noting the last date of a student's presence in class or involvement in a class related activity.

Further/future financial aid will be cancelled until attendance is resolved or the student has paid all past due fees with the Bursar's Office.

Other Learning Opportunities

Regional Campuses General Information

*Course Cancellation: Course offerings are subject to cancellations or change by the University as enrollment figures/other circumstances dictate.

Questions concerning course cancellations should be directed to the appropriate Regional Campus Center (see list on this page).

*Cancellation of Regional Campus Classes: If hazardous weather or other endangering conditions cause the University to close, all Regional Campus classes will be cancelled. Local conditions may necessitate cancellation of classes at specific locations. In either case, university personnel will notify the news media when Regional Campus classes are to be cancelled. When in doubt, call the appropriate Regional Campus or call 270-936-0000 and listen to a recorded message for closings. Closing notices will also be found by accessing WKU's homepage <http://www.wku.edu> and clicking **Latest Headlines** - the notices will be listed on the main page.

*WKU Libraries offer an expanded program of library services to students in Regional Campus programs. A

toll-free number 1-800-922-WKUL (1-800-922-9585), a fax (270-745-6413), or e-mail <mailto:extcamp.library@wku.edu> are available for students taking courses through Owensboro, Elizabethtown/ Fort Knox, and other areas. Glasgow campus students may request assistance at the Glasgow Campus Library, 270-659-6911, or fax them at 270-659-6990. Owensboro Campus students may request assistance at the Owensboro Campus Library, 270-852-7785 or fax 270-684-1498.

Elizabethtown/ Ft. Knox Campus

Elizabethtown Office

610 College Street Road
Elizabethtown, KY 42701

Office Hours: 8:00 a.m. – 6:00 p.m. (ET) (M-Th)

8:00 a.m. – 4:00 p.m. (ET) (F)

Phone: 270-745-5895; 270-706-8870

Fax: 270-745-3730

Campus Location:

CRPEC.....Central Regional
Postsecondary Education Center

ECTC.....Elizabethtown Community
and Technical College

Ft. Knox Campus

1174 Spearhead Division Avenue; Room 201
Ft. Knox, KY 40121

Office Hours: 8:00 a.m. – 4:00 p.m. (ET) (M-Th)

9:00 a.m. – 3:00 p.m. (ET) (F)

Phone: 270-745-2626; 270-351-1192; 502-942-8381

Fax: 270-745-5079

Campus Location:

FTKNX EDCTR....Ft. Knox Education Center

Glasgow Campus

500 Hilltopper Way
Glasgow, KY 42141

Administrative Office Hours: 8:00 a.m. – 4:30 p.m.
(CT) (M-F)

Advising Office Hours: 8:00 a.m. – 6:00 p.m. (CT) (M-TH)
8:00 a.m. – 4:30 p.m. (CT) (F)

Phone: 270-659-6900

Fax: 270-659-6991

Campus Locations:

GLAS.....Glasgow Campus

Owensboro Campus

4821 New Hartford Road
Owensboro, KY 42303

Office Hours: 8:00 a.m. – 4:30 p.m. (CT) (M-Th)

8:00 a.m. – 4:00 p.m. (CT) (F)

Phone: 270-684-9797; 270-745-5095

Fax: 270-684-0104

Campus Location:

OWENS.....Owensboro Campus

Russellville & Other Areas

1906 College Heights Blvd. #81086
Tate Page Hall, Room 201

Bowling Green, KY 42101-1086

Phone: 270-745-3570

Fax: 270-745-4351

Campus Locations:

RUSSL.....Logan County High School
or Russellville High School
BROWN.....Edmonson County Adult
Education Center or Edmonson County
High School
MORGN.....Butler County High School

To learn more:

Visit: www.wku.edu/online
Email: learn.online@wku.edu
Call: 888-495-8932 (888-4WKUWEB) or
270-745-5173

Online Learning

WKU Online

Garrett Conference Center, Office 101
Toll Free: 888-4WKUWEB (888-495-9832)
Bowling Green area: (270) 745-5173
Email: learn.online@wku.edu
Website: www.wku.edu/online

WKU On Demand

Garrett Conference Center, Office 101
Toll Free: 800-535-5926
Bowling Green area: (270) 745-4158
Email: ondemand@wku.edu
Website: www.wku.edu/ondemand

WKU is committed to delivering learning opportunities that fit your life, and supporting you in achieving your goals! We do this through the delivery of flexible courses, degree programs and support services – each designed to meet the needs of today’s student. Online courses are available in semester-based formats (WKU Online) and non-semester based formats (WKU On Demand), providing students with unparalleled flexibility. Whether you’re looking for one course or interested in earning your degree entirely online, we can help. To learn more visit www.wku.edu/study/online.

WKU Online

WKU Online provides semester-based opportunities for students to earn college credit in a format that fits their lifestyle. There are more than 1,700 courses available each year, and over 80 online programs at the graduate and undergraduate level. In addition, there are several degree programs that allow students to complete a significant portion of required courses online, offering additional flexibility within any program of study. For a complete list of online degree programs, please visit our website at www.wku.edu/online. See a list of web courses at <http://topnet.wku.edu> by searching the “Schedule of Classes” with campus location “web” or go to www.wku.edu/online and select “Online Classes” from the main menu.

Admission Requirements

You must be admitted to WKU to register for semester-based web courses. Visit <http://www.wku.edu/online/admission.php> to learn more.

To Register

Web courses have the same registration process as face-to-face courses. Register online at topnet.wku.edu.

WKU On Demand

WKU On Demand provides students the opportunity to earn college credit when and where it is convenient for them. WKU On Demand offers more than 100 undergraduate and graduate self-paced courses delivered by web. On demand courses do not follow a term based calendar, which allows students the flexibility to start their class any day of the year, finish in as little as 7 weeks or take advantage of an extended time frame; making it easy to arrange study time around other obligations. In-state tuition rates apply to all enrollments!

To see which courses are offered in an on demand format, go to <http://topnet.wku.edu>, search the “Schedule of Classes” and select “On Demand” as the campus location. Course credit will be granted for the semester in which the student registers:

Fall: August 1 – November 30
Spring: December 1 – April 30
Summer: May 1 – July 31

Admission Requirements

Enrollment in On Demand courses does not require, nor does it constitute, formal admission to WKU. The ACT is not a requirement for enrollment in courses through WKU On Demand.

To Register

You can register for On Demand courses through TopNet, by mail, or fax, or you can hand-deliver your form to the On Demand Office in Garrett Conference Center, Room 101.

To learn more:

Visit: www.wku.edu/ondemand
Email: ondemand@wku.edu
Call: 800-535-5926 or 270-745-4158

Proctored Exams

Web courses may require proctored exams. If proctoring is required in your web course, the Distance Learning Testing Centers (DLTC) can help find an approved location near you, so you do not have to travel to campus. Locations are available across the globe! The centers are certified through the National College Testing Association (NCTA) and adhere to the professional standards and guidelines provided by the organization. For more information, visit www.wku.edu/testing or contact our office at 270-745-3628.

Accessing your Course

Web based courses offered through WKU Online and WKU On Demand are delivered through Blackboard. Courses can be accessed at <http://wku.blackboard.edu> (semester-based web courses may be accessed up to 48 hours prior to the first day of classes). To login to

Blackboard, you will need your Net ID and Password. For help accessing your Net ID, please refer to <http://www.wku.edu/it/accounts>.

Student Support

Professional staff in WKU Online and WKU On Demand are dedicated to supporting online learners in reaching their educational goals. We are here to answer questions about online degrees and web courses, assist with the admission and course registration process, provide success coaching to help you stay on track toward your goals as you balance work, school and life's other obligations, and connect you to resources along the way! As an online learner, you have access to support designed specifically to meet your needs, including online research and writing assistance, online tutoring, presentation coaching, career services, and special events. Support is accessible with a single click through the Student Resource Portal at www.wku.edu/online/srp. To speak with a staff member, call (270) 745-5173 or (270) 745-3028.

Student Checklist for Online Learners

Complete Orientation: Degree seeking students studying completely online are required to complete the Orientation for Online Learners. The orientation is completely online, and accessible through TopNet. At the end of the orientation, please follow instructions to verify completion. The orientation will serve as an introduction to Blackboard, studying online at WKU, support services and graduation requirements. Each student will receive a free download for reference at the end of the orientation.

Complete Advising: Degree seeking students are required to talk with an advisor for their major prior to registration.

Register for Courses: Once you've completed orientation and advising, you will login to TopNet to register for courses. Please remember to select your preferred campus location when searching for courses.

Purchase Your Textbook(s): If a textbook is required for your course, you can find the title at the WKU Store <http://www.wku.edu/wkustore/>.

Activate Your WKU Email: If you're a new student, you will need to activate your WKU email account at <http://www.wku.edu/it/webmail/> (email is available 24 hours after registration).

Look up Your Net ID: If you do not know your Net ID, you can look it up at <http://www.wku.edu/it/accounts/netid/>. This is what you will use to login to all of your WKU accounts.

Login to MyWKU: MyWKU provides access to account information, grades, Blackboard, Email, TopNet...everything you need in one area! Login at <https://my.wku.edu>.

Access Your Course: Students taking online semester-based or On Demand web-based courses can access their course(s) through Blackboard at <http://wku.blackboard.edu>.

Do you need assistance? If you have difficulty accessing the orientation, registering for courses or connecting with your advisor, we're here to help! Please call 270-745-5173 or 270-745-3028 or email learn.online@wku.edu.

2020 Spring Semester Final Exam Schedule

Time	Monday, May 11	Tuesday, May 12	Wednesday, May 13	Thursday, May 14	Friday, May 15
Day Classes					
8:00 a.m. to 10:00 a.m.	Classes meeting first at 8:00 Tuesday	Classes meeting first at 8:00 Monday	Reserved for Study	Classes meeting first at 11:10 Tuesday	Classes meeting first at 9:10 Monday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 10:20 Monday	Classes meeting first at 1:50 Monday		Classes meeting first at 11:30 Monday	Classes meeting first at 12:45 Tuesday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 9:35 Tuesday	Classes meeting first at 3:00 Monday	Multiple sections of ACCT 200, 201; CHEM 222, MATH 205, MATH 308 and FIN 330	Classes meeting first at 2:20 Tuesday	Classes meeting first at 12:40 Monday
Late Afternoon and Night Classes					
3:45 p.m. to 5:45 p.m.	Classes meeting at 4:00 Monday only; 4:00 Mon/Wed	Classes meeting at 3:30 Tuesday only; 3:30 Tues/Thurs	Classes meeting at 4:00 Wednesday only; 5:30 Mon/Wed	Classes meeting at 3:30 Thursday only; 5:00 Tues/Thurs	
6:00 p.m. to 8:00 p.m.	Classes meeting at 5:30 Monday only; 7:00 Monday only; 7:00 Mon/Wed	Classes meeting at 5:00 Tuesday only; 6:30 Tuesday only; 6:30 Tues/Thurs only	Classes meeting at 5:30 Wednesday only; 7:00 Wednesday only	Classes meeting at 5:00 Thursday only; 6:30 Thursday only	

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 19.

Commencement

The annual spring commencement ceremony recognizes students who will either complete degree requirements at the end of the Spring Semester or who will complete degree requirements during the Summer Term.

Information pertaining to commencement ceremonies will be forthcoming. Degree candidates are encouraged to participate in the Grad Fair, which is held every semester for graduating candidates. The fair provides an opportunity to confirm participation in the commencement ceremony, obtain the cap and gown, order invitations and the class ring, have your graduation portrait taken, and learn about services available through the Advising and Career Development Center.

