

## **Coordinating Offices**

### **1. Admissions**

The Office of Admissions is primarily responsible for the recruitment and retention of Western students. Most scholarships are awarded through this office. The Office of Admissions maintains contacts with high school guidance offices and hosts regional recruitment nights annually.

### **2. Alumni Relations and Annual Giving**

The Office of Alumni Relations and Annual Giving maintains the ties our alumni have with Western as well as provides an unrestricted funding source enabling the University to respond to the changing needs and demands in education and society. Academic departments, public broadcasting, athletics and libraries and museum comprise the majority of areas of giving through the private support of our alumni. In addition, the Office coordinates local alumni clubs, produces the alumni magazine, and offers the Alumni Leadership Scholarship.

### **3. Career Services**

The Career Services Center assists current students and alumni with career planning, job search strategies, and access to employers and job listings. The Center staff helps individuals determine career interests and facilitates opportunities for career exploration and experience through cooperative education and internship programs. We act as a liaison between employers seeking part-time, summer, co-op/intern and permanent employees and students/alumni seeking job opportunities. Specific services and resources include job search workshops, individual career counseling, job vacancy listings, career/job fairs, on campus interviews, credential referral, Internet resume posting site, and a comprehensive career planning and employment information website.

### **4. Housing and Residence Life**

Residence Life promotes the well being of Western students living on campus through social and leadership training. Master Plan is coordinated through Residence life. This program gives each student that participates a head start with a weeklong schedule of activities that are designed to ease the transition to college life.

### **5. Student Activities and Leadership**

The Office of Student Activities & University Centers exists to serve the University community. The Office enhances student life and development

by facilitating student involvement in organizations; providing broadly based programs of entertainment and culturally diverse activities; and presenting opportunities for students to develop leadership, social, organizational, and interpersonal skills. The Office provides direction, management, and leadership to the student union programs.

## **6. O-A-R**

O-A-R (Orientation, Advisement and Registration) is a program designed to help new students become familiar with Western Kentucky University, meet with an academic advisor in a group setting, and register for classes. Participation in O-A-R is **required** for all freshmen and transfer students planning to register for classes on the main or south campuses. The program lasts all day for freshmen. Transfer students may choose to attend one of the two half-day programs for Fall Registration (not Spring). Parents are welcome to attend O-A-R. Western has designed separate information sessions for parents that cover issues such as Financial Aid, Meal Plans, How Students Succeed in College and How Parents Can Get Involved. **You must reserve an O-A-R date to attend.** Space is limited during each O-A-R date. **Reservations are taken on a first come, first serve basis.**