



Summer Term 2012

Registration Guide



Table of Contents

Telephone Numbers and Locations	2	Class Attendance Policy	3	Tuition and Fee Information	12
University Notices	2	Repeating Courses	3	Tuition and Fee Schedule	12
Notification of Rights under FERPA	2	Auditing Courses	3	Tuition Incentive Program	12
To Withhold Publication of Directory Information	2	Student Addresses	3	National/International Academic Scholarship	12
Student Right-to-Know Act	2	TopNet Registration Procedures and Tips	4	Out-of-State Tuition Waiver	12
Statement of Compliance	2	Academic Advising	4	Payment Procedures	12
Registration Information	3	Withdrawing from a Class or from the University	5	Tuition and Fee Refund Policy	12
Priority Registration	3	Undergraduate and Graduate Academic Offerings	5	Refund Procedure	12
Undergraduate Student Eligibility	3	Commencement	5	Fee Payment Schedule	13
Graduate Student Eligibility	3	2012 Summer Term Academic Calendar	6	E-Bills	13
Priority Registration Schedule	3	Drop/Add Calendar	6	WKU Debit Card	13
Open Registration	3	Final Exam Calendar	6	Billing Information	14
Late Registration	3	Refund Calendar	6	Other Information	14
Drop/Add	3	Schedule Change Fee Dates	6	Payment Options	14
Registration Holds	3	Withdrawal Calendar	6	Student Financial Aid	14
Course Load	3	General Registration Information	9	All FN Grades	14
Enrollment Verification Rules	3	Key to Buildings	9	General Education Requirements	15
Enrollment Verification	3	Key to Section Numbers	9	Other Learning Opportunities	17
Schedule Change Fee	3	Class Periods	9	Regional Campuses	17
Tuition and Fee Payment	3	Summer Term at a Glance	10	Distance Learning	17
				Online Learning	17
				Independent Learning	17
				Student Checklist for Distance Learners	17
				Campus Map	18

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

Area Code (270)

Academic Transitions Program	PH 1st Floor	745-4242	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	DUC 126	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	DUC 124	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

University Notices

Notification of Rights under FERPA

(Family Educational Rights and Privacy Act)

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

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

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

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

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

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

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

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

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

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

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

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

Questions pertaining to the Family Educational Rights and Privacy Act may be directed to Freida K. Eggleton, Registrar, 238 Potter Hall, 745-5432.

To Withhold Publication of Directory Information

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

Student Right-to-Know Act

Disclosure Statement

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

Western Kentucky University's graduation rate was calculated using definitions established by the U. S. Department of Education. This rate is based upon the number of beginning freshmen who entered Western Kentucky as full-time degree-seeking students during the 2004 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2010). For this cohort of beginning students, the graduation rate is 42.43%.

Statement of Compliance

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity - affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs, activities or employment, the University policies and procedures are published in [Hilltopics: A Handbook for University Life](#); the [Western Kentucky University Personnel Policies and Procedures Manual](#); and the [Catalog](#). These publications, including information about University procedures, are available on the University's website (www.wku.edu), and also the following locations:

Equal Opportunity/Affirmative Action/University ADA Services

Wetherby Administration Building, G33
1906 College Heights Blvd #11009
Western Kentucky University
(270) 745-5121

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

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

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8541; the Kentucky Commission on Human Rights, 332 W. Broadway, 7th Floor, Louisville, KY 40202, (502) 595-4024; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40202, 1-800-669-4000.

Priority Registration

Eligible students are encouraged to register during the priority period according to the schedule printed below. Students may register on their assigned day or thereafter whenever TopNet is available. Refer to **TopNet Registration Procedures and Tips** on page 4.

Undergraduate Student Eligibility

- Enrolled during the 2011 summer term or fall semester or 2012 winter term/spring semester, or
- Officially admitted or re-admitted for the 2012 summer term.

NOTE: For the summer term, there is no mandatory advising requirement for undergraduate students. However, students are encouraged to consult with their advisors to be assured of appropriate course selections.

Graduate Student Eligibility

- Enrolled during the 2011 summer term or fall semester or 2012 winter term/spring semester, or
- Officially admitted or re-admitted for the 2012 summer term

Priority Registration Schedule

Graduate Students	March 12
Seniors and Post-Baccalaureate Students (90 or more earned hours)	March 13
Juniors (60 - 89 earned hours)	March 14
Sophomores (30 - 59 earned hours)	March 15
Freshmen (0 - 29 earned hours)	March 16

New freshmen and transfer students admitted for the summer term may use TopNet to register for summer courses. Non-degree and visiting students may use TopNet to register with the freshmen.

Open Registration

Students who did not participate in Priority Registration may register at any time from March 17 until prior to the first day of class. Refer to **TopNet Registration Procedures and Tips** on page 4.

Late Registration

Late registration is defined as initial registration once classes begin. Refer to the **Academic Calendar** for deadlines affecting registration for each session. Students who initially register on the first day of class of any session will be assessed a \$50 late registration fee.

Drop/Add

Schedule changes may be necessary following a student's initial registration and may be processed by using TopNet. Refer to Academic Calendar for applicable deadlines.

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.

Course Load

Summer course load is restricted to the following limits within specified time periods.

Sessions	Maximum Hours
May, June I, June II and July II Sessions three-week courses	4
May, June I, June II, July I and II Sessions four-, five- or *six-week courses	6
May, June I and June II Sessions seven- or eight-week courses	6
Overall Summer Maximum	15

*July Sessions have no six- to eight-week courses.

Students receiving financial aid must be enrolled in a minimum of 6 hours in any combination of sessions from May 14 to August 9.

Enrollment Verification Rules

All enrollment verifications follow the rules below for fall, spring or summer terms.

	Undergraduate Hours		Graduate Hours
Full Time	12	Full Time	9
Half Time	6-11.99	Half Time	4.5-8.99
Less than Half Time	.01-5.99	Less than Half Time	.01-4.49

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. All 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 Netscape does 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.

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 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.

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 6 courses. Only 2 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.

Student Addresses

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

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

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

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



Course Offerings

All courses offered for the summer term 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

- Summer Term—Determine your registration date from the registration sequence listed under **Priority Registration Schedule** on page 3. **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 the **menu** button to return to the Registration menu. From the Registration menu, click **Student Summary Schedule**.

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

topnet.wku.edu

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

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

Tips For Using TopNet

- **NAVIGATION:** Do not use the **Back** button on your internet browser to navigate through **TopNet**. Always use **Return to Menu** or the other links at the top and bottom of the pages.
- **PERSONAL IDENTIFICATION NUMBER (PIN):** During your first time to use the system, **TopNet** will ask you to select your own 6-digit PIN. Remember your PIN, and keep it confidential.
- **ASSIGNED REGISTRATION DATE:** **TopNet** is programmed to check for assigned registration dates and will not permit early registration. You may register only on your assigned date or thereafter.
- **CRN (Course Reference Number):** This is a 5-digit number assigned to each class section listed in the schedule of classes. It is the number you use to register for classes using **TopNet**.
- **CLASS SEARCH FUNCTION:** **TopNet** can provide a list of classes by desired subject, days, and times. At the bottom of the registration form, click the **Class Search** button. After selecting your desired subjects and other criteria, click the **Class Search** button. In the display, closed classes are indicated by a **C**. You may select available sections and register directly from this list of available classes by scrolling to the bottom and clicking the **Register** button.
- **AUDIT A COURSE:** If you wish to take a course but not receive credit, you must first enroll in the course, then click **Audit** in the drop-down box in the Action column. Scroll to the bottom of the form and click the **Submit Changes** button.
After class(es) begin, you will be required to obtain permission from the instructor to audit a course, and processing must be done in the Office of the Registrar in Potter Hall.
- **RESTRICTED COURSES:** A restricted course is one for which the department has limited enrollment to specific students for specific purposes. You must obtain permission for enrollment from the academic department offering the course. When you register for the course, **TopNet** will recognize that permission has been granted through the use of a code entered by the departmental official.
- **PREREQUISITE CHECKING:** Many courses are checked through **TopNet** to assure that the appropriate prerequisite(s) have been met. **TopNet** will not permit you to register for a course for which you have not fulfilled the prerequisite(s).
- **COREQUISITE COURSES:** These are courses that must be taken together. You must register for them at the same time.
- **LINKED COURSES:** These are lecture sections that must be taken with any corresponding lab or clinical section.
- **REPEATED COURSES:** If you are repeating a course, you may register for the course using **TopNet**.
- **DROP/ADD:** You may use **TopNet** to make schedule changes after your initial registration and through the official drop/add period.
- **DUPLICATE COURSE REGISTRATION:** Duplicate course registration is not permitted unless the course for which you are registering can be taken multiple times for degree credit.
- **WITHDRAWALS:** **TopNet** may be used to withdraw from individual courses or to completely withdraw from the term/semester according to dates published in the Academic Calendar in this guide. Students who cease attending class(es) without an official withdrawal will receive failing grades. The official date of the withdrawal is the date the withdrawal is finalized on **TopNet**. Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw or change their status from full-time to part-time is stated in the **Tuition and Fee Information** section of this guide. A \$50 Schedule Change Fee will be assessed for each course withdrawal, unless completely withdrawing from the term/semester.
- **YOUR SCHEDULE:** After finalizing your schedule, you are encouraged to print a copy of your schedule. See Step 6 under **TopNet Registration Procedures**.
- **HOLDS:** You must clear all holds prior to registration. **TopNet** will not permit you to register if you have a registration hold.
- **HELP:** If you need assistance, please contact the Office of the Registrar at (270) 745-3351 or (270) 745-3352, Monday-Friday, 8:00 a.m. to 4:00 p.m. central time.

Academic Advising

Academic advising is an essential role in fulfilling the teaching and learning mission of WKU. Academic advisors at WKU work with students to continually progress toward graduation by advising students toward degree requirements. As part of this process, academic advising is required for all baccalaureate degree-seeking students until they have achieved senior status (90 earned hours) AND have filed an Application for Graduation in the Office of the Registrar. All associate degree-seeking students must also see an advisor, UNLESS they have earned at least 48 hours AND have filed an Application for Graduation in the Office of the Registrar. Academic advising is not mandatory for summer and winter term registration, though it is strongly recommended that students talk with their assigned advisor to make sure the courses selected for summer will count toward their degree requirements.

Change of Major/Minor/Concentration: A **Change of Major** form is accessible to students in **TopNet** under the **Student Services/Student Records** menu. All students may use this form except for graduate students and (a) undergraduate students with a degree program on file (who will be directed to the Office of the Registrar

to discuss the steps for changing a program of study after the degree program has been filed); (b) undergraduate students pursuing MORE than two majors (who will be directed to the Academic Advising and Retention Center); and (c) new incoming freshmen.

iCAP (Interactive Curriculum & Academic Progress): Students may use iCAP (available through TopNet) to determine courses needed to complete degree requirements. Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run "What-If" audits to compare their coursework against other majors.

Note: Students who earned coursework prior to 1990 and students who are pursuing a second baccalaureate degree must file a degree program.

Please contact the Academic Advising and Retention Center if you need additional information or assistance by calling (270)745-5065 or for more information please visit www.wku.edu/advising.

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.

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

Commencement

Students who expect to complete all degree requirements during the 2012 summer term may participate in either the 2012 spring commencement or 2012 fall commencement. Commencement information will be mailed to degree candidates.



2012 Summer Term Academic Calendar

Three-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–June 1 (May Session)												
May 14 M3	March 12–May 15	May 16–23	Through May 15—100% May 16—50% No refund after May 16	May 14	May 16	May 23	May 23	May 15	May 25	June 1	June 5	June 6
Classes Meeting June 4–June 22 (June I Session)												
June 4 A3	March 12–June 5	June 6–13	Through June 5—100% June 6—50% No refund after June 6	June 4	June 6	June 13	June 13	June 5	June 15	June 22	June 26	June 27
Classes Meeting June 11–June 29 (June II Session)												
June 11 B3	March 12–June 12	June 13–20	Through June 12—100% June 13—50% No refund after June 13	June 11	June 13	June 20	June 20	June 12	June 22	June 29	July 3	July 11
Classes Meeting July 9–July 27 (July II Session)												
July 9 D3	March 12–July 10	July 11–18	Through July 10—100% July 11—50% No refund after July 11	July 9	July 11	July 18	July 18	July 10	July 20	July 27	July 31	August 1

Four-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–June 8 (May Session)												
May 14 M4	March 12–May 16	May 17–25	Through May 16—100% May 17—50% No refund after May 17	May 14	May 17	May 25	May 25	May 16	May 29	June 8	June 12	June 13
Classes Meeting June 4–June 29 (June I Session)												
June 4 A4	March 12–June 6	June 7–15	Through June 6—100% June 7—50% No refund after June 7	June 4	June 7	June 16	June 15	June 6	June 19	June 29	July 3	July 11
Classes Meeting June 11–July 6 (June II Session)												
June 11 B4	March 12–June 13	June 14–23	Through June 13—100% June 14—50% No refund after June 14	June 11	June 14	June 22	June 22	June 13	June 26	July 6	July 10	July 11
Classes Meeting July 2–July 27 (July I Session)												
July 2 C4	March 12–July 5	July 6–16	Through July 5—100% July 6—50% No refund after July 6	July 2	July 6	July 16	July 16	July 5	July 18	July 27	July 31	August 1
Classes Meeting July 9–August 3 (July II Session)												
July 9 D4	March 12–July 11	July 12–20	Through July 11—100% July 12—50% No refund after July 12	July 9	July 12	July 20	July 20	July 11	July 24	August 3	August 7	August 8

2012 Summer Term Academic Calendar

Five-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–June 15 (May Session)												
May 14 M5	March 12–May 16	May 17–25	Through May 16—100% May 17—50% May 18—25% No refund after May 18	May 14	May 17	May 25	May 25	May 16	June 4	June 15	June 19	June 27
Classes Meeting June 4–July 6 (June I Session)												
June 4 A5	March 12–June 6	June 7–19	Through June 6—100% June 7—50% June 8—25% No refund after June 8	June 4	June 7	June 19	June 19	June 6	June 25	July 6	July 10	July 11
Classes Meeting June 11–July 13 (June II Session)												
June 11 B5	March 12–June 13	June 14–26	Through June 13—100% June 14—50% June 15—25% No refund after June 15	June 11	June 14	June 26	June 26	June 13	July 3	July 13	July 17	July 25
Classes Meeting July 9–August 9 (July II Session)												
July 9 D5	March 12–July 11	July 12–24	Through July 11—100% July 12—50% July 13—25% No refund after July 13	July 9	July 12	July 24	July 24	July 11	July 29	August 9	August 14	August 15

Six-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–June 22 (May Session)												
May 14 M6	March 12–May 16	May 17–June 4	Through May 16—100% May 17—50% May 18—25% No refund after May 18	May 14	May 17	June 4	June 4	May 16	June 7	June 22	June 26	June 27
Classes Meeting June 4–July 13 (June I Session)												
June 4 A6	March 12–June 6	June 7–22	Through June 6—100% June 7—50% June 8—25% No refund after June 8	June 4	June 7	June 22	June 22	June 6	June 28	July 13	July 17	July 25
Classes Meeting June 11–July 20 (June II Session)												
June 11 B6	March 12–June 13	June 14–June 29	Through June 13—100% June 14—50% June 15—25% No refund after June 15	June 11	June 14	June 29	June 29	June 13	July 5	July 20	July 24	July 25

2012 Summer Term Academic Calendar

Seven-Week Courses

Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Date to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–June 29 (May Session)												
May 14 M7	March 12–May 16	May 17–June 6	Through May 16—100% May 17–20—50% May 21–22—25% No refund after May 22	May 14	May 17	June 6	June 6	May 16	June 11	June 29	July 3	July 11
Classes Meeting June 4–July 20 (June I Session)												
June 4 A7	March 12–June 6	June 7–26	Through June 6—100% June 7–10—50% June 11–12—25% No refund after June 12	June 4	June 7	June 26	June 26	June 6	July 2	July 20	July 24	July 25
Classes Meeting June 11–July 27 (June II Session)												
June 11 B7	March 12–June 13	June 14–July 4	Through June 13—100% June 14–17—50% June 18–19—25% No refund after June 19	June 11	June 14	July 4	July 4	June 13	July 9	July 27	July 31	August 1

Eight-Week Courses

Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 14–July 6 (May Session)												
May 14 M8	March 12–May 16	May 17–June 8	Through May 16—100% May 17–20—50% May 21–22—25% No refund after May 22	May 14	May 17	June 8	June 8	May 16	June 15	July 6	July 10	July 11
Classes Meeting June 4–July 27 (June I Session)												
June 4 A8	March 12–June 6	June 7–June 28	Through June 6—100% June 7–10—50% June 11–12—25% No refund after June 12	June 4	June 7	June 28	June 28	June 6	July 6	July 27	July 31	August 1
Classes Meeting June 11–August 3 (June II Session)												
June 11 B8	March 12–June 13	June 14–July 6	Through June 13—100% June 14–17—50% June 18–19—25% No refund after June 19	June 11	June 14	July 6	July 6	June 13	July 13	August 3	August 7	August 8

General Registration Information

Class Periods

Three-Week

May, June and July Sessions

	Begin		End
Morning	8:00	-	11:15
Afternoon	1:00	-	4:15
Night*	5:00	-	9:00

Day classes meet Monday through Friday
(Includes a 20-minute break)

* Includes a 20-minute break and meets only four nights per week, Monday through Thursday

Four-Week

May, June and July Sessions

	Begin		End
1st Period	8:00	-	10:15
2nd Period	10:30	-	12:45
3rd Period	1:00	-	3:15
4th Period	3:30	-	5:45
5th Period*	6:00	-	8:40

Day classes meet Monday through Friday
(Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Five-Week

May, June and July Sessions

	Begin		End
1st Period	8:00	-	9:40
2nd Period	10:30	-	12:10
3rd Period	1:00	-	2:40
4th Period	3:30	-	5:10
5th Period*	6:00	-	8:05

Day classes meet Monday through Friday (Includes a 5-minute break)

* Includes a 5-minute break and meets only four nights per week, Monday through Thursday

Six-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:30
2nd Period	10:30	-	12:00
3rd Period	1:00	-	2:30
4th Period	3:30	-	5:00
5th Period*	6:00	-	7:50

Day classes meet Monday through Friday (Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Seven-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:20
2nd Period	10:30	-	11:50
3rd Period	1:00	-	2:20
4th Period	3:30	-	4:50
5th Period*	6:00	-	7:35

Day classes meet Monday through Friday (Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Eight-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:00
2nd Period	10:30	-	11:30
3rd Period	1:00	-	2:00
4th Period	3:30	-	4:30
5th Period*	6:00	-	7:25

Day classes meet Monday through Friday for one hour (no break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Key to Buildings

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

Key to Section Numbers

On-campus Day sections	01-49 range
On-campus Evening sections	50-59 range
Regional Campus sections	60-69 range
Internet	70-79 range
Study Abroad	80-85 range

Type Course	Section Number	Dates
May	M (prefix)	Classes beginning May 14
3-week course		May 14–June 1
4-week course		May 14–June 8
5-week course		May 14–June 15
6-week course		May 14–June 22
7-week course		May 14–June 29
8-week course		May 14–July 6
June I	A (prefix)	Classes beginning June 4
3-week course		June 4–22
4-week course		June 4–June 29
5-week course		June 4–July 6
6-week course		June 4–July 13
7-week course		June 4–July 20
8-week course		June 4–July 27
June II	B (prefix)	Classes beginning June 11
3-week course		June 11–June 29
4-week course		June 11–July 6
5-week course		June 11–July 13
6-week course		June 11–July 20
7-week course		June 11–July 27
8-week course		June 11–August 3
July I	C (prefix)	Classes beginning July 2
4-week course		July 2–July 27
July II	D (prefix)	Classes beginning July 9
3-week course		July 9–July 27
4-week course		July 9–August 3
5-week course		July 9–August 9

2012 Summer Term at a Glance

Meeting Dates & Course Prefix

May (M prefix)

May 14–June 1	3 week
May 14–June 8	4 week
May 14–June 15	5 week
May 14–June 22	6 week
May 14–June 29	7 week
May 14–July 6	8 week

Classes Meeting

University Closed

Classes Beginning May 14

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

Meeting Dates & Course Prefix

June I (A prefix)

June 4–22	3 week
June 4–June 29	4 week
June 4–July 6	5 week
June 4–July 13	6 week
June 4–July 20	7 week
June 4–July 27	8 week

Classes Meeting

University Closed

Classes Beginning June 4

June 4–22	June 4–June 29	June 4–July 6	June 4–July 13	June 4–July 20	June 4–July 27
June	June	June	June	June	June
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	S M T W T F S
1 2	1 2	1 2	1 2	1 2	1 2
3 4 5 6 7 8 9	3 4 5 6 7 8 9	3 4 5 6 7 8 9	3 4 5 6 7 8 9	3 4 5 6 7 8 9	3 4 5 6 7 8 9
10 11 12 13 14 15 16	10 11 12 13 14 15 16	10 11 12 13 14 15 16	10 11 12 13 14 15 16	10 11 12 13 14 15 16	10 11 12 13 14 15 16
17 18 19 20 21 22 23	17 18 19 20 21 22 23	17 18 19 20 21 22 23	17 18 19 20 21 22 23	17 18 19 20 21 22 23	17 18 19 20 21 22 23
	24 25 26 27 28 29 30	24 25 26 27 28 29 30	24 25 26 27 28 29 30	24 25 26 27 28 29 30	24 25 26 27 28 29 30
		July	July	July	July
		1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4 5 6 7
		8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14	8 9 10 11 12 13 14
			15 16 17 18 19 20 21	15 16 17 18 19 20 21	15 16 17 18 19 20 21
				22 23 24 25 26 27 28	22 23 24 25 26 27 28

Tuition and Fee Schedule

2012 Summer Term

	Per Credit Hour
Undergraduate	
Resident	\$337.00
Non-Resident	\$834.00

Graduate	
Resident	\$445.00
Non-Resident Domestic	\$489.00
Non-Resident International	\$962.00

Doctor of Nursing Practice	
Resident	\$535.00
Non-Resident	\$802.00

Tuition Incentive Program	
Undergraduate	\$431.00

Distance Learning Course	
Undergraduate	\$397.00
Graduate	\$526.00

Note:

- 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.
- 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.
- 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.**
- 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.
- Students receiving financial aid must be enrolled in a minimum of 6 hours in any combination of terms from May 14 to August 9.

Tuition Incentive Program

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

Tier 1 (Based on County of Residence)

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

Tier 2* (Based on County of Residence)

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

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

National/International Academic Scholarship

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

Out-of-State Tuition Waiver

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

Payment Procedures

- 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 email account routinely to stay informed of important university business such as information regarding your bill.**
- 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.
- Refer to the **Fee Payment Schedule** later in this document to determine applicable tuition due dates based upon registration dates. **Failure to submit payment by the deadline will result in the assessment of late payment fees and/or cancellation of classes.**
- 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.
- Approved financial aid, scholarships and non-resident tuition waivers are applied directly to the cost of registration, fees and university housing. WKU has partnered with Higher One, a financial services company that specializes in student refund payment services. All refunds will be made to students through the WKU Debit Card. With the WKU Debit Card, refunds are delivered in the manner the student chooses—Easy Refund to the OneAccount or ACH transfer (direct deposit) to the student's bank account. The university will NOT issue refund checks, so you MUST use your card to access the Higher One website and choose an option for receiving any refund due to you. Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in release of your residual funds. You can view holds on your account by logging on to your **TopNet** account, selecting **Student Services**, selecting **Student Records**, and selecting **Student Holds**.

6. If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Registrar's Office in writing to ensure that you will not owe tuition and late payment fees and receive "F" grades.

NOTE: DO NOT wait for the university to cancel your registration due to nonpayment. You are responsible for your own enrollment status.

- Students who delay their registration until the first day of class or thereafter will be assessed a late registration fee of \$50.
 - 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 May 1. When such a written authorization is not received and/or approved, the student will be required to make the full payment by the printed due date.
 - 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.**
 - Because of high service and processing costs, the Billings and Receivables Office at WKU does not accept credit cards as a method to pay student account charges such as tuition, fees, room and board. We have contracted with Tuition Management Systems (TMS) to allow students to pay their bill with a Master Card, Discover or American Express credit card for a convenience fee equal to 2.99% of the amount of the payment. **Please note that Visa is not accepted.** You may also make an electronic payment from your checking or savings account on TopNet without a convenience fee.
- Please refer to **Payment Options** section of this guide for additional information.

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. Refer to the **2012 Summer Term Academic Calendar** for specific refund schedules.

Refund Procedure

- Complete withdrawals from the university can be processed through **TopNet** or through the Office of the Registrar in writing.
 - 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.
 - 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.
 - Title IV recipients who completely withdraw should refer to the **Student Financial Aid** section.
 - Mandatory fees and course fees are non-refundable after the 100% refund period.
- Note:** The refund percentage is applied to the number of credit hours dropped, not the dollar amount of tuition and fees assessed.

Fee Payment Schedule—Summer 2012

<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 April 17 (students whose schedule includes a May session course.) (Note 2)	April 18	May 1	May 7	Tuition and fees are due in full for all students enrolled in a May session class	CANCELLATION of May Session classes
Through May 13	May 14	May 23	May 29	Tuition and fees are due in full for <u>all</u> students	\$100 Late Payment Penalty
May 14-May 31 (Note 3)	June 1	June 11	June 15	Full payment; Balance for students who have not paid fees in full (including late payment fees)	CANCELLATION of June Session classes
June 1-June 24 (Note 4)	June 25	July 13	July 19	Full payment; Balance for students who have not paid fees in full (including late payment fees)	CANCELLATION of July Session classes

Note 1: Failure to receive an e-bill does not relieve the student of the obligation to pay tuition and fees by the due date. For questions, please call (270) 745-6381. If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Office of the Registrar in writing to ensure that you will not owe tuition and late payment fees and receive 'F' grades. You are responsible for your own enrollment status.

Note 2: Students registering after April 17 for a May session course must send payment to the Billings Office by May 7 regardless of receipt of an e-bill.

Note 3: Students registering after May 31 for a June Session course must send payment to the Billings Office by June 15 regardless of receipt of an e-bill.

Note 4: Students registering after June 24 for a July Session course must send payment to the Billings Office by July 19 regardless of receipt of an e-bill.



BIG RED HAS GONE GREEN!

**All bills are E-bills
for WKU Students**

WKU does not mail paper billing statements to students. All billing is electronic, with students receiving account statements through their WKU e-mail address. As an added service, students can also select a billing email address so they can have their account statements sent to another email address, in addition to their WKU email address.

Benefits of e-billing:

- You are notified by email when your bill is ready to view.
- Billing history is available for viewing throughout the semester.
- You will always receive the bill; no worry of bills getting lost in the mail.
- No more paper – environmentally friendly!

The "ONLY" way to select your university

refund preference.



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

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

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

NOTE: The university will NOT issue residual/refund checks, so you MUST choose an option for receiving any refund due to you. The funds are sent from the university to Higher One who then disburses the refunds according to the choice a student has made during the selection process.

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. Housing Accommodations**
On-campus housing in Western Kentucky University's residence halls for the 2012 summer term sessions will open on May 13, 2012, and remain open for all summer sessions.

Specific room assignments are determined on a first come, first served basis at the residence halls. All students needing to move into summer term housing on May 13 must pre-register between April 9 and May 11, at 18 Southwest Hall.

The 2012 summer term fees will be based upon the number of weeks in residency, times the weekly rate for the housing option selected. The rates will be \$100 per week for a double and \$150 per week for a private. There will be a limited number of private rooms available.

For more information, contact the Department of Housing and Residence Life in Southwest Hall or call (270) 745-4359.

- 4. Important information regarding e-mail communication:** University policy requires that you use the provided WKU e-mail address for all university e-mail communication. **You are strongly advised to access your WKU e-mail account routinely to stay informed of important university business such as information regarding your bill and/or financial aid.** You may forward your WKU e-mail address to a personal address; however, you do so at your own risk of not receiving critical university communications. For additional information on your WKU e-mail account (including how to change your WKU e-mail password or how to forward your WKU e-mail address), go to www.wku.edu/accounts/.

5. For more information:

Tuition and Fees

Billings & Receivables Office, Potter Hall, Room 208
Phone: (270) 745-6381
FAX: (270) 745-6584

Financial Aid

Department of Student Financial Assistance
Potter Hall, Room 317, Phone: (270) 745-2755

Housing

Housing Office, Southwest Hall, Room 18
Phone: (270) 745-4359

Residuals/WKU Debit Card

Card and Collections Office, Potter Hall, Room 208
Phone: (270) 745-5551

Payment Options

Payment Address - Not on Payment Plan through TMS

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

Payment Processing in the Billings and Receivables Office - Room 208 Potter Hall

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

Payment Options through Tuition Management Systems (TMS)

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

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

TMS Payment Access

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

Student Financial Aid

Summer term is considered part of the 2011-2012 award year, and eligibility for financial aid requires submission of the 2011-2012 Free Application for Federal Student Aid (FAFSA). If you have not filed a FAFSA, you may do so online at www.fafsa.ed.gov.

Pell grants, loans and employment opportunities are available on a limited basis. Students must be enrolled half-time to receive loans. Grant eligibility is dependent upon students' enrollment.

Students who receive federal grants and/or student loans and then totally withdraw during the summer term may be required to return part or all of those funds to the financial aid programs. The amount of federal aid required to be returned is determined on a pro-rata basis. Generally, a student must be enrolled for 60% of the award period in order not to be required to return funds. The amount a student is required to return may be greater than the amount of tuition refunded. Students need to become familiar with the return of Title IV policy and how withdrawals affect their eligibility for Title IV aid. Students should refer to our website at <http://www.wku.edu/financialaid/titleiv.php>.

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 summer enrollment period, the Federal Title IV financial aid credit for the summer 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. 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
- Religious Studies (RELS) (LATIN) 150, 151
- Russian (RUSS) 101, 102
- Spanish (SPAN) 101, 102, 102[h], 201, 202
- Swahili II (SWAH) 102

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

III. Public Speaking 3 hours

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

B. Humanities 9 hours

At least three fields must be represented across Category B.

I. Literature 3 hours

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

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

II. Electives 6 hours

- Architectural & Manufacturing Sciences (AMS) 180, Prin. of Architectural Practice
- Art (ART) 100, Art Appreciation [h]
- Art (ART) 105, History of Art to 1300
- Art (ART) 106, History of Art since 1300
- Dance(DANC) 110, Dance Appreciation
- French (FREN) 323, French Civilization and Culture
- German (GERM) 333, German Civilization and Culture
- German (GERM) 335, Contemporary Culture and Civilization
- History (HIST) 305, Ancient Greece
- History (HIST) 306, Ancient Rome
- History (HIST) 307, The Middle Ages
- History (HIST) 317, Renaissance Europe
- History (HIST) 318, The Age of the Reformation

- Humanities (HUM) 171, Fine Arts/Medieval/Renaissance Europe
- Humanities (HUM) 173, Phil/Religion/Medieval/Ren. Europe
- Humanities (HUM) 181, Fine Arts/Modern Western World
- Humanities (HUM) 183, Phil/Religion/Modern Western World
- Humanities (HUM) 191, Fine Arts of Ancient Greece and Rome
- Humanities (HUM) 193, Religion/Phil/Ancient Greece and Rome
- Music (MUS) 120, Music Appreciation [h]
- Music (MUS) 326, Music History I
- Music (MUS) 327, Music History II
- Philosophy (PHIL) 101, Truth and Relativism
- Philosophy (PHIL) 102, The Good and the Beautiful
- Philosophy (PHIL) 103, The Committed Life
- Philosophy (PHIL) 201, Love and Friendship
- Philosophy (PHIL) 215, Elementary Logic
- Philosophy (PHIL) 320, Ethics [h]
- Philosophy (PHIL) 321, Morality and Business
- Philosophy (PHIL) 322, Biomedical Ethics
- Philosophy (PHIL) 323, Social Ethics
- Religious Studies (RELS) 100, The New Testament
- Religious Studies (RELS) 101, The Old Testament/Hebrew Scriptures
- Religious Studies (RELS) 102, Introduction to Religious Studies [h]
- Religious Studies (RELS) 305, Christian Religious Traditions
- Religious Studies (RELS) 323, Social Ethics
- Spanish (SPAN) 373, Spanish Civilization and Culture
- Theatre (THEA) 151, Theatre Appreciation
- ◆ CLEP Exam—Humanities (6 hours: 3 hours applied to B-I; 3 hours applied to B-II)
- ◆ When CLEP examination credit is used in Category B-II, additional credit may be earned in any course in Category B-II.

C. Social and Behavioral Sciences 9 hours

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

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

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

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

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

D. Natural Sciences—Mathematics 9 hours

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

I. Science Minimum 6 hours

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

Physics (PHYS) 180, Introduction to Modern Physics
 Physics (PHYS) 181, Lab-Introduction to Modern Physics (DL)
 Physics (PHYS) 201, College Physics I (DL)
 Physics (PHYS) 231, Introduction to Physics and Biophysics I
 Physics (PHYS) 232, Physics Lab for 231 (DL)
 Physics (PHYS) 255, University Physics
 Physics (PHYS) 256, University Physics Lab (DL)
 Public Health (PH) 280, Intro/Environmental Science

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

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

(DL) Designated Lab course.

II. Mathematics Minimum 3 hours

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

- ◆ CLEP Exam - Mathematics (6 hours)

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

E. World Cultures and American Cultural

Diversity 3 hours

African American Studies (AFAM) 190, African American Experience [h]
 African American Studies (AFAM) 350, Peoples and Cultures of Africa
 African American Studies (AFAM) 358, Blacks/Amer Hist to 1877
 African American Studies (AFAM) 359, Blacks/Amer Hist since 1877
 African American Studies (AFAM) 360, History of Africa
 African American Studies (AFAM) 368, African Governments and Politics
 African American Studies (AFAM) 377, African American Folklife
 African American Studies (AFAM) 393, African American Lit
 African American Studies (AFAM) 410, African American Music
 Anthropology (ANTH) 120, Introduction to Cultural Anthropology [h]
 Anthropology (ANTH) 277, Introduction to World Music
 Anthropology (ANTH) 335, Old World Prehistory
 Anthropology (ANTH) 336, New World Prehistory
 Anthropology (ANTH) 343, Anthropology of Gender
 Anthropology (ANTH) 350, Peoples and Cultures of Africa
 Anthropology (ANTH) 410, African American Music
 Communication (COMM) 263, Fundamentals of Communication and Culture
 Dance (DANC) 360, Dance in Culture
 Design, Merchandising, and Textiles (DMT) 346, Architecture/Culture (Honors participation or 3.2 GPA required.)
 Design, Merchandising, and Textiles (DMT) 431, Clothing and Human Behavior
 English (ENG) 370, Multicultural Literature in America
 English (ENG) 387, Studies in Autobiography
 English (ENG) 393, African American Literature
 Folk Studies (FLK) 277, Introduction to World Music
 Folk Studies (FLK) 280, Cultural Diversity in U.S. [h]
 Folk Studies (FLK) 350, Peoples and Cultures of Africa
 Folk Studies (FLK) 377, African American Folklife
 Folk Studies (FLK) 410, African American Music
 Geography (GEOG) 110, World Regional Geography [h]
 Geography (GEOG) 200, Introduction to Latin America
 Health Care Administration (HCA) 347, International Comparisons of Health Care System

History (HIST) 110, Introduction to Asian Civilizations
 History (HIST) 200, Introduction to Latin America
 History (HIST) 353, Indian Peoples of North America
 History (HIST) 358, Blacks in American History to 1877
 History (HIST) 359, Blacks in American History since 1877
 History (HIST) 360, History of Africa
 History (HIST) 364, Latin America: Colonial Period
 History (HIST) 365, Latin America: The Republics
 History (HIST) 370, Modern South Asia
 History (HIST) 461, Modern East Asia
 History (HIST) 463, 1492 and the Atlantic World: The Intersection of Cultures
 Music (MUS) 119, Jazz Appreciation
 Music (MUS) 277, Introduction to World Music
 Political Science (PS) 200, Introduction to Latin America
 Political Science (PS) 365, Government and Politics of the Middle East
 Political Science (PS) 366, Government and Politics of East Asia
 Political Science (PS) 368, African Government and Politics
 Religious Studies (RELS) 103, Religions of Asia
 Religious Studies (RELS) 302, Buddhist Religious Traditions
 Religious Studies (RELS) 303, Hindu Religious Traditions
 Religious Studies (RELS) 304, Judaic Religious Traditions
 Religious Studies (RELS) 306, Islamic Religious Traditions
 Religious Studies (RELS) 307, Native American Religious Traditions
 Religious Studies (RELS) 308, East Asian Religious Traditions
 Religious Studies (RELS) 320, Religions of the Middle East
 Religious Studies (RELS) 324, Christianity in Africa
 Sociology (SOCL) 353, Sociology of Modern Japan
 Sociology (SOCL) 362, Race, Class and Gender
 Sociology (SOCL) 375, Diversity in American Society
 Spanish (SPAN) 200, Introduction to Latin America
 Spanish (SPAN) 372, Latin American Civilization and Culture

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

F. Health and Wellness 2 hours

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

Regional Campuses

General Information

*Course Cancellation: Course offerings are subject to cancellations or change by the University as enrollment figures/other circumstances dictate. Questions concerning course cancellations should be directed to the appropriate Regional Campus Center (see list on this page).

*Cancellation of Regional Campus Classes: If hazardous weather or other endangering conditions cause the University to close, all Regional Campus classes will be cancelled. Local conditions may necessitate cancellation of classes at specific locations. In either case, University personnel will notify the news media when Regional Campus classes are to be cancelled. When in doubt, call the appropriate Regional Campus or call 270-936-0000 and listen to a recorded message for closings. Closing notices will also be found by accessing WKU's homepage www.wku.edu and clicking **Latest Headlines** - the notices will be listed on the main page.

*WKU Libraries offer an expanded program of library services to students in Regional Campus programs. A toll-free number 1-800-922-WKUL (1-800-922-9585), a fax (270-745-6413), or e-mail extcamp.library@wku.edu are available for students taking courses through Owensboro, Elizabethtown/Radcliff/Fort Knox, and other areas. Glasgow campus students may request assistance at the Glasgow Campus Library, 270-659-6911, or fax them at 270-659-6990. Owensboro Campus students may request assistance at the Owensboro Campus Library, 270-852-7785 or fax 270-684-1498.

Elizabethtown/Radcliff/Ft. Knox Campus

Elizabethtown Office 610 College Street Road Elizabethtown, KY 42701 Office Hours 8:00 a.m.- 6:00 p.m.(ET) (M-Th) 8:00 a.m.- 4:00 p.m. (ET) (F) Phone: 270-745-5895 270-769-1614 Fax: 270-745-3730	Ft. Knox Office 1174 Spearhead Division Ave Room 201 Ft. Knox, KY 40121 Office Hours 9:00 a.m.-4:00 p.m. (ET) (M-Th) 9:00 a.m.-3:00 p.m. (ET) F Phone: 270-745-2626 270-351-1192 502-942-8381 Fax: 270-745-5079
---	--

Radcliff Office

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

Glasgow Campus

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

Owensboro Campus

4821 New Hartford Road
Owensboro, KY 42303
Office Hours
8:00 a.m.-4:30 p.m. (CT)
(M-Th)
8:00 a.m.-4:00 p.m. (CT) (F)
Phone: 270-684-9797
270-745-5095
Fax: 270-684-0104

Russellville and Other Areas

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

Regional Campus Course Location

Elizabethtown

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

Fort Knox

FTKNX EDCTR . Ft. Knox Education Center

Radcliff

RADCLF Radcliff Regional Education & Development Center

Glasgow

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

Owensboro

OWENS Owensboro Campus, 4821 New Hartford Rd

Russellville and Other Areas

RUSSL Logan County High School or Russellville High School
BROWN Edmonson County Adult Education Center or Edmonson County High School
MORGN Butler County High School

Distance Learning

At WKU, we are committed to bringing an ever-increasing number of distance learning opportunities to you. We achieve this through the delivery of courses in various online semester-based courses and independent learning non-semester based courses. These delivery formats offer unparalleled flexibility, allowing you to balance school with other obligations like never before. Whether you are looking for one course or interested in earning your degree, we can help. To learn more about distance learning options visit www.wku.edu/dl.

Online Learning

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

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

Admission Requirements

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

To Register

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

Course Access

Most online courses at WKU are delivered through Blackboard. To access your course go to <http://blackboard.wku.edu> (courses are usually accessible up to 48 hours prior to the first day of classes). Need assistance? Email

bbhelp@wku.edu or call (270) 745-7000.

To learn more:

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

Independent Learning

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

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

To see which independent learning courses are offered, go to www.wku.edu and search the "Schedule of Classes" or go to topnet.wku.edu and select "Independent Learning" as the campus location. Regular semester deadlines apply. 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

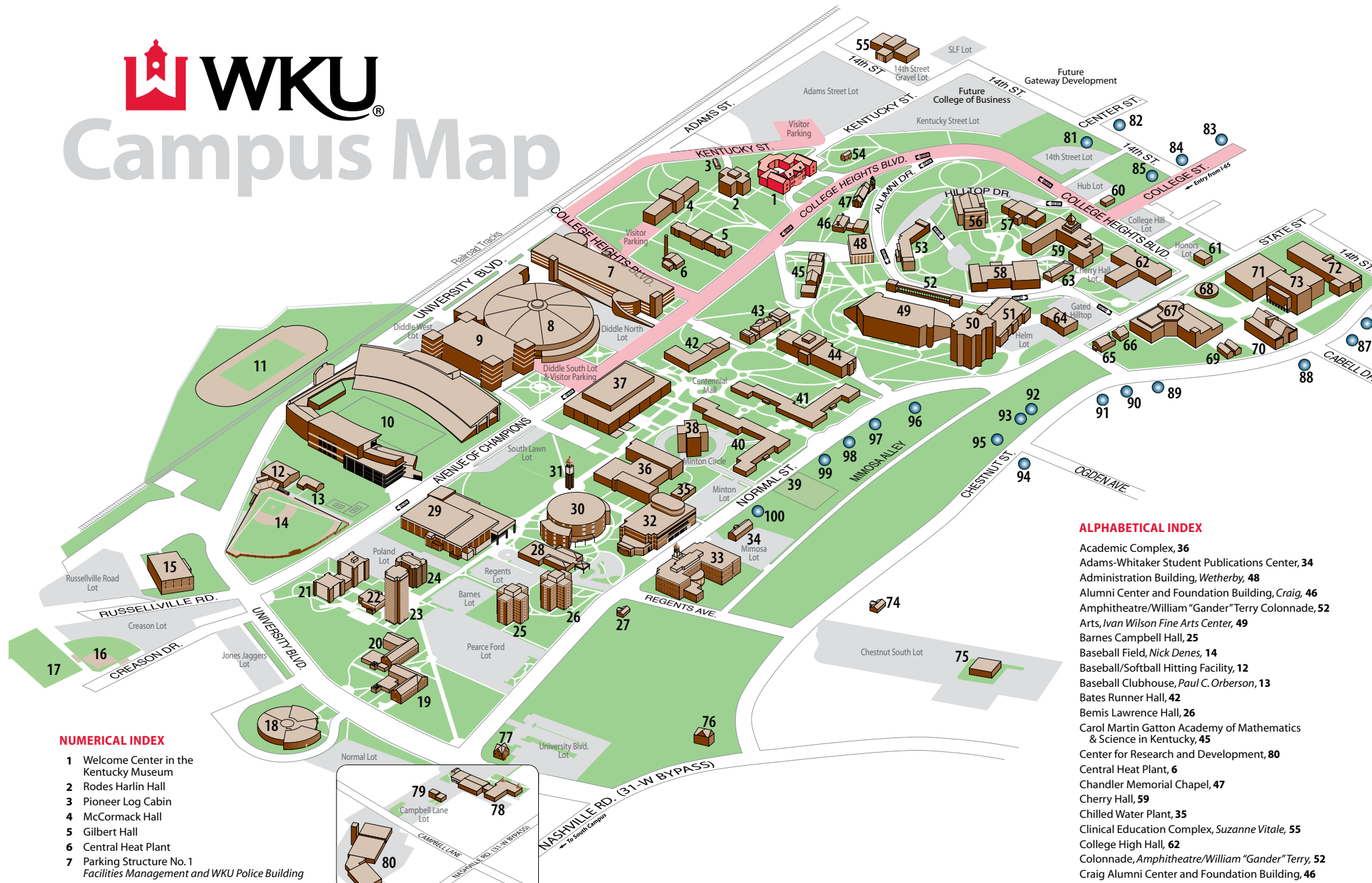
- **Purchase Your Textbook:** If a textbook is required for your course, you can find the title at the WKU Store <http://bookstore.wku.edu>.
- **Activate Your WKU Email:** If you're a new student, you will need to activate your WKU email account at <http://www.wku.edu/it/webmail/> (you must allow 24 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

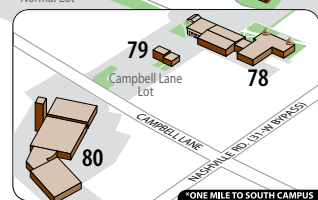


Campus Map



NUMERICAL INDEX

- 1 Welcome Center in the Kentucky Museum
- 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
- 17 Soccer Field
- 18 Jones Jagers Hall
- 19 Zacharias Hall
- 20 Meredith Hall
- 21 Keen Hall
- 22 Tower Court (Food Court)
- 23 Pearce-Ford Tower
- 24 Poland Hall
- 25 Barnes Campbell Hall
- 26 Bemis Lawrence Hall
- 27 Doctoral Studies and Applied Research
- 28 Health Services
- 29 Raymond B. Preston Health and Activities Center
- 30 Tate Page Hall
- 31 Guthrie Tower
- 32 Mass Media & Technology Hall
- 33 Gary A. Ransdell Hall



- 34 Adams-Whitaker Student Publications Center
- 35 Chilled Water Plant
- 36 Academic Complex
- 37 Downing University Center
Student Support Services, The WKU Store
- 38 Minton Hall
- 39 International Programs Building (2011 completion)
- 40 Southwest Hall
- 41 Northeast Hall
- 42 Bates Runner Hall
- 43 McLean Hall
- 44 Grise Hall
- 45 Carol Martin Gatton Academy of Mathematics & Science in Kentucky/Florence Schneider Hall
- 46 Craig Alumni Center and Foundation Building
- 47 Chandler Memorial Chapel
- 48 Wetherby Administration Building
- 49 Ivan Wilson Fine Arts Center
- 50 Raymond Cravens Library
- 51 Helm Library
- 52 Amphitheatre and William "Gander" Terry Colonnade
- 53 Potter Hall
- 54 Felts Log House
- 55 Suzanne Vitale Clinical Education Complex
- 56 Van Meter Hall
- 57 Gordon Wilson Hall

- 58 Garrett Conference Center & Food Court
- 59 Cherry Hall
- 60 Rock House
- 61 Honors College Offices
- 62 College High Hall
- 63 Faculty House
- 64 Industrial Education Building
- 65 Sofia-Downing International Center
- 66 Women's Studies Center
- 67 Environmental Sciences and Technology Building
- 68 Hardin Planetarium
- 69 Greenhouses
- 70 Engineering and Biological Sciences
- 71 Thompson Complex (Central Wing)
- 72 Thompson Complex (North Wing)
- 73 Snell Hall
- 74 President's House
- 75 Environment, Health and Safety
- 76 Faculty Center for Excellence in Teaching
- 77 Training and Technical Assistance Services
- 78 South Campus
*Academic Wing
Carroll Nicely Conference Center
Division of Extended Learning and Outreach*
- 79 Parking and Transportation Services
- 80 Center for Research and Development

ALPHABETICAL INDEX

- Academic Complex, 36
- Adams-Whitaker Student Publications Center, 34
- Administration Building, Wetherby, 48
- Alumni Center and Foundation Building, Craig, 46
- Amphitheatre/William "Gander" Terry Colonnade, 52
- Arts, Ivan Wilson Fine Arts Center, 49
- Barnes Campbell Hall, 25
- Baseball Field, Nick Denes, 14
- Baseball/Softball Hitting Facility, 12
- Baseball Clubhouse, Paul C. Orberon, 13
- Bates Runner Hall, 42
- Bemis Lawrence Hall, 26
- Carol Martin Gatton Academy of Mathematics & Science in Kentucky, 45
- Center for Research and Development, 80
- Central Heat Plant, 6
- Chandler Memorial Chapel, 47
- Cherry Hall, 59
- Chilled Water Plant, 35
- Clinical Education Complex, Suzanne Vitale, 55
- College High Hall, 62
- Colonnade, Amphitheatre/William "Gander" Terry, 52
- Craig Alumni Center and Foundation Building, 46
- Diddle Arena (Academic-Athletic Building No. 1), 8
- Doctoral Studies and Applied Research, 27
- Downing University Center and Student Support Services, 37
- Engineering and Biological Sciences, 70
- Environment, Health and Safety, 75
- Environmental Sciences and Technology Building, 67
- Facilities Management, Parking Structure No. 1 and WKU Police Building, 7
- Faculty Center for Excellence in Teaching, 76
- Faculty House, 63
- Felts Log House, 54
- Florence Schneider Hall, 45
- Football Stadium, Houchens Industries L.T. Smith (Academic-Athletic Building No. 2), 10
- Garrett Conference Center & Food Court, 58
- Gary A. Ransdell Hall, 33
- Gatton Academy, Carol Martin Gatton Academy of Mathematics & Science in Kentucky, 45
- Gilbert Hall, 5
- Gordon Wilson Hall, 57
- Greenhouses, 69
- Grise Hall, 44
- Guthrie Tower, 31
- Hardin Planetarium, 68
- Health Services, 28
- Helm Library, 51
- Honors College Offices, 61

STUDENT ORGANIZATION HOUSES

- 81 Sigma Nu (2011 completion)
- 82 Sigma Alpha Epsilon
- 83 Kappa Alpha
- 84 Wesley Methodist Foundation
- 85 Catholic Campus Center
- 86 Pi Kappa Alpha
- 87 Alpha Gamma Rho
- 88 Lambda Chi Alpha
- 89 Hilltoppers for Christ
- 90 Alpha Gamma Delta
- 91 Farm House Fraternity
- 92 Sigma Kappa
- 93 Phi Mu
- 94 Kappa Delta
- 95 Alpha Delta Pi
- 96 Alpha Omicron Pi
- 97 Baptist Campus Ministries
- 98 Chi Omega
- 99 Sigma Phi Epsilon
- 100 Christian Student Fellowship
- 101 Kappa Sigma (not shown)
- 102 Phi Delta Theta (not shown)
- 103 Sigma Chi (not shown)

- Houchens Industries L.T. Smith Stadium (Academic-Athletic Building No. 2), 10
- Industrial Education Building, 64
- International Center, Sofia-Downing, 65
- International Programs Building (2011 completion), 39
- Ivan Wilson Fine Arts Center, 49
- Jones Jagers Hall, 18
- Keen Hall, 21
- Kentucky Museum, Welcome Center in the Kentucky Museum, 1
- Library, Raymond Cravens, 49
- Library, Helm, 51
- McCormack Hall, 4
- McLean Hall, 43
- Mass Media & Technology Hall, 32
- Meredith Hall, 20
- Minton Hall, 38
- Nick Denes Field, 14
- Northeast Hall, 41
- Parking and Transportation Services, 79
- Parking Structure No. 1
Facilities Management and WKU Police Building, 7
- Parking Structure No. 2, 9
- Pearce-Ford Tower, 23
- Pioneer Log Cabin, 3
- Planetarium, Hardin, 68
- Poland Hall, 24
- Police Building, Parking Structure No. 1-Facilities Management and WKU Police Building, 7
- Potter Hall, 53
- President's House, 74
- Preston Health and Activities Center, 29
- Raymond Cravens Library, 50
- Rock House, 60
- Rodes Harlin Hall, 2
- Snell Hall, 73
- Soccer Field, 17
- Sofia-Downing International Center, 65
- Softball Field, 16
- South Campus
*Academic Wing, 78
Carroll Nicely Conference Center, 78
Division of Extended Learning and Outreach, 78*
- Southwest Hall, 40
- Student Publications Center, Adams-Whitaker, 34
- Student Support Services, Downing University Center, 37
- Service/Supply Building, 15
- Suzanne Vitale Clinical Education Complex, 55
- Tate Page Hall, 30
- Thompson Complex (Central Wing), 71
- Thompson Complex (North Wing), 72
- Tower Court (Food Court), 22
- Track and Field Complex, 11
- Training and Technical Assistance Services, 77
- University Center, Downing, The WKU Store, 37
- Van Meter Hall, 56
- Welcome Center in the Kentucky Museum, 1
- Wetherby Administration Building, 48
- Women's Studies Center, 66
- Zacharias Hall, 19

