



Winter Term and Spring Semester 2017 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 Retention Center	DSU-A330	745-5065	Owensboro Campus	Owensboro	745-5095
Campus Operator	AAC Lobby	745-0111	Registration	PH 2nd floor	745-3352
Center for Career and Professional Development	DSU-2001	745-3095	Residence Life	Southwest 18	745-2037
South Campus	Academic Wing	780-2550	Student Accessibility		
Dining Services	GCC-100D	745-2416	Resource Center	DSU-1074	745-5004
Distance Learning	GCC 104	745-2106	Student Life	PH 442	745-2791
Downing Student Union	DSU-Lobby	745-2456	Student Records	PH 228	745-2098
E-town/Ft. Knox Campus	Ft. Knox	745-5079	Topper Orientation Program	PH 1 st Floor	745-4242
Financial Aid	PH 316	745-2755	Topper Orientation for Distance Learners	KCC 120	745-4158
Glasgow Campus	Glasgow	659-6900	Transcripts	PH 2nd floor	745-5448
Graduate School	WAB 207	745-2446	Tuition and Fees	PH 208	745-6381
Graves Gilbert Clinic at WKU	HSB	745-5641	WKU Information Line	WKU	745-4845
Honors College International Center	HCIC	745-2081	WKU Information Line	Toll Free 1-888-CALL-WKU	
Housing	Southwest 18	745-4359	WKU Online	KCC 120	745-5173
			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 Tiffany C. Robinson, University Registrar, 238 Potter Hall, 745-5432.

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 2009 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2015). For this cohort of beginning students, the graduation rate is 43.59%.

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/ \(WKU Policies\)](http://www.wku.edu/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/eoo/titleix/index.php>
<https://www.wku.edu/judicialaffairs/titlenine.php>

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

Department of Human Resources
Wetherby Administration Building, Room G25
1906 College Heights Blvd. #11003
Bowling Green, KY 42101-1003
(270) 745-5360

Academic Affairs & 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, KY 60601, (800) 292-5566; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40202, 1-800-669-4000; TTYC (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 10 to January 3.
- Spring Semester—Registration will be available from 5 a.m. to 2 a.m. from October 31 to January 30. 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 2017 Winter Term, refer to page 8.

For additional information pertaining to 2017 Spring Semester, refer to page 10.

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 Academic Transitions Program information. Registration for these students is provided on special dates. Reservations for Academic Transitions 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 free WKU Enrollment Verification:

1. Log on to your **TopNet** account.
2. Click **Student Services**.
3. Click **Student Records**.
4. Click **Enrollment Verification**.
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: Your computer must have Adobe Acrobat Reader to produce your verification. You must also use Internet Explorer as your browser, as other browsers do not work correctly.

Exceptions to using National Student Clearinghouse:

- **Good-Student Discounts** - For this you need to print an official **WKU Grade Report**. Log on to **TopNet**, then click **Student Services**, then **Student Records**, then **Official Grade Report**. Submit this grade report as proof that you qualify for the good-student discount.
- **Statements of Good Standing** - Needed when taking courses at another institution. Students obtain these from the Office of the Registrar (PH 228) or by calling 270-745-2098.

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/documents/approved_colonnade_courses_website.pdf.

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

2017 Winter Term Academic Calendar

Oct. 10	Priority Registration begins through TopNet.
Dec. 5	Bills sent via e-mail to students who registered October 10 - December 4. Fees are due January 4.
Dec. 5-Jan. 3	Students who register will receive bills via e-mail. Fees are due January 4.
Dec. 12-Jan. 2	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. 3	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. 4	Last day to drop a class without a grade. Last day to receive 100% refund.
Jan. 4	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 registration activity and receipt of transcript until balance is paid in full.
Jan. 5	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. 11	Last day to withdraw from a Winter Term class. Last day to change from credit to audit.
Jan. 13	60% point of the Winter Term.
Jan. 16	Martin Luther King Day - University closed.
Jan. 20	Final exams.
Jan. 24	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. 10-Jan. 4 Students may drop a class without a grade and receive 100% refund.

Jan. 5	Students withdrawing from a class will receive a 50% refund and a grade of W.
Jan. 6-11	Students may withdraw from Winter Term class but will receive no refund.
Jan. 8	Refunds will be made through the refund preference selected with BankMobile Disbursements at http://www.refundselection.com .
Jan. 11	Last day to withdraw from Winter Term.

Student Eligibility

Registration eligibility is based upon:

- Enrollment during the 2016 Winter, 2016 Spring, 2016 Summer, or 2016 Fall Term
- Or admission for the 2017 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. 3

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 4. 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 2017 Winter Term will be available on TopNet beginning January 25. 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 Bemis-Lawrence, Barnes-Campbell, Southwest and Northeast Halls. These four 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 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 14.** 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 2015-2016 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	\$ 413.00
Military Veteran/Dependent Resident	\$ 413.00
Non-Resident	\$1,033.00
International	\$1,060.00

Tuition Incentive Program

Undergraduate	\$558.00
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Graduate, EdD, Psy.D.

Resident	\$570.00
Military Veteran/Dependent Resident	\$570.00
Non-Resident Domestic	\$816.00
Non-Resident International	\$998.00

Kentucky P-12 Educator
(www.wku.edu/kefd) \$395.00

Doctor of Nursing Practice
Doctor of Physical Therapy
Resident \$643.00
Non-Resident \$833.00

Distance Learning Course*
Undergraduate \$496.00
Graduate (Including EdD and PsyD) \$679.00

***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 **Wednesday, January 4.** 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 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.
- Social Security Number required for TMS processing.



2017 Spring Semester Academic Calendar

Oct. 31	Priority registration begins through TopNet.		
Jan. 16	Martin Luther King Day (University closed).		
Jan. 18	Tuition and fees deadline for students who registered through January 3 (Refer to Fee Payment Schedule on page 17).		obligation hold will be placed on the student's account which prohibits registration activity and receipt of transcript until balance is paid in full (Refer to Fee Payment Schedule on page 17).
Jan. 19	Residence halls open at 8:00 a.m.	Feb. 20	First bi-term classes: 60% point of the bi-term.
Jan. 20	Residual funds disbursement for credit balances for students with scholarships only will be made through the student's refund preference selected with BankMobile Disbursements at http://www.refundselection.com . 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. 21	Last day to file for change in residency for fee assessment purposes for the 2017 spring semester.
Jan. 23	Day and evening classes begin. Students initially registering on or after this date will be subject to a late registration penalty of \$50.	Mar. 9-10	First bi-term classes: Final examinations.
Jan. 25	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.	Mar. 10	Full semester classes: last day to drop a class with a "W", last day to change a class from credit to audit.
Jan. 26	First bi-term classes: \$50 Schedule Change Fee begins.	Mar. 13-17	Spring Break.
Jan. 29	First bi-term classes: Last day to receive 50% refund.	Mar. 20	Priority registration for 2017 summer term begins.
Jan. 30	Last day to register for a full-time course load (12 or more hours for undergraduates and 9 or more for graduates).	Mar. 20	Second bi-term classes: classes begin.
Jan. 30	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. 21	First bi-term classes: final grades due by noon.
Jan. 30	Deadline to apply for spring 2017 graduation. Students planning to graduate in August 2017 must apply by this date to participate in the spring commencement ceremony.	Mar. 21	Balance due for students who have not paid fees in full (including late payment fees).
Jan. 31	Full semester classes: \$50 Schedule Change Fee begins.	Mar. 22	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.
Jan. 31	First bi-term classes: last day to receive any refund.	Mar. 23	Second bi-term classes: \$50 Schedule Change Fee begins.
Feb. 5	Full semester classes: last day to receive 50% refund.	Mar. 24	Full semester classes: 60% point of the semester.
Feb. 10	Residual funds disbursement for credit balances resulting from federal and state grants and loans will be made to students through the refund preference selected with BankMobile Disbursements at http://www.refundselection.com . 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.	Mar. 26	Second bi-term classes: last day to receive 50% refund.
Feb. 12	Full semester classes: last day to receive any refund for the 2017 spring semester.	Mar. 28	Second bi-term classes: last day to receive any refund.
Feb. 14	First bi-term classes: last day to drop with a "W", last day to change a class from credit to audit.	Apr. 10	Priority registration for 2017 fall semester begins.
Feb. 17	Deadline to receive balance of registration fees, including late payment fees. A financial	Apr. 12	Second bi-term classes: last day to drop a class with a "W", last day to change a class from credit to audit.
		Apr. 14	Last day students may remove an incomplete from the 2016 fall semester or 2017 winter term.
		Apr. 21	Second bi-term classes: 60% point of the bi-term.
		Apr. 21	Last day to apply for August 2017 graduation.
		May 1	Roster freeze date (No late adds or withdrawals for extenuating circumstances will be processed after this date.)
		May 8-12	Final examinations.
		May 12	2017 Spring Commencement for graduate students at 5:00 p.m. in E. A. Diddle Arena.
		May 13	2017 Spring Commencement, E. A. Diddle Arena, for the following undergraduate students:
		9:30 a.m.	Arts & Letters University College
		2:00 p.m.	Business Health and Human Services
		6:00 p.m.	Education and Behavioral Sciences Science and Engineering
		May 16	Final grades due by noon.

2017 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	5	6	7				1	2	3	4				1	2	3	4							1				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12*	13*		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	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 Academic Advising and Retention 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 (Academic Transitions Program). The advisor assignment will be determined by the major you indicate at orientation. 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 Academic Advising

and Retention Center (AARC). If you have any questions about advising, contact AARC:

Downing Student Union (DSU) A330
(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 Center for Career and Professional Development?
- ___ What club/organizations would you recommend I join?

Priority Registration

October 31 – November 17, 5 a.m. – 2 a.m.

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 18 for students who register through January 3. Tuition and fees are due on February 17 for students who register January 4 – January 31. Tuition and fees are due no later than March 21 for students who register February 1- February 28.

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 2016 Winter, 2016 Spring, 2016 Summer, 2016 Fall Term, or 2017 Winter Term or admission for the 2017 Spring Semester

- Clearance of all hold flags
- New students are advised to consult with their advisor

Last Name	Registration Date
A - F	October 31
G - N	November 1
O - Z	November 2

Undergraduate Students

Registration eligibility is based upon:

- Enrollment during the 2016 Winter, 2016 Spring, 2016 Summer, 2016 Fall Term or admission for the 2017 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
A - F	October 31
G - N	November 1
O - Z	November 2

Juniors (60 - 89 hours earned)

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

Last Name	Registration Date
A - F	November 7
G - N	November 8
O - Z	November 9

Sophomores (30 - 59 hours earned)

Last Name	Registration Date
A - F	November 10
G - N	November 11
O - Z	November 14

Returning Freshmen (0 - 29 hours earned)

Last Name	Registration Date
A - F	November 15
G - N	November 16
O - Z	November 17

Open Registration

November 18 – January 22

Continuing and readmission undergraduate students and all graduate students who did not participate in Priority Registration may register using **TopNet** through January 22. 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 23 – January 30

Students who are unable to register in advance may register January 23 – January 30, 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 31 - January 30: Students who register may drop/add during this period.

January 31 - March 10: 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 March 11: 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_1516.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	3:00	-	4:20 *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

Mon. or Wed.		Tue. or Thur.	
<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>
4:00	- 6:45	3:30	- 6:15
5:30	- 8:15	5:00	- 7:45
7:00	- 9:45	6:30	- 9:15

Above classes include a 15-minute break.

Classes Meeting Two Nights Per Week

Mon. and Wed.		Tue. and Thur.	
<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>
4:00	- 5:20	3:30	- 4:50
5:30	- 6:50	5:00	- 6:20
7:00	- 8:20	6:30	- 7:50

Above classes do not get a break.

Final Grades

Final grades and cumulative grade point averages will be available on **TopNet** beginning May 17. 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 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

2017 Spring Semester

	<u>Full-time</u>	<u>Part-time</u> <i>Per Credit Hour</i>
Undergraduate		
Resident	\$ 4,956.00	\$ 413.00
Military Veteran/ Dependent Resident	\$ 4,956.00	\$ 413.00
Non-Resident	\$12,396.00	\$1,033.00
International	\$12,720.00	\$1,060.00
Tuition Incentive Program (TIP)		
Undergraduate	\$6,696.00	\$558.00
Graduate		
Resident		\$570.00
Military Veteran/ Dependent Resident		\$570.00
Non-Resident (Domestic)		\$816.00
Non-Resident (International)		\$998.00
Kentucky P-12 Educator www.wku.edu/ketd		
		\$395.00
Doctor of Nursing Practice		
Doctor of Physical Therapy		
Resident		\$643.00
Non-Resident		\$833.00
Doctor of Education Leadership		
Doctor of Psychology		
Resident		\$570.00
Military Veteran/ Dependent Resident		\$570.00
Non-Resident (Domestic)		\$816.00
Non-Resident (International)		\$998.00
Distance Learning Course		
Undergraduate		\$496.00
Graduate (Including EdD and PsyD)		\$679.00
Professional MBA (per term)	\$5,549.00	
Active Military		\$250.00

Undergraduate Distance Learning Course fee-
\$100.00 per credit hour (Refer to Note 2)

Program Fees:

- Educational Leadership Doctoral- \$190.00 per credit hour
- Doctorate, Psychology- \$190.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration)- \$213.00 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

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 \$100.00** 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 \$600.00. (\$100.00 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 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 student with a minimum 3.0 unweighted GPA and a minimum 25 ACT (1130 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 January 30	100%
January 31 - February 5	50%
February 6 - 12	25%

****No refunds made after February 12****

First bi-term refund schedule

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

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

Second bi-term refund schedule

Through March 22	100%
March 23 - 26	50%
March 27 - 28	25%

****No refunds made after March 28****

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 at www.refundselection.com.
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 January 30.

Refunds and Financial Aid Residuals through WKU Debit Card

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 unique personal code in a bright green envelope. Student will use the unique personal code to select their refund preference. Follow these simple steps:

1. Visit www.refundselection.com
2. Enter your unique personal code
3. Choose 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 2017

<u>Registration Dates</u>	<u>Bill Date (via e-bill)</u>	<u>Postmark Date</u> (if not received by due date)	<u>Due Date</u>	<u>Amount Due</u>	<u>Penalty</u>
Through November 30 December 1 – January 3	December 1 January 4	January 11	January 18 by 4:00 p.m.	Tuition, housing and fees are due in full for <u>all</u> students	\$100 late payment penalty
January 4 – January 31** (\$50 late registration fee begins January 23)	February 1	February 10	February 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 registration activity and receipt of transcript until balance is paid in full.
February 1 – 28**	March 1	March 14	March 21	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 registration activity and receipt of transcript 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 Address – Not on Payment Plan through TMS

- Western Kentucky University
P.O. Box 890784
Charlotte, NC 28289-0784

- Visa, MasterCard, Discover, or American Express is accepted with a convenience fee equal to 2.75% of the amount of payment that will be **charged to the cardholder**.
- Electronically debit your checking or savings account.

Payment Processing in the Billings and Receivables Office Potter Hall, Room 208

Office Hours: 8:00-4:00, Monday – Friday

- Cash, check, or money order accepted.
- 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. Credit card payments may be made through Tuition Management Systems (TMS); refer to the Online and Telephone options below.

Payment Options through Tuition Management Systems (TMS)

Internet Credit Card Payment or Checking or Savings Account Payment (See TMS Payment Access below.)

TMS Interest-Free Monthly Payment Plan

- Spread your educational expenses over four equal monthly installments per semester which will be due December 1, January 1, February 1 and March 1 for the Spring 2017 semester. A five-payment plan beginning November 1 is also available for the Spring 2017 semester.
- Enrollment fee of \$45 per semester.
- Enroll on the web, the phone, or mail. (See TMS Payment Access below.)
- Visit Tuition Management Systems online at wku.afford.com or call 800-722-4867 for more information on payment options.
- If you need additional assistance or wish to contact the University about these matters,

please contact the WKU Billings and Receivables Office at (270) 745-6381.

TMS Payment Access

- Access TMS website directly at wku.afford.com.
- Use the Pay Tuition and Fees link on Topnet.
- Telephone directly to TMS at 1-800-722-4867.
- Social Security Number required for TMS processing.

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 prohibits registration activity and 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 9. 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 17 will be placed on "Financial Warning." A financial obligation hold will be placed on the student's account which prohibits registration activity and receipt of transcript 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.**

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, 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 the option they choose when selecting their refund preference at www.refundselection.com:

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 2017:

Barnes-Campbell, Bemis-Lawrence	\$2,165
Douglas-Keen, Gilbert, Hugh Poland, McCormack, Minton Hall, Pearce-Ford Tower and Rodes-Harlin	\$2,135
Meredith and Zacharias	\$2,280
McLean and Bates Runner	\$2,395
Northeast and Southwest	\$2,420

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 2017 housing is due by Wednesday, January 18, 2017.

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 317, Phone: 270-745-2755

Housing

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

Residuals/WKU Debit Card

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 and CAP Grant 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 15, 2017**. The 60% date for the spring semester is **April 4, 2017**.

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

Distance Learning

WKU Online

2355 Nashville Road, Suite 120

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 bringing an ever-increasing number of distance learning opportunities to you. We achieve this through the delivery of flexible courses and degree programs and support services – each designed to meet the needs of today's student.

Distance courses are available in online semester-based formats and On Demand non-semester based formats, providing students with unparalleled flexibility. Whether you are looking for one course or interested in earning your degree, we can help. To learn more about distance learning options, visit www.wku.edu/dl.

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 complete degree 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 options for flexibility within their program of study. For a complete list of online degree programs, please visit our website at www.wku.edu/online. See a list of offerings at <http://www.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.

To learn more:

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

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 that can be delivered by Web, email or print. Students can complete coursework according to their schedule – any day, anytime, and anywhere. Students have the option to accelerate course completion by finishing in as little as 7 weeks or take advantage of an extended time frame.

The flexibility of On Demand courses allows students to easily arrange their study time around other obligations. In-state tuition rates apply to all enrollments! Another great benefit is that students can enroll in and begin their course any day of the year!

To see which On Demand courses are offered, go to <http://www.wku.edu/ondemand> and search the "Courses in Detail" or go to topnet.wku.edu and select "On Demand" as the campus location under the "Schedule of Classes". 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 WKU On Demand Office in Garrett Conference Center, Room 101. To download a registration form or learn more about the registration process, visit <http://www.wku.edu/ondemand>.

To learn more:

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

Accessing your Course

Web based courses offered through WKU Online and WKU On Demand are delivered through Blackboard. To access your course go to <http://blackboard.wku.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>. **Newly admitted students, please note:** You must activate your WKU Email prior to logging into Blackboard. Instructions on activating your email account and accessing Blackboard are available at www.wku.edu/online/orientation. Need assistance? Email bbhelp@wku.edu or call (270) 745-7000. Students enrolled in Print or Email courses through WKU On Demand will receive course packets by mail.

Student Checklist for Distance Learners

Access the Orientation for Online Learners: If you're new to online learning, you may find it helpful to visit www.wku.edu/online/orientation to familiarize yourself with online learning at WKU.

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

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/> (you must allow 24 hours between registration and email activation).

Look up Your Net ID: If you're a new student, you will need to look up your Net ID at <http://www.wku.edu/it/accounts/netid/> – your Net ID is what you will use to login to your email, Blackboard, TopNet, and the WKU Portal.

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 WKU On Demand web-based courses can access their course through Blackboard at <http://blackboard.wku.edu>. Students enrolled in Print or Email courses through On Demand will receive course packets by mail.

Student Support: The Student Resource Portal provides one-click access to support services across campus, including online tutoring, an online writing center, presentation coaching, career services, and more at www.wku.edu/online/srp.

2017 Spring Semester Final Exam Schedule

Time	Monday, May 8	Tuesday, May 9	Wednesday, May 10	Thursday, May 11	Friday, May 12
Day Classes					
8:00 a.m. to 10:00 a.m.	Classes meeting first at 8:00 Tuesday	Classes meeting first at 11:10 Tuesday	Reserved for Study	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Monday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 10:20 Monday	Classes meeting first at 11:30 Monday		Classes meeting first at 12:45 Tuesday	Classes meeting first at 1:50 Monday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 9:35 Tuesday	Classes meeting first at 2:20 Tuesday	Multiple sections of ACCT 200, 201; CHEM 222 and FIN 330	Classes meeting first at 12:40 Monday	Classes meeting first at 3:00 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 Tue/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 16.

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.

Graduate students who expect to complete all degree requirements during the 2017 Winter, Spring or Summer Terms may participate in Spring Commencement scheduled for Friday, May 12, at 5:00 p.m. in E. A. Diddle Arena.

Undergraduate students who expect to complete all degree requirements during the 2017 Winter, Spring or Summer Terms may participate in Spring Commencement scheduled for Saturday, May 13, as follows in E. A. Diddle Arena:

	College
9:30 a.m.	Arts & Letters University College
2:00 p.m.	Business Health and Human Services
6:00 p.m.	Education and Behavioral Sciences Science and Engineering

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 Center for Career and Professional Development and Alumni Affairs.

