

## Career Services Center

The mission of the Career Services Center is to assist students and alumni in identifying and reaching their career and employment goals, to help employers access an educated and highly trained workforce, and to support faculty and staff in providing opportunities to increase student learning and skill development. The Career Services Center offers the following:

- Career Advising to assist students in gaining self-awareness regarding goals and preferences, and to use that awareness in decision-making related to career planning and professional development. Individual appointments are available to review results of career and personality inventories, to provide assistance in setting career goals, to review majors and occupations that match interests and abilities, and to help students plan for and obtain career related experience prior to graduation.
- Career Library and Computer Lab to assist students with identifying career interests, preparing resumes and cover letters, improving interview skills, researching job openings, locating employers, reviewing employment trends, accessing online job vacancies, and conducting research related to the job market and potential employers.
- Career and Employment Management Online System, **TopJobs**, to allow students and alumni to search job postings, create and manage an online portfolio of their employment credentials, communicate with potential employers, and schedule interviews with recruiters coming to campus.
- Internships/Cooperative Education/Practical Work Experience to help students enhance classroom learning and validate their career decisions through career-related work experience and opportunities. Students are able to test their career choice in “real world” settings prior to graduation, earn college credit for career related work experience, receive pay for career-related employment, build their professional network, and increase their employability upon graduation.
- Graduate and Professional School information is available via the Center’s website. Students may make an appointment with a career counselor to obtain help in preparing for grad school interviews and the application process.
- Job Fairs to provide students and alumni a chance to meet with hundreds of employers to discuss the skills required on-the-job, and to apply for co-op, internship, full-time, part-time, summer and other employment related opportunities.
- Job Search Counseling to assist students with the preparation and review of resumes, cover letters, and job application materials. Assistance is available for locating company/employer information and learning job search techniques and strategies. Counselors can also assist with employment interview preparation and, by appointment, can conduct and critique mock interviews.
- Job Vacancy Postings to help make students and alumni aware of employment opportunities. Vacancies are posted and updated daily on **TopJobs**. Students and alumni may access **TopJobs** and listings for full-time, part-time, co-op, volunteer and other opportunities.
- On-Campus Recruiting to allow employers to recruit, interview and hire students to fill vacancies that exist within their individual organizations. Students and alumni may post their resumes online and schedule interviews with employers recruiting on campus – all through **TopJobs**, the Career Services Center’s web-based career and employment management system.
- Online Employment Portfolio to allow students and alumni to upload versions of their resume and other employment credentials and make them accessible to potential employers through **TopJobs**. Individuals may create multiple versions of their resume, update resumes at any time, and submit credentials electronically to employers. Employers registered with the Center may use **TopJobs** for recruiting potential employees among WKU applicants who have their resumes in the system.

*Dr. Lynne Holland, Director*

**Student Success Center**  
**DUC A230, Phone: (270) 745-3095**  
**Fax: (270) 745-3094**

**Website:** [www.wku.edu/career/](http://www.wku.edu/career/)  
**e-mail:** [Career.Services@wku.edu](mailto:Career.Services@wku.edu)  
**TopJobs:** [www.wku.edu/topjobs](http://www.wku.edu/topjobs)

Career Services Center services are available to all WKU students and alumni and to employers who maintain EEO compliance, follow affirmative action principles in recruiting activities, and adhere to the recruiting policies established by WKU and the Career Services Center.

## Check Cashing Services

Two types of personal checks (maximum \$50) may be cashed by the University Cashier's Office in room 208 of Potter Hall.

1. The check may be written by the student and made payable to WKU.
2. The check may be written by the student's parent and made payable to the student.

Western Kentucky University student payroll checks in any amount will be cashed. A student I.D. is required for check cashing services.

Checks may be cashed from 8:00 a.m. to 4:00 p.m., Monday through Friday, at Potter Hall.

A charge of \$20.00 will be made for each check returned because of insufficient funds, closed account, or stop payment. The check cashing service will be denied to all students who have more than one check returned for non-payment. Failure by a student to make prompt payment on returned checks may jeopardize his/her status with the university. Any unpaid, returned checks are subject to being turned over to the County Attorney's Office for collection. Students are advised that the passing of bad checks is a violation of Kentucky statute.

## Counseling & Testing Center

College should be challenging, not overwhelming. The Counseling and Testing Center provides assistance for a broad spectrum of student needs at Western Kentucky University. The responsibilities of the center include:

1. Provide individual, couples, and group counseling services for students.
2. Provide outreach services to the University community to promote positive mental health and to enhance productive educational/academic endeavors.
3. Provide consultation to the total University community.
4. Serve as a referral agency for students who might need counseling services available outside the University.
5. Serve as a primary training site for graduate students.
6. Pay a onetime \$20.00 fee for Counseling Services, which covers their entire academic career at WKU.
7. Administer the national testing programs the College Level Examination Program (CLEP), Chemistry placement exams, MAT, DSST, HESI and Nursing Specialty Exams. See [www.registerblast.com/wku](http://www.registerblast.com/wku) for tests fees and registration.

*Dr. Brian Van Brunt, Director*

**Potter Hall**  
**Office 409, Phone: (270) 745-3159**  
**Website: [www.wku.edu/heretohelp](http://www.wku.edu/heretohelp)**

## Office of Diversity Programs

The Office of Diversity Programs is intentional in its service delivery (i.e., leadership workshops, mentoring, co-operations, collaborations, etc.) and our programs (i.e. lectures, speakers, forums, etc.) will be marketed university wide for the benefit of the entire WKU population.

**VISION:** The Office of Diversity Programs will be nationally recognized for incorporating diversity into the total educational experience of the Western Kentucky University.

**MISSION:** The Office of Diversity Programs will serve as a resource and change agent in pursuit of our core values; Diversity, Social Justice, Leadership Development and Intellectual Growth.

**CORE VALUES:** 1. Diversity 2. Social Justice 3. Leadership Development 4. Intellectual Growth

**PILLARS:** 1. Students 2. Faculty & Staff 3. Alumni 4. Community.

We will accomplish this by:

1. Providing students with the awareness, knowledge and skills necessary to succeed in a pluralistic society.
2. Maintaining and or creating mutually beneficial relationships with WKU's Alumni and the Bowling Green community.
3. Collaborating with faculty and staff to advance our core values.

*Ricardo Nazario y Colón, Director*

**Potter Hall**  
**Office 425, Phone: (270) 745-5066**  
**Fax (270) 745-5273**  
**Webpage: <http://www.wku.edu/odp>**

## Student Services

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The Office of Diversity Programs hosts and co-sponsors a variety of programs designed to educate, retain, motivate, and challenge the campus culture.

### **The Governor's Minority Student College Preparation Program Project: A.I.M.S. (Activating Interest in Minority Students)**

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The Office of Diversity Programs is also responsible for Project: AIMS. This program is an initiative by WKU and the state of Kentucky to complement other campus/local activities in better preparing minority students for entry into college.

Junior high and middle school students participate in enrichment programs designed to promote academic achievement, career and cultural awareness, leadership skills, and the development of long-term educational goals beyond high school. Through role models, mentoring, parental involvement, and guidance counselor support, participants better understand the benefits of a college education, broaden their horizons, and strengthen their analytical skills. The program includes academic enrichment courses in reading, mathematics, and science, cultural enrichment activities, and a summer educational and cultural enhancement component.

### Health Services

Health Services is a full service primary care center dedicated to providing the WKU campus community with quality medical care and health promotion services. Services include physician and nurse practitioner office visits, psychiatric mental health, women's and men's health, ECG, laboratory, x-ray, allergy shot administration, immunizations, pharmaceutical dispensary, STI testing/treatment, contraceptives, colposcopy services, travel clinic, physicals, drug screenings, occupational health, and health education and wellness services.

The staff includes Board Certified Medical Doctors (Family Medicine and Internal Medicine), Nurse Practitioners, staff nurses, x-ray and lab technicians, health educators, billing personnel and various support staff. Our services are provided based on a fee-for-service schedule. Patients are encouraged to have a current copy of their health insurance card, photo id, and applicable co-pay when checking in. To purchase student health insurance, please contact the billing coordinator at Health Services at 745-5034 or e-mail: [healthservices-billing@wku.edu](mailto:healthservices-billing@wku.edu). As a courtesy, we will file insurance when appropriate or bill the patient directly. We are currently unable to accept Medicare, Medicaid or any State Medicaid Insurance Plan. During the fall/spring semester business hours are Monday - Thursday, 8:00 am - 4:30 pm and Friday, 10:00 am - 4:30 pm. During the summer we follow the University hours of operation.

For additional information please call (270) 745-5641, visit our website [www.wku.edu/healthservices](http://www.wku.edu/healthservices) or e-mail us at [wkuhealthservices@wku.edu](mailto:wkuhealthservices@wku.edu).

For after hours emergencies contact Medical Center Urgent Care (270) 781-3910, Greenview Hospital (270) 793-1000, or Medical Center Hospital (270) 745-1000.

### Identification Card

All full-time and part-time students are issued a personal identification card (WKU ID Card). The ID card contains a photo image, the student's name, and WKU ID number. The ID card entitles the full-time student to admission to campus athletic events, use of recreational facilities in the University Center at student rates, admission to the Preston Center, check-out privileges at the library, and other general University services. It can also be used as a debit card at all WKU Dining Services facilities, the Western Kentucky University Bookstore, WKU Postal Services, Student Health Services, Student Telephone Services, WKU Police, selected vending machines, laundry machines, and more. The ID card for part-time students provides similar privileges as received by full-time students detailed above with the exception of admission to some recreational activities unless an additional fee is paid.

The ID card is not transferable and is valid for the duration of one's college career at WKU. Students are expected to carry their ID card at all times and to present the card upon request by University Officials. The WKU ID Card must be surrendered upon demand if revoked by a University Official. The University is not responsible for any loss or expenses resulting from the loss, theft, or misuse of this card. If the card is lost or stolen, it must be replaced at a cost

**ID Center**  
**Department of Auxiliary Services**  
**Operation Hours: Mon.-Fri. 8:00 a.m. – 4:00 p.m.**  
**Downing University Center**  
**Office 126, Phone: (270) 745-2417**  
**Fax: (270) 745-2650**  
**Website: [www.wku.edu/idcenter](http://www.wku.edu/idcenter)**

to the student. Application for replacement of an ID card should be made at the ID Center located on the ground floor, Room 126 of Downing University Center. The ID card is the property of Western Kentucky University.

### Postal Services

The University operates a post office, which is located on the first floor of the Downing University Center. The Post Office is open 8:30 a.m. to 4:30 p.m., Monday through Friday, except when the University is closed. The University Post Office offers the same services as any other United States Post Office, except C.O.D.'s and passports. The University Post Office delivers official campus mail to residence halls Monday through Friday. All posted mail from off campus is delivered to residence halls by the Bowling Green Post Office. Therefore, it is imperative that a student furnishes his/her complete mailing address as early as possible to all correspondents.

**Downing University Center**  
Office 127, Phone: (270) 745-3093  
Fax: (270) 745-5651  
Website: [www.wku.edu/postal](http://www.wku.edu/postal)

### Student Affairs

#### The Student

Western Kentucky University students have a significant role in the internal governance of the University. Elected or appointed representatives of the student body serve with members of the faculty and administration on policy-recommending councils and committees. Student members of internal governance councils and committees are selected by the Student Government Association. For more information about the membership and function of these committees and councils, contact the Office of the Vice President for Student Affairs.

#### Student Life Policies

All university citizens enjoy the rights and liberties assured by the constitutions of the Commonwealth of Kentucky and the United States of America. Likewise, they are subject to the responsibility and obligation to accord respect to the rights of others.

Student Life policies are intended to foster student development and responsibility. Guided by these principles, the Office of the Vice President for Student Affairs maintains the mission of the University by ensuring that students are afforded opportunities for civic engagement with respect to the rights of others.

Students' rights, responsibilities, and the Student Code of Conduct are outlined in the Western Kentucky University Student Handbook on the Western Kentucky University website.

#### Student Activities and Organizations

Student organizations, activities and leadership programs make a great contribution to student life at WKU. All students are encouraged to become involved in organizations whose purposes and activities will contribute to their personal growth and development.

For more information on student activities and organizations, visit [www.wku.edu/sao](http://www.wku.edu/sao).

#### Intercollegiate Competition

WKU sponsors 19 sports and is a member of the Sun Belt Conference and the National Collegiate Athletic Association. WKU has won 76 Sun Belt Conference championships since the 1999-2000 season, 34 more than the next closest school. During this same period, 85% of WKU's student-athletes who have fulfilled their eligibility have graduated. Ten of WKU's 15 athletic programs have a cumulative grade point average of 3.0 or higher, and the

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Potter Hall; Office 442, Phone: (270) 745-2791

**Charley Pride, Director of Student Activities and Organizations; Downing University Center; Office 326**  
Phone: (270) 745-2459

**Brian Kuster, Director of Housing and Residence Life; Southwest Hall; Office 18, Phone: (270) 745-2037**

**Lynne Holland, Director of Career Services Center and Student Disability Services**  
Downing University Center; Office A230  
Phone: (270) 745-3095

**Brian Van Brunt, Director of Counseling and Testing Center; Potter Hall; Office 409, Phone: (270) 745-3159**

**Michael P. Crowe Jr., Director of Judicial Affairs**  
Potter Hall; Office 431, Phone: (270) 745-5429

**Robert Deane, Director of WKU Police Department**  
WKU Police; Phone: (270) 745-2548

**Steven Rey, Director of Intramural – Recreational Sports; Raymond Preston Health and Activities Center; 203 Preston Center, Phone: (270) 745-6060**

average GPA of the 378 student-athletes is 3.04. WKU has had more individuals honored for their academic success by the Sun Belt Conference than any other league institution in each of the last six years.

A comprehensive program of intercollegiate competition in forensic activity is afforded to qualifying students at WKU. Western Kentucky University's speech and debate team is number one in the nation (having won both the American Forensic Association national title and the National Forensic Association national title in 2011). WKU's forensic team is the only team in the country to win the AFA title, the NFA title, and the world championship in the same year, a feat it has accomplished multiple times. The WKU Forensics team is a competitive speech and debate team that offers the student an opportunity to demonstrate academic excellence and to excel in competition of the intellect. The forensics team is a member of Delta Sigma Rho-Tau Kappa Alpha, a forensics honor society; the International Forensic Association; American Forensics Association; National Forensics Association and the Kentucky Forensics Association.

Other forms of intercollegiate competition include business teams and agricultural teams in Equitation, Livestock, Dairy and Horse judging.

### Intramural-Recreational Sports

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The Department of Intramural-Recreational Sports is located in the Raymond B. Preston Health and Activities Center. "Recreation, Fitness, and Fun...Steps To Life Long Activity" expresses the philosophy of this office and is implemented by providing recreational and healthy lifestyle opportunities for the university community.

The Raymond B. Preston Health and Activities Center is an 126,000 square foot facility that opened in 1992. It houses six basketball/volleyball/badminton courts, six racquetball courts, two indoor tennis courts, a swimming pool, a fitness center containing cardiovascular, selectorized, strength, and weight equipment, a suspended indoor running track, a dance studio, separate faculty/staff and student locker rooms, multipurpose room, a smart class room, a Health and Fitness Lab, an Outdoor Recreation and Adventure Center, a pro-shop, a bike repair shop, and the Intramural-Recreational Sports Office.

The Raymond B. Preston Health and Activities Center just recently completed an extensive expansion and renovation of the facility. This is inclusive of a 14,000 square foot fitness center, a 5,000 square foot multipurpose room, an 800 square foot smart class room, a men's and women's bath room, and day lockers through the expansion project. In addition there has been a renovation of our intramural-recreational sports administrative offices, the health and fitness lab, men's and women's locker rooms, and the Bill Powell Natatorium (swimming pool) in addition to upgrades to all operating systems.

Preston Center membership fees for all full-time students are included in their tuition during the fall and spring semesters. Part-time students carrying three or more hours may choose to pay for membership (\$35.00) on a semester basis. Memberships are available for students' spouses and their children. Summer memberships are also available.

The Intramural-Recreational Sports program provides students, faculty and staff an opportunity for participation in constructive recreational activities. This program consists of men's and women's competitive sports, co-recreational sports, faculty/staff activities, recreational free-play, outdoor recreation, sport club activities, instructional programs and fitness classes. The men and women's intramural sport programs are designed to give each student the opportunity to compete in sports and games of his/her choice. Activities included in these programs are badminton, basketball, billiards, bunny hop 5K challenge, dodgeball, flag football, football skills challenge, holiday hoops tournament, kickball, March Madness bracket challenge, mystery event, pickleball, Pro Pick 'em, putt putt golf, racquetball, soccer, softball, table tennis, team handball, 2 ball and 3 point challenge, turkey trot, ultimate Frisbee, volleyball, wiffleball, and several extramural events. The faculty/staff intramural program offers recreational activities for those people employed by WKU. Basketball and golf are the two major activities.

The sport club programs help students develop a higher skill level in a particular sport or activity. Each club must be organized and motivated through students' interests and has a faculty advisor. Active sport clubs include badminton, bowling, Brazilian Jiu Jitsu, disc golf, dodge ball, fencing, field hockey, lacrosse, paintball, racquetball, roller hockey, rugby, soccer, sports officials, tae kwon do, tennis, triathlon, ultimate frisbee, and volleyball. Other sports can be represented if there is sufficient student interest.

The WellU® program is a student wellness incentive program that is offered free to all WKU students. Incentives are given to those who participate in health related events and programs on campus. Thanks to support and funding from

**Stephen Rey, Director**  
e-mail: [Steve.Rey@wku.edu](mailto:Steve.Rey@wku.edu)

**Department of Intramural-Recreational Sports**  
**Raymond B. Preston Health and Activities Center**  
**Office 54a, Phone: (270) 745-6060**  
**FAX: (270) 745-2006**  
**Website: [www.wku.edu/imrec](http://www.wku.edu/imrec)**

the J. Clifford Todd endowment, the College Heights Foundation, the WKU College of Health & Human Services, and program sponsors, we are able to provide scholarships and prizes to active student members of the WellU® program. After registering for this FREE program on-line, students are issued their own personal wellness web page. Here students can view health related events, track progress, view their personal health information, track their body composition/weight and blood pressure and check out the current leader board. WellU® program registration begins the first day of fall semester and ends before spring semester exams. Check out the program at [www.wku.edu/awellu](http://www.wku.edu/awellu).

The Hattie L. Preston Intramural Sports Complex, located two miles from campus on the corner of Campbell Lane and Industrial Drive, presents a significant addition to the Intramural-Recreational Sports Department's facilities. Twenty-four acres were developed and include eight flag football fields, four softball fields and a combination soccer, rugby, and lacrosse field. In the Fall of 2000, state of the art lighting, scoreboards and irrigation systems were added. The centerpiece of the Sports Complex is the two-story field house, which has administrative offices, a lounge, scorekeeping areas, a concessions area, restrooms and a storage area.

The Health & Fitness Lab, located in the Preston Center, provides clinical and educational services to students, faculty and staff of WKU. The Health & Fitness Lab is staffed by degreed and certified fitness professionals, and trained students who are eager to help you address your personal health & fitness needs. The Lab provides all the fitness programming in the Preston Center including group fitness classes and various fitness assessments, exercise prescriptions, weight training orientations and healthy lifestyle counseling. Other programs offered are personal training, massage therapy and instructional programs such as yoga, salsa lessons, swimming lessons, and much more! (A separate fee is required for these services).

The Outdoor Recreation Adventure Center (ORAC) at Western Kentucky University offers a variety of outdoor programs for the university community for a minimal cost. These include the following programs: adventure trips, outdoor equipment rentals, skill clinics, outdoor resource library, and adventure, challenges, and team building. Trip destinations have included: Backpacking the Appalachian Trail, Big Bend National Park, Big South Fork, Frozen Head State Park, Grand Canyon National Park, and South Cumberland State Park; Bouldering in Clifty Hollow and Horse Pens 40; Canoeing the Barren River, Green River and the Rio Grande; Ice Climbing in Iowa; Kayaking in Elkhorn Creek; Mountain Biking in Gallatin, TN and Oak Mountain; Scuba Diving in Hopkinsville; Whitewater Rafting the Ocoee River; and a Study Abroad Class to Costa Rica. The ORAC manages the WKU Challenge Course which features both high and low ropes elements. The WKU Challenge Course is located at the WKU Agricultural Farm.

Student employment is available in the Intramural-Recreational Sports Department in the following areas: receptionists, front desk attendants, facility supervisors, fitness center attendants, lifeguards, group exercise instructors, personal fitness instructors, office assistants, outdoor adventure attendants and trip leaders, challenge course instructors, intramural supervisors, sport club supervisors, and sport officials. We also have employment in the areas of website design, graphic design, data programming, public relations, and marketing.

Students interested in any aspect of the Intramural-Recreational Sports programs may come to the Intramural-Recreational Sports offices to obtain information or may phone the office at 745-6060. The offices are located on the 2nd floor of Preston Center, and are open Monday through Friday from 8am-4:30pm.

### **Dero Downing University Center**

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The Downing University Center is the hub of WKU's recreational and entertainment programs. The four-story structure is a multi-purpose facility for the entire University community. The first floor houses the administrative offices of WKU Dining Services, the Student Government Association, SIFE Print Shop, the ID Center, the Post Office, Niteclass, and Subway. The second floor houses the Food Court (containing Papa Johns, Chick-Fil-A, the Red Zone sport restaurant, and the Fresh Food Company), Freshens yogurt and coffee shop, a 608-seat auditorium, operations office, and information desk, the main lobby, and meeting rooms. The WKU Store, office for Campus Activities Board, and Spirit Masters, meeting rooms, and the offices for Student Activities/Organizations and Leadership/Volunteerism Programs are located on the third floor. A recreation center (REDZ) equipped with 12 bowling lanes, billiards tables, video games, and vending machines are on the fourth floor.

### **Lost and Found**

A centralized lost and found service is located in Dero Downing University Center, office 228. The telephone number is 745-5793.

### Student Activities

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#### Campus Activities Board

The Campus Activities Board, through its various committees, has the responsibility for planning and presenting a campus-wide program of activities and events in the following areas: diverse music and lecture programs, leisure learning programs, and special and cultural presentations. Campus Activities Board serves in an advisory capacity to the Office of Student Activities.

Campus Activities Board committee membership is composed of as much diversity from our student population as is possible. There are no prerequisites for membership. The Executive Board of C.A.B. is comprised of three executive officers, C.A.B. committee chairs, representatives from all major student organizations and appointed faculty and full-time staff.

For more information, call (270) 745-5809 or stop by the Student Activities office in room 326, Downing University Center.

#### Leadership and Volunteerism

The Leadership and Volunteerism office provides a variety of opportunities to students that allow them to engage in developmental activities. This office sponsors the Dynamic Leadership Institute, Volunteer Initiative Program, High School Leadership Conference(s), numerous student retreats, WKU's Leadership Celebration Week, and a variety of leadership oriented activities. The office engages students in numerous service projects including Up 'Til Dawn for St. Jude's Hospital, Alternative Spring Break, Red Cross blood drives and Relay for Life activities. For more information call the office at 270-745-2060, stop by room 325 Downing University Center, or visit our website at: [http://www.wku.edu/StuAffairs/SAUC/uclp/leadership\\_vol.htm](http://www.wku.edu/StuAffairs/SAUC/uclp/leadership_vol.htm).

#### Dynamic Leadership Institute

WKU students are invited to apply for admission in the Institute. The Institute consists of four phases. Each phase is a semester with six workshops or activities that address a variety of leadership topics. Students are selected to represent a diverse group of ages, interests, and levels of leadership ability. Applications are available at the Leadership & Volunteerism office located in DUC 325.

#### High School Leadership Conference

The Kentucky High School Leadership Conference is held on the campus of Western Kentucky University each semester. This conference helps educate high school students on the importance of leadership and active involvement. Students from across Kentucky, Tennessee and Indiana gather to obtain information, insight and an understanding of leadership skills.

#### Volunteer Initiative Program (VIP)

The VIP exists to provide students with information about community service and volunteer opportunities in the Bowling Green area. Students have the opportunity to volunteer their time to local service agencies and get involved in the community. Volunteer opportunities range from one day events to semester long activities. There is something out there for everyone and the experience is priceless. The program is open to all WKU students, faculty and staff.

#### Weekend in the Woods

A special retreat is conducted each fall for selected campus freshmen to transfer information, focus on special topics, and promote campus unity. This retreat is part of an invaluable process that helps ensure student groups and their leaders are working toward the same goal—a better WKU.

### Student Disability Services

Students with disabilities sometimes need assistance to ensure an adequate academic and social environment while attending the University. This assistance is usually provided through the Office for Student Disability Services. SDS coordinates its activities through individual faculty members, other campus offices, and public agencies. Students with disabilities receive accommodations specific to their individual disability and/or impairment. These accommodations may include: note takers, extended time on tests, a distraction-free testing area, textbooks on CDs, priority in academic advising/registering, etc. Particular attention relates to assuring accessibility in classrooms, laboratories, and housing. Interpreting and captioning services are available for Deaf and Hard of Hearing students.

**Matthew Davis, Coordinator**  
e-mail: [Matt.Davis@wku.edu](mailto:Matt.Davis@wku.edu)

**Downing University Center, A-200**  
Phone: (270) 745-5004, Fax: (270) 745-6289  
TDD: (270) 745-3030

If a student with a disability has special concerns or needs before he/she attends the University, or if he/she encounters problems while enrolled on campus, he/she is encouraged to contact the SDS office.

The office hours are from Monday through Friday, 8:00 a.m. to 5:00 p.m. Both consultation and technical assistance are available.

### Student Ombuds Officer

The Student Ombuds Officer serves as an information source and point of communication for students who believe they may have a personal grievance. The Ombuds Officer's role does not replace existing University policies for academic complaints or conflict/grievance resolution. For additional information or to contact the Student Ombuds Officer, call (270) 745-6169.

### TRIO Programs

The following programs are made possible through grants awarded to Western Kentucky University from the United States Department of Education and administratively report to the Office of Educational Enhancement Programs.

#### Student Support Services

Created for the express purpose of increasing the retention and graduation rates of program participants, the Student Support Services program provides comprehensive continuing academic assistance for 225 undergraduate students with academic potential who meet financial guidelines, and/or are from families where neither parent holds a bachelor's degree or are a student with a documented disability. The project offers individualized peer tutoring in a wide variety of developmental courses; professional counseling for academic, personal, and career concerns; restricted sections of UE 175 (University Experience) that are limited to 20 fall freshman participants; and provides access to campus and community cultural events. In addition, participants in good standing earn priority status each semester during the course registration process and are eligible to share in supplemental grant monies awarded annually by the US Department of Education earmarked exclusively for Student Support Services participants. The program, in coordination with the Office for Student Disability Services, also offers individual assistance to qualified students with disabilities (including learning disabilities) in need of accommodation. All services are free of charge to qualifying students. Students seeking assistance who have yet to achieve junior standing can determine their eligibility and apply for services at the program offices or call (270) 745-4308. Applications are reviewed on an on-going basis. Admission to the program is not guaranteed. A successful applicant must be academically motivated and committed to participating in all aspects of the program.

**T. Chris George, Director**  
e-mail: [chris.george@wku.edu](mailto:chris.george@wku.edu)

**Jones-Jaggers Hall**  
**Office 132, Phone: (270) 745-4308**  
**Fax: (270) 745-6850**  
**Website: [www.wku.edu/sss](http://www.wku.edu/sss)**

#### Upward Bound

An educational outreach program, Upward Bound provides academic classes, counseling, tutoring, and cultural/social enrichment activities to eligible high school students in a five-county area (Allen, Butler, Edmonson, Hart and Logan). Program participants, who have potential to succeed in college and/or career-technical school with some additional academic/motivational support, must meet federal financial guidelines and/or be from families where neither parent holds a bachelor's degree. Specific individual/group activities covered throughout a student's participation in the program include career information, study skills information, ACT preparation sessions, college admissions information, and financial aid workshops. Individual counseling sessions take place with each student at his/her high school throughout the academic year with tutoring and cultural enrichment sessions being offered one Saturday per month. Students participate in a six-week summer residential program at WKU, which emphasizes academics and cultural/social enrichment. After high school graduation, participants have the opportunity to enroll in up to six college credit hours for which Upward Bound is financially responsible. In this way, participants get a "first-hand look" at college life and an academic boost from the Upward Bound program.

**Linda Gaines, Director**  
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**Jones Jaggers Hall**  
**Office 100, Phone: (270) 745-4873**  
**Fax: (270) 745-2031**  
**Website: [www.wku.edu/upwardbound](http://www.wku.edu/upwardbound)**



### Educational Opportunity Centers

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The Educational Opportunity Centers (EOC) program is designed to provide information regarding financial and academic assistance to individuals, age 19 and older, who desire to pursue a program of post-secondary education. The program assists these adults in preparing necessary applications for use by admissions and financial aid officers. Additional services include financial aid and career exploration workshops. To be eligible for the program, a participant must reside in one of the following counties: Allen, Barren, Butler, Edmonson, Hart, Logan, or Warren. The individual must meet federal income guidelines and/or qualify as a first generation college student. All services are free of charge to eligible individuals. Individuals who are interested in receiving information about the program are encouraged to contact the main office at (270) 745-4441. Outreach Centers are located in Allen, Barren, Butler, Hart, Logan, and Simpson counties. Individuals outside Warren County can contact the EOC at 1-877-753-0005 to receive locations and office hours of the Outreach Centers.

**Charlene Manco, Director**  
e-mail: [Charlene.Manco@wku.edu](mailto:Charlene.Manco@wku.edu)

**Jones-Jaggers Hall**  
Office 107  
Phone: (270) 745-4441  
Fax: (270) 745-2003  
Website: [www.wku.edu/eoc](http://www.wku.edu/eoc)  
e-mail: [EOC@wku.edu](mailto:EOC@wku.edu)

### Educational Talent Search

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Educational Talent Search (ETS) provides educational guidance services to assist eligible middle and high school youth in achieving their full educational and career potential. Services are free to all participants. Participants of the program must reside in one of eleven south central Kentucky counties: Allen, Barren, Butler, Cumberland, Edmonson, Hart, Logan, Metcalfe, or Monroe. Both group and individual educational, career, and financial aid counseling services are provided to middle and high school participants at their schools. Examples of topics covered in group sessions are ACT preparation, study skills, career decision-making, college life orientation and financial aid information. Middle school and high school participants may take field trips to colleges and to other educational settings. ETS also offers assistance to participants with special needs by identifying support services. For more detailed information, contact the ETS office.

**Martha Sales, Director**  
e-mail: [Martha.Sales@wku.edu](mailto:Martha.Sales@wku.edu)

**Jones Jaggers Hall**  
Office 100B, Phone: (270) 745-3757  
Website: [www.wku.edu/etc](http://www.wku.edu/etc)  
E-mail: [etc@wku.edu](mailto:etc@wku.edu)

### Veterans Upward Bound

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The Veterans Upward Bound program is a pre-college program that provides academic services and activities and pre-application advisement to prepare eligible veterans to enter post-secondary school. All participants must reside within an eight county area that includes: Allen, Barren, Butler, Edmonson, Hart, Logan, Simpson and Warren. Participants must have better than a dishonorable discharge with at least 180 days of active service (or have a service related disability), and must meet federal income guidelines and/or come from a family where neither parent possesses a baccalaureate degree.

**Martha R. Kenney, Director**

**Jones-Jaggers Hall Room 127**  
Phone: (270) 745-5310  
FAX: (270) 745-5987  
Website: [www.wku.edu/vub](http://www.wku.edu/vub)  
e-mail: [Veterans.Upward.Bound@wku.edu](mailto:Veterans.Upward.Bound@wku.edu)

Primary goals of the program include enhancement of academic skills and advising about postsecondary enrollment. Individuals may also receive help with educational and career goal setting, postsecondary school admission advising and financial aid application assistance.

All services are provided free of charge to eligible participants. Anyone interested in receiving additional information may contact the program at: Veterans Upward Bound, Western Kentucky University; 1906 College Heights Blvd #11098, Jones-Jaggers Hall 127, Bowling Green, Kentucky 42101-1098

## WKU Police Department

The mission of the Western Kentucky University Police Department is to provide a safe and secure atmosphere that is conducive to learning and teaching.

The Western Kentucky University Police Department is dedicated to supporting this environment through the protection of life and property, preservation of peace, providing proactive Crime Prevention Programs, and enforcing the regulations of Western Kentucky University, the ordinances of the City of Bowling Green, and the statutes of the Commonwealth of Kentucky, in a fair and impartial manner.

Further, the Western Kentucky University Police Department is committed to providing a “Community Policing” Philosophy in its approach to law enforcement, which is a partnership between faculty, staff, students and police officers that is predominantly service oriented.

The Western Kentucky University Police Department pledges to:

- Maintain a “Service Oriented” department, providing the university community with an exceptional level of law enforcement resources.
- Continue to be an integral part of the university community, by tailoring officer training to areas that will better prepare us to meet the varied needs of our faculty, staff, and students, and guests.
- Continue to be an integral part of the larger Warren County Law Enforcement Community, so that all available resources can be used to benefit and inform the university community of relevant information.
- Be more sensitive to the needs of a diverse university community, making our faculty, staff, students, and guests feel welcome on our campus.
- Increase proactive approaches to the level of law enforcement on campus that will discourage repeated criminal activity.

**Robert L. Deane, Chief of Police**

**Business Number: (270) 745-2548**

**Emergency Number: 911**

**Fax Number: (270) 745-5275**

**e-mail: [wkupolice@wku.edu](mailto:wkupolice@wku.edu)**

**Website: [www.wku.edu/police/](http://www.wku.edu/police/)**

**LOCATION: Police Building; ground floor of the 7 story Parking Structure, which is located between University Blvd and the Avenue of Champions. The WKU Police Department is at the base of this 7 story Parking Structure facing E.A. Diddle Arena.**

## WKU Restaurant & Catering Group

WKU Restaurant & Catering Group offers a wide variety of dining options...many that will fit your wants and needs.

**Fresh Food Company** Providing our guests with the highest quality foods prepared right before your eyes, The Fresh Food Company offers one of the most exciting dining experiences on campus. It features authentic upscale foods from ‘mini-restaurants’ – American Diner, Café Roma, American Bistro, The Produce Market, Mongolian Grille and more. Our chefs are ready to serve you a changing menu of specialties including home-style comfort foods, hand-tossed pizza, a full salad bar, deli offerings, fresh whole fruits and daily vegetarian options just to name a few. Continuous Dining from 7 am to 8 pm most nights! Located on the main level of DUC.

**Garrett Food Court** Located at the top of the hill, Garrett Food Court has something for everyone from Bene Pizza and Pasta to Izzi’s Southwest, Grille Works, and Home Zone. With lots of grab and go items, you are sure to find what you are looking for.

**DUC Food Court** Now students can enjoy Izzi’s Southwest in DUC too – just like Garrett Food Court! For a healthier option create your own salad at Greens To Go. Combine fresh vegetables, pasta and cheese at our made-to-order Bene Pasta station or choose something special at Chick-fil-A. Scrumptious baked goods and breakfast foods make this location a very popular destination.

**Java City Library** Serving EcoGrounds coffee and pastries along with fresh made hot breakfast, this is the place for a quick bite. In the afternoon try a Smoothie or baked good for that late day craving. Located in the Helm Library.

**Freshens Energy Zone | Java City DUC** Need a pick-me-up? No matter what time of year, Java City coffee and specialty drinks are always a hit. Java City coffee shops serve EcoGrounds coffee! For an extra special treat, have a fruit or yogurt Smoothie from the Freshens Energy Zone. Look for the NEW savory and sweet crepes this fall at

## Student Services

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Freshens; another healthy option for breakfast, lunch or dinner. Stop by the main floor of DUC and get your daily treat.

**Subway** Eat fresh! With two on-campus locations, you can always find time to stop in at either DUC SUBWAY located in Niteclass or at SUBWAY in Garrett.

**RedZone featuring Papa John's Pizza** Visit Red Zone, WKU's sports themed restaurant, for great food and sports. Red Zone is fully equipped with flat screen televisions and a 123-inch projection screen and surround sound. Papa John's combines total commitment to quality with superior ingredients, and the result is pure pizza excellence at Papa John's in Red Zone. Come join us and see for yourself; we promise you will have a great time! Located on the main level of DUC.

**The Bate Shop** Offering a variety of products including grocery items, snacks, drinks, laundry detergent, personal items, and much more! Buy your organic and green products here! Check us out! Located in Bates Runner Hall.

**Einstein Bros. Bagels** High-quality food is the standard, with a diverse menu ranging from bagels and breakfast sandwiches to gourmet coffee and specialty coffee drinks. Also enjoy freshly baked goods, salads, made-to-order sandwiches and decadent desserts. Located at Mass Media and Technology Hall.

**South Campus Food Court** Located at the WKU South Campus, this food court has many different offerings. Grille Works offers many grill items including burgers, chicken and more. At World's Fare options include a rotation of hot entrees and sides every day. Grab and Go items are also available for purchase.

**Tower Court & Pit Stop Convenience Store** At Burger Studio, turn your sandwich into a masterpiece with your own creative combination of toppings and sauces, all served on a freshly baked bun. Tower Court also features Popeyes Chicken and a Greens To Go. Grab items to take back to your room in the convenience store located next to Tower Food Court. Located at the bottom of the hill next to PFT.

**DaVinci's** Modeled after the look and feel of a Panera Bread style restaurant, DaVinci's offers fresh baked muffins, stuffed croissants, bagels and hot bagel breakfast sandwiches and wraps each morning; easy for the student that is on the go. The lunch menu includes a wide variety of soups, salads, gourmet chips and signature selection sandwiches and wraps made-to-order. The original menu provides a diverse selection of convenient ready-to-go salads and sandwiches, making it especially well-suited for customers on a tight schedule. The options at DaVinci's are available for breakfast and lunch as well as for a mid morning or afternoon snack.

We offer economical and convenient Meal Plans for all students. For additional information or to sign up for a Meal Plan or Dining Dollars account, visit [www.wkudining.com](http://www.wkudining.com) or stop by our office at DUC Room 124. Questions may be answered by calling (270) 745-2416.

### WKU Store

The WKU Store is the official bookstore for Western Kentucky University. It carries the largest selection of used textbooks with the guaranteed lowest prices in town. The WKU Store is also the #1 retailer of WKU apparel and merchandise.

**Phone Number:** (270) 745-2466  
**Website:** [www.wkustore.com](http://www.wkustore.com)

It offers a Textbook Reservation Program to both new and returning students for Fall and Spring semesters. The WKU Store is the only place where students can bill textbooks and supplies to their University Bill at the beginning of each semester.

Conveniently located at Main Campus (3<sup>rd</sup> Floor DUC), South Campus, Glasgow and Owensboro Regional Campuses, The WKU Store connects students to all aspects of the WKU experience.