**Academic Advisor:** A faculty/staff member who guides a student in deciding on a major, using an iCAP, and selecting classes. Each student must meet with their assigned advisor each semester prior to registration.

**Academic Probation:** The academic standing of a student whose college grades are below the standard required to be in good standing. See the [Undergraduate Catalog](#).

**Audited Classes:** A class taken to gain information but not for credit. Audited classes do not fulfill degree requirements.

**Blue Book:** Special booklets (available at the WKU Store). Often required to take an exam in classes.

**College:** An administrative division that coordinates activities of several academic departments. WKU has six undergraduate colleges with a dean overseeing each.

**Course Number:** Numbers assigned to classes to show their level of difficulty or depth/breadth of study. A 100-level class is less difficult or broader in scope than a 200-level class.

**Course Pass:** Permission to enroll in a specific section of a restricted class. Passes are electronically entered on a student’s record when permission is granted.

**Course Reference Number (CRN):** A five digit number used to identify a specific class and section.

**Credit Hour:** The amount of academic credit earned for time spent in a classroom or laboratory as a required part of a class. Credit hours earned are not the same as the total number of hours a student is required to attend lecture or lab sessions.

**Drop/Add:** The period after the start of an academic term during which students may add or drop classes on TopNet without a fee. See the [Undergraduate Catalog](#).

**Elective:** A class that may be selected by the student, as opposed to classes required as part of the curriculum for a specific degree. Some elective classes apply toward a degree or certificate.

**Finals Week:** Time at the end of the semester when classes do not meet and final exams are given.

**Freshman:** A student with less than 30 hours of credit.

**Full-Time:** Taking 12 or more credit hours in a semester.

**General Education:** A set of requirements for students seeking a baccalaureate degree at WKU. These requirements are in addition to the classes in the student’s major and/or minor.

**GPA:** Grade Point Average. To determine GPA, divide quality points earned by GPA hours.

**iCAP (Interactive Curriculum and Academic Progress):** An audit that displays progress toward your degree requirements.

**Incomplete:** The grade earned by a student who has not fulfilled all required work in a class by the end of the term. Students who arrange with their instructor to complete work within a specified time will receive a grade; otherwise, the incomplete changes to an F. Incompletes are designated on TopNet with an “X.”

**Major:** A student’s concentrated field of study.

**Minor:** A student’s secondary field of study.

**Part-Time:** Taking less than 12 credit hours per semester.

**Pre-Requisite:** Class that must be completed prior to taking another class. (Ex. You must take an introductory level class before an advanced class.)

**Priority Registration:** A period of time prior to each term during which students register for classes.

**Quality Points:** Numerical point values for letter grades (A=4, B=3, etc...) multiplied by the ‘number of GPA hours determine the equality points earned for a class. For example, earning an A in a three-semester hour class results in 12 quality points.

**Restricted Class:** A class restricted to prevent registration by anyone except those meeting certain qualifications. For example, an honors section of a class is restricted to ensure that only students in the Honors Program enroll in the class. An “R” next to the Course Registration Number in TopNet designates a restricted class. Contact the instructor for a course pass to enroll.

**Syllabus:** A document provided by an instructor about a class including materials required, a class outline, and grading policy. Syllabi for classes are viewable on TopNet.

**TopNet:** An online system that students use to sign up for classes, view a university bill, run an iCAP, and see grades.

**Transcript:** A history of a student’s academic experience, including classes taken, or transferred from other institutions.

**Undergraduate Catalog:** An online university publication, including information such as degrees offered, curricula for various degrees, admission standards, and class descriptions.

**WKU ID#:** A unique number assigned to every student and faculty member, used instead of an SSN within the campus community.