

## Steps for getting enrolled in WKU's Women's Studies Certificate Program:

1. Apply to the Graduate School: <http://www.wku.edu/graduate/>  
Click on "Future Students" for more information. You can also apply online by following the "Apply Online" link on the left side of the page, located under the "More Links" dropdown. After submitting this, you'll receive in the mail an admission profile sheet that you should check for accuracy. It will include your WKU ID. You may also find it through Topnet (see below).
2. An Admittance to Certificate form is sent to the director of the Program for signing—you never see this, but it lets Graduate Studies know that Women's Studies has accepted you to the certificate program.
3. You will receive a second letter from Graduate Studies saying that you've been admitted. At this point you can go to [Topnet](#) and register. Topnet is the registration system for all students. You access it from the "More Links" section (left side of page) at <http://www.wku.edu>. You will need to follow the steps on the log-in page to obtain your WKU Student ID number. (Your "PIN" is, by default, set to the last 6 digits of your SSN.) After you've accessed your WKU ID, you may sign up for your WKU Email account. Follow the link provided on the Topnet log-in page for directions as to how to set up your personal email account.
4. After you've registered for classes for the first semester, the director or graduate advisor will send you an Application for Graduate Certificate, which lists the courses you will take for the certificate. You'll receive communication via email (your WKU email) about the courses; you'll sign it and return it to the director or graduate advisor who will then send it back to Graduate Studies.

A complete list of the courses approved for the graduate certificate can be accessed through the [Women's Studies Program graduate website](#). Please note that we are constantly on the look-out for other courses and faculty that will fit our Online Certificate program, so keep that in mind. This list changes several times a year and we recommend you check back often.

For those interested in teaching introductory women's studies courses at the college level, we recommend you take at least 18 hours, rather than the minimum 15 hours required for the certificate. Though different accreditation systems likely have different requirements, the Southern Association of Colleges and Universities (SACS) requires 18 hours in the discipline.