REGISTRAR UPDATES

SPRING 2024

DEGREE AUDIT SYSTEM

TRANSITION FROM ICAP TO DEGREE WORKS

WKU is completing the transition from ICAP to Degree Works in June 2024. Students not graduating by Spring 2024 will be moved to Degree Works prior to the end of May 2024. Students moved to Degree Works will be given an updated catalog term of Fall 2021 or after. Advisors will receive a list of their "eligible to register" students who will be moved to Degree Works. Advisors will also be granted access to a frozen iCAP text audit. Once this process is finalized, we will share the location details for the frozen text audit. You are encouraged to save a PDF audit for future reference.

Exceptions currently in iCAP will not automatically roll to Degree Works. Therefore, as students are migrated to Degree Works, advisors will need to review affected students and submit any degree exceptions, if applicable. We ask that advisors prioritize necessary exceptions by earliest graduation term. Our office will apply received exceptions, prioritizing by graduation. Exceptions for students on iCAP with graduation terms after Spring 2024 will not be processed, as we expect the change in catalog term may impact the exceptions being made. Any iCAP exceptions received prior to this email will need to be reevaluated by the advisor and resubmitted respective to the Degree Works audit.

The Registrar's Office is working with the Degree Works implementation team and other campus partners on the specific details of the transition from iCAP to Degree Works. We will continue to share information with advisors for the remainder of the academic year.

WHAT'S INSIDE

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THE MORE YOU KNOW: COMMON FERPA VIOLATIONS

Protect yourself and your student educational records by avoiding these common FERPA violations:

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

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

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

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

DROP FOR NON-ATTENDANCE

DEADLINE TO SUBMIT DROP FOR NON-ATTENDANCE VIA TOPNET: TUESDAY, JANUARY 23

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

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

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

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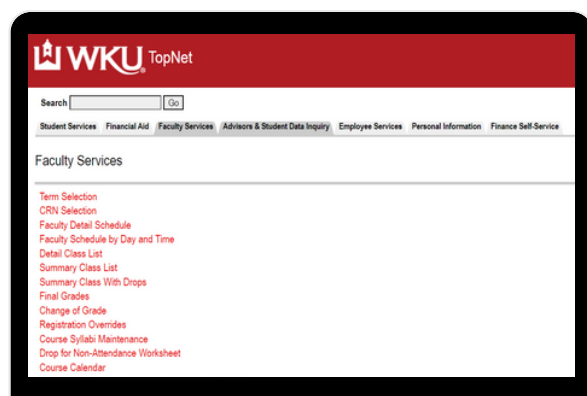
ATTENDANCE POLICY

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

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

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

APPLICATION FOR GRADUATION

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

The deadline for Fall 2024 graduation is approaching fast (April 5)! Please remind students with 90+ hours to apply for graduation, if they haven't done so already. Spring and Summer 2024 deadline has passed, but please encourage students to apply immediately.

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

SPRING 2024 GRAD FAIR
MARCH 26-28, 2024
10:00 AM - 6:00 PM
DOWNING STUDENT UNION, 3RD FLOOR

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

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

TOPPERWALK
THURSDAY, MAY 2
LINE UP AT BEGINS AT 6:00 P.M. CHARLES HARDCASTLE KENTUCKY BUILDING PROCESSION BEGINS AT 6:30PM

Western Kentucky University's Commencement Ceremony begins as all graduates join together representing their colleges to take their final walk across campus before the conferring of their degrees.

For Commencement, students will receive their red towels to wave as they Topper Walk from the meeting place of their academic college into Houchens Industries - L.T. Smith Stadium.

Commencement will begin immediately following the seating of students into Houchens Industries - L.T. Smith Stadium. This event will be held outdoor rain or shine.

COMMENCEMENT
THURSDAY, MAY 2
IMMEDIATELY FOLLOWING TOPPERWALK

Western Kentucky University's Commencement Ceremony will begin once students have been seated in Houchens Industries - L.T. Smith Stadium on Jimmy Feix field from the Topper Walk.

During the Commencement Ceremony, each college will acknowledge their graduates, and President Timothy C. Caboni will present the graduates to the Board of Regents for the conferral of degrees.

Commencement will be followed by the Big Red Bash on South Lawn.

COLLEGE RECOGNITION CEREMONIES
FRIDAY, MAY 3
E.A. DIDDLE ARENA

Each of WKU's colleges will host a special recognition ceremony to celebrate their Spring 2024 graduates. The College Recognition Ceremonies will take place in Diddle Arena.

Graduates should plan to arrive 1 hour in advance of their ceremony time and gather in Diddle Arena's Auxiliary Gym to line up for the ceremony.

The College Recognition Ceremony times are forthcoming.

SPRING 2024 SURVIVAL GUIDE
BOOKMARK THESE HELPFUL QUICK LINKS

REGISTRAR | WWW.WKU.EDU/REGISTRAR
REGISTRATION GUIDE | WWW.WKU.EDU/REGISTRATIONGUIDE
SPRING 2024 FINAL EXAM SCHEDULE | WWW.WKU.EDU/REGISTRATIONGUIDE
DEGREE WORKS | WWW.WKU.EDU/DEGREEWORKS
DEGREE CERTIFICATION | WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION
UNDERGRADUATE CATALOG | WWW.CATALOG.WKU.EDU/UNDERGRADUATE
GRADUATE CATALOG | WWW.CATALOG.WKU.EDU/GRADUATE

SPRING 2024 IMPORTANT DATES

Tuesday January 16
First day of classes

Tuesday, January 23
Last day to add/drop a full semester course

Tuesday, January 23
Last day to receive a 100% refund for a full semester course

Wednesday, January 24
$50 Schedule change fee begins for full semester courses

Friday, January 26
Last day to opt-out of Big Red Backpack and last day to charge WKU Store
purchases to university bill

Monday, January 29
Last day to receive a 50% refund for a full semester course

Monday, February 5
Last day to receive a 25% refund for a full semester course

Monday, March 4
Priority registration for Summer 2024 begins

Monday-Friday. March 18-22
Spring Break (WKU Offices Closed March 20-22)

Monday, March 25
Priority Registration for Fall 2024 begins

Thursday, March 28
Last day to withdraw from a full semester course

Friday, April 5
Deadline to apply for 2024 December graduation

Monday-Thursday, April 29-May 2
Finals week

Tuesday, May 7 at Noon
Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK SPRING 2024

Time	Monday, April 29	Tuesday, April 30	Wednesday, May 1	Thursday, May 2
Day Classes				
8:00 a.m. to 10:00 a.m.	Classes meeting first at 8:00 Tuesday	Classes meeting first at 8:00 Monday	Classes meeting first at 11:10 Tuesday	Classes meeting first at 9:10 Monday
10:30 a.m.to 12:30 p.m.	Classes meeting first at 10:20 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed	Classes meeting first at 11:30 Monday	Classes meeting first at 12:45 Tuesday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 12:40 Monday	Classes meeting first at 9:35 Tuesday	Classes meeting first at 2:20 Tuesday	Classes meeting at 4:00 Thur only; 4:30 Thur only; 4:30 Tue/Thur
Late Afternoon and Night Classes				
3:45 p.m. to 5:45 p.m.	Classes meeting at 3:25 Mon/Wed; 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple Sections of MATH 205, 308; CHEM 222, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur; Multiple Sections of MATH 206	Classes meeting at 4:00 Wed only; 4:30 Wed only; 4:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur
6:00 p.m.to 8:00 p.m.	Classes meeting at 5:00 Mon only; 5:30 Mon only; 6:00 Mon only; 6:30 Mon only; 7:00 Mon only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tues only; 5:30 Tues only; 6:00 Tues only; 6:30 Tues only; 7:00 Tues only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	

NOTE:

- All final examinations for Main Campus courses must be administered according to this schedule.
- Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
- Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
- Final grades are due by noon on Tuesday, May 7.

MEET OUR Team

Jennifer Hammonds
University Registrar
5-5030

Student Schedule Exception Fee
Appeals
CourseLeaf Questions
FERPA Questions

Adam Ashby
Coordinator, Student Records and
Registration
5-2722

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

Jessica Dorris
Assistant Registrar
5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Registrar Websites
Grad Fair
Oversight of Degree Works

Dana Jones
Degree Certification Officer (A-K)
5-5447

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student
has applied to graduate
Catalog term questions
Dual Degree applications

John Paul Lack
Coordinator, Student Records and
Registration
5-2675

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

Marleen Murphy
Scheduling Coordinator
5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray
Associate Registrar
5-6451

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

Leslie Vanderpool
Coordinator, NCAA Compliance
5-5411

Name Changes
Application for Graduation
NCAA eligibility
Diplomas – duplicates and/or damaged
Confidential flag
Preferred name
Complex transcript issues

Marsha Wagoner
Degree Certification Officer (L-Z)
5-2406

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student
has applied to graduate
Catalog term questions
Dual Degree applications

Ryan Wilson
Curriculum Coordinator
5-6967

Degree Works Programming
Undergraduate Catalog
Registrar and Commencement
Budget