



Winter Term and Spring Semester 2013 Registration Guide



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

Area Code (270)

Academic Transitions PH 1st Floor..... 745-4242 Program	Graduate Studies..... WAB 207..... 745-2446
Admissions (undergraduate) PH 1st floor 745-2551	Health Services HSB 745-5641
Advising & Retention Center SSC DUC-A330 745-5065	Housing Southwest 18 745-4359
Campus Operator WAB 1st floor..... 745-0111	ID Center GCC 100C 745-2417
Career Services Center SSC DUC-A230 745-2691	Independent Learning..... GCC 102..... 745-4158
South Campus..... Academic Wing..... 780-2550	Owensboro Campus..... Owensboro 745-5095
Dining Services..... GCC 100D 745-2416	Registration PH 2nd floor..... 745-3352
Disability Services SSC DUC-A200 745-5004	Residence Life..... Southwest 18 745-2037
Distance Learning..... GCC 104 745-2106	Student Life PH 442..... 745-2791
Downing University Center... DUC 241 745-2456	Student Records..... PH 228..... 745-2098
E-town/Ft. Knox Campus..... Ft. Knox 745-5079	Transcripts..... PH 2nd floor..... 745-5448
Financial Aid PH 316..... 745-2755	Tuition and fees PH 208..... 745-6381
Glasgow Campus Glasgow..... 659-6900	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:

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. - 6:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

University Notices

Notification of Rights under FERPA

(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

(a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) FERPA allows the institution to routinely release information defined as "directory information." The following student information is included in the definition: the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports,

weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled, withdrawn and date of withdrawal), degree and awards received and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the Office of the Registrar within the first five days of class of each school term.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Kentucky University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For additional information pertaining to the Family Educational Rights and Privacy Act, go to http://www.wku.edu/registrar/notification_of_rights.php. Questions may be directed to Freida K. Eggleton, University Registrar, 238 Potter Hall, 745-5432.

To Withhold Publication of Directory Information

The educational record designated as Directory Information may be released or published by the University without prior written consent of the student unless exception is made in writing by the student. Appropriate forms are available in the Office of the Registrar. Such written exception **must** be received within the first five days of class of each term. Once received, that request will remain in effect until notification to the contrary is received by the Office of the Registrar.

Student Right-to-Know Act

Disclosure Statement

In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, the University's graduation rate is to be made available, upon request, to potential and currently enrolled students.

Western Kentucky University's graduation rate was calculated using definitions established by the U. S. Department of Education. This rate is based upon the number of beginning freshmen who entered Western Kentucky as full-time degree-seeking students during the 2005 fall semester and who complete d an associate degree or a baccalaureate degree within six years (through August, 2011). For this cohort of beginning students, the graduation rate is 43.90 %.

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

Room 33, Wetherby Administration Building
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.

TopNet Registration Procedures and Tips

Course Offerings

All courses offered for the winter term/spring semester can be found on the **TopNet Schedule of Classes** at 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

- Winter Term—Registration will be available from 5 a.m. to 2 a.m. from October 1 to January 2.
- Spring Semester—Registration will be available from 5 a.m. to 2 a.m. from October 29 to January 21. 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 course(s). Click the **Submit Changes** button. Registration will then be displayed. **Be sure to scroll to the bottom of the page to determine if you have any registration errors and scroll to the right to review the status of each course.** Refer to the following **Tips for Using TopNet** for details on using the Class Search Function.

Step 6 After completing your registration transactions and finalizing your schedule, be sure to print a copy for future use. You may print from the registration screen or click on the **menu** button to return to the Registration menu. From the Registration menu, click **Student Summary Schedule**.

Step 7 Click **exit** to log off from **TopNet**.

Tips For Using TopNet

- **NAVIGATION:** Do not use the **Back** button on your internet browser to navigate through **TopNet**. Always use **Return to Menu** or the other links at the top and bottom of the pages.
- **PERSONAL IDENTIFICATION NUMBER (PIN):** During your first time to use the system, **TopNet** will ask you to select your own 6-digit PIN. Remember your PIN, and keep it confidential.
- **ASSIGNED REGISTRATION DATE:** **TopNet** is programmed to check for assigned registration dates and will not permit early registration. You may register only on your assigned date or thereafter.
- **CRN (Course Reference Number):** This is a 5-digit number assigned to each class section listed in the schedule of classes. It is the number you use to register for classes using **TopNet**.
- **CLASS SEARCH FUNCTION:** **TopNet** can provide a list of classes by desired subject, days, and times. At the bottom of the registration form, click the **Class Search** button. After selecting your desired subjects and other criteria, click the **Class Search** button. In the display, closed classes are indicated by a **C**. You may select available sections and register directly from this list of available classes by scrolling to the bottom and clicking the **Register** button.
- **AUDIT A COURSE:** If you wish to take a course but not receive credit, you must first enroll in the course, then click **Audit** in the drop-down box in the Action column. Scroll to the bottom of the form and click the **Submit Changes** button.

After class(es) begin, you will be required to obtain permission from the instructor to audit a course, and processing must be done in the Office of the Registrar in Potter Hall.
- **RESTRICTED COURSES:** A restricted course is one for which the department has limited enrollment to specific students for specific purposes. You must obtain permission for enrollment from the academic department offering the course. When you register for the course, **TopNet** will recognize that permission has been granted through the use of a code entered by the departmental official.
- **PREREQUISITE CHECKING:** Many courses are checked through **TopNet** to assure that the appropriate prerequisite(s) have been met. **TopNet** will not permit you to register for a course for which you have not fulfilled the prerequisite(s).
- **COREQUISITE COURSES:** These are courses that must be taken together. You must register for them at the same time.
- **LINKED COURSES:** These are lecture sections that must be taken with any corresponding lab or clinical section.
- **REPEATED COURSES:** If you are repeating a course, you may register for the course using **TopNet**.
- **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.

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.

For additional information pertaining to 2013 Winter Term, refer to page 5.

For additional information pertaining to 2013 Spring Semester, refer to page 6.

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.

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.

Repeating Courses

An undergraduate student is permitted to repeat a maximum of six courses. Only two courses in which a grade of 'C' or above has been earned may be repeated.

Auditing Courses

An auditor is one who enrolls and participates in a course without expecting to receive academic credit. The same registration procedure is followed and the same fees are charged as for courses taken for credit. An audited course is not applicable to any degree or certificate program.

Regular class attendance is expected of an auditor. Other course requirements, which may be obtained in writing from the instructor, will vary depending on the nature of the course. Students interested in auditing a course should secure permission from the instructor and discuss course requirements prior to enrolling. Failure to meet course requirements may result in the auditor being withdrawn from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation AU.

Any change from audit to credit must be done by the last day to add a class. Changes from credit to audit must be done by the last day to drop a class with a grade of 'W'. Instructor's written permission will be required to change from credit to audit beginning the first class day of the term. Refunds for withdrawals from audited courses will be prorated on the same basis as refunds for withdrawals from courses taken for credit.

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

Enrollment Verification

The National Student Clearinghouse (NSCL) is the official agent for all enrollment verifications, such as those needed for health insurance and loan deferments. Enrollment Verifications may be obtained free of charge from the National Student Clearinghouse.

How to generate your free WKU Enrollment Verification

1. Log on to your **TopNet** account.
2. Click **Student Services**.
3. Click **Student Records**.
4. Click **Enrollment Verification**.

5. Complete required information and click **Login**.
6. Click **Obtain an Enrollment Certificate**.
7. Click **Current Enrollment** or **All Enrollment**. The certificate will appear in a couple of minutes.
8. Print your official enrollment certificate.
9. Mail or deliver it to whomever requires verification of your enrollment at WKU.

Note: Your computer must have Adobe Acrobat Reader to produce your verification. You must also use Internet Explorer as your browser, as other browsers do not work correctly.

Exceptions to using National Student Clearinghouse:

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

Student Addresses

It is your responsibility to keep the university informed of address changes so that appropriate correspondence can be mailed to you.

Addresses may be updated through **TopNet** as follows:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login
3. Click **Personal Information**
4. Select desired activity

Students' local and home addresses and phone numbers are considered "directory information" by the federal Family Educational Rights and Privacy Act (FERPA) and may be released to the public. (See FERPA Notification of Rights.) However, neither the university's public online directory nor printed directory will include a student's local or home address unless the student specifically requests that the information be provided. To indicate your desire to have your local and/or home address included in either or both directories, follow steps 1-3 above, and then click **Directory Options**.

Key to 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 and 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
<i>Regular Day</i>	001-499
Full Term.....	001-195
Telecourse	196-199
First Bi-Term	300-349
Second Bi-Term.....	400-449
<i>Evening Division</i>	500-599
WKU Courses.....	500-579
South Campus	
Courses	580-599
First Bi-Term	350-359
Second Bi-Term.....	450-459

<i>Regional Campuses</i>	600-699
WKU Courses.....	600-679
Russellville & Other	600-609
Owensboro	610-619
Elizabethtown/	620-629
Fort Knox/Radcliff	
Glasgow.....	630-639
First Bi-Term	360-369
Second Bi-Term.....	460-469
South Campus	
Courses	680-699

<i>Internet</i>	700-769
Internet 1st Bi-Term	730-739
Internet 2nd Bi-Term	740-749
Internet combined with	
IVS.....	760-769
<i>Foreign Country Sites</i>	850-874

Academic Calendar

Oct. 1	Priority Registration begins through TopNet.
Dec. 7	Bills sent via e-mail to students who registered October 3 - December 6. Fees are due January 3.
Dec. 7-Jan. 2	Students who register will receive bills via e-mail. Fees are due January 3.
Dec. 17-Jan. 1	TopNet will generally be available every day from 5 a.m. to 2 a.m. except for periodic interruptions due to system maintenance during the holiday break.
Jan. 2	Winter Term classes begin. Last day to register for Winter Term. Students registering on this date will be subject to a late registration penalty of \$50.
Jan. 3	Last day to drop a class without a grade. Last day to receive 100% refund. Last day to change from audit to credit.
Jan. 3	Tuition and fees are due. Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date.
Jan. 4	Last day to receive a 50% refund if student withdraws from a Winter Term class. A \$50 Schedule Change Fee will be assessed for course withdrawal or changing from credit to audit at this time.
Jan. 10	Last day to withdraw from a Winter Term class. Last day to change from credit to audit.
Jan. 12	60% point of the Winter Term.
Jan. 18	Final exams.
Jan. 21	Martin Luther King Day (University closed)
Jan. 23	Final grades due by noon.

Drop/Withdrawal and Refund Schedule

Schedule changes for Winter Term may be necessary following a student's initial registration and may be processed by using TopNet according to the following dates:

Oct. 1-Jan. 3	Students may drop a class without a grade and receive 100% refund.
Jan. 4	Students withdrawing from a class will receive a 50% refund and a grade of W.
Jan. 5-10	Students may withdraw from Winter Term class but will receive no refund.
Jan. 10	Last day to withdraw from Winter Term.
Jan. 13	Refunds will be made through the WKU Debit Card.

Student Eligibility

Registration eligibility is based upon:

- Enrollment during the 2012 winter, 2012 spring, 2012 summer, or 2012 fall term
- Or admission for the 2013 winter term
- Clearance of all hold flags
- New students are advised to consult with their advisor.

New Student Registration

New freshmen and transfer students admitted for Winter Term may use TopNet to register for winter classes.

Advising

There is no mandatory advising requirement for undergraduate students. However, students are encouraged to consult with their advisor to be assured of appropriate selections.

Late Registration

Jan. 2 only Students initially registering on this date will be subject to a late registration penalty of \$50 and will be required to pay all tuition and fees by January 3. See **Payment Procedures** and **Payment Options** on this page.

Course Load

Winter Term course load is restricted to a maximum of four (4) semester hours.

Withdrawal from Winter Term

TopNet may be used to withdraw from the Winter Term class according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet.

Final Grades

Final grades and cumulative grade point averages will be available on TopNet beginning January 24. To access your final grades:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login
3. Click **Student Services**, then **Student Records**.
4. Click **Final Grades**. Enter the desired term.

Grade reports are not mailed. If an Official Grade Report is needed, you may obtain one through **TopNet** by following steps 1-3 above, then click **Obtain Official Grade Report**.

Housing

Housing for Winter Term will be available to residents living in Pearce-Ford Tower, Southwest and Northeast Halls. Pearce-Ford Tower will be open throughout the holiday break, with Southwest and Northeast Halls opening on January 1 at 6 p.m. for returning residents. Winter Term housing will only be available to students already assigned to these halls.

Dining Services

Meal memberships will be available for the Winter Term. Go to www.wkudining.com for plan details and hours of operation. For additional questions, please call WKU Restaurant & Catering Group at 745-2416.

Student Financial Aid

Students eligible for a Pell Grant who were less than full-time during the fall semester or will be less than full-time during the spring semester may be eligible for a Pell Grant during Winter Term. Students, who did not receive their maximum annual loan limit during the academic year, may have remaining loan eligibility for the Winter Term. To apply for a Pell Grant and/or Federal Student Loan, students must have completed a 2012-13 Free Application for Federal Student Aid (FAFSA). If you have not filed a FAFSA, you may do so at www.fafsa.ed.gov.

To ensure timely receipt of Pell Grant and/or loan funds, students must have a processed and valid FAFSA and be registered for a Winter Term course **prior to November 5**. Students will be notified via WKU email accounts of their aid eligibility.

Winter Term is an optional three-week session between the fall and spring semesters at WKU. Winter Term classes are available face-to-face at both Bowling Green campuses, online, and at the WKU Regional campus sites, as well as through Study Abroad and Study Away. Students have the opportunity to take up to 4 credit hours in order to get ahead and progress toward degree completion, catch up on a course dropped, repeat a course, complete a pre-requisite for spring, or reduce their course load in fall and spring.

For specific information go to www.wku.edu/winter or call 270-745-2478.

Tuition and Fee Information

	<u>Per Credit Hour</u>
Undergraduate	
Resident	\$353.00
Non-Resident	\$875.00
Graduate	
Resident	\$467.00
Non-Resident Domestic.....	\$583.00
Non-Resident International	\$962.00
Doctor of Nursing Practice	
Resident	\$562.00
Non-Resident.....	\$843.00
Tuition Incentive Program	
Undergraduate.....	\$459.00
Distance Learning Course*	
Undergraduate.....	\$424.00
Graduate.....	\$560.00

***Note:** The Distance Learning Course rate is for all part-time students, regardless of residency, enrolling in online, web-based courses.

Payment Procedures

Tuition and fees for Winter Term are due no later than Thursday, January 3. 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** process your withdrawal on **TopNet** prior to the first day of classes or notify the Office of the Registrar of your withdrawal in writing. Refer to the **Academic Calendar** on this page for deadline dates.

Payment Options for Winter Term

Checks or money orders:

Please mail to: Billings and Receivables Office
Western Kentucky University
1906 College Heights Blvd #11022
Bowling Green KY 42101-1022

Payment processing in the Billings and Receivables Office—Room 208 Potter Hall:

- Cash, check or money order accepted.
- Credit cards are not accepted in the Billings and Receivables Office.

Internet Credit Card Payment or Checking or Savings Account Payment through Tuition Management Systems (TMS):

- Master Card, Discover or American Express is accepted with a convenience fee equal to 2.99% that will be **charged to the cardholder. (Please note that Visa is not accepted.)**
- Electronically debit your checking or savings account on TopNet without a convenience fee.
- Use the **Pay Tuition and Fees** link on TopNet.
- Social Security Number required for TMS processing.

2013 Spring Semester Academic Calendar

Oct. 29	Priority registration begins through TopNet.	Jan. 30	Full semester classes: \$50 Schedule Change Fee begins.	Mar. 21	Second bi-term classes: \$50 Schedule Change Fee begins.
Jan. 11	Tuition and fees deadline for students who registered through December 2.	Jan. 30	First bi-term classes: Last day to receive any refund.	Mar. 24	Second bi-term classes: Last day to receive 50% refund.
Jan. 17	Residence halls open at 8:00 a.m.	Feb. 4	Full semester classes: Last day to receive 50% refund.	Mar. 26	Second bi-term classes: Last day to receive any refund.
Jan. 18	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.	Feb. 11	Full semester classes: Last day to receive any refund for the 2013 spring semester.	Apr. 1	Full semester classes: 60% point of the semester.
Jan. 21	Martin Luther King Day (University closed)	Feb. 13	First bi-term classes: Last day to drop a class with a W. Last day to change a class from credit to audit.	Apr. 10	Second bi-term classes: Last day to drop a class with a W. Last day to change a class from credit to audit.
Jan. 22	Day and evening classes begin. Students initially registering on or after this date will be subject to a late registration penalty of \$50.	Feb. 19	First bi-term classes: 60% point of the bi-term.	Apr. 10	Priority registration for 2013 fall semester begins.
Jan. 24	First bi-term classes: Last day to add a class. Last day to drop class without a grade. Last day to change class from audit to credit. Last day to receive 100% refund for a class.	Feb. 19	Deadline to receive balance of tuition/fees, including late payment fees.	Apr. 12	Last day students may remove an incomplete from the 2012 fall semester or 2013 winter term.
Jan. 25	First bi-term classes: \$50 Schedule Change Fee begins.	Feb. 20	Last day to file for change in residency for tuition assessment purposes for the 2013 spring semester.	Apr. 19	Second bi-term classes: 60% point of the bi-term.
Jan. 28	First bi-term classes: Last day to receive 50% refund.	Mar. 7, 8	First bi-term classes: Final examinations.	Apr. 26	Last day to apply for August 2013 graduation.
Jan. 29	Last day to register for a full-time course load (12 or more hours for undergraduates and 9 or more for graduates).	Mar. 11-15	Spring Break.	Apr. 29	Roster freeze date (No late adds or withdrawals for extenuating circumstances will be processed after this date.)
Jan. 29	Full semester classes: Last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class (refer to Tuition and Fee Refund Policy).	Mar. 18	First bi-term classes: Final grades due by noon.	May 6 -10	Final examinations.
Jan. 29	Deadline to apply for spring 2013 graduation. Students planning to graduate in August 2013 must apply by this date to participate in the spring commencement ceremony.	Mar. 18	Full semester classes: Last day to drop a class with a W. Last day to change a class from credit to audit.	May 10	2013 Spring Commencement for graduate students at 5:00 p.m. in E. A. Diddle Arena.
Jan. 29	Tuition and fees deadline for students who registered December 3-January 13.	Mar. 18	Priority registration for 2013 summer term begins.	May 11	2013 Spring Commencement, E. A. Diddle Arena, for the following undergraduate students: 9:30 a.m. Arts & Letters University College 2:00 p.m. Health & Human Services Business 6:00 p.m. Education & Behavioral Sciences Science & Engineering
		Mar. 18	Second bi-term classes: Classes begin.	May 14	Final grades due by noon.
		Mar. 20	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 class.		

2013 Spring Semester at a Glance

January							February							March							April							May							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2					1	2	1	2	3	4	5	6					1	2	3	4			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	**
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31										
													31																						

Monday, Wednesday, Friday class meeting	<input type="checkbox"/>	Classes not in session	<hr/> <hr/>	Commencement	*
Tuesday, Thursday class meeting	<input type="circle"/>	Final Exam Period	<input type="checkbox"/>	Grades Due at Noon	** Undergraduate

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 and associate degree-seeking students until graduation.

Change of Major/Minor/Concentration: Baccalaureate degree-seeking students must declare a major before earning junior status. Associate degree-seeking students must declare a major before earning sophomore status. A **Change of Major** form is accessible to students in **TopNet** under the **Student Services/Student Records** menu. All students may use this form except:

- graduate students
- undergraduate students with a degree program on file (who will be directed to the Office of the Registrar to discuss the steps for changing a major after the degree program has been filed)
- undergraduate students pursuing MORE than two majors (who will be directed to the Academic Advising and Retention Center)
- new incoming freshmen

iCAP (Interactive Curriculum & 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 **Student Services: Registration; View Advisor Information.**

Advisor Hold Lifted. After you have been advised, your advisor or the departmental representative must remove your advising hold either on Banner or TopNet. This will indicate that you are eligible to register. 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 are a beginning freshman or transfer student planning to register for classes at one of the regional centers, you should contact the regional center closest to the site of the class for advisor and registration information. If you enter the University as Exploratory/Generally Undeclared, your advisor will be located within the Academic Advising and Retention Center (AARC). AARC also provides academic support to all WKU students through The Learning Center (TLC) and the Best Expectation Programs (BEP). non-traditional and re-entry students. **If you have any questions about advising, contact AARC:**
Downing University Center (DUC) A330
(270) 745-5065
www.wku.edu/advising
academic.advising@wku.edu

Advising Checklist

- How do I run my degree program audit (iCAP) ?
- Where can tutors within my subject area be found?
- What scholarships are available in my major?
- What national entrance tests should I take?
- How do I change my major, minor, concentration, or advisor?
- 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

October 29–November 13, 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 **Spring Academic Calendar** for important dates affecting your registration.

Tuition and fees are due no later than January 11 for students who register through December 2. Tuition and fees are due on January 29 for students who registered December 3–January 13.

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** process your withdrawal on **TopNet** prior to the first day of classes or notify the Office of the Registrar of your withdrawal in writing; otherwise, you will owe tuition and late payment fees and receive failing grades. If you are receiving financial assistance and do not officially withdraw from WKU and plan to attend another university, your eligibility for aid at the other school may be affected.

Graduate Students

Registration eligibility is based upon:

- Enrollment during the 2012 winter, 2012 spring, 2012 summer, or 2012 fall term
- Or admission for the 2013 spring semester
- Clearance of all hold flags
- New students are advised to consult with their advisor

Last Name	Registration Date
A - M	October 29
N - Z	October 30

Undergraduate Students

Registration eligibility is based upon:

- Enrollment during the 2012 winter, 2012 spring, 2012 summer, or 2012 fall term
- Or readmission for the 2013 spring semester
- Degree-seeking students cleared for registration by your advisor
- Clearance of all hold flags
- Classification is based upon number of hours earned **prior to the spring semester**

Note: Newly admitted non-degree and visiting students are not required to be advised and may use **TopNet** to register with returning freshmen.

Seniors and Post-Baccalaureate Students (90 or more hours earned)

All seniors are required to file an Application for Graduation prior to registration.

Students who entered WKU prior to 1990 or post-baccalaureate students seeking a second undergraduate degree must have an undergraduate degree program on file prior to registering for their final term of enrollment.

Last Name	Registration Date
A - M	October 29
N - Z	October 30

Juniors (60 - 89 hours earned)

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

Sophomores (30 - 59 hours earned)

Last Name	Registration Date
O - Z	November 5
A - F	November 6
G - N	November 7

Returning Freshmen (0 - 29 hours earned)

Last Name	Registration Date
R - Z	November 8
A - C	November 9
D - J	November 12
K - Q	November 13

Open Registration

November 14–January 21

Continuing and readmission undergraduate students and all graduate students who did not participate in Priority Registration may register using **TopNet** through January 21. Eligibility requirements for Open Registration are the same as for Priority Registration.

Late Registration

January 22–29

Students who are unable to register in advance may register January 22–29, but will be assessed a late registration penalty of \$50. Refer to information listed under **Priority Registration** for eligibility requirements.

Drop/Add

Schedule changes (drop/add) may be necessary following a student's initial registration. Students should use **TopNet** to process schedule changes on the dates listed below. If possible, add before dropping courses. (This may not be possible in time-conflict or overload situations.) Refer to the Academic Calendar for dates affecting 1st and 2nd bi-term classes.

October 29 - January 29- Students who register may drop/add during this period.

January 30 - March 15 - Students may withdraw from a full-semester course and will receive a 'W' as a grade. A \$50 Schedule Change Fee will be assessed for each course withdrawal.

Beginning March 16 - Students may not withdraw from full-semester courses unless they have experienced extenuating circumstances that can be documented (e.g., serious illness). The exception must be approved by the instructor and department head and reviewed by the dean's office. Poor academic performance is not an extenuating circumstance to justify late withdrawal from a course. A \$50 Schedule Change Fee will be assessed for each approved late course change.

Course Load

TUITION ASSESSMENT POLICY - Undergraduate students who enroll for more than 18 hours will be assessed a surcharge. Refer to www.wku.edu/bursar/fees.html for details. 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.

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.

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.

Final Grades

Final grades and cumulative grade point averages will be available on **TopNet** beginning May 15. To access your final grades:

1. Access **TopNet** at topnet.wku.edu
2. Enter WKU ID and PIN, Login.
3. Click **Student Services**, then **Student Records**.
4. Click **Final Grades**. Enter the desired term.

Grade reports are not mailed. If an Official Grade Report is needed, you may obtain one through **TopNet** by following steps 1-3 above, then click **Obtain Official Grade Report**.

Withdrawing from a Class or from the University

Withdrawal from an Individual Class

TopNet may be used to withdraw from individual courses according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet. A \$50 Schedule Change Fee will be assessed for each course withdrawal. Students who cease attending class(es) without an official withdrawal will receive failing grades.

Procedure

1. Click **TopNet Login** at 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 Schedule

2013 Spring Semester

	<u>Full-time</u>	<u>Part-time</u> <u>Per Credit Hour</u>
Undergraduate		
Resident	\$4,236.00	\$353.00
Non-Resident	\$10,500.00	\$875.00
Graduate		
Resident		\$467.00
Non-Resident Domestic		\$583.00
Non-Resident International		\$962.00
Doctor of Nursing Practice		
Resident		\$562.00
Non-Resident		\$843.00
Tuition Incentive Program (TIP)		
Undergraduate	\$5,508.00	\$459.00
Distance Learning Course		
Undergraduate		\$424.00
Graduate		\$560.00
Professional MBA (Beginning Fall 2012)	\$4,794.00	
Professional MBA (Continuing Students) (Prior to Fall 2012)	\$4,566.00	

Notes:

1. Full-time students are **undergraduates** who enroll in 12 hours or more of course work during Fall and Spring terms. The full-time tuition rate applies to undergraduate students taking 12-18 credit hours (either exclusively on-campus or a combination of on-campus and distance learning). An additional per credit hour fee equivalent to the per hour tuition rate will be charged to undergraduate students enrolled in more than 18 credit hours.
2. Full-time undergraduate students enrolled in both on campus and distance learning courses will be assessed an additional Distance Learning Course fee of \$71 per credit hour for each distance learning credit hour in which they are enrolled. (e.g., If a student is enrolled in 9 hours of on campus courses and 3 hours of distance learning courses, the fee assessment would be \$4,236 plus an additional \$213 (\$71 x 3) Distance Learning Course fee).
3. The **Distance Learning** course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.
4. **Graduate** tuition and fees are assessed per credit hour based upon the course (i.e., on-campus or distance learning). There is no full-time graduate rate.
5. 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.
6. 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.
7. 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.
8. **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.**
9. 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 1.3 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
	Warrick	
Missouri		
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 (NIAS)

Non-resident and International students not otherwise eligible for the Tuition Incentive Program may be eligible for the National/International Academic Scholarship (NIAS) based on their academic achievement.

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.



Tuition and Fee Refund Policy

Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through **TopNet** or the Registrar's Office, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the following schedule:

Official Withdrawal Date Tuition Refund Percentage

Regular semester refund schedule

Through January 29	100%
January 30-February 4	50%
February 5-11	25%

No refunds made after February 11.

First bi-term refund schedule

Through January 24	100%
January 25-28	50%
January 29-30	25%

No refunds made after January 30.

Second bi-term refund schedule

Through March 20	100%
March 21-24	50%
March 25-26	25%

No refunds made after March 26.

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 January 29.

Refunds and Financial Aid Residuals through WKU Debit Card

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 option they choose when activating the WKU Debit Card. With the WKU Debit Card, refunds are delivered in the manner the student chooses—same day deposit 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**.

Fee Payment Schedule—Spring 2013

<u>Registration Dates</u>	<u>Bill Date via e-bill</u>	<u>Postmark Date (if not received by due date)</u>	<u>Due Date</u>	<u>Amount Due</u>	<u>Penalty</u>
Through December 2	December 3	January 4	January 11 4:00 p.m.	Tuition, housing and fees are due in full for <u>all</u> students.	\$100 Late Payment Penalty
December 3-January 6 January 7-13	January 7 January 14	January 22	January 29 4:00 p.m.	Tuition, housing and fees are due in full for <u>all</u> students	\$100 Late Payment Penalty
January 14-February 3	February 4	February 12	February 19 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 March 25.

(\$50 **Late Registration** fee begins January 22)

Note: 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.

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

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

- Cash, check, or money order accepted.
- Because of high service and processing costs, the Billings and Receivables Office at WKU **does not accept** credit cards as a method to pay student account charges such as tuition, fees, room and board. Credit card payments may be made through Tuition Management Systems (TMS); refer to the Online and Telephone options below.

Payment Options through Tuition Management Systems (TMS)

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

- 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 December 1, January 1, February 1 and March 1 for the Spring 2013 semester. A five-payment plan beginning November 1 is also available for the Spring 2013 semester.
- Enrollment fee of \$40 per semester.
- Enroll on the web, the phone, or mail. (See TMS Payment Access below.)
- Visit Tuition Management Systems online at wku.afford.com or call 800-722-4867 for more information on payment options. If you need additional assistance or wish to contact the University about these matters, please contact the WKU Billings and Receivables Office at (270) 745-6381.

TMS Payment Access

- Access TMS website directly at wku.afford.com.
- Use the Pay Tuition and Fees link on TopNet.
- Telephone directly to TMS at (1-800) 722-4867.
- Social security number required for TMS processing.

Billing and 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. Refer to the **Fee Payment Schedule** to determine applicable tuition due dates based upon registration dates. **Failure to submit payment by the deadline will result in the assessment of late payment fees and/or cancellation of classes.**
3. Important Note for Scholarship and Financial Aid Recipients: Approved scholarships, including non-resident graduate scholarships, will be applied to students' accounts prior to the billing statement. Approved financial aid (Pell, CAP, SEOG, Perkins, Stafford, PLUS) will be reflected on the billing statement. All students, including financial aid recipients, are required to submit any balance due payments by the deadline based upon their registration dates.
4. Third Party Billing - For tuition and fees to be paid in-full or in-part by a third party after the stated due date, a written authorization must be submitted to the Billings and Receivables Office and approved before January 7. When such a written authorization is not received and/or approved, the student will be required to make the full payment by the printed due date.
5. **Late payment and Cancellation for Non-payment Policy:** Failure to submit payment by the deadline may result in the assessment of late payment fees and/or cancellation of classes.
Financial Warning: Students who fail to pay their balance in full by February 19 will be placed on "Financial Warning." Students placed on "Financial Warning" will be given approximately one week to bring their account into compliance. Those who remain on "Financial Warning" after the grace period may have their classes cancelled for non-payment.
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. The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or to obtain an official transcript until the Registrar has been notified that the obligation has been settled.
8. **In the event that any tuition, fees and/or other expenses are not paid when due and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs 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.**

Other Information

1. Residency Changes - Students who have a residency appeal pending should contact the Office of Admissions before attempting to pay fees.
2. Appeals - Any student or parent who believes any policy or procedure in this section on **Tuition and Fee Information** presents a basic unfairness should present their concern in writing to the Chief Financial Officer who will refer the appeal to a University Committee for a decision. The decision of the Committee will be final.
3. IMPORTANT INFORMATION regarding 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/.

4. Proposed Housing fees for Spring 2013:

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 and McLean	\$2,120
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 Spring 2013 housing is due by Friday, January 11, 2013.

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

6. FOR MORE INFORMATION:

Tuition and Fees

Billings & 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



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 via TopNet 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. Same day deposit to a 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.

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.

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 winter term is **January 12, 2013**. The 60% date for the spring semester is **April 1, 2013**.

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.

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, 202
- Religious Studies (RELS) (Latin) 150, 151, 390, 391
- Russian (RUSS) 101, 102, 201
- 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, Christianity
- 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
- Economics (ECON) 150, Introduction to Economics [h]
- Economics (ECON) 202, Principles of Economics (micro)
- Economics (ECON) 203, Principles of Economics (macro)
- Family and Consumer Sciences (FACS) 311, Family Relations [h]
- Finance (FIN) 161, Personal Finance
- Folk Studies (FLK) 371, Urban Folklore
- Gender and Women's Studies (GWC) 200, Introduction to Gender and Women's Studies [h]
- 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]
- Journalism (JOUR) 154, New Media Literacy: Exploration in Participatory Culture
- 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
 ◆ 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) 111, Introduction to Forensic
 Chemistry (DL)
 Chemistry (CHEM) 116, Introduction to College
 Chemistry
 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 I
 Physics (PHYS) 256, University Physics Lab I (DL)
 Public Health (PH) 280, Intro/Environmental Science

- ◆ When 3 hours of CLEP examination credit in Natural
 Science 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, College Algebra [h]
 Math (MATH) 117, Trigonometry
 Math (MATH) 118, College Algebra and Trigonometry
 Math (MATH) 119, Fundamentals of Calculus
 Math (MATH) 136, Calculus I [h]
 Math (MATH) 142, Calculus with Applications for Life
 Sciences
 Math (MATH) 183, Statistics

- ◆ CLEP Exam - Mathematics (3 hours) - Category D-II

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
 (Honors participation or 3.2 GPA required.)
 English (ENG) 370, Multicultural Literature in America
 English (ENG) 387, Studies in Autobiography
 English (ENG) 393, African American Literature
 Family and Consumer Sciences (FACS) 170,
 International Cuisine
 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 Systems
 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
 since 1877
 History (HIST) 360, History of Africa
 History (HIST) 364, Colonial Latin America: 1400-1865
 History (HIST) 365, Modern Latin America:
 1800-Present
 History (HIST) 370, Modern South Asia
 History (HIST) 461, Modern East Asia

History (HIST) 463, The Atlantic World
 Interior Design and Fashion Merchandising (IDFM) 346,
 Architecture/Culture
 (Honors participation or 3.2 GPA required.)
 Interior Design and Fashion Merchandising (IDFM) 431,
 Clothing and Human Behavior
 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, Buddhism
 Religious Studies (RELS) 303, Hinduism
 Religious Studies (RELS) 304, Judaism
 Religious Studies (RELS) 306, Islam
 Religious Studies (RELS) 307, Native American
 Religious Traditions
 Religious Studies (RELS) 308, East Asian
 Religious Traditions
 Religious Studies (RELS) 318, Daoism
 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, Social Institutions: 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 and South Asia, and History of
 East and Southeast Asia accepted

F. Health and Wellness 2 hours

Animal Science (ANSC) 232, Basic Equitation
 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
 Family and Consumer Sciences (CFS) 111, Human
 Nutrition
 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

The revised Kentucky General Education Transfer
 Policy (2012) outlines the purpose and guidelines for the
 transfer of general education across Kentucky's public
 postsecondary institutions. WKU supports the policy. For
 more details see: <http://cpe.ky.gov/policies/>.

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
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

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: 270-352-1913

270-745-3073

Fax: 270-745-3083

Glasgow Campus

500 Hilltopper Way
Glasgow, KY 42141

Office Hours
8:00 a.m.-6:00 p.m. (CT)
(M-Th)

8:00 a.m.-4:30 p.m. (CT) (F)

Phone: 270-659-6900

Fax: 270-659-6991

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

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 Page 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

CRPECCentral Regional Postsecondary

Education Center

ECTC.Elizabethtown Community and Technical

College

Fort Knox

EDCTRFt. Knox Education Center

Radcliff

RADCLFRadcliff Regional Education &
Development Center

Glasgow

ADAIRAdair County High School

ALBANYLearning Center

GLASGlasgow Campus

TOMKNMonroe County High School

Owensboro

OWENSBORO Owensboro Campus,
4821 New Hartford Rd

Russellville and Other Areas

RUSSELLogan County High School or

Russellville High School

BROWNEdmonson County Adult Education Center

or Edmonson County High School

MORGNButler 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

2013 Spring Semester Final Exam Schedule

Time	Monday May 6	Tuesday May 7	Wednesday May 8	Thursday May 9	Friday May 10
Day Classes					
8:00 a.m. to 10:00 a.m.	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Tuesday	Reserved for Study	Classes meeting first at 11:10 Tuesday	Classes meeting first at 8:00 Monday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 12:45 Tuesday	Classes meeting first at 10:20 Monday		Classes meeting first at 11:30 Monday	Classes meeting first at 1:50 Monday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 12:40 Monday	Classes meeting first at 9:35 Tuesday	Multiple Sections of ACCT 200, 201; CHEM 222, and FIN 330	Classes meeting first at 2:20 Tuesday	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:					
<ol style="list-style-type: none"> All final examinations for Main Campus and South Campus courses must be administered according to this schedule. Final examinations for regional campus courses are administered at the regular class meeting time during finals week. Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head. Final grades are due by noon on Tuesday, May 14. 					

Commencement

The annual spring commencement ceremony recognizes students who will either complete degree requirements at the end of the spring semester or who will complete degree requirements during the summer term.

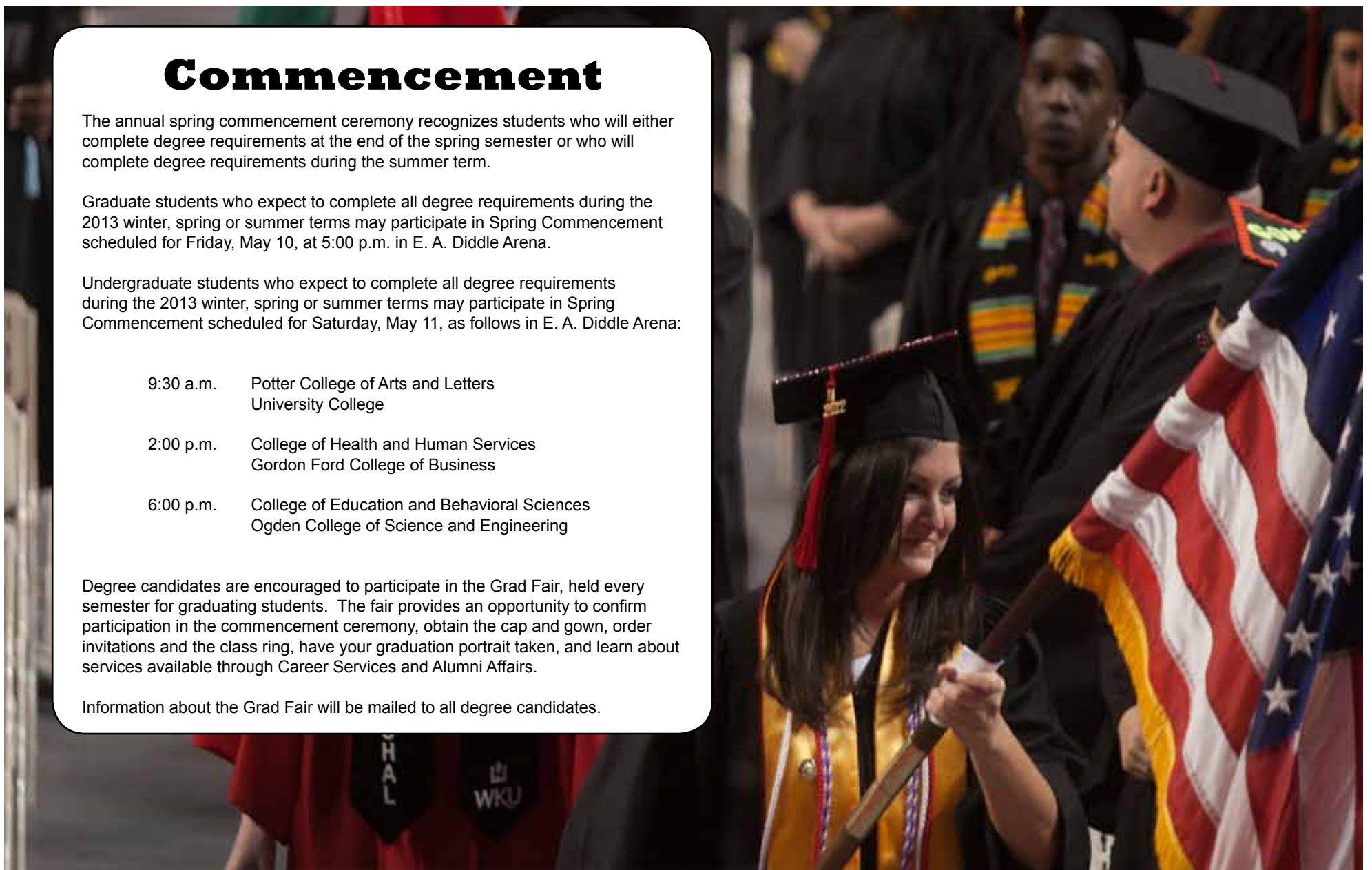
Graduate students who expect to complete all degree requirements during the 2013 winter, spring or summer terms may participate in Spring Commencement scheduled for Friday, May 10, at 5:00 p.m. in E. A. Diddle Arena.

Undergraduate students who expect to complete all degree requirements during the 2013 winter, spring or summer terms may participate in Spring Commencement scheduled for Saturday, May 11, as follows in E. A. Diddle Arena:

- 9:30 a.m. Potter College of Arts and Letters
University College
- 2:00 p.m. College of Health and Human Services
Gordon Ford College of Business
- 6:00 p.m. College of Education and Behavioral Sciences
Ogden College of Science and Engineering

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.



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- 1 Welcome Center and Kentucky Museum in the Kentucky Building
- 2 Rodes Harlin Hall
- 3 Pioneer Log Cabin
- 4 McCormack Hall
- 5 Gilbert Hall
- 6 Central Heat Plant
- 7 Parking Structure No. 1
Facilities Management and WKU Police Building
- 8 Diddle Arena (Academic/Athletic Building No. 1)
- 9 Parking Structure No. 2
- 10 Houchens Industries L.T. Smith Stadium (Academic/Athletic Building No. 2)
- 11 Track and Field Complex
- 12 Baseball/Softball Hitting Facility
- 13 Paul C. Orberon Baseball Clubhouse
- 14 Nick Denes Field
- 15 Service/Supply Building
- 16 Softball Field
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- 19 Zacharias Hall
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- 21 Keen Hall
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- 25 Barnes Campbell Hall
- 26 Bemis Lawrence Hall
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- 30 Topper Café (Temporary dining services)
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- 32 Guthrie Tower
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- 34 Gary A. Ransdell Hall
- 35 Floral Design Center
- 36 Adams-Whitaker Student Publications Center
- 37 Chilled Water Plant
- 38 Academic Complex
- 39 Downing University Center
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- 91 Catholic Campus Center
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- 96 Alpha Gamma Delta
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- 100 Kappa Delta
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- 106 Christian Student Fellowship
- 107 Kappa Sigma (not shown)
- 108 Phi Delta Theta (not shown)
- 109 Phi Gamma Delta (not shown)