



WESTERN KENTUCKY UNIVERSITY PARENT HANDBOOK



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WELCOME TO WESTERN!

All of the decision making, planning, organizing, shopping, and packing for the big day had finally arrived! We remember, as if it were yesterday, that our daughter (an incoming freshman) moved into her residence hall and attended *M.A.S.T.E.R. Plan* at Western Kentucky University. She was very excited about this new chapter in her life and we were excited for her! This was a "first" college experience for our family.

Since that day, our daughter has made Western her “home away from home.” What more could parents ask for? She loves Western and we have come to love it too! This university provides a quality education, safe campus, caring administrators and it also provides students with many activities to enhance their college experience.

We continue to visit the campus as often as possible and we keep in touch with campus news via the on-line College Heights Herald, and other electronic Western news bulletins. These publications help to keep us as parents informed. We are also members of the Parents’ Association, currently serving as Co-Chairs for the Parents’ Council. As members of this association and council we are encouraged to share our thoughts and ideas as parents, and it also allows us to aide in some of the decisions that affect and assist the entire student body and administration of this university. Being involved means keeping informed, and keeping informed leads to student success!

It’s been a tremendous blessing to see our daughter grow and experience life on her own at Western. Western really is a place to be somebody! Campus life is a tremendous experience for her and it is helping her become a mature, educated young woman with integrity and character.

If we can answer any of your questions or concerns (from a parent’s perspective) please feel free to contact us and we will do our best to assist you. The *Spirit* of Western is alive and well in our entire family!!

Sincerely,

Stan and Barbara Raley
Louisville, Kentucky
stan.ralej@insighbb.com



Tips from Current WKU Parents

1. Make use of the WKU Website. Utilize it for all campus contact information (i.e. calendars, campus maps, upcoming events and other pertinent information for the university.)
2. Don't hesitate to contact university staff and/or administrators for answers to any of your questions.
3. Make sure your son/daughter gets in touch with his/her roommate prior to moving into their residence hall. This will eliminate duplicate items such as televisions, microwaves, refrigerators, telephones, etc.
4. Take advantage of all parent information sessions during OAR, Focus on Western tours, etc.
5. Take an active role and encourage your child to get involved with on campus activities. WKU offers over 250 clubs and organizations, as well as residence hall councils, as a way to get involved outside the classroom!
6. Make sure to look into renters insurance to cover your child's personal property if it will not be covered under your homeowner's insurance policy.
7. Keep an inventory (include serial numbers) of your child's personal property and engrave electronics and appliances.
8. Bring a hand dolly with you to move your student into his/her residence hall! Things will go much quicker!



Submitted by Stan and Barbara Raley, Co-Chairs of the WKU Parents Advisory Council, 2004-2005

Residence Hall Addresses

Barnes Campbell Hall
419 Regents Avenue, Room ###
Bowling Green, KY 42101-3567
Phone: (270) 936-4851

Bates Runner Hall
310 Virginia Garrett Ave., Rm ###
Bowling Green, KY 42101-3560
Phone: (270) 936-2255

Bemis Lawrence Hall
429 Regents Avenue, Room ###
Bowling Green, KY 42101-3566
Phone: (270) 936-4750

Douglas Keen Hall
1776 Big Red Way, Room ###
Bowling Green, KY 42101-3570
Phone: (270) 936-0246

Gilbert Hall
1505 Big Red Way, Room ###
Bowling Green, KY 42101-3565
Phone: (270) 936-2595

Hugh Poland Hall
1756 Big Red Way, Room ###
Bowling Green, KY 42101-3569
Phone: (270) 936-2191

McCormack Hall
220 Dogwood Drive, Room ###
Bowling Green, KY 42101-3561
Phone: (270) 936-3191

McLean Hall
1514 Big Red Way, Room ###
Bowling Green, KY 42101-3561
Phone: (270) 936-3991

Meredith Hall
1775 Normal Drive, Room ###
Bowling Green, KY 42101-5729
Phone: (270) 936-0196

Minton Hall
417 Virginia Garrett Ave., Rm ###
Bowling Green, KY 42101-3557
Phone: (270) 936-4756

Northeast Hall
1575 Normal Drive, Room ###
Bowling Green, KY 42101-3555
Phone: (270) 936-3494

Pearce Ford Tower
1766 Big Red Way, Room ###
Bowling Green, KY 42101-3568
Phone: (270) 936-2442

Rodes Harlin Hall
1474 Kentucky Street, Room ###
Bowling Green, KY 42101-3563
Phone: (270) 936-4691

Southwest Hall
1587 Normal Drive, Room ###
Bowling Green, KY 42101-3556
Phone: (270) 936-3092

Zacharias Hall
1755 Normal Drive, Room ###
Bowling Green, KY 42101-5726
Phone: (270) 936-0219

Hilltopper Speak

Building Abbreviations

- ✓ Cherry – Cherry Hall
 - ◆ Departments of History, Philosophy and Religion, and English
- ✓ DUC – Downing University Center (pronounced “DUC” or D-U-C)
 - ◆ Leadership Programs, Dining Services, Student Telephone Services, and College Heights Post Office.
- ✓ EST – Environmental Science & Technology Building (pronounced E-S-T)
 - ◆ the Departments of Geology and Geography, Agriculture, and Architectural and Manufacturing Sciences
- ✓ FAC – Fine Arts Center (pronounced by the letters F-A-C)
 - ◆ Departments of Music, Communications, Art, and Modern Languages and Intercultural Studies
- ✓ Grise – Grise Hall
 - ◆ Gordon Ford College of Business, including the departments of Accounting, Computer Information Systems, Economics and Marketing, Finance, Management, and Masters in Business Administration
 - ◆ Also includes Departments of Political Science and Sociology
- ✓ MMTH – Mass Media and Technology Hall (pronounced M-M-T-H)
 - ◆ School of Journalism and Broadcasting and 24-hour computer lab
- ✓ PFT – Pearce Ford Tower (pronounced by the letters P-F-T)
 - ◆ WKU’s largest residence hall and houses nearly 900 students. Also the only residence hall open year-round.
- ✓ Preston – Preston Health and Activities Center
 - ◆ Intramurals, Health and Fitness Lab, and Outdoor Recreation
 - ◆ Contains weight rooms, a track, basketball and racquetball courts, and a regulation size pool.
- ✓ STH – Science and Technology Hall (pronounced by the letters S-T-H)
- ✓ TPH or Tate Page – Tate Page Hall (referred to as “Tate Page”)
 - ◆ Home of the College of Education and Behavioral Sciences, including the departments of Psychology, Educational Administration, and Counseling and Student Affairs

- ◆ Also includes the departments of Communication Disorders
- ✓ Thompson – refers to Thompson Complex Central or North Wing (TCCW or TCNW)
 - ◆ Central Wing - Home of the Departments of Math, Chemistry, Physics and Astronomy, and Computer Science
 - ◆ North Wing - Home of the Department of Biology

Terms to Know

Big Red – Born in 1979, Big Red celebrated its 25th birthday in 2004. Although it wasn't the original WKU mascot, Big Red is among the nation's most recognizable mascots and regularly participates in contests against mascots from across the nation. You may have also seen Big Red on ESPN not too long ago, to help SportsCenter commemorate their 25,000th episode.



Big Red Card – As the WKU student identification card, the Big Red Card is used to access the student's meal plan, campus vending, Big Red Dollars, Dining Dollars, and to enter and check into the residence halls. It also used to access campus activities and athletic events, Preston Health and Activities Center, check cashing, and check out items at the library. Several local business also give discounts by showing your Big Red Card!

Big Red Dollars – Big Red Dollars are similar to Dining Dollars in use, although Big Red Dollars can be used all over campus! Students can use the money in this account to pay for laundry in the residence halls and make purchases at the WKU Bookstore, as well as everything included in Dining and Meal Plan Dollars. Big Red Dollars are also accepted at Domino's Pizza near campus and Nstyle Salon on campus.

College Heights Herald (aka the Herald) – Started in 1929, the Herald is published twice weekly throughout the academic year to inform students of campus news and activities. The Herald is unique in that it's completely student run and continues to win national awards every year. The paper is based out of the School of Journalism and Broadcasting and accepts applications each year from any major.

Dining Dollars – Also handled through Dining Services, Dining Dollars are similar to a prepaid debit account just for food. Dining Dollars can be

used at all campus restaurants and campus convenience stores. Using this money also gives your student \$1 off a purchase at Fresh Food Company, no sales tax, and 5% discount. Dining Dollars can be billed to your university bill as well.

M.A.S.T.E.R. Plan – This program is a five-day transition program for first year students at WKU. It occurs full week before fall semester begins.

Meal Plan Dollars – Included in the cost of a Meal Membership with Dining Services, Meal Plan Dollars can be used at all campus restaurants and convenience stores. Using Meal Plan Dollars gives your students a 5% discount on retail purchases at dining and convenience locations. These purchases are also exempt from Kentucky state sales tax (6%).

O-A-R – Orientation-Advisement-Registration. Program facilitated by OAR staff and Admissions to advise and enroll prospective students into classes.

Residence Halls – WKU has come a long way from dorms and housemothers. Each of the 15 residence halls has something unique to offer. Every hall is staffed by 1 – 2 professional staff members, as well as student resident assistants (RAs) and desk staff. RAs facilitate educational programming to help enhance and supplement your student's college experience.

Red Towel – Largely identified with Coach E. A. Diddle, the red towel has long been a symbol of Western Spirit. Coach Diddle was known for doing everything from crying to throwing his red towel during WKU Basketball games. The red towel is seen on many Western publications and apparel as a logo, and students wave their red towels during events to cheer for our teams.



Talisman – Our university's yearbook, the Talisman documents the lives of students, faculty and staff on campus. The publication covers sporting events, Homecoming, Greek activities and happenings in the classroom.

WKU ID – Each student admitted to Western Kentucky University is assigned a nine-digit identification number, similar in format to a Social Security Number. This number is specific to your student only and is used in all university business.

Parent Activities

January

- ✓ Parents' Advisory Council Meeting
- ✓ Spring Semester Begins
- ✓ Parents' Association Newsletter mailed to all members

February

- ✓ Qualifying students can order their School Ring

March

- ✓ Graduation Fair
- ✓ OARs (Orientation Program) begins

April

- ✓ Parents' Advisory Council Meeting
- ✓ Ring Ceremony (Students who purchased rings in February & March will be presented their rings by the President).

May

- ✓ Graduation

June & July

- ✓ OARs

August

- ✓ Classes Begin

September

- ✓ Parents' Weekend
- ✓ Parents' Advisory Council Meeting
- ✓ Parents' Association Newsletter mailed to all members

October

- ✓ Homecoming
- ✓ Fall Break
- ✓ Graduation Fair

November

- ✓ Thanksgiving Break

December

- ✓ Graduation
- ✓ Holiday Break

Advice for the Novice WKU Parent

Rule #1 – Don't ask them if they're homesick.

The power of suggestion can be a dangerous thing.

Rule #2 – Write (even if they don't write back).

You don't have to be Hemingway. Quick notes containing family news are great. If you suffer from severe writer's block, get your student a subscription to the hometown newspaper. There's nothing more depressing for students than an empty mailbox or e-mail inbox.



Rule #3 – Ask questions (but not too many).

College students are cool (or so they think) and have a tendency to resent interference with their newfound lifestyle, but most still desire the security of knowing that someone is interested in them.



Rule #4 – Expect change (but not too much).

Your student will change (either drastically within the first few months, slowly over four years, or somewhere in between that pace). It's natural, inevitable, and it can be inspiring and beautiful. Often, it's a pain in the neck. Be patient.

Rule #5 – Don't worry (too much) about emotional phone calls.

Be patient with those nothing-is-going-right-I-hate-this-place-Why-did-you-send-me-here phone calls. Often when trouble becomes too much for a first-year student to handle (a flunked test, ended relationship, and shrunken t-shirt all in one day), the only place to turn, write, or dial is home. Often, unfortunately, this is the only time the urge to communicate is felt strongly, so you never get to hear about the "A" paper, the great date, or domestic triumph. In these "crisis" times, your student can unload trouble or tears and then return to the daily routine while you inherit the burden or worry. You're providing a real service as an advice dispenser, sympathetic ear, or punching bag. Granted, it's a service that makes you feel lousy, but it works wonders for a frustrated college student.

Rule #6 – Visit (but not too often).

Visits by family members (especially when accompanied by shopping sprees and/or dinners out) are another part of the college experience that students are reluctant to admit liking but would appreciate greatly. Remember to call first, and have your student plan the visit. You'll learn more about your student's new lifestyle.

Rule #7 – Do not tell your students “These are the best years of their lives.”

Family members that perpetuate and insist upon the “best years” stereotype are working against their student's already difficult self-development. Those that accept and understand the highs and lows of their student's reality are providing the support and encouragement where and when it's needed most.



Rule #8 – Trust them.

One of the most important things my mom ever wrote me in my four years at college was this: “I love you and I want for you all the things that make you the happiest; and I guess you, not I, are the one who knows best what those things are.” She wrote that during my senior year. If you're smart, you'll believe it, mean it, and say it now.

Adapted from “Parenting a College Freshman,” by J. Michelsen, University Editor, Bradley University, Peoria, Illinois, 1976. These “words of wisdom” were written by a college student upon graduation and are designed to help families deal with some predictable first-year problems.

Excerpts from Hilltopics

WKU Student Handbook

STUDENT LIFE POLICIES STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES

General Philosophy and Guidelines

Students are citizens and members of the University academic community. A citizen's rights and liberties under the Constitution must always be applied in light of the special characteristics of the environment in which the rights are to be exercised. Central to the special characteristics of the environment of a state-supported university campus is the special authority of University officials designated by the Board of Regents to control, preserve, and manage University property and affairs and to maintain order and discipline. Therefore, the WKU Code of Student Conduct was established to ensure that disruptions to the University community are handled in an educational, fair, and dignified manner. The University expects students, parents, and the greater community to respect its rules and procedures governing the WKU community and will resist any unwarranted attempts to influence University policies and procedures.

The University demands high standards of personal conduct and encourages each student to maintain integrity through self-discipline. The University adopts rules and regulations that are necessary for the orderly, harmonious, and beneficial functioning of the University community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University and laws of the community, state, and nation.

Any question of interpretation regarding the WKU Code of Student Conduct shall be referred to the Office of Student Life, 442 Potter Hall. The WKU Code of Student Conduct shall be reviewed every two years under the direction of the Judicial Affairs Coordinator.

Maintenance of Student Records

The Office of Student Life maintains disciplinary records on students of Western Kentucky University. All student records maintained by the Office of Student Life are held in compliance with the Family Educational Rights and Privacy Act (FERPA). These records are kept under lock and in confidence in said office with access to these records being available only to the appropriate University officials. Non-Current records, more than five years old, shall be destroyed or expunged. Current disciplinary records which are pending or resulted in a suspension or expulsion shall be retained.

ACADEMIC OFFENSES

- ❖ Academic Dishonesty – Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without the possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.
- ❖ Plagiarism – To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present borrowed passage without reference to the source after having changed a few words is also plagiarism.
- ❖ Cheating – No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project which is submitted for purposes of grade determination.
- ❖ Other types of academic dishonesty – Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office or Student Life for disciplinary sanction.

STATEMENT OF FINANCIAL DELINQUENCY

I. Student Responsibility

The university expects the student to be financially responsible and not be delinquent in financial obligations to the university or to any department or division thereof.

II. Unsatisfied Financial Obligations

All registration fees, housing fees, course or laboratory fees, meal charges, student health service charges, and other assessments, fees, fines and charges are due and payable in accordance with the statements rendered by the appropriate university office. A student who fails to meet a financial obligation within 10 days after the date of notice from the appropriate university office will be subject to regulations promulgated by the University and shall be considered delinquent. 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. Students

needing assistance in connection with the application of this policy should contact the Office of the Dean of Student Life.

In any 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.

III. Disputed Liability

If there is a dispute as to whether or not a student is legally liable for a financial obligation asserted by the university, and the student challenges such obligation through either timely administrative or legal means, the sanctions with respect to registration shall not apply until final resolution of the dispute.

POLICY OF PARENTAL NOTIFICATION

The Associate Vice President for Student Affairs and Development has the liberty to inform the parent or legal guardian of a student under the age of 21 who has been found in violation of the University's drug and alcohol policy. The University recognizes that the majority of our students are adults and wishes to respect the rights and privileges of that status. We also recognize that the input and involvement of parents can have a dramatic affect on the success and decision making of college students.

Parents will receive notification of the following violations of University Policy.

1. Any violation of the University Alcohol Policy, or
2. Any violation of the University Drug Policy, or
3. The student received medical assistance due to incapacitation or suspected incapacitation, or
4. The student was arrested by University Police in connection with a violation of the Alcohol or Drug Policy or for DUI, Public Intoxication, Minor in Possession or any other drug or alcohol-related incident resulting in arrest.

In addition to the educational interventions, any student found in violation of the Alcohol Policy three times in any one-year period may be suspended from the University. Similarly, any student with two violations of the Drug Policy while enrolled at the institution may be suspended from the University. Also, any student who is found to be manufacturing or distributing drugs or attempting to manufacture or distribute drugs on or off campus may be suspended or expelled from the University.

Calendar of Life at WKU

August/ September

What an exciting time! Your son or daughter is making changes in his or her life and heading to college. When your son or daughter goes to college, you may feel a variety of emotions, from relief to emptiness. Your son or daughter may be experiencing some of the same feelings, from homesickness to loneliness. It is natural for him or her to make frequent calls home or test new-found freedom. The best thing you can do as a parent this time is to listen and be supportive. It is your responsibility to keep the lines of communication open. Encourage your son or daughter to meet new people and seek out opportunities to get involved on campus. Parent's Weekend occurs during September!

October

Your freshman is probably getting comfortable with the atmosphere and lifestyle on campus by this time. You may get a visit home from your son or daughter as Fall Break occurs during October. As you start wondering about your student handling new responsibilities, it is important to remember to trust your student. He or she is an adult. Your son or daughter may feel a little stress as midterms are approaching. Remember to encourage them and keep a listening ear. Some students experience roommate conflicts around this time, as living with someone new is quite a challenge. There are many resources available to students facing such issues. Should your son or daughter express concern with his or her roommate, encourage your student to talk to their RA (Resident Assistant).

November

With the holidays approaching, you are probably very excited about spending time with your son or daughter, and it is quite possible that you are starting to miss him or her very much. Your son or daughter is probably experiencing some of the same emotions around this time. With the cold weather approaching and academic expectations increasing, your freshman could become sick. A care package with Vitamin C could be helpful, and if your son or daughter becomes sick, encourage him or her to visit the Student Health Services on campus.

December

The semester is coming to a close, and your son or daughter is preparing and taking final exams. Prepare to see an increase in your student's stress level, and encourage them to take advantage of stress relieving programming on campus. Your son or daughter will likely experience a variety from emotions from excitement of going home to sadness of leaving new friends for awhile. It is

typical for students to cram during finals week; however, remind your student to take care of his or herself. Not only is it finals season, but it is also the cold and flu season. The additional stress of final exams can contribute to your son or daughter getting sick.

January

Your son or daughter will be packing their bags and heading back to campus. Classes start back up in January. Do not be surprised if your freshman is ready to get back to campus, and you might even be glad to have the house back to yourself. Some parents experience another sense of emptiness, and that is completely normal. Keep communicating with your son or daughter as readjusting to school from the break can be difficult.

February /March

As the winter months are coming to an end and spring is approaching, your student may experience spring fever. If they aren't in their room as often when you call, do not be concerned; he or she could be out enjoying the nice weather. It is possible that you may feel a loss of control or influence in your student's life now that it is the second semester. Until the spring does hit, remember that the cold and dreary weather could put quite a damper on your student's mood. This is also the time that Spring Break usually scheduled.

April/ May

Classes are coming to an end and final exams are back again! Spring is here, and that may put a strain on your student's academic focus. Your son or daughter will be experiencing the same issues over exams as they did back in the fall. Your student could experience quite a bit of sadness for leaving new friends over the summer. If you and your son or daughter have not spoke about summer arrangements, now is the time to do that. Your son or daughter may want to take a summer course, get a summer job, and talk about his or her curfew. Be prepared to have a lot of discussion time throughout April and the beginning of May.

Summer

Summer classes are a great opportunity for your son or daughter to bring up grades, if necessary, or to take additional hours to get ahead in their curriculum.

Adapted from "For Parents, Your Guide To Surviving The First Year of College," created by Cori Cusker, 2004 Graduate Intern for the Office of New Student Programs, University of Louisville, Louisville, Kentucky.

FERPA: Family Educational Rights and Privacy Act

What You as a Parent Need to Know

What is FERPA?

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act of 1974 (FERPA), affords certain rights to students concerning their education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. FERPA applies to all institutions that receive federal funds under any program administered by the Secretary of Education.

Who is protected under FERPA?

Students who are currently enrolled in higher education institutions or were formerly enrolled are protected.

The records of students who are deceased are not protected under FERPA. Students who have applied, but have not attended an institution, do not have rights of protection.

What are education records?

Education records are those records which are directly related to students and which are maintained by an educational institution or party authorized to keep records for the institution. Education records include any records in the possession of an employee that are shared with or accessible to another individual.

The records may be handwritten or in the form of print magnetic tape, film, or some other medium. FERPA coverage includes records, files, documents, and data directly related to students. This would include transcripts or other records obtained from a school in which a student was previously enrolled. FERPA contains no requirement that certain records be kept at all.

What is not included in an education record?

- ❖ Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
- ❖ Law enforcement or campus security records which are solely for law enforcement purposes;
- ❖ Records relating to individuals who are employed by the institution;
- ❖ Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment; and

- ❖ Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution (i.e. alumni records).

What is directory information?

Directory information is defined as those data elements that would not be considered harmful to the student or an invasion of privacy if disclosed. This generally includes a student's name, address, email address, telephone number, date and place of birth, major field of study, enrollment status (i.e. full time/part time, withdrawn), participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, degrees, honors and awards received and the most recent previous education institution attended by the student.

Each institution is required to identify what constitutes directory information within its annual notification to students, which is contained in the WKU catalog and Registration Guide. This notice must provide procedures for students to restrict the institution from releasing their directory information.

What are some examples of information that cannot be publicly released without the student's consent?

WKU will not release information related to a student's academic transcript or grades, schedule of classes and/or class location, number of hours for which the student is enrolled, social security number, WKU identification number, deficiencies in graduation requirements or race/ethnicity.

Who is entitled to student information?

- ❖ The student and any outside party who has the student's written consent
- ❖ School officials who have *legitimate educational interests* as defined in FERPA
- ❖ A judicial order or subpoena which allows the institution to release records without the student's consent; however, a *reasonable effort* must be made to notify the student before complying with the order

What is personally identifiable information?

- ❖ The student's name
- ❖ The name(s) of the student's parent(s) or other family members
- ❖ Address of the student or student's family
- ❖ A personal identifier, such as a social security number or student number
- ❖ A list of personal characteristics

When do you need consent to disclose personally identifiable information from an education record (including transcripts)?

Except for specific exceptions, a signed and dated consent by the student must be obtained before any disclosure is made. The written consent must:

- ❖ Specify the records that may be disclosed
- ❖ State the purpose of disclosure
- ❖ Identify the party or class of parties to whom the disclosure may be made

When is the student's consent not required to disclose information?

The exceptions are:

- ❖ To school officials;
- ❖ To schools in which a student seeks to enroll;
- ❖ To federal, state and local authorities involving an audit or evaluation of compliance with educational programs;
- ❖ In connection with financial aid;
- ❖ To state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure;
- ❖ To organizations conducting studies for or on behalf of educational institutions;
- ❖ To accrediting organizations;
- ❖ To comply with a judicial order or subpoena;
- ❖ Health or safety emergency;
- ❖ Directory information;
- ❖ To the student; and
- ❖ The results of disciplinary hearing to an alleged victim of a crime or violence.

Requests to disclose should always be handled with caution and approached on a case-by-case basis.

Prepared by: Freida K. Eggleton, WKU Registrar

For more information concerning the student's rights:

<http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/legal.html>

WKU Resources

Academic Advising and The Learning Center

This office has a staff of six professionals and 15 student tutors. Academic Advising assists generally undeclared students in registering for classes, as well as assisting OAR in registering first year students for their first semester of college. This office is also the home of the TOPS, STEPS, and PARTNER programs. A part of this office, The Learning Center, offers free tutoring for any student in several general education areas.

Phone Number: (270) 745-5065 and (270) 745-6254

Website: <http://www.wku.edu/advising/>

Billings and Receivables

This office is located in 208 Potter Hall. Billings and Receivables handles all tuition and fees payments for students.

Phone Number: (270) 745-6381

Website:

<http://www.wku.edu/Dept/Support/FinAdmin/Billings%26Receivables.htm>

College Heights Bookstore

The Bookstore is located on the third floor of Downing University Center. It also has locations on South Campus and Glasgow Extended Campus. They carry new and used textbooks, art supplies, course supplies, computer software, and Greek and WKU merchandise. Orders can also be placed online. The Bookstore also offers a textbook reservation program each fall for both returning and new students.

Phone Number: (270) 745-2466

Website: <http://www.wku.edu/Info/Bookstore/>

Counseling and Testing Center

This office employs five counselors, as well as testing staff. Counseling and Testing provides counseling services for students free of charge. It is also the home of *Here to Help*, an online anonymous mental health information page. Their office hours are Monday through Friday, 8am to 4:30pm

Phone Number: (270) 745-3159

Website: <http://www.wku.edu/Dept/Support/StuAffairs/COUNS/index.php>

Dining Services

This office oversees the Fresh Food Company, the DUC Food Court, Subway, WKU Catering, and the Garrett Food Court. Dining Services offers meal memberships, Dining Dollars, and Big Red Dollars for students to use.

Phone Number: (270) 745-2416

Website: <http://www.wkudining.com>

Housing and Residence Life

This department operates and manages 15 residence halls on campus. There are four freshmen single sex halls (men: Barnes Campbell and Douglas Keen, female: Hugh Poland and Bemis Lawrence). WKU also offers one co-ed freshmen hall (McCormack), home of Living Learning Communities. Minton and Gilbert Halls are the two female all classification, with Thomas Meredith as the female sorority hall. Pearce Ford Tower and Rodes Harlan are co-ed residence halls. The remaining halls (Northeast, Southwest, Bates Runner, McLean, and Zacharias) are co-ed upperclassmen residence halls.

Residence halls are suite-style, community bath, or private bath. Freshmen live in single sex, all freshmen halls, with the exception of the Living Learning Community Hall, which is all freshmen and co-ed.

Phone Number: (270) 745-4359 or (270) 745-2037

Website: <http://www.wku.edu/housing>

ID Center

The ID Center is where your student will receive his/her Big Red Card. This office is located on first floor of DUC. This location is also where Students and parents can add money to the balance of Dining Dollars and Big Red Dollars, if not online. This is also where your student will receive a replacement for a lost Big Red card, which costs \$20 each.

Phone Number: (270) 745-2417

Website: <http://www.wku.edu/Info/General/IDCenter/home.htm>

Office of Diversity Programs

This office employs a staff of four professionals, whose responsibilities include to hosts and co-sponsor a variety of programs designed to educate, motivate, and challenge campus community. Some examples of these programs are Martin Luther King Jr. Day, Kwanzaa, and Outstanding Black Graduates.

Phone Number: (270) 745-5066

Website: <http://www.wku.edu/Dept/Support/StuAffairs/Minority/>

Parents Association

The WKU Parents Association is coordinated by Alumni Relations to encourage parents to be more involved with activities at WKU. This organization is part of WKU's commitment to maximizing communication between families and community at WKU. They also publish a parent newsletter every Fall and Spring semester for all parents.

Phone Number: (270) 745-4395

Website:

<http://www.wku.edu/Dept/Support/StuAffairs/parents/parentsAssoc/CharterMember.htm>

Student Activities

Housed in the Downing University Center, Student Activities contains Greek Life (National Pan-Hellenic Council and Interfraternity Council), Leadership Programs, Student Government Association, and Campus Activities Board (CAB). This office also sponsors programs such as Dynamic Leadership

Institute, Up Til Dawn (St. Jude's Hospital fundraiser), and Parents Weekend, and they also help with Homecoming.

Phone Number: (270) 745-2459

Website: <http://www.wku.edu/Dept/Support/StuAffairs/SAUC/>

Student Disability Services

SDS is a branch of the Equal Opportunity Office and facilitates and coordinates support services and programs that enable students with disabilities to maximize educational potential. Some of their services include to furnish interpreter services, as well as to assist students in dealing with departments on campus.

Phone Number: (270) 745-5004

Website: <http://www.wku.edu/Dept/Support/Legal/EOO/sds.htm>

Student Financial Assistance

Also known as Financial Aid, this office is the home of Student Employment, which handles all work study positions on campus. Student Financial Assistance also facilitates disbursement of grants, loans, scholarships, and veteran's benefits for students.

Phone Number: (270) 745-2755

Website: <http://www.wku.edu/Info/FinAid/home.htm>

WKU Health Services

Health Services employs a staff of 24, including a chiropractor, two doctors, 2 health educators, a physical therapist, three nurses, and a nurse practitioner. The office's hours are Monday through Thursday 8am to 4:30pm, and Friday 10am to 4:30pm (August – May). For after hours emergencies, please contact Greenview Hospital at (270) 793-2165 or the Medical Center at (270) 745-1005.

Phone Number: (270) 745-5641

Website: <http://www.wku.edu/healthservices>

WKU Police

WKU employs a fully trained police department, which patrols campus areas 24 hours a day, seven days a week. WKU Police employs one chief, 14 patrol officers, three captains, and one investigator and crime prevention officer.

Phone Number: (270) 745-2548

Website: <http://www.wku.edu/Dept/Support/StuAffairs/police/>

Frequently Asked Questions

When will I get my first bill?

For the Fall semester, your bill will generally be mailed sometime in the month of July. Spring Semester charges are mailed in November, and Summer charges are mailed in April. Billing statements are mailed to the billing address provided by the student, or the student's permanent address if no billing address is provided. The payment due date will be listed on the statement. If you haven't yet received a bill, please contact Billings and Receivables at (270) 745-6381 for questions.

How does our KEES money get to WKU and transferred to the student?

KEES money is estimated until the student's high school records are completed. The actual amount awarded is deducted from the student's university bill, and the money is applied to the student's bill after funds are received from the State, which is usually three to four weeks into the semester. For questions, please contact Student Financial Assistance at (270) 745-2755.

Who can a parent contact in case of emergency?

Parents can contact University Police or the student's Hall Director in case of emergency. For contact information, please refer to "Residence Hall Addresses" or "WKU Resources" sections.

What kind of health care is available and how does my insurance factor in?

*WKU's Health Services offer services to faculty, staff, **and** students. The office is equipped like any other doctor's office and sees patients on a daily basis. In regards to insurance, please contact your insurance provider or the Health Services staff for questions on coverage. For contact information, please see the WKU Resources section.*

Does a student need any immunizations prior to attending WKU?

No immunizations are required prior to attending WKU, although there are several that are recommended. WKU suggests that students have a vaccine for chicken pox, influenza, and hepatitis A and B. Health Services highly recommends MMR, hepatitis B, tetanus, TB, and meningitis vaccines.

How does a student find student employment on campus?

Student employment on campus is coordinated through Student Financial Assistance in Potter Hall. Student Employment posts vacant work study positions both in the office and on their website. Please see their website for the application process. Various campus offices interview and hire students in the months of July and August, so be sure to contact Student Financial Assistance for any questions. For contact information, please see the WKU Resources section.

What is TOPNET?

Students are granted access to TOPNET after admittance to Western. TOPNET can be located at <http://topnet.wku.edu>. The website has a log in feature that enables students to log in by using his/her WKU identification number and a personal identification number (PIN), in order to view information pertaining specifically to him/her. This includes a schedule, unofficial transcripts, and account balances. TOPNET also offers a feature for students to pay any outstanding University balances online.

Students can also view Western's most recent schedule bulletin and course catalog, as well as a registration guide, campus directory, and information on admission to WKU and financial aid information.

How is my student notified of his/her WKU ID number? When will he/she use this number?

WKU assigns admitted students a nine-digit identification number, used only by WKU, to identify student records. Students who do not know their number can look it up on TOPNET by selecting the link "Look Up My WKU ID" on the TOPNET Login screen. Students will use his/her WKU ID for any university business where the office needs access to this student's records to answer a question or assist the student in any way.

Are grades mailed to the students or parents?

Grades are no longer mailed to the student's permanent address. The student has access to the grades after the semester is over through his/her account on TOPNET.

Can a student bring a car and, if so, what is the parking fee?

Students are allowed to bring a car, although like any college campus, parking can be frustrating. Students who will be parking on campus are required to display a university parking permit in his/her vehicle. These permits are \$65 and can be purchased from the University Police Department throughout the academic year. Beware trying to get through without buying a permit, though... Parking and Transportation ticket illegally parked vehicles throughout each day, and the lowest ticket is \$20. If the ticket is not paid in a timely manner, a late fee is assessed, and a hold will be put on the student's records until the ticket is paid.

Is there a payment plan available to spread the payment into smaller amounts over a period of time?

WKU does offer a payment plan for parents and students through Tuition Management Systems. Please visit the Office of the Bursar's website at <http://www.wku.edu/bursar> and select the "Payment Plan – Tuition Management Systems" link for more information, or you may contact the Office of the Bursar directly at (270) 745-6381.

Tell me a little bit about security on campus.

In the residence halls, entrance is only through the lobby of the building. Each residence hall has doors that are locked 24 hours a day and can only be accessed by the resident's key. Each resident is also required to show his/her Big Red ID at the desk upon entrance. The desk in each residence hall is staffed 24 hours a day as well, while the residence hall is open and operating.

University Police also patrols the campus 24 hours a day, with various officers on bikes or in cruisers. The communications dispatch is staffed round the clock and available for any emergency call. The university also had emergency posts located in various areas on campus, with a direct phone link to UPD dispatch.

Students are encouraged to use common sense and general safety precautions while on campus. As a general rule, students should walk around campus in groups and use well-lit paths or sidewalks. The university has policies and procedures in place to student safety, but these policies and procedures are only effective if followed appropriately.

How can a student get involved outside of the classroom?

Students have a multitude of opportunities to be involved on campus. Student Activities has a complete list of all university affiliated student organizations and clubs for any student to review. Students also have the opportunity to be involved within their residence halls, as well as in student government. At many points throughout the year, student groups and organizations provide information in the Downing University Center to advertise what their group does. For questions about getting involved, please feel free to contact Student Activities or Housing and Residence Life.

Recommended Reading and References

Letting Go: A Parents' Guide to Today's College Experience

By Karen Levin Colburn and Madge Lawrence Treeger

Empty Nest...Full Heart: A Journey from Home to College

By Andrea Van Steenhouse, Ph.D.

Don't Tell Me What to Do, Just Send Money... The Essential Parenting Guide to the College Years

By Helen E. Johnson and Christine Schelhas-Miller

College Shock – How to Survive the First Year of College

By Sally Landau and Val Holwerda

In Addition to Tuition: The Parents' Survival Guide to Freshmen Year of College

By Marian E. Borden, Mary Anne Burlison, and E. R. Kearns

You Can Survive College – We Did! A Guide for Kids and Their Parents

By Beverly and Tony Faaborg

When Kids Go to College – A Parent's Guide to Changing Relationships

By Barbara and Philip R. Newman

Helpful Websites:

<http://www.aboutourkids.org/articles/transition.html>

<http://www.parentsoup.com/experts/college>

Local Resources

Visit www.visitbgky.com for a listing of attractions, recreation, shopping, restaurants, and transportation

Lodging Accommodations

Baymont Inn & Suites
270-843-3200 • 877-BAYMONT
<http://www.baymontinns.com>

Best Value Inn
270-781-9594 • 877-781-2407
www.bestvalueinn.com

Best Western Motor Inn
270-782-3800 • 800-343-2937
www.bestwestern.com

Bryce Inn
270-563-5141
www.bryceinn.com

Comfort Inn
270-843-1163
www.comfortinn.com

Continental Inn
270-781-5200

Country Hearth Inn
270-783-4443 • 877-294-6491
www.countryhearth.com

Courtyard by Marriot
270-783-8569 • 800-321-2211
www.courtyard.com/bwgcy

Crossland Motel
270-842-0351

Days Inn
270-781-6470 • 800-DAYS INN
www.daysinn.com

Drury Inn
270-842-7100 • 800-DRURY INN
www.druryhotels.com

Econo Lodge
270-842-6730
www.econolodge.com

Economy Inn
270-842-0321

Fairfield Inn/Marriott
270-782-6933 • 800-228-2800
www.fairfieldinn.com/bwgf

Hampton Inn
270-842-4100 • 800-HAMPTON
www.hamptoninn.com/hi/bowlinggreen

Holiday Inn University Plaza
270-745-0088
www.holidayinnbowlinggreen.com

Home-Towne Suites
270-846-3311
www.htshotel.com/bowlinggreen.html

Microtel Inn
270-745-9922 • 888-771-7171
www.microtelinn.com

Motel 6
270-843-0140
www.motel6.com

News Inn
270-781-3460 • 800-443-3701

Quality Inn
I-65 exit 22, 1919 Mel Browning
Road
270-846-4588 • 800-228-5151
www.qualityinn.com

Ramada Inn
270-781-3000
www.ramada.com

Red Roof Inn
270-781-6550 • 800-733-7663

Bed & Breakfasts

1869 Homestead
270-842-0510
www.1869homestead.com

Cave Spring Farm
270-563-6941
www.bbonline.com/ky/cavespring/

Victorian House B & B
270-563-9403 • 800-843-5210
www.bbonline.com/ky/victorian

Florists

Betty's Flower Shop
270-842-0373

Bush Flowers
270-782-5874

Canary Cottage Florist
270-843-4474

Finleys
270-746-5656

Flowers by Shirley
270-842-9444
Cindy's Flowers & Gifts
270-782-6538
www.cindysflowersr4u.com/

Opening Early 2005
Sleep Inn
270-842-3800

Travel Inn
270-843-3264

Travelodge Hotel.
270-781-6610 • 800-578-7878
www.travelodge.com

Camping

Beech Bend Park
270-781-7634
www.beechbend.com

KOA Campground
270-843-1919
www.bgkoa.com

Deemers Florist & Greenhouses
270-843-4334
www.deemersfloral.com/

Bouquet Shoppe
270-843-4393
www.thebouquetshoppe.net

Living Gifts Garden Shop
270-796-6942

Royal Barn Florist
270-782-2276

Stems & Thee Floral Designers
270-846-2425

Post Freshmen Year Changes

When the summer following the first year of college arrives, many parents are wondering whose child has arrived at their house. Some parents may even ask the question, “Who is this stranger in my house?”

There are five significant changes that are likely to have taken place during the past nine months. I will touch on these five points to assist you in developing new coping skills as you prepare for the summer.

- ◆ First of all, expect that your son or daughter’s friendship base has doubled or maybe even tripled. Numerous numbers of the young people that call or appear on your doorstep are strangers to you, but new lifelong friends to your college freshmen.
 - ◆ Anticipate how you are going to cope with the young person who now has less interest in family group events and would prefer to adopt their new friendship group as their new family.
 - ◆ While there are a significant number of changes in the young person in your home and some of these are positive, they are less likely to have any true assurance of themselves and what they want to do in the rest of their life. Coping with this requires significant patience. Keeping in mind that while they may be uncertain about their own future, they are demanding a greater amount of independence now.
 - ◆ There is now a new very opinionated individual in your household who may have a startling opinion on national and world issues.
 - ◆ While you are quite concerned, your college freshman shows little interest in coping with the freshmen weight they have put on, not are they interested in being prepared for the sophomore slump and lack of participation that may come.

While the above stated issues may not concur with your desired level of change, you need to be willing to give advice, instructions, and do so in a manner that allows your young college student to assume that all decisions were actually their own.

Submitted: Howard Bailey, Associate Vice President of Student Affairs and Development.