

**New Student Guide  
Organizational Leadership**

**Department  
of  
Educational Administration, Leadership, and Research**

## Contents

Introduction .....	3
Administrative Information .....	4
Advising.....	4
Financial Aid.....	6
Orientation.....	7
Net ID .....	7
Blackboard .....	8
TopNet .....	9
Other Miscellaneous Information.....	11
Military Student Services .....	12
Tuition Assistance (TA).....	12
Textbooks for Troops™ .....	12

## Introduction

Organizational Leadership, as an academic unit within the Department of Educational Administration, Leadership, and Research, in the College of Education and Behavioral Sciences, exists to prepare students for the leadership and life challenges that lie ahead. Faculty and Staff see our first responsibility to our students as being role models where we align our actions with our values.

Our values are the foundation of all we do and provide the basis for our vision. Our vision guides us toward the future. Our mission statement guides the daily actions we take to achieve our vision. We will relentlessly pursue our vision based on our values through our mission statement while always maintaining a focus on our students.

**Values:** Organizational Leadership staff and faculty are committed to the following values:

1) *Student Focused.* The most important value of the Organizational Leadership Program is our students. Our focus is to stimulate students in challenging and meaningful experiences that aid in their intellectual, ethical and personal development. One of the programs intended outcome is to empower and advance students in leadership roles across a variety of contexts. This enhancement in the quality of life will provide the student a greater opportunity to positively impact their organization and/or community.

2) *Ensuring the Success of our Faculty.* We understand that we live in a resource-constrained environment. Given our limited resources, we strive to support and professionally develop our faculty so they can further enhance the learning experience of our students.

3) *Practical, Skills and Competency-Based Curriculum.* If our students cannot apply what we teach, we should adjust our curriculum. We understand that theory is important and serves as the thread that runs through our curriculum, but we focus our instruction on practical application of theory.

4) *Transparency, Honesty and Hard Work.*

**Vision:** Based on our values, Organizational Leadership exists to create educational pathways for people to gain the knowledge and earn the credentials they need to succeed in life.

**Mission Statement:** Organizational Leadership programs prepare students with practical and applied instruction to be ethical leaders who can effectively engage leadership challenges as they pursue their professional pathways in a global society.

## Administrative Information

Organizational Leadership: (270) 745-5149  
Gary Ransdell Hall, 3d Floor  
1906 College Heights Blvd  
Bowling Green, KY 42101

**Dr. Janet Applin:** (270) 745-3892; [janet.applin@wku.edu](mailto:janet.applin@wku.edu); GRH 3080, advises students whose last name begins with L - Q.

**Dr. John Baker:** (270) 745-5149; [john.baker1@wku.edu](mailto:john.baker1@wku.edu); GRH 3091; program coordinator, course director for LEAD 200, 300, 400, 500, and 600; advises students whose last name begins with R – Z.

**Dr. Antigoni Papadimitriou:** (270) 745-2933; [antigoni.papadimitriou@wku.edu](mailto:antigoni.papadimitriou@wku.edu); GRH 3093, course director for LEAD 440, 450, 465, 540, 550, and 565; advises students whose last name begins with E - K.

**Dr. Wren Mills:** (270) 745-3169; [wren.mills@wku.edu](mailto:wren.mills@wku.edu); GRH 3092, course director for LEAD 325, 330, 395, 525, 530, and 595; advises students whose last name begins with A – D.

**Missy Pardue:** Office Associate; (270) 745-4890; [melissa.pardue@wku.edu](mailto:melissa.pardue@wku.edu); GRH 3086

**Information Technology:** (270) 745-7000 Please call WKU's Information Technology if you experience any issues with Blackboard, TOPNET, or any other information technology aspect of our curriculum.

## Advising

We believe that we are here to help advise you in picking your classes and guide you towards your graduation. However, we want YOU to take ownership of your education. There are no advisor holds for graduate students and you can register yourself each semester without having to meet with someone. If you have any questions, please contact your advisor. Dr. Mills will advise students whose last names begin with A-F, Dr. Papadimitriou will advise students with a last name beginning G – M, and Dr. Baker will advise students whose last names begin with N - Z. If you need help picking classes, we are happy to assist. You may also do a certificate for your 12 elective hours, but please decide early on your certificate – often classes in other departments are taught on rotation or only in certain semesters.

LEAD 500 needs to be taken in your first semester – LEAD 600 should be taken toward the end of your program. Organizational Leadership Faculty can assist with Leadership classes, but cannot assist with classes taken from other departments. Also, if earning a graduate certificate please ensure that you speak with your certificate advisor. If you are not interested in a certificate, we have 9 online LEAD courses and can assist in choosing one elective to complete your program. As a graduate student, only graduate level classes count (**500/600** level courses).



## Financial Aid

Student Financial Assistance 317 Potter Hall  
Western Kentucky University  
1906 College Heights Blvd. #11018  
Bowling Green, KY 42101-1018  
Phone: 270-745-2755 Fax: 270-745-6586  
Email: [fa.help@wku.edu](mailto:fa.help@wku.edu)

We understand that financial aid is important. For the best and most up to date information, we recommend contacting the Financial Aid office ([www.wku.edu/financialaid](http://www.wku.edu/financialaid)) with any issues you encounter or questions that you may have. Your financial aid details (loan amount offered, accepting loans, tuition/fee charges, etc.) can be found on TopNet, and how to see that is covered in the TopNet section of this guide.

Financial Aid can only talk to the student about most matters, and not the advisor, due to FERPA laws, so please understand there will be questions we cannot answer.

### A Few Tips:

- **Check your WKU Topper e-mail account regularly** for your student billing statements and other important messages. They will be sent to your topper account automatically, and it is the easiest way to make sure you are up to date on your information.
- *Failure to receive an e-bill does not relieve the student of the obligation to pay tuition and fees by the due date.*
- Be sure to log into TopNet and pay your account on time to avoid late charges.
- Add a Billing e-mail address to your student account. You can have your billing statement sent directly to the individual who pays your tuition; allowing the payment to be made in a timely manner to avoid late charges. This can be done on TopNet.
- Register for your classes on or before the first day of the semester to avoid late registration fees.
- Be certain to make changes to your schedule during the grace period allowed. After the grace period is over you will be charged a \$50 Schedule Change Fee for each class dropped or added.
- The Registration Guide (one for each semester) can be found on the Registrar's webpage will have accurate information for that semester, including payment dates, late fees, late day to withdraw from a class, and also the refund schedule.

You can access current tuition fees and schedules here:

<http://www.wku.edu/bursar/home-tuition-fees.php>

For payment plan options, visit this webpage:

<http://www.wku.edu/bursar/home-payment-schedules.php>

For further information regarding either tuition fees and schedules or the option for payment plans please contact the Office of the Bursar, located in Potter Hall, Room 208. For phone numbers, please see the specific departments:

**Billings and Receivables**

Phone: (270) 745-6381  
Fax: (270) 745-6584  
E-Mail: [billings.receivables@wku.edu](mailto:billings.receivables@wku.edu)

**Cashiers**

Phone: (270) 745-5368  
Fax: (270) 745-6584  
E-Mail: [cashiers.office@wku.edu](mailto:cashiers.office@wku.edu)

**Perkins Loan Office**

Phone: (270) 745-2986  
Fax: (270) 745-8809  
E-Mail: [perkins.loan@wku.edu](mailto:perkins.loan@wku.edu)

**WKU Debit Card**

Phone: (270) 745-5551  
Fax: (270) 745-8809  
E-Mail: [wkudebitcard.questions@wku.edu](mailto:wkudebitcard.questions@wku.edu)

## Orientation

This is optional, but has several great sections that will benefit you and is entirely online at this link: <https://www.wku.edu/online/orientation-grad/index.php>. This orientation contains 5 main sections. You can expect to learn everything from how to register for your courses and set-up your accounts to how to use Blackboard, qualify for and keep your financial aid, and other WKU processes and policies.

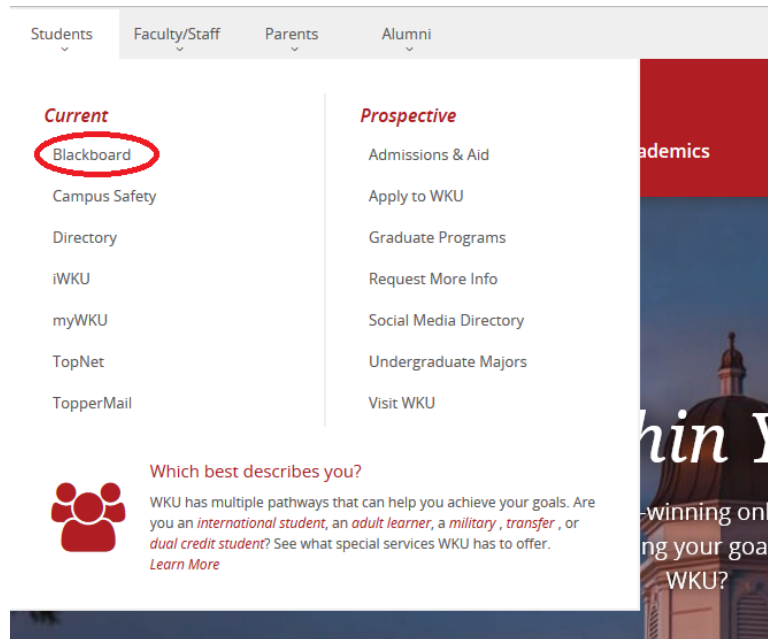
## Net ID

This information is covered above, but also be aware that you can set up and manage your accounts via this webpage: <https://www.wku.edu/it/accounts/manage/> You can use either your WKU ID and Pin number (also can be managed above) or your Net ID to log into TopNet, but you have to have your Net ID for various other things.

## Blackboard

Everyone who takes an online course must know how to utilize Blackboard. Most face-to-face courses will also use Blackboard. To complete the Blackboard training, go to the WKU home page: <http://wku.edu/>; then click on “Students” at the top, and “Blackboard. Log into Blackboard with your netID and password.

If you experience issues or do not know your login information, call (270) 745-7000, the IT Help Desk. As long as you have your WKU ID number (800 number) they can assist you with logging on.



Once in Blackboard, go to the top right menu bar and select “IT Training” then select “IT: Blackboard and ADA Student User Training.” This will register you for the online course that is very helpful in understanding Blackboard.

Helpful Blackboard web sites:

- 1) <http://www.wku.edu/it/blackboard/> - this is the Blackboard Support web site.
- 2) <https://asaweb2.wku.edu/atech/trainingsite/index.php?fuseaction=calendar.tutorials>

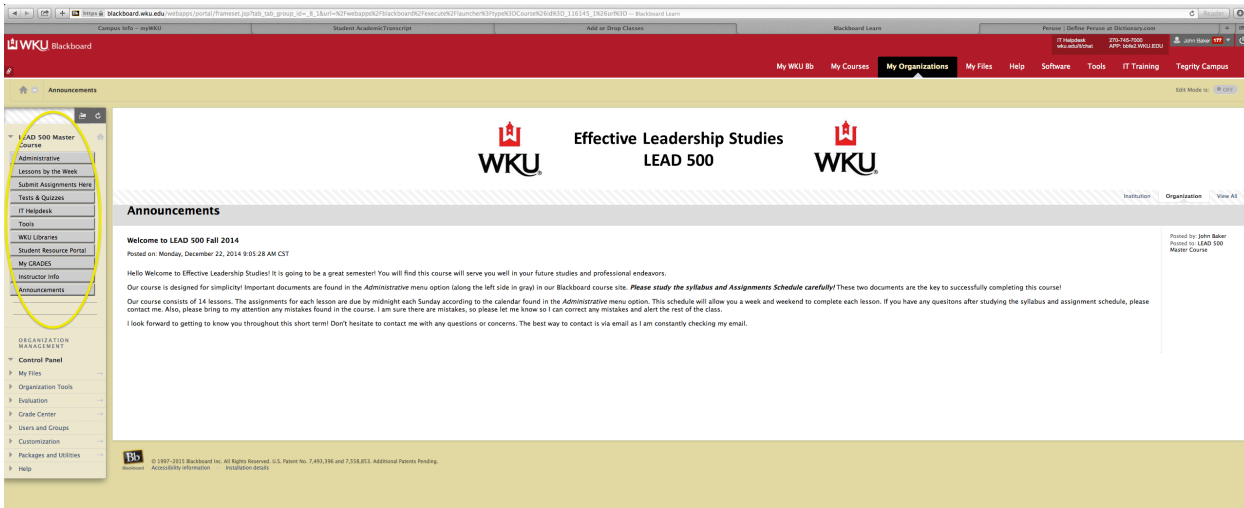
This site has video tutorials that explain most of Blackboard’s functions. There are many tutorials on this web site, but the most important for students include:

a) Blackboard (click on the work). Under this heading, the functions students will use the most include:

- 1) Assignments - Submitting an Assignment and Submitting a Group Assignment;
- 2) Course Tools - Using Email as a Student;
- 3) Grade Center - Checking Your Grades;
- 4) Groups - Using Group Features as a Student;
- 5) SafeAssign - How to Use SafeAssign.

There are other useful tutorials not associated with Blackboard on this site. All of our Blackboard course sites appear the same (see next page).



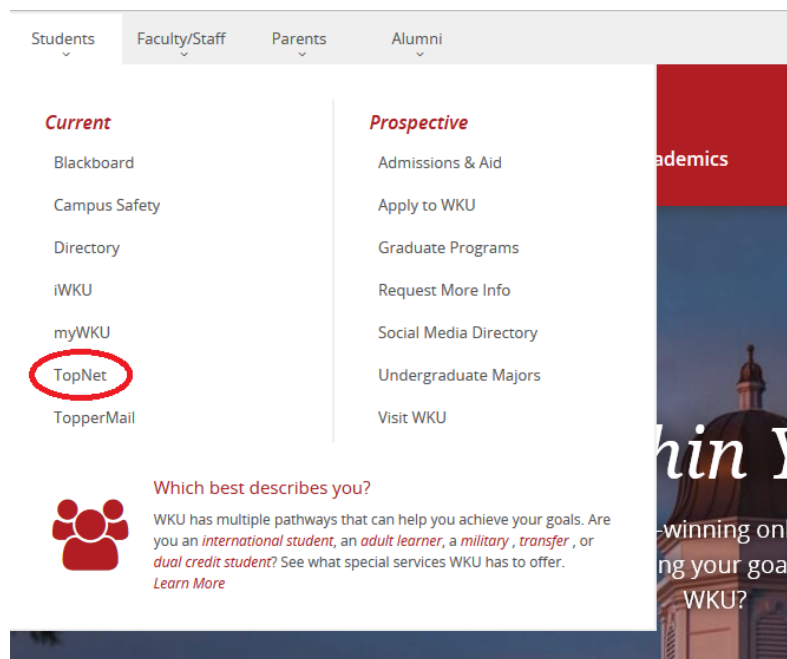


The menu buttons along the left side are the same for each course. To best understand our Blackboard sites, **READ AND STUDY** the course syllabus and Assignment Schedule, both found in the “Administrative” folder. If you have a question regarding the conduct of your course after reading these documents, please contact your instructor. You can contact your instructor through email, or by using blackboard.

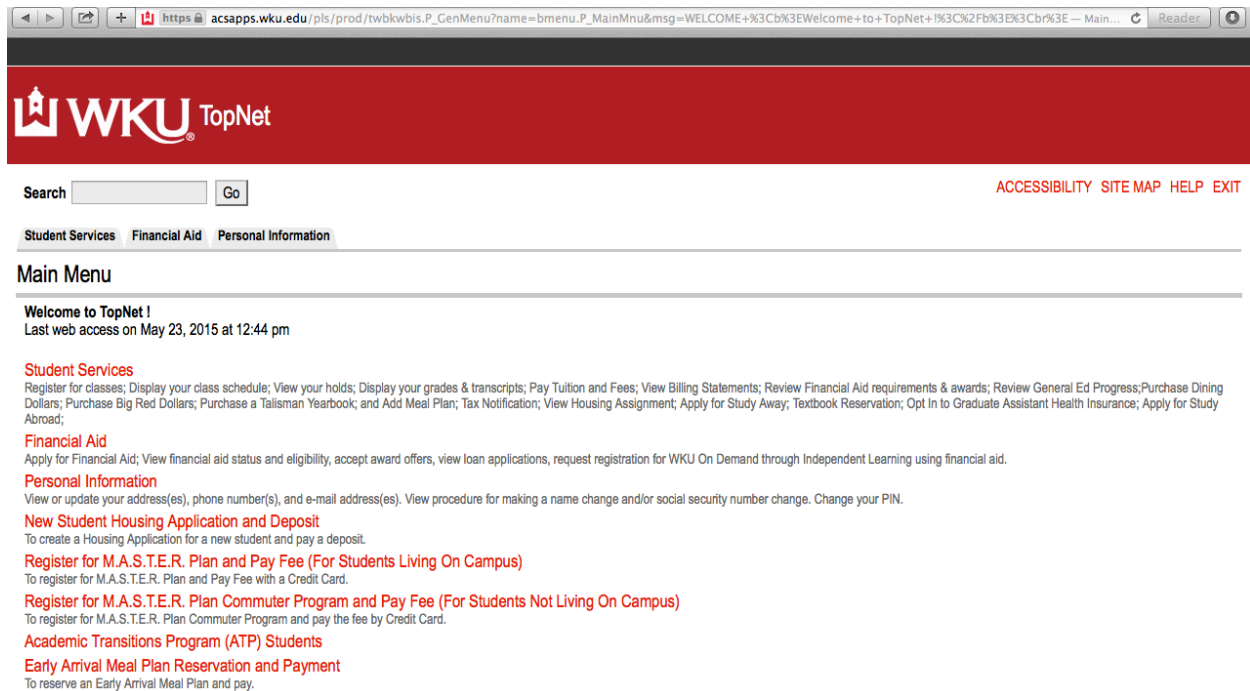
## TopNet

TopNet is the Registrar’s database of student records for WKU. Students will use TopNet to register for courses, lookup classes being offered, accept loans, check student records, receive tuition bills and many other administrative functions. To access TopNet, go to the WKU home page and click on “Students” along the top menu bar of the webpage. Then you will click on “TopNet,” under current. You can log in with either your NetID and password, or your WKU ID (800/801#) and pin.

If you have issues logging in, please call the IT Help Desk. If you are having issues with your NetID, click on the “What is my NetID” link from the TopNet login page to look it up, or reset it and your password.



After logging in, an introductory page will appear with announcements. Scroll down to the bottom of the page and click on “Continue”. The following page will appear:



Click on the “Student Services” tab to gain access to the above and many other administrative student functions. The “Financial Aid” tab will be where you look at what loan amounts have been awarded, scholarships, and more.

Make sure that your personal information is always up to date, whether that be your primary email address, your phone number or emergency contacts. You can also sign up for emergency text alerts here, for weather alerts and other emergencies involving campus locations.

### How Students Register for Classes Online:

**Step 1:** Access your TopNet through the internet with the URL- [topnet.wku.edu](https://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.

**Step 3:** Click the Student Services Tab.

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 4:** Click Register/Add/Drop Classes.

Carefully read the instructions, then enter the CRN (Course Registration Number) 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.

**Step 5:** 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.

**iCAP:**

Understanding how to read iCAP can help students stay up to date with the courses they have completed and what courses they must take in order to stay on track in their degree. Below are a few step by step tutorials on how to navigate your iCAP.

How to read tour iCAP- Colonnade Program:

[https://www.youtube.com/watch?time\\_continue=33&v=6WQN4HXuvtI](https://www.youtube.com/watch?time_continue=33&v=6WQN4HXuvtI)

How to read your iCAP- For your Degree/Program:

[https://www.youtube.com/watch?time\\_continue=83&v=5I5LJ4YrcIg](https://www.youtube.com/watch?time_continue=83&v=5I5LJ4YrcIg)

## Other Miscellaneous Information.

a. Academic Affairs maintains an academic calendar that is available at:

[http://www.wku.edu/registrar/academic\\_calendars/index.php](http://www.wku.edu/registrar/academic_calendars/index.php).

b. The Registrar's Office publishes a schedule of when students can register for classes and provides other useful information. This schedule and other information is available at the following web site: <http://www.wku.edu/registrar/>. This site can answer many of your questions. If you still have questions, please contact your advisor.

c. WKU provides a very in-depth Online Learner Orientation that provides information primarily for online students new to WKU: <http://www.wku.edu/online/orientation/>.

## Military Student Services

1906 College Heights BLVD  
Bowling Green, KY 42101  
Tate Page Hall, 408  
p: 270-745-2180  
f: 270-745-4351  
e: [military@wku.edu](mailto:military@wku.edu)

We are very fortunate to have an entire office dedicated to helping our Military students. If you have any questions about GoArmy ED, you will want to inquire here, as our advisors have no access to it at all. You can view all of their services at <https://www.wku.edu/veterans/>

### Tuition Assistance (TA)

If you are using TA to pay for your class, then the rate will change when the approved TA forms are received by the university. The military tuition rate of \$250 per credit hour has to be reapplied to your account each semester that you are enrolled in classes and are still in the military. It gets applied in two ways. The first is through using TA. The second, is if you are not going to be using TA, you will need to request the rate change for that semester through a form located on their website. [https://www.wku.edu/veterans/wku\\_special\\_tuition\\_rate.php](https://www.wku.edu/veterans/wku_special_tuition_rate.php)

### Textbooks for Troops™

Textbooks For Troops™ (T4T) is the LARGEST program of its kind in the NATION.

This program is for military, veterans and eligible dependent students enrolled in WKU courses who do not receive a book stipend/scholarship. DOD High School juniors and seniors enrolled in a Dual Credit class are also eligible. The program works and sustains itself by having qualified students check out their textbooks for an entire semester. They must return the books to our program so that books can continue to be loaned out to other students the next semester. For more information, visit their webpage: <https://www.wku.edu/veterans/textbooksfortroops.php>

## Timeline for Completing the MA

### 1. Apply

To begin the process, you must apply for the master's degree. Information regarding admission can be found on The Graduate School website or ours.

The Graduate School Online Application:

[https://acsapps.wku.edu/pls/prod/twbkwbis.P\\_GenMenu?name=wkumenu.P\\_AdmUnsecMnu](https://acsapps.wku.edu/pls/prod/twbkwbis.P_GenMenu?name=wkumenu.P_AdmUnsecMnu)

### 2. Transcripts/Information

After you apply, you will receive an email and information to check your application status. Please make sure to check this occasionally. Every Monday we receive a report of all students with outstanding information who have applied – you will then receive an email from us about missing transcripts. Make sure to send in all requested information.

#### **Mailing address:**

The Graduate School  
1906 College Heights Blvd # 11010  
Bowling Green, KY 42101- 11010  
Phone: 1-270-745-2446

### 3. Email

Once all information is in, you will receive an email from the graduate school detailing whether you were Accepted – Denied – Conditionally Accepted.

### 4. Welcome Email from Us!

It takes around 24 hours for your advisor to be notified about your acceptance. You will then receive an email of welcome from our program!

### 5. Program of Study - PoS

As a graduate student, you are required to have a Program of Study Form on file with the Graduate School after completing nine hours of course work. We will send you a Program of Study Form to sign and return to us. We will file this Program Form as a placeholder with the Graduate School. The program of study is your degree plan. Do not worry about the courses listed on the Program Form as we know these will probably change. We must file a Program Form with the Graduate School or they will place a hold on your records preventing you from registering for courses. We submit this form as a place holder until we know the exact courses you will take. The semester before or in which you plan to graduate, we will audit your degree and make any changes needed. It will need your signature, so please always check email.

### 6. Certificates

If you are completing a certificate, make sure to actually APPLY to the certificate program. You will also need to coordinate with the certificate's advisor to ensure you are taking the correct classes, and know when they are offered (some courses are offered on rotation or only in

certain semesters). Students have the option of completing a certificate then use four of the certificate classes as electives in their master's program. If you pursue this option, you apply for the certificate as you did for the master's program at: [www.wku.edu/graduate](http://www.wku.edu/graduate).

### **7. Complete all classes**

We are often asked how long it takes to complete the MA: it varies. We do not require our students to be full time. Some students take one class a semester, or two, or three. If you do three courses a semester, and one in the summer, you could be done in a year and a half. As you near the end of the program, please work with us to update your PoS. This is critical as the Graduate School will audit your records to ensure you have completed the courses listed on your Program Form before they issue your diploma.

### **8. Schedule of classes**

Organizational Leadership classes are generally semester based/length – 14 to 15 weeks. We will always offer web sections, and we also offer hybrid classes (3 – 4 meetings a semester face to face, and the rest of the class is online). Our lessons run weekly, with due dates each week of 11:59 pm on Sunday or for a bi-term/summer course, Sunday/Wednesday. Your four elective classes may operate quite differently, so be prepared for those having different models.

### **9. Apply for graduation**

When you have completed 21 hours you must apply for graduation. This is done on TopNet. The fee for master's degrees is approximately \$55. If you are also doing a certificate, you must apply for graduation for it as well, and that is approximately \$15. If you are unsure if you have applied for graduation, you can check by trying to apply again – it will tell you that you have applications for graduation on file, show the term and for what degree. For assistance, please go to: [https://www.wku.edu/registrar/graduation\\_application.php](https://www.wku.edu/registrar/graduation_application.php)

### **10. LEAD 600 Completion**

After you complete LEAD 600 a matriculation form must be submitted by your advisor. This is done automatically by the instructor. If you have questions, please contact your instructor. Also, email your advisor to double check your Program Form to ensure its accuracy

### **11. Incompletes**

You cannot graduate if you have an incomplete grade in any of your classes. If you do have an incomplete and finish that course before graduation, you must be enrolled in at least one credit hour during the term you will graduate – this is a Graduate School policy.

### **12. Check STUDENT EMAIL**

Please be sure to **check your student email up to two months after your graduation**. If there are issues with your diploma, or awarding your degree, this is where we will try to contact you. Make sure you email addresses on file are up to date, and also your phone number.