Fall Semester 2012

Registration Guide

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Western Kentucky University is an equal opportunity institution of higher education and upon request provides reasonable accommodation to individuals with disabilities. www.wku.edu/eoo

Information printed in this Guide is subject to change as deemed necessary by the University.

Telephone Numbers and Locations

Area Code (270)

Academic Transitions Program	PH 1st Floor	745-4242
Admissions (undergraduate)	PH 1st floor	745-2551
Advising & Retention Center	SSC DUC-A330	745-5065
Campus Operator	WAB 1st floor	745-0111
Career Services Center	SSC DUC-A230	745-2691
South Campus	Academic Wing	780-2550
Dining Services	DUC 124	745-2416
Disability Services	SSC DUC-A200	745-5004
Distance Learning	GCC 104	745-2106
Downing University Center	DUC 241	745-2456
E-town/Ft. Knox Campus	Ft. Knox	745-5079
Financial Aid	PH 316	745-2755
Glasgow Campus	Glasgow	659-6900
Graduate Studies	WAB 207	745-2446
Health Services	HSB	745-5641
Housing	Southwest 18	745-4359
ID Center	DUC 126	745-2417
Independent Learning	GCC 102	745-4158
Owensboro Campus	Owensboro	745-5095
Registration	PH 2nd floor	745-3352
Residence Life	Southwest 18	745-2037
Student Life	PH 442	745-2791
Student Records	PH 228	745-2098
Transcripts	PH 2nd floor	745-5448
Tuition and fees	PH 208	745-6381
WKU Information Line	WKU	745-4845
WKU Information Line	Toll Free	1-888-CALL-WKU

Office Hours

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

South Campus Student Information Desk	**South Campus**
Monday-Thursday	8:00 a.m. - 6:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
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. - 6:45 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

Questions pertaining to the Family Educational Rights and Privacy Act may be directed to Freida K. Eggleton, 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 2004 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2010). For this cohort of beginning students, the graduation rate is 42.43%.

Statement of Compliance

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, or disability. On request, the University 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, the University policies and procedures are published in Hilltopics: A Handbook for University Life; the Western Kentucky University Personnel Policies and Procedures Manual; and the Catalog. These publications, including information about University procedures, are available on the University's website (www.wku.edu), and also the following locations:

Equal Opportunity/Affirmative Action/University ADA Services
Wetherby Administration Building, G33
1906 College Heights Blvd #11009
Western Kentucky University
(270) 745-5121

Office of Human Resources
Room 42, Wetherby Administration Bldg.
1906 College Heights Blvd #11003
Western Kentucky University
(270) 745-5360

Office of the President
Room 135, Wetherby Administration Bldg.
1906 College Heights Blvd #11001
Western Kentucky University
(270) 745-4346

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Mero Street, Frankfort, Kentucky, 60601, (502) 564-3550; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 269, Louisville, Kentucky 40202, (502) 582-5851.

2012 Fall Semester Academic Calendar

April 11-26 Priority registration throughTopNet.

April 30 Deadline to apply for 2012 August graduation.

Aug 21 Tuition and fees deadline for students who registered through August 5.

Aug. 23 Residence halls open at 8:00 a.m.

Aug. 24 Residual funds disbursement will be made to students through Higher One/WKU Debit Card. **Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in release of your residual funds.**

Aug. 27 Day and evening classes begin. Students initially registering on or after this date will be subject to a late registration penalty of $50.

Aug. 29 **First bi-term 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.

Aug. 30 **First bi-term classes:** $50 Schedule Change Fee begins.

Aug. 31 **First bi-term classes:** last day to receive 50% refund.

Sept. 3 Classes dismissed for Labor Day.

Sept. 4 Last day to register for a full-time course load (12 or more hours for undergraduates and 9 or more for graduates).

Sept. 4 **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**)

Sept. 4 Tuition and fees deadline for students who registered August 6-19.

Sept. 5 **Full semester classes:** $50 Schedule Change Fee begins.

Sept. 5 **First bi-term:** Last day to receive any refund.

Sept. 11 **Full semester classes:** last day to receive 50% refund.

Sept. 18 **Full semester classes:** last day to receive any refund for the 2012 fall semester.

Sept. 19 **First bi-term classes:** last day to drop a class with a W. Last day to change a class from credit to audit.

Sept. 25 Last day to file for change in residency for fee assessment purposes for the 2012 fall semester.

Sept. 25 Deadline to receive balance of registration fees, including late payment fees.

Sept. 27 **First bi-term classes:** 60% point.

Sept. 27 Last day to apply for 2012 December graduation.

Oct. 4-5 Fall Break.

Oct. 8 Classes resume.

Oct. 15, 16 **First bi-term classes:** Final examinations.

Oct. 17 **Full semester classes:** Last day to drop a class with a W. Last day to change a class from credit to audit.

Oct. 17 Second bi-term classes begin.

Oct. 18 First bi-term final grades due by noon.

Oct. 21 **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.

Oct. 22 **Second bi-term classes:** $50 Schedule Change Fee begins.

Oct. 23 **Second bi-term classes:** last day to receive 50% refund.

Oct. 25 **Second bi-term classes:** last day to receive any refund.

Oct. 29 **Full semester classes:** 60% point of the fall semester.

Oct. 29 Priority registration for 2013 spring semester begins.

Nov. 6 Presidential Election Day. (University closed)

Nov. 8 **Second bi-term classes:** last day to drop a class with a W. Last day to change a class from credit to audit.

Nov. 16 Last day students may remove an incomplete from the 2012 spring or summer term.

Nov. 19 **Second bi-term classes:** 60% point.

Nov. 21 Thanksgiving break begins.

Nov. 26 Classes resume.

Dec. 3 Roster freeze date (No late adds or withdrawals for extenuating circumstances will be processed after this date.)

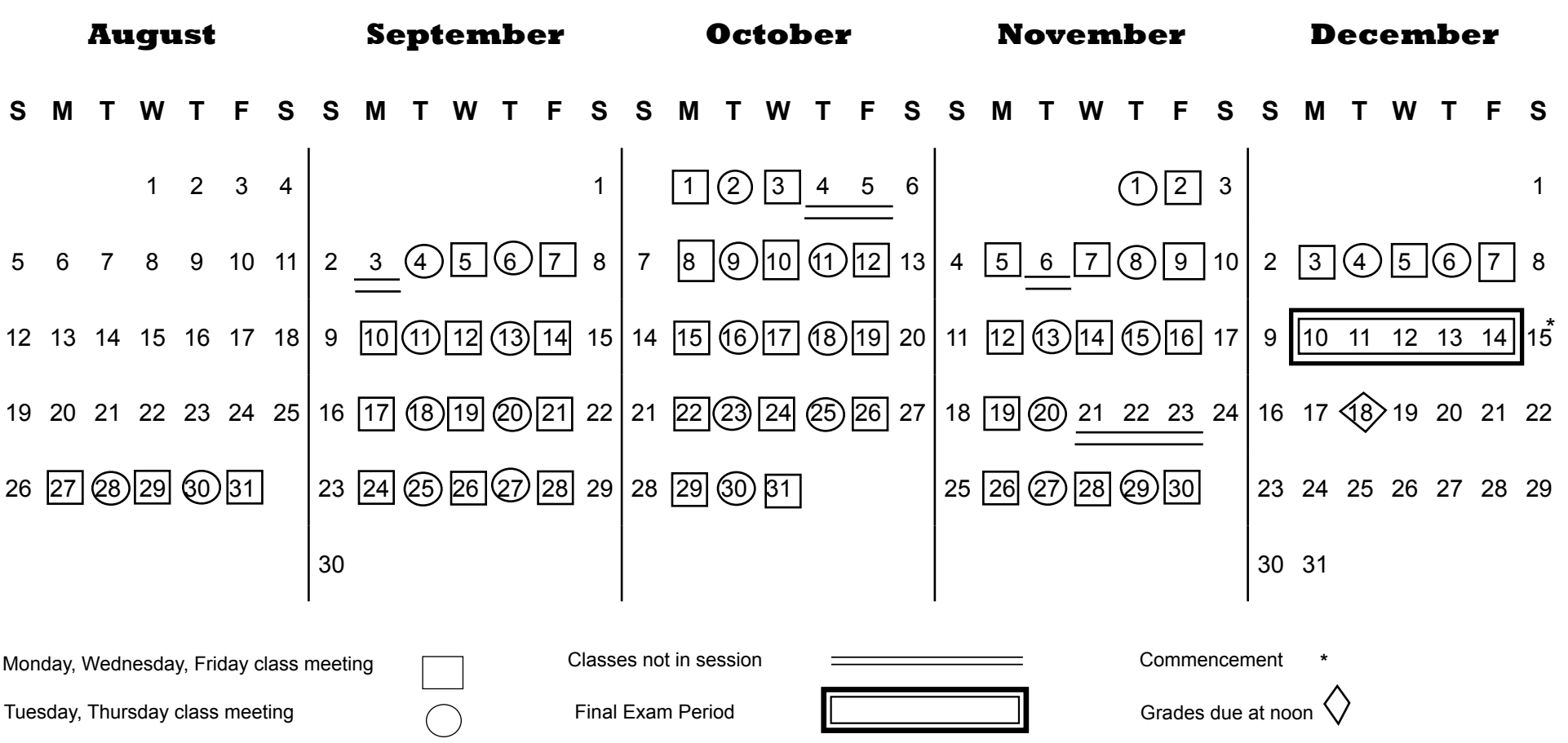
Dec. 10-14 Final examinations.

Dec. 15 2012 Fall Commencement.

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

Dec. 18 Final grades due by noon.

2012 Fall Semester at a Glance



Advising and Registration Information
Fall 2012

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 they have achieved senior status (90 earned hours) AND have filed an Application for Graduation in the Office of the Registrar. All associate degree-seeking students must also see an advisor, UNLESS they have earned at least 48 hours AND have filed an Application for Graduation in the Office of the Registrar.

Change of Major/Minor/Concentration: 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 for graduate students and (a) 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 program of study after the degree program has been filed); (b) undergraduate students pursuing MORE than two majors (who will be directed to the Academic Advising and Retention Center); and (c) new incoming freshmen.

iCAP (Interactive Curriculum & 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 earned coursework prior to 1990 and 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 **View General Student Information**, or **View Advisor Information**, or **View Summary Student Schedule**.

Advisor Hold Lifted. After you have been advised, your advisor or the departmental representative must remove your advising hold either on Banner or TopNet. 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 during orientation (Academic Transitions Program) based on the major you indicate on the orientation registration form. If you enter the University as Exploratory/Generally Undeclared, your advisor will be located within the Academic Advising and Retention Center (AARC). AARC also provides additional support to non-traditional and re-entry students. **If you have any questions about advising, contact AARC at (270) 745-5065, visit AARC's website at www.wku.edu/advising/, or email us at academic.advising@wku.edu.**

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.

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 Career Services Center?

___ What club/organizations would you recommend I join?

Priority Registration
April 11–26, 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 **Fall Academic Calendar** for important dates affecting your registration.

Tuition and fees are due no later than August 21 for students who register through August 5.

Registration in a course obligates the student to pay for the course and fulfill course requirements. Do not wait for the university to cancel your registration due to non-payment. 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.

Graduate Students

Registration eligibility is based upon:

- Enrollment during the 2011 fall, 2012 winter/spring, or 2012 summer term
- Or admission for the 2012 fall semester
- Clearance of all hold flags
- New students are advised to consult with their advisor

Last Name	Registration Date
N - Z	April 11
A - M	April 12

Undergraduate Students

Registration eligibility is based upon:

- Enrollment during the 2011 fall, 2012 winter/spring, or 2012 summer term
- Or readmission for the 2012 fall 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 be cleared to register by their advisor UNLESS they have filed an Application for Graduation.

Last Name	Registration Date
N - Z	April 11
A - M	April 12

Juniors
(60 - 89 hours earned)

Last Name	Registration Date
A - F	April 13
G - N	April 16
O - Z	April 17

Sophomores
(30 - 59 hours earned)

Last Name	Registration Date
A - F	April 18
G - N	April 19
O - Z	April 20

Returning Freshmen
(0 - 29 hours earned)

Last Name	Registration Date
A - C	April 23
D - J	April 24
K - Q	April 25
R - Z	April 26

Open Registration
April 27-August 26

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

Late Registration
August 27-September 4

Students who are unable to register in advance may register August 27-September 4, but will be assessed a late registration penalty of $50. Refer to information listed under **Priority Registration** for eligibility requirements.

General Registration Information

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. Do not wait for the university to cancel your registration due to non-payment. 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.

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.

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.

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.

April 11 - September 4 - Students who register may drop/add during this period.

September 5 - October 17 - 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 October 18 - 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.

Class 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 log onto Blackboard or other instructor-designed website within one week of course start date without previous arrangements with the instructor or department. Instructors may drop a student for nonattendance only during the regular drop/add period of the term. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

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**.

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_current.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 g.p.a. 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.

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.

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.

General Registration Information

TopNet Registration Procedures and Tips

Course Offerings

All courses offered for the fall semester can be found on the **TopNet Schedule of Classes** at www.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

- Fall Semester–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.
- Read Steps 1-7 below, in addition to the **Tips for Using TopNet**.

Registration

Step 1 Access ***TopNet*** through the internet at www.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. New Pin __ __ __ __ __ __. 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 cours(es). 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**.

topnet.wku.edu

Available Every Day*
5 a.m. to 2 a.m.

*** Availability may be affected periodically at other times due to system maintenance.**

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**.
- **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 and Graduate Academic Offerings

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

Key to Buildings

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

Key to Section Numbers

Type 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 & Other	600-609
Owensboro	610-619
Elizabethtown/ Fort Knox/Radcliff	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

Final Grades

Final grades and cumulative grade point averages will be available on **TopNet** beginning December 19. 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**.

Class Periods

MWF Day Class Periods
(55 Minute Periods)

	Begin		End
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)

	Begin		End
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.		
Begin		*End*	*Begin*		*End*
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. & Wed.			Tue. & Thur.		
Begin		*End*	*Begin*		*End*
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.

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 www.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 6 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.
3. Any refund will be calculated as of the withdrawal effective date.
4. 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.
5. 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 Health Services (745-5641) or your personal health insurance agent to determine your status.
   - **Financial aid:** Contact Student Financial Assistance (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 (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 (745-5551) for information.
   - **Obligations with the University:** Check **TopNet** for holds that prevent your withdrawal.

Tuition and Fee Information

Tuition and Fee Schedule

2012 Fall Semester

At the time of publication, Fall 2012 tuition and fees have not been approved by the Kentucky Council on Postsecondary Education or the Western Kentucky University Board of Regents. Please consult the WKU tuition and fees website at http://www.wku.edu/bursar after May 1 for rate information and updated policies and procedures.

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.

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.

For the **Educational Leadership Doctoral Program**, there is a $1,200 program fee per semester for students enrolled in 5 or more credit hours or $600 per semester for students enrolled in fewer than 5 credit hours. The program fee is not assessed during winter term.

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 nunber of hours enrolled. There is no full-time distance learning rate.

Full-time undergraduate students enrolled in distance learning courses will be assessed an additional distance learning charge per credit hour.

Notes:

1. 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.
2. 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.
3. **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.**
4. Additional information on Tuition and Fees and related details can be obtained from the **Tuition and Fees** link from Western's home page at www.wku.edu.

Tuition Incentive Program

Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified undergraduate students who are residents of specific counties in Tennessee, Indiana, Missouri, Illinois, Ohio, Georgia, and Florida. Eligibility for all undergraduates is determined by the Office of Admissions. Qualified students will automatically be assessed tuition at approximately 1.28 times the corresponding full-time resident rate for undergraduate students attending the main campus.

Tier 1 (Based on County of Residence)

Tennessee	**Indiana**	**Illinois**
Cheatham	Clark	Alexander
Clay	Crawford	Edwards
Davidson	Dearborn	Gallatin
Dickson	Dubois	Hardin
Houston	Floyd	Madison
Humphreys	Gibson	Massac
Jackson	Harrison	Pope
Maury	Jefferson	Pulaski
Montgomery	Marion	St. Clair
Pickett	Ohio	Wabash
Rutherford	Perry	White
Shelby	Pike	
Smith	Posey	**Ohio**
Stewart	Ripley	Butler
Trousdale	Scott	Clermont
Williamson	Spencer	Hamilton
Wilson	Switzerland	Montgomery
	Vanderburgh	Warren
Missouri	Warrick	
St. Charles		
St. Louis		

Tier 2* (Based on County of Residence)

Georgia	**Florida**	**Illinois**
Clayton	Hillsborough	Cook
Cobb	Manatee	DuPage
DeKalb	Pinnellas	Kane
Fulton	Polk	Lake
Gwinnett		McHenry

*Students falling into Tier 2 are not eligible for the TIP scholarship.

National/International Academic Scholarship

Any nonresident beginning freshman with a 3.4 unweighted GPA and a 24 ACT/1090 SAT (or transfer with 24 earned hours and 3.4 GPA) is eligible for an academic scholarship that will pay the difference between the non-resident rate and Tuition Incentive Program (TIP) rate.

Out-of-State Tuition Waiver

Residents of Macon, Robertson, and Sumner Counties, Tennessee are eligible to pay in-state registration fees by virtue of a reciprocity agreement between Kentucky and Tennessee.

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 e-mail account routinely to stay informed of important university business such as information regarding your bill.**
2. **Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date.** Classes may be automatically cancelled and/or late payment fees assessed if payments are not received by specified dates.
3. Refer to the **Fee Payment Schedule** later in this document 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/or cancellation of classes.**
4. 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.
5. Approved financial aid, scholarships and non-resident tuition waivers are applied directly to the cost of registration, fees and university housing. WKU has partnered with Higher One, a financial services company that specializes in student refund payment services. All refunds will be made to students through the WKU Debit Card. With the WKU Debit Card, refunds are delivered in the manner the student chooses—Easy Refund to the OneAccount or ACH transfer (direct deposit) to the student's bank account. The university will NOT issue refund checks, so you MUST use your card to access the Higher One website and choose an option for receiving any refund due to you. It is very important for students to activate the card as this is the way to select the refund preference. 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 on to your **TopNet** account, selecting **Student Services**, selecting **Student Records**, and selecting **Student Holds**.
6. **If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Registrar's Office in writing to ensure that you will not owe tuition and late payment fees and receive "F" grades.**

   NOTE: DO NOT wait for the university to cancel your registration due to nonpayment. You are responsible for your own enrollment status.
7. Students registering beginning Monday, August 27, will be assessed a late registration fee of $50.
8. 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 August 1. 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.
9. **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 incurred by the University. Delinquent accounts receivables are placed with a collection agency and collection costs will be added, increasing the amount owed. Accounts will also be reported to the National Credit Bureaus.**
10. 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. We have contracted with Tuition Management Systems (TMS) to allow students to pay their bill with a Master Card, Discover or American Express credit card for a convenience fee equal to 2.99 percent of the payment amount. **Please note that Visa is not accepted.** You may also make an electronic payment on TopNet from your checking or savings account without a convenience fee.

    Please refer to **Payment Options** section of this guide for additional information.
11. **Western Kentucky University is pleased to offer our partnership with #1 rated Tuition Management Systems (TMS).** For the Fall 2012 semester, we will offer an interest-free, four-payment plan. The payments will be due July 1, August 1, September 1 and October 1. A five-payment plan beginning June 1 is also available for the fall 2012 semester. The payment plan is available for a $40 enrollment fee. Visit Tuition Management Systems online at afford.com/wku 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.

Fee Payment Schedule—Fall 2012

Registration Dates	Bill Date via e-bill	Postmark Date (if not received by due date)	Due Date	Amount Due	Penalty
Through July 29	July 30	August 13	August 21 4:00 p.m.	Tuition, housing and fees are due in full for all students.	**$100 Late Payment Penalty**
July 30-August 5	August 6	August 13	August 21 4:00 p.m.	Tuition, housing and fees are due in full for all students	**$100 Late Payment Penalty**
August 6-19	August 20	August 31	September 4 4:00 p.m.	Tuition, housing and fees are due in full for all students	**$100 Late Payment Penalty**
August 20-September 9 (**Late Registration** $50 fee begins August 27)	September 10	September 18	September 25 4:00 p.m.	Full payment; Balance for students who have not paid fees in full (including late payment fees)	**CANCELLATION OF CLASSES—**with no opportunity for reinstatement after October 23.

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 e-mail 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 more paper – environmentally friendly!

The "ONLY" way to select your university refund preference.

Western Kentucky University has partnered with Higher One, a financial services company that specializes in student refund services. All refunds are disbursed through the WKU Debit Card.

Refunds are delivered to students by the option that they choose when activating the WKU Debit Card:

1. Easy Refund to the OneAccount – Fastest Option
2. ACH Transfer (Direct Deposit) to your current bank account – Deposit funds to a bank of your choice. Selecting this method will allow funds to be available in 2-3 business days.

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 Higher One who then disburses the refunds according to the choice a student has made during the selection process.

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 September 4	100%
September 5-11	50%
September 12-18	25%
No refunds made after September 18.	
First bi-term refund schedule	
Through August 29	100%
August 30-31	50%
September 1-5	25%
No refunds made after September 5.	
Second bi-term refund schedule	
Through October 21	100%
October 22-23	50%
October 24-25	25%
No refunds made after October 25.	

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 and 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 WKU Debit Card.
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 September 4.

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. Proposed Housing fees for Fall 2012:
   Barnes Campbell, Bemis Lawrence $1,945
   Douglas Keen, Gilbert, Hugh Poland, McCormack, Minton Hall and Rodes Harlin
   Pearce Ford Tower $1,970
   Meredith and Zacharias $2,020
   Bates Runner, McLean, Northeast and Southwest $2,145

   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 Fall 2012 housing is due by Tuesday, August 21, 2012.
4. IMPORTANT INFORMATION regarding e-mail communication: University policy requires that you use the provided WKU e-mail address for all university e-mail communication. **You are strongly advised to access your WKU e-mail account routinely to stay informed of important university business such as information regarding your bill and/or financial aid.** You may forward your WKU e-mail 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 e-mail account (including how to change your WKU e-mail password or how to forward your WKU e-mail address), go to www.wku.edu/accounts/.
5. FOR MORE INFORMATION

Tuition and Fees
Billings & 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
Potter Hall, Room 208
Phone: (270) 745-5551

Payment Options

Payment Address - Not on Payment Plan through TMS

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

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.

Payment Options through Tuition Management Systems (TMS)

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

- MasterCard, Discover or American Express is accepted with a convenience fee equal to 2.99% of the amount of payment that will be **charged to the cardholder**. **(Please note that Visa is not accepted.)**
- Electronically debit your checking or savings account .

TMS Interest-Free Monthly Payment Plan

- Spread your educational expenses over four equal monthly installments per semester which will be due July 1, August 1, September 1 and October 1 for the Fall 2012 semester. A five-payment plan beginning June 1 is also available for the fall 2012 semester.
- Enrollment fee of $40 per semester.
- Enroll on the web, the phone, or mail. (See TMS Payment Access below.)

TMS Payment Access

- Access TMS website directly at afford.com/wku.
- 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.

NOTE: FAILURE TO RECEIVE A BILL DOES NOT RELIEVE THE STUDENT OF THE OBLIGATION TO PAY TUITION AND FEES BY THE DUE DATE. FOR QUESTIONS, PLEASE CALL (270) 745-6381.

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.

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

Tuition and/or fees are subject to change by the Kentucky Council on Postsecondary Education or by the University without prior notice.

Financial Aid Information

Students receiving Federal Title IV Aid (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 and adjustments cannot be made to Pell and CAP grant awards for classes added after the drop/add period. Institutional refunds will be returned to financial aid programs for totally withdrawn classes.

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

For students who received a scholarship, any institutional refund not returned to the Title IV Programs will be returned to the scholarship source if the student drops below full-time enrollment status.

Revisions to Awards

Change(s) in financial aid awarded or accepted or in 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 new Federal law applies to Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and Federal Stafford Loans. The federal law 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 fall term is **October 29, 2012.**

The student may be required to return unearned funds for which he/she received. If the student is required to return grant funds, the amount of grant repayment will be reduced by 50%. If the student owes a return of loan funds, the student will repay the loan according to the respective promissory note.

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. **If grant funds are not returned, the student ceases to become eligible for any federal financial aid until repaid.**

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 at the midpoint of the enrollment period.

Without acceptable proof of attendance or participation in class related activity **beyond** the 60% point of the student's fall enrollment period, the Federal Title IV financial aid credit for the fall enrollment period is refunded to the aid program(s) from which it came at a rate of 50 percent of university charges. Loans are refunded before grants.

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 law (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.

General Education Requirements

The General Education Program is a set of requirements for all students seeking the baccalaureate degree at Western Kentucky University. It is an integral part of the undergraduate curriculum that both complements and supports the students' preparation in their major field or specialization.

The General Education Program helps students maximize their individual potential. Students develop understanding, appreciation, and acceptance of multiple "ways of knowing" (i.e., artistic, literary, philosophical, historical, scientific) through the acquisition, organization, and analysis of specific bodies of knowledge. They are encouraged to acquire aesthetic and appreciative faculties, to explore and test their own values and ethical frameworks, and to demonstrate sensitivity to diverse perspectives and cultures.

The General Education Program provides a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge in their major field or specialization and also ensure that they will be adaptable and flexible in the face of changing career plans and requirements. Students' explorations of their own values and perspectives and those of other social groups and cultures prepare them to live in a culturally diverse, globally competitive, and technologically complex world.

The General Education Program prepares students for active membership in society. It is a broadening experience that helps them acquire the shared skills, knowledge, and values that promote the well-being of society. This experience nurtures their capacity for leadership and service and helps them learn to adapt their skills and knowledge to changing societal needs.

In sum, the General Education Program gives meaning to the motto of "Life, More Life" by promoting intellectual growth, lifelong learning, and informed citizenship for all Western graduates.

A student completing the general education program at Western Kentucky University will have:

Academic Skills

- the capacity for critical and logical thinking;
- proficiency in reading, writing, and speaking;
- competence in a language other than the native language
- the ability to understand and apply mathematical skills and concepts
- an informed acquaintance with major achievement in the arts of the humanities;
- a historical perspective and an understanding of connections between past and present;
- an appreciation of the complexity and variety in the world's cultures;
- an understanding of the scientific method and a knowledge of natural science and its relevance in our lives;
- an understanding of society and human behavior;
- an understanding of factors that enhance health, well-being, and quality of life.

All students following a four-year undergraduate degree program must fulfill certain general education requirements. Students are cautioned to note any special requirements governing the particular program they choose to follow. Students should refer to course descriptions or consult the department head for possible prerequisites for general education courses. The general education requirements and the courses which will fulfill these requirements are as follows:

[h] Course section regularly offered for honors credit.

"[NOTE: The list of examples under each objective is intended to illustrate possible ways to reach the general objective.]"

A. Organization and Communication of Ideas. . . . . 12 hours

I. English Composition. . . . . *6 hours*

English (ENG) 100, Introduction to College Writing [h]
English (ENG) 300, Writing in the Disciplines [h]

◆ CLEP Exam—English College Composition (3 hours applied to Category A-1).

II. Foreign Language . . . . . 3 hours

Students who began their college career as degree seeking students during the 2004 summer term and thereafter are required to take the second semester level or higher foreign language course.

The general education foreign language requirement will be waived for international students whose first language is not English, contingent upon successful completion of ENG 100 and 300 and either COMM 145 or 161 (i.e., 9 hours instead of 12 in Category A) and an additional 3 hours of course work in General Education courses selected from any category *as long as the course selected is not a foreign language class in the student's native language*. A letter from the Office of International Programs verifying the student is a non-native speaker of English must be attached to the iCAP undergraduate degree exception form and submitted to the Office of the Registrar.

American Sign Language (CD) 101, 102
Arabic (ARBC) 101, 102, 201, 202
Chinese (CHIN) 101, 102, 201, 202
Chinese (CHNF) 102, 201, 202
French (FREN) 101, 102, 201, 202
German (GERM) 101, 102, 201, 202
Greek (BLNG) (also RELS) 384, 385
Hebrew (BLNG) (also RELS) 382, 383
Italian (ITAL) 101, 102
Japanese (JAPN) 101, 102, 201
Religious Studies (RELS) (Latin) 150, 151
Russian (RUSS) 101, 102
Spanish (SPAN) 101, 102, 102[h], 201, 202
Swahili II (SWAH) 102

Latin (credit by departmental examination—3-6 hours)

III. Public Speaking. . . . . 3 hours

Communication (COMM) 145, Fundamentals of Public Speaking and Communication[h]
Communication (COMM) 161, Business/Prof Speaking [h]

B. Humanities . . . . . 9 hours

At least three fields must be represented across Category B.

I. Literature . . . . . 3 hours

English (ENG) 200, Introduction to Literature [h]
English (ENG) 398, Hemingway and Faulkner (Honors participation or 3.2 GPA required)
French (FREN) 314, Introduction to French Literature
German (GERM) 314, Introduction to German Literature
Humanities (HUM) 172, Literature/Medieval/Renaissance Europe
Humanities (HUM) 182, Literature/Modern Western World
Humanities (HUM) 192, Lit and Drama/Ancient Greece and Rome
Spanish (SPAN) 374, Literature and Culture of Spain
Spanish (SPAN) 376, Literature and Culture of Latin America

◆ CLEP Exam—Humanities (6 hours: 3 hours applied to B-I; 3 hours applied to B-II)

II. Electives . . . . . 6 hours

Architectural & Manufacturing Sciences (AMS) 180, Prin. of Architectural Practice
Art (ART) 100, Art Appreciation [h]
Art (ART) 105, History of Art to 1300
Art (ART) 106, History of Art since 1300
Dance(DANC) 110, Dance Appreciation
French (FREN) 323, French Civilization and Culture
German (GERM) 333, German Civilization and Culture
German (GERM) 335, Contemporary Culture and Civilization
History (HIST) 305, Ancient Greece
History (HIST) 306, Ancient Rome
History (HIST) 307, The Middle Ages
History (HIST) 317, Renaissance Europe
History (HIST) 318, The Age of the Reformation
Humanities (HUM) 171, Fine Arts/Medieval/Renaissance Europe
Humanities (HUM) 173, Phil/Religion/Medieval/Ren. Europe
Humanities (HUM) 181, Fine Arts/Modern Western World
Humanities (HUM) 183, Phil/Religion/Modern Western World
Humanities (HUM) 191, Fine Arts of Ancient Greece and Rome
Humanities (HUM) 193, Religion/Phil/Ancient Greece and Rome
Music (MUS) 120, Music Appreciation [h]
Music (MUS) 326, Music History I
Music (MUS) 327, Music History II
Philosophy (PHIL) 101, Truth and Relativism
Philosophy (PHIL) 102, The Good and the Beautiful
Philosophy (PHIL) 103, The Committed Life
Philosophy (PHIL) 201, Love and Friendship
Philosophy (PHIL) 215, Elementary Logic
Philosophy (PHIL) 320, Ethics [h]
Philosophy (PHIL) 321, Morality and Business
Philosophy (PHIL) 322, Biomedical Ethics
Philosophy (PHIL) 323, Social Ethics
Religious Studies (RELS) 100, The New Testament
Religious Studies (RELS) 101, The Old Testament/Hebrew Scriptures
Religious Studies (RELS) 102, Introduction to Religious Studies [h]
Religious Studies (RELS) 305, Christian Religious Traditions
Religious Studies (RELS) 323, Social Ethics
Spanish (SPAN) 373, Spanish Civilization and Culture
Theatre (THEA) 151, Theatre Appreciation

◆ CLEP Exam—Humanities (6 hours: 3 hours applied to B-I; 3 hours applied to B-II)
◆ When CLEP examination credit is used in Category B-II, additional credit may be earned in any course in Category B-II.

C. Social and Behavioral Sciences . . . . . 9 hours

At least three fields must be represented; History 119 or History 120 is required.

Agriculture (AGRI) 108, Rural Sociology
Anthropology (ANTH) 125, Intro to Biological Anthropology
Anthropology (ANTH) 130, Intro to Archaeology
Consumer and Family Sciences (CFS) 311, Family Relations [h]
Economics (ECON) 150, Introduction to Economics [h]
Economics (ECON) 202, Principles of Economics (micro)
Economics (ECON) 203, Principles of Economics (macro)
Finance (FIN) 161, Personal Finance
Folk Studies (FLK) 371, Urban Folklore
Geography (GEOG) 216, Geographic Information Science and Society
Geography (GEOG) 350, Economic Geography
Geography (GEOG) 360, Geography of North America
Geography (GEOG) 471, Natural Resource Management
Geography (GEOG) 480, Urban Geography
Gerontology (GERO) 100, Intro to the Aging Experience
History (HIST) 119, Western Civilization to 1648 [h]
History (HIST) 120, Western Civilization since 1648 [h]
Leadership Studies (LEAD) 200, Introduction to Leadership Studies
Philosophy (PHIL) 202, Racial Justice
Political Science (PS) 110, American National Government [h]
Political Science (PS) 250, International Politics [h]
Political Science (PS) 260, Intro to Comparative Politics
Political Science (PS) 267, Introduction to East European Studies
Psychology (PSY) 100, Introduction to Psychology [h]
Psychology (PSY) 199, Intro to Developmental Psychology [h]
Psychology (PSY) 350, Social Psychology
Recreation (REC) 200, Introduction to Recreation
Religious Studies (RELS) 202, Racial Justice

Religious Studies (RELS) 325, Religion in Contemporary America
Social Work (SWRK) 101, Foundations of Human Services [h]
Sociology (SOCL) 100, Introductory Sociology [h]
Sociology (SOCL) 210, Interaction: Self in Society
Sociology (SOCL) 220, Marriage and Family
Women's Studies (WOMN) 200, Introduction to Women's Studies [h]

◆ CLEP Exam—Social Science-History (6 hours: 3 hours applied in Category C and 3 hours applied as elective)

◆ When 3 hours of CLEP examination credit are used in Category C, additional credit may be earned by taking courses from two different fields in Category C, including History 119 or 120.

D. Natural Sciences—Mathematics . . . . . 9 hours

At least two fields must be represented in Science (D-I) including at least one course designated as a lab course. At least three hours in this category must be in Mathematics (D-II).

I. Science . . . . . .Minimum 6 hours
Agriculture (AGRI) 101, The Science of Agriculture [h]
Agriculture (AGRI) 280, Intro/Environmental Science
Architectural and Manufacturing Sciences (AMS) 210 Introduction to Technology
Astronomy (ASTR) 104, Astronomy of the Solar System (DL)
Astronomy (ASTR) 106, Astronomy of Stellar Systems (DL)
Astronomy (ASTR) 108, Descriptive Astronomy
Astronomy (ASTR) 214, General Astronomy (DL)
Biology (BIOL) 113, General Biology
Biology (BIOL) 114, General Biology Laboratory (DL)
Biology (BIOL) 120, Biological Concepts; Cells, Metabolism and Genetics [h]
Biology (BIOL) 121, Biological Concepts; Cells, Metabolism and Genetics Lab (DL)
Biology (BIOL) 122, Biological Concepts; Evolution, Diversity and Ecology
Biology (BIOL) 123, Biological Concepts; Evolution, Diversity and Ecology Lab (DL)
Biology (BIOL) 131, Human Anatomy and Physiology (DL)
Biology (BIOL) 207, General Microbiology
Biology (BIOL) 208, General Microbiology Lab (DL)
Biology (BIOL) 302, Human Biology
Chemistry (CHEM) 101, Introduction to Chemistry (DL)
Chemistry (CHEM) 102, Introduction to Chemistry Lab (DL)
Chemistry (CHEM) 105, Fundamentals of General Chemistry
Chemistry (CHEM) 106, Fundamentals of General Chemistry Lab (DL)
Chemistry (CHEM) 109, Chemistry for the Health Sciences
Chemistry (CHEM) 116, Introduction to College Chemistry
Chemistry (CHEM) 111, Introduction to Forensic Chemistry (DL)
Chemistry (CHEM) 120, College Chemistry I [h]
Chemistry (CHEM) 121, College Chemistry I Lab (DL) [h]
Chemistry (CHEM) 280, Intro/Environmental Science
Environmental Science (ENV) 280, Intro/ Environmental Science
Geography (GEOG) 100, Intro to the Physical Environment [h]
Geography (GEOG) 121, Meteorology (DL)
Geography (GEOG) 280, Intro/Environmental Science
Geology (GEOL) 102, Introduction to Geology
Geology (GEOL) 111, The Earth
Geology (GEOL) 113, The Earth Lab (DL)
Geology (GEOL) 112, Earth History
Geology (GEOL) 114, Earth History Lab (DL)
Physics (PHYS) 100, Energy
Physics (PHYS) 101, Concepts of Motion (DL)
Physics (PHYS) 103, Light, Color and Vision (DL)
Physics (PHYS) 105, Concepts of the Physical World (DL)
Physics (PHYS) 130, Acoustics of Music and Speech (DL)
Physics (PHYS) 180, Introduction to Modern Physics
Physics (PHYS) 181, Lab-Introduction to Modern Physics (DL)
Physics (PHYS) 201, College Physics I (DL)
Physics (PHYS) 231, Introduction to Physics and Biophysics I
Physics (PHYS) 232, Physics Lab for 231 (DL)
Physics (PHYS) 255, University Physics
Physics (PHYS) 256, University Physics Lab (DL)
Public Health (PH) 280, Intro/Environmental Science

◆ CLEP Exam—Natural Science (6 hours: 3 hours applied as Biological Sciences and 3 hours applied as Physical Sciences)

◆ When 6 hours of CLEP examination credit are used in Category D-I, an additional lab must be taken to fulfill Category D-I.

(DL) Designated Lab course.

II. Mathematics . . . . . .Minimum 3 hours
Math (MATH) 109, General Mathematics
Math (MATH) 116, Fundamentals of College Algebra [h]
Math (MATH) 117, Trigonometry
Math (MATH) 118, College Algebra and Trigonometry
Math (MATH) 119, Fundamentals of Calculus
Math (MATH) 122, Calculus of a Single Variable I
Math (MATH) 136, Calculus I [h]
Math (MATH) 142, Calculus with Applications for Life Sciences
Math (MATH) 183, Statistics

◆ CLEP Exam - Mathematics (6 hours)

◆ When 6 hours of CLEP examination credit are earned in mathematics, 3 hours may be used in fulfilling the requirement in Category D-II and the additional 3 hours credit may be used as elective credit.

E. World Cultures and American Cultural Diversity . . . . . 3 hours

African American Studies (AFAM) 190, African American Experience [h]
African American Studies (AFAM) 350, Peoples and Cultures of Africa
African American Studies (AFAM) 358, Blacks/Amer Hist to 1877
African American Studies (AFAM) 359, Blacks/Amer Hist since 1877
African American Studies (AFAM) 360, History of Africa
African American Studies (AFAM) 368, African Governments and Politics
African American Studies (AFAM) 377, African American Folklife
African American Studies (AFAM) 393, African American Lit
African American Studies (AFAM) 410, African American Music
Anthropology (ANTH) 120, Introduction to Cultural Anthropology [h]
Anthropology (ANTH) 277, Introduction to World Music
Anthropology (ANTH) 335, Old World Prehistory
Anthropology (ANTH) 336, New World Prehistory
Anthropology (ANTH) 343, Anthropology of Gender
Anthropology (ANTH) 350, Peoples and Cultures of Africa
Anthropology (ANTH) 410, African American Music
Communication (COMM) 263, Fundamentals of Communication and Culture
Dance (DANC) 360, Dance in Culture
Design, Merchandising, and Textiles (DMT) 346, Architecture/Culture
(Honors participation or 3.2 GPA required.)
Design, Merchandising, and Textiles (DMT) 431, Clothing and Human Behavior
English (ENG) 370, Multicultural Literature in America
English (ENG) 387, Studies in Autobiography
English (ENG) 393, African American Literature
Folk Studies (FLK) 277, Introduction to World Music
Folk Studies (FLK) 280, Cultural Diversity in U.S. [h]
Folk Studies (FLK) 350, Peoples and Cultures of Africa
Folk Studies (FLK) 377, African American Folklife
Folk Studies (FLK) 410, African American Music
Geography (GEOG) 110, World Regional Geography [h]
Geography (GEOG) 200, Introduction to Latin America
Health Care Administration (HCA) 347, International Comparisons of Health Care System
History (HIST) 110, Introduction to Asian Civilizations
History (HIST) 200, Introduction to Latin America
History (HIST) 353, Indian Peoples of North America
History (HIST) 358, Blacks in American History to 1877
History (HIST) 359, Blacks in American History since1877
History (HIST) 360, History of Africa
History (HIST) 364, Latin America: Colonial Period
History (HIST) 365, Latin America: The Republics
History (HIST) 370, Modern South Asia
History (HIST) 461, Modern East Asia
History (HIST) 463, 1492 and the Atlantic World: The Intersection of Cultures
Music (MUS) 119, Jazz Appreciation
Music (MUS) 277, Introduction to World Music
Political Science (PS) 200, Introduction to Latin America
Political Science (PS) 365, Government and Politics of the Middle East
Political Science (PS) 366, Government and Politics of East Asia
Political Science (PS) 368, African Government and Politics
Religious Studies (RELS) 103, Religions of Asia
Religious Studies (RELS) 302, Buddhist Religious Traditions
Religious Studies (RELS) 303, Hindu Religious Traditions
Religious Studies (RELS) 304, Judaic Religious Traditions
Religious Studies (RELS) 306, Islamic Religious Traditions
Religious Studies (RELS) 307, Native American Religious Traditions
Religious Studies (RELS) 308, East Asian ReligiousTraditions
Religious Studies (RELS) 320, Religions of the Middle East
Religious Studies (RELS) 324, Christianity in Africa
Sociology (SOCL) 353, Sociology of Modern Japan
Sociology (SOCL) 362, Race, Class and Gender
Sociology (SOCL) 375, Diversity in American Society
Spanish (SPAN) 200, Introduction to Latin America
Spanish (SPAN) 372, Latin American Civilization and Culture

International Baccalaureate (IB) Exam in History of Africa, History of West South Asia, and History of East Southeast Asia accepted

F. Health and Wellness . . . . . 2 hours

Animal Science (ANSC) 232, Basic Equitation
Consumer and Family Sciences (CFS) 111, Human Nutrition
Dance (DANC) 108, Beginning Men's Ballet Technique
Dance (DANC) 111, Ballet I
Dance (DANC) 113, Jazz I
Dance (DANC) 117, Modern I
Dance (DANC) 211, Ballet II
Dance (DANC) 213, Jazz II
Dance (DANC) 217, Modern II
Dance (DANC) 311, Ballet III
Dance (DANC) 313, Jazz III
Dance (DANC) 317, Modern III
Military Science (MIL) 101, Military Mountaineering and Leadership
Music (MUS) 347, Marching Band
Performance (PERF) 105, Taiji
Performance (PERF) 110, Mat Pilates
Physical Education (PE) 100, Concepts of Lifetime Fitness and Wellness
Physical Education (PE) 101, 102, Activity Course
Psychology (PSY) 250, Adjustment and Personal Growth
Public Health (PH) 100, Personal Health
Public Health (PH) 111, Human Nutrition
Public Health (PH) 165, Drug Abuse
Safety (SFTY) 171, Safety and First Aid

Total Minimum General Education Requirements . . . .44 hours

05/2011

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 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 extcamp.library@wku.edu are available for students taking courses through Owensboro, Elizabethtown/Radcliff/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/Radcliff/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

Ft. Knox Office
1174 Spearhead Division Ave
Room 201
Ft. Knox, KY 40121
Office Hours
9:00 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

Radcliff Office
599 W. Lincoln Trail Blvd
Radcliff, KY 40160
Office Hours
8:00 a.m. - 4:30 p.m. (ET) (M-Th)
8:00 a.m. - 4:00 p.m. (ET) (F)
Phone: 270-352-1912
270-745-3073
Fax: 270-745-3083

Glasgow Campus

500 Hilltopper Way
Glasgow, KY 42141
Office Hours
8:00 a.m.-6:45 p.m. (CT) (M-Th)
8:00 a.m.-4:30 p.m. (CT) (F)
Phone: 270-659-6900
Fax: 270-659-6991

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

Russellville and Other Areas

1906 College Heights Blvd #81086
Tate Pate Hall, Room 201
Bowling Green, KY 42101-1086
Office Hours
8:00 a.m.-4:30 p.m. (CT) (M-F)
Phone: 270-745-3570
Fax: 270-745-4351

Regional Campus Course Location

Elizabethtown
CRPEC . . . . . Central Regional Postsecondary Education Center
ECTC. . . . . Elizabethtown Community and Technical College

Fort Knox
FTKNX EDCTR . Ft. Knox Education Center

Radcliff
RADCLF . . . . . Radcliff Regional Education & Development Center

Glasgow
ADAIR . . . . . Adair County High School
ALBNY. . . . . Learning Center
GLAS. . . . . Glasgow Campus
TOMKN . . . . . Monroe County High School

Owensboro
OWENS. . . . . Owensboro Campus, 4821 New Hartford Rd

Russellville and Other Areas
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

At WKU, we are committed to bringing an ever-increasing number of distance learning opportunities to you. We achieve this through the delivery of courses in various online semester-based courses and independent learning non-semester based courses. These delivery formats offer unparalleled flexibility, allowing you to balance school with other obligations like never before. 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.

Online Learning

Online Learning (OL) provides students the opportunity to earn college credit in a semester-based, online format. The online delivery format is equally as rigorous as our traditional delivery formats. Students have equal access to faculty and opportunities to interact with other students. There are currently more than 50 graduate and undergraduate programs available online, and more than 1,000 courses offered each academic year, including courses required for General Education.

To see which OL courses are available, go to www.wku.edu and search the "Schedule of Classes" or go to topnet.wku.edu and select "web" as the campus location and "web" as the session. Regular semester deadlines apply.

Admission Requirements

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

To Register

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

Course Access

Most online courses at WKU are delivered through Blackboard. To access your course go to http://blackboard.wku.edu (courses are usually accessible up to 48 hours prior to the first day of classes). Need assistance? Email bbhelp@wku.edu or call (270) 745-7000.

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

Independent Learning

Independent Learning (IL) provides students the opportunity to earn college credit when and where it is convenient for them. IL offers more than 100 undergraduate and graduate courses that can be delivered by Web, email or print. Students can complete coursework according to their schedule.

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

To see which independent learning courses are offered, go to www.wku.edu and search the "Schedule of Classes" or go to topnet.wku.edu and select "Independent Learning" as the campus location. Course credit will be granted for the semester in which the student registers:

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

Admission Requirements

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

To Register

You can register for independent learning courses through TopNet, by mail, or fax, or you can hand-deliver your form to the Independent Learning Office in Garrett Conference Center, room 101. To download a registration form or learn more about the registration process, visit http://www.wku.edu/il/register.php.

To learn more:
Visit: www.wku.edu/il
Email: il@wku.edu
Call: 800-535-5926 or 270-745-4158

Student Checklist for Distance Learners

- **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 the WKU Portal:** The Portal provides access to account information, grades, Blackboard, Email, TopNet...everything you need in one area! Login at https://portal.wku.edu.
- **Access Your Course:** Students taking online semester-based or independent learning web-based courses can access their course through Blackboard at http://blackboard.wku.edu. Students enrolled in Print or Email courses through Independent Learning will receive course packets by mail.
- **Stay Connected with Student Resources:** As a distance learner you have access to support services designed to help you succeed in your distance courses. The Student Resource Center provides a centralized location where you can access a wide variety of services anywhere, anytime! Visit www.wku.edu/online/src.

Distance learning opportunities are provided by the WKU Division of Extended Learning and Outreach (DELO). DELO is made up of units that take the educational resources of WKU to the citizens of Kentucky and around the world by offering both credit and non-credit classes to individuals, organizations and the public, through flexible and accessible formats.

www.wku.edu/delo

2012 Fall Semester Final Exam Schedule

Time	Monday December 10	Tuesday December 11	Wednesday December 12	Thursday December 13	Friday December 14
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 Tues/Thurs only	Classes meeting at 5:30 Wednesday only; 7:00 Wednesday only	Classes meeting at 5:00 Thursday only; 6:30 Thursday only	

Note:

1. All final examinations for Main Campus and South Campus courses must be administered according to this schedule.
2. Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
3. Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
4. Final grades are due by noon on Tuesday, December 18.

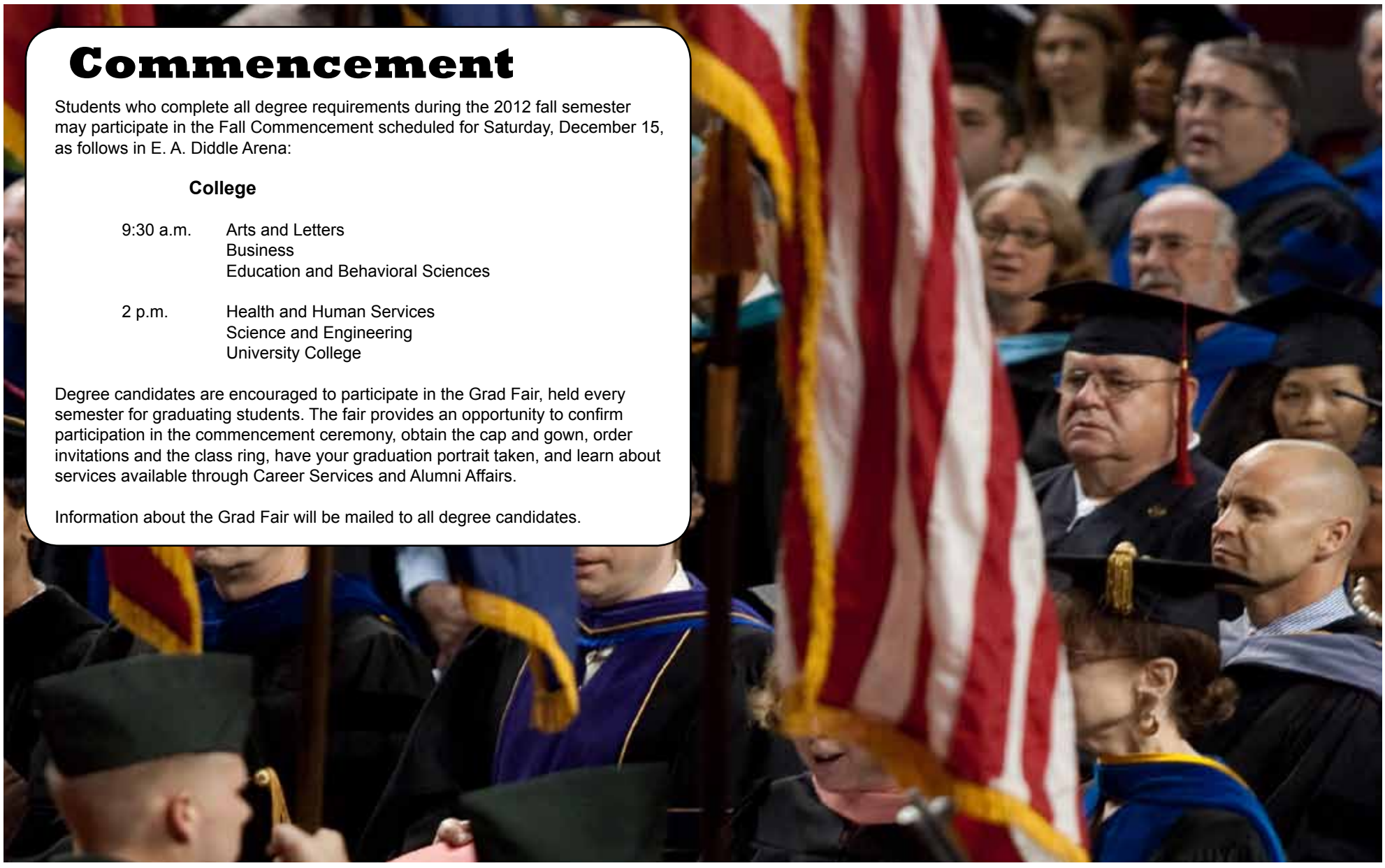
Commencement

Students who complete all degree requirements during the 2012 fall semester may participate in the Fall Commencement scheduled for Saturday, December 15, as follows in E. A. Diddle Arena:

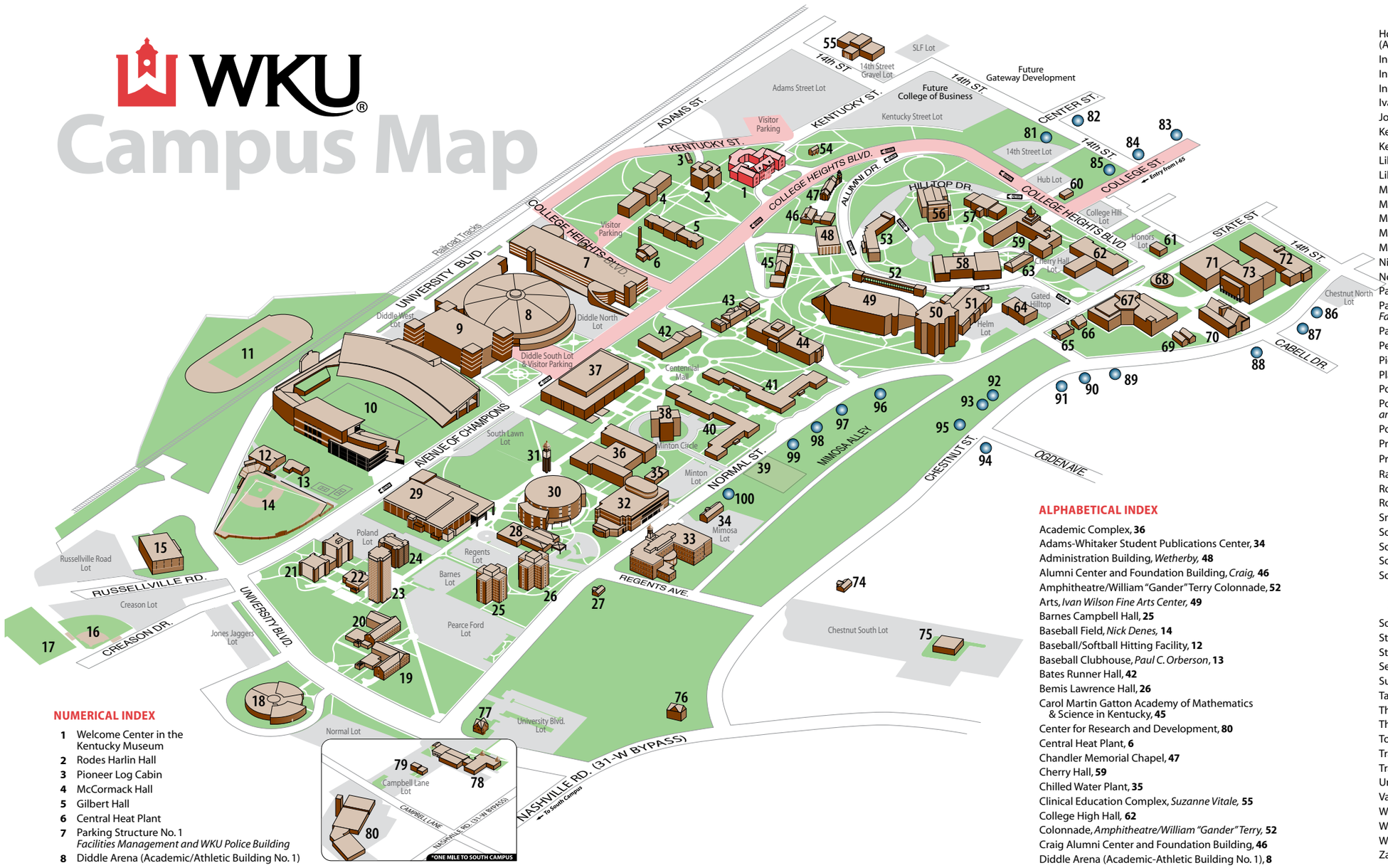
	College
9:30 a.m.	Arts and Letters Business Education and Behavioral Sciences
2 p.m.	Health and Human Services Science and Engineering University College

Degree candidates are encouraged to participate in the Grad Fair, held every semester for graduating students. 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 Career Services and Alumni Affairs.

Information about the Grad Fair will be mailed to all degree candidates.



WKU Campus Map



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92 Sigma Kappa
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95 Alpha Delta Pi
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97 Baptist Campus Ministries
98 Chi Omega
99 Sigma Phi Epsilon
100 Christian Student Fellowship
101 Kappa Sigma *(not shown)*
102 Phi Delta Theta *(not shown)*
103 Sigma Chi *(not shown)*

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