

# *TopNet for Faculty*

*Revised 2026*

Application Support  
App-support@wku.edu

Access WKU "TopNet" at:  
<http://topnet.wku.edu>

Type the address in the address field of your browser – Works best with Internet Explorer but will work with Safari, Firefox and Chrome.

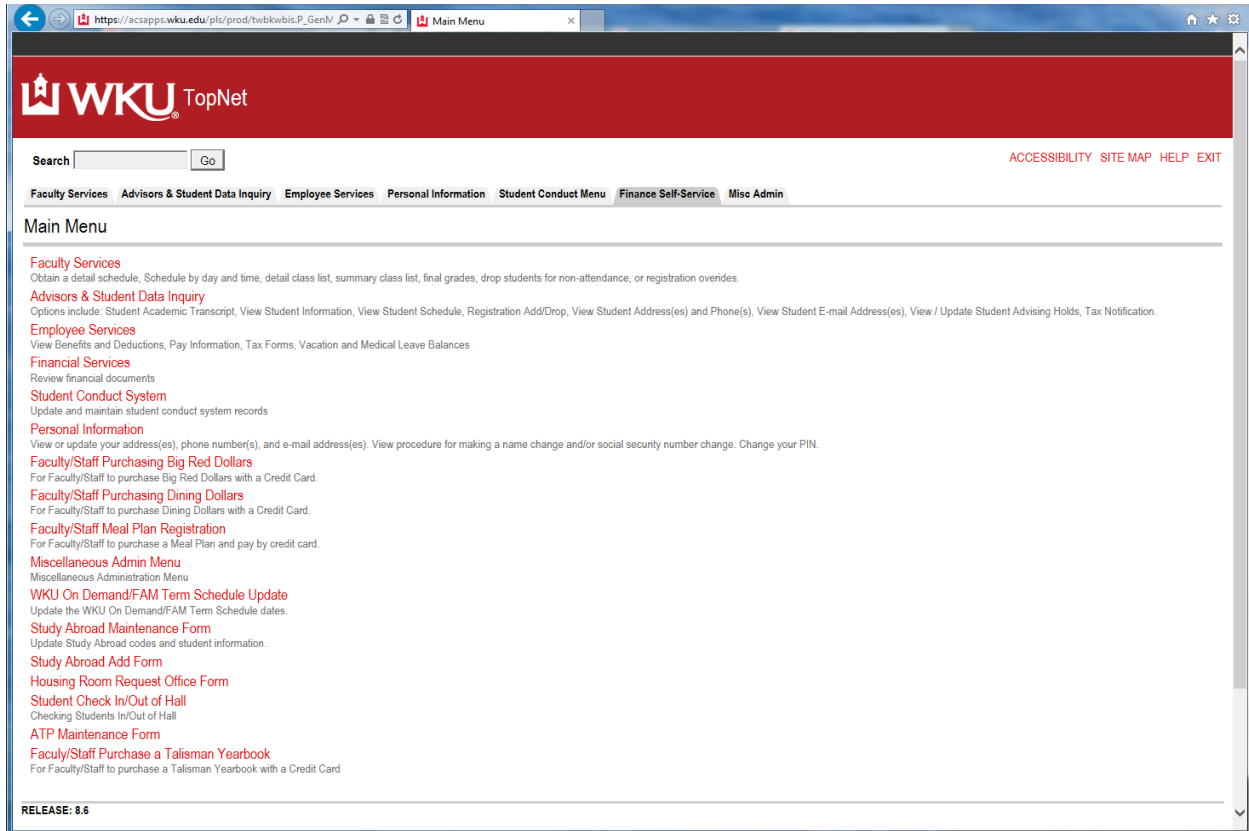
The screenshot shows the TopNet website interface. On the left is a navigation menu under the heading "General Information" with links for Admissions, Future Students, General Financial Aid, Course Catalog, Schedule of Classes (highlighted), Colonnade/General Education Crosswalk, Registration Guide, Campus Directory, WKU Homepage, and TopNet Login. The main content area features a large image of a building with columns and red banners. Below the image is the "TopNet" logo and a prompt to "Use your WKU email to login." with a red "TopNet Login" button. To the right, there is a "Need Help?" section with links for "How to Login" and "Frequently Asked Questions (FAQ)", and a "Retirees, Alumni, or Not Currently Registered Students" section with links for "Payroll", "Student Billing", and "Official Transcript Request".

Click the **TopNet Login**  
**Sign in** with your WKU email and password.

The screenshot shows the WKU login page. It features the WKU logo and a "Sign in" heading. The email field contains "jennifer.robbs@wku.edu" and the password field is masked with dots. Below the fields are links for "https://www.wku.edu/accounts" and "Sign in another way". A blue "Next" button is positioned below the email field, and a blue "Sign in" button is below the password field. At the bottom, there is a link for "Sign-in options" and a footer with the text "Having login issues? Contact WKU ITS Service Desk at 270-745-7000."

If you need assistance with logging in, please go to <https://www.wku.edu/its/accounts/manage/> or contact the ITS Service Desk at 270-745-7000.

# TOPNET MAIN MENU



The information available to you in the main menu depends on the *role* you have at WKU. For example, if your *role* is faculty, you would have access to the following four options:

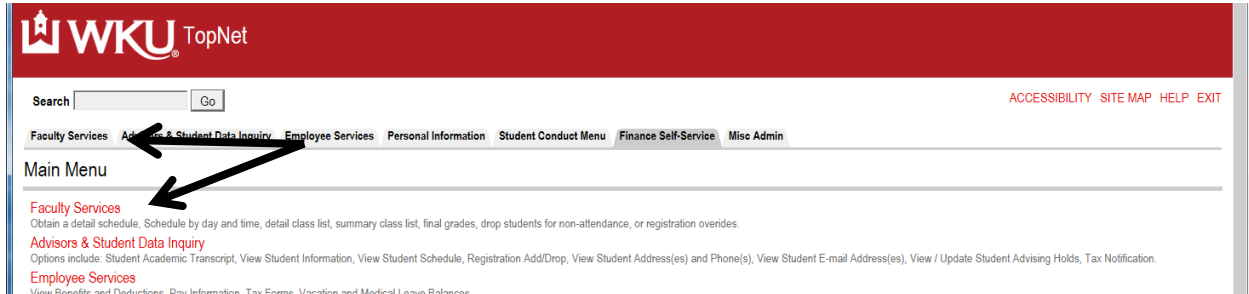
1. "Faculty Services"
2. "Advising and Student Data Inquiry"
3. "Employee Services"
4. "Personal Information"

In some instances, an individual may carry several roles at WKU. They may be a faculty member, staff and a student, in which case they would also have access to "Student Services".

Plus, there will be other menu links for different roles and processes at WKU as developed.

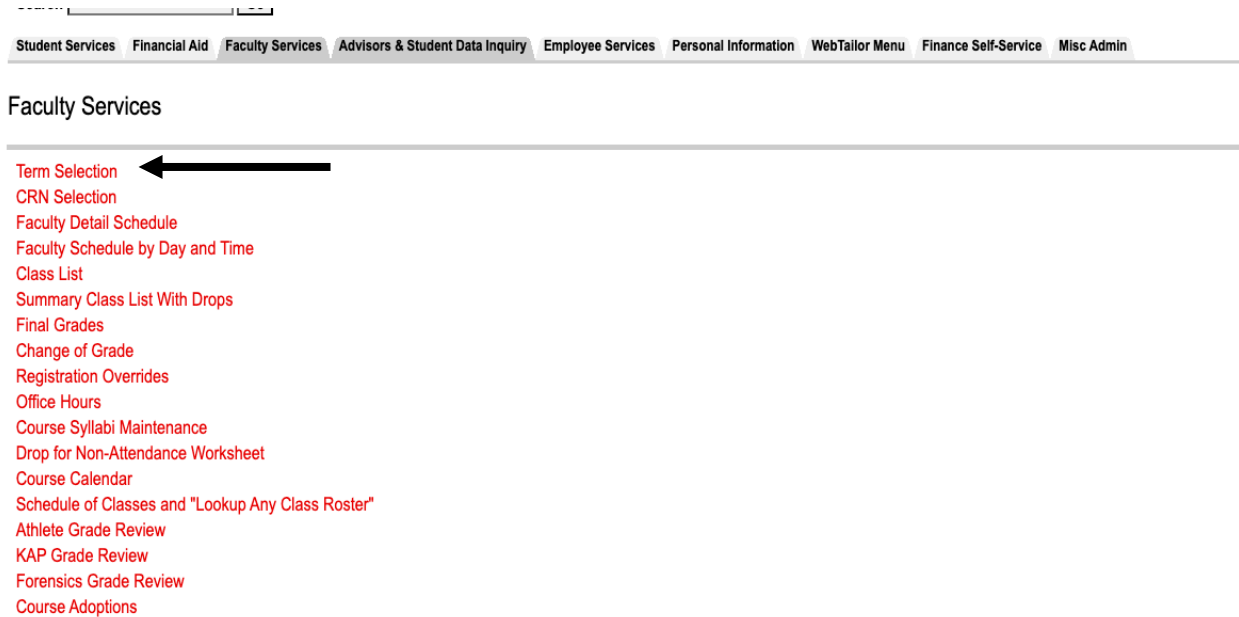
# SELECT THE “FACULTY SERVICES” OPTION

Faculty Services Menu will appear (As applications are developed you will see those links added to your account). It is always best if you select a term when you start the TopNet process.

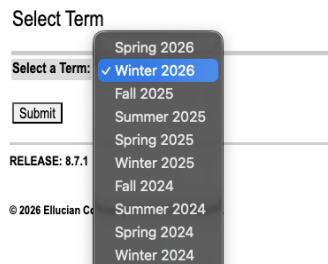


## Term Selection

It is best to make a Term Selection before you try any other link.



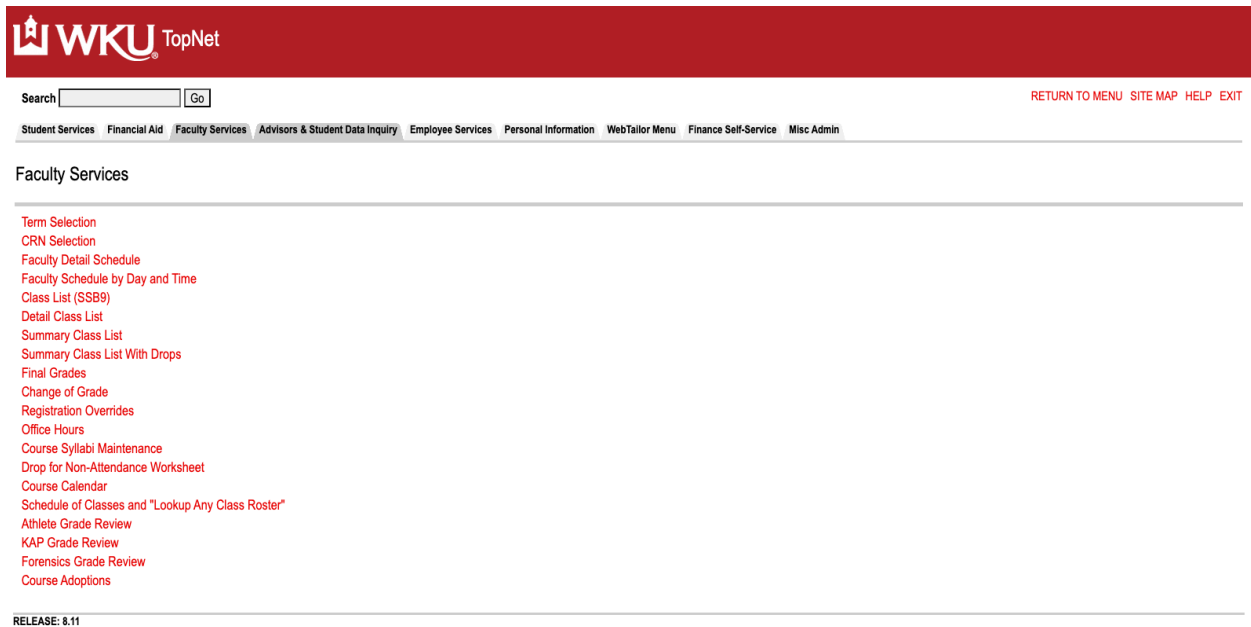
## Select Term.



From the drop-down box select the term needed. The Registrar's office will change the default term based on their timetable.

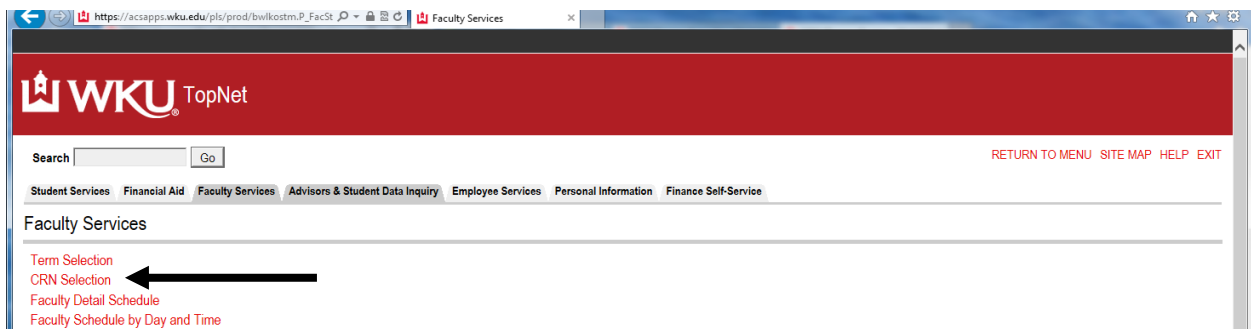
Once you select the Term click the Submit Term button.

You will be returned to the Faculty Services Menu.



## CRN SELECTION

Click the CRN (Course Reference Number) Selection link from the Menu.



Use the drop-down box to select the course you wish to work with from the list of courses you are assigned. (Note: Your Department must enter the information in Banner for you to have access to the CRN.)

Select a CRN for

 Please select the CRN you wish to access, or select a different term from the menu.

CRN: ✓ ART AND POWER - 12750  
INTRODUCTION LITERATURE - 13124

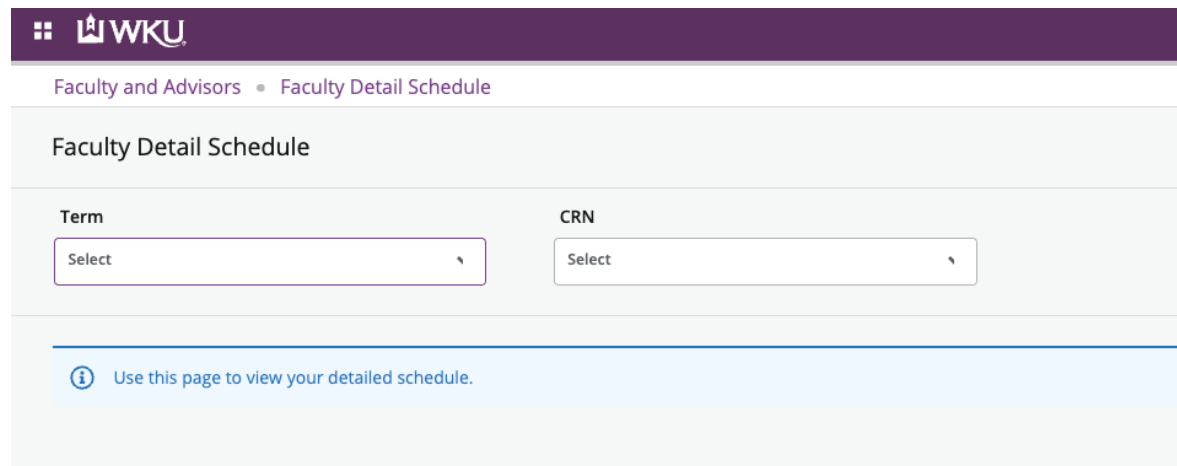
Submit

RELEASE: 8.7.1

You will be returned to the Faculty Services Menu.

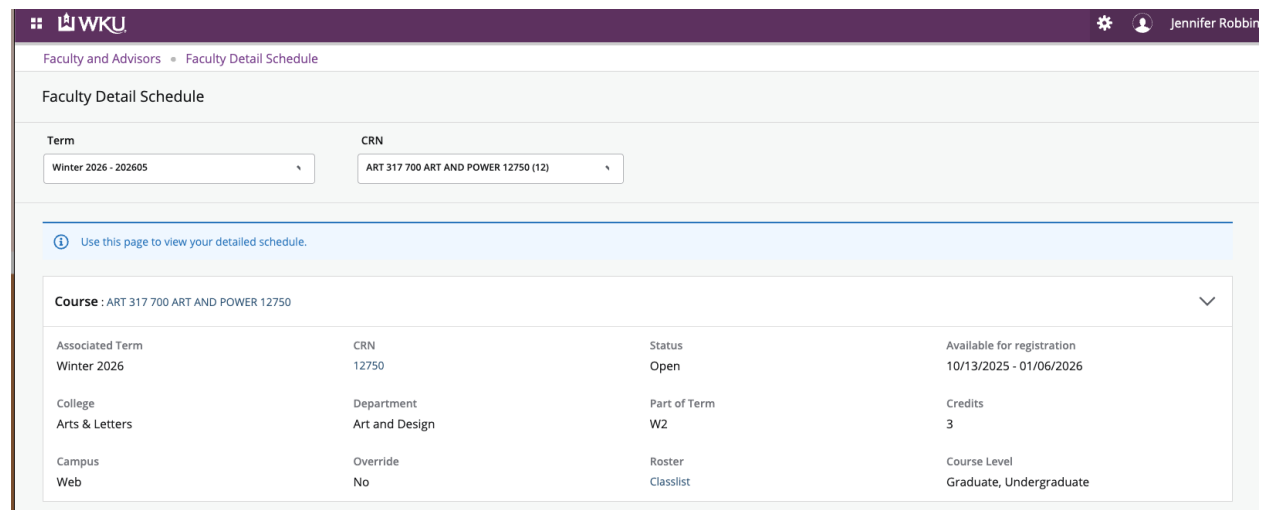
## Faculty Detail Schedule

List of all the information for the courses.



The screenshot shows the top navigation bar with the WKU logo and the breadcrumb "Faculty and Advisors > Faculty Detail Schedule". Below this is the page title "Faculty Detail Schedule". There are two dropdown menus: "Term" with "Select" and "CRN" with "Select". A blue information banner at the bottom says "Use this page to view your detailed schedule."

Select by Term and CRN.



The screenshot shows the same page as above but with "Winter 2026 - 202605" selected in the Term dropdown and "ART 317 700 ART AND POWER 12750 (12)" selected in the CRN dropdown. The blue information banner is still present. Below the banner, a course card is displayed for "ART 317 700 ART AND POWER 12750".

Course : ART 317 700 ART AND POWER 12750			
Associated Term	CRN	Status	Available for registration
Winter 2026	12750	Open	10/13/2025 - 01/06/2026
College	Department	Part of Term	Credits
Arts & Letters	Art and Design	W2	3
Campus	Override	Roster	Course Level
Web	No	Classlist	Graduate, Undergraduate

Scheduled Meeting Times									
Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors	
Class	To Be Announced	To Be Announced		To Be Announced	01/05/2026	01/17/2026	Lecture	<input type="checkbox"/> Guy Jordan (*) <input type="checkbox"/> Jennifer Robbins <input type="checkbox"/> Kayla Stout-Harmon	

Results found: 1      Page 1 of 1      Per Page 100

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	35	12	23
Cross List	0	0	0

Results found: 2      Page 1 of 1      Per Page 100

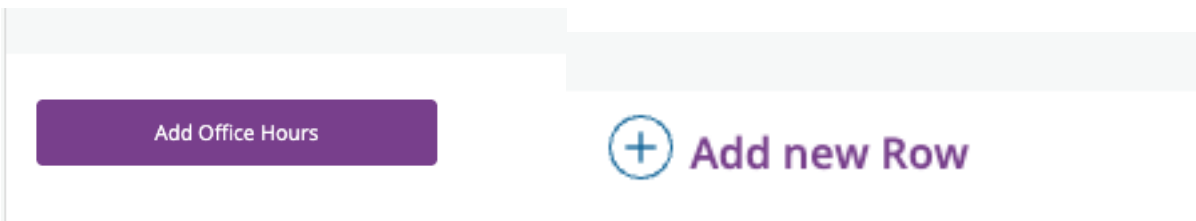
Office Hours							
From Date	To Date	From Time	To Time	Days	Contact Number	Location	
You have no office hours added yet.							

Results found: 0      Page 0 of 0      Per Page 100

[Add Office Hours](#)

This will detail the Course information, Schedule Meeting Times, Enrollment Counts, and Office Hours.

To add Office Hours, click Add Office Hours. Then click Add new Row.



Then change the data to what is needed.

Office Hours										
From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete		
MM/dd/yyyy	MM/dd/yyyy	HH:mm	HH:mm	Mon Tue Wed Thu Fri Sat Sun	Select	Location	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

Results found: 1      Page 1 of 1      Per Page 100

These can be copied to all CRN's you are activated to teach by clicking "Select Copy to." Click Submit

Select Copy to

Winter 2026 ART AND POWER (12750)

Winter 2026 INTRODUCTION LITERATURE (13124)

Select Copy to

Reset

Submit

You may also maintain your Office Hours by clicking “Maintain.”

Office Hours

[studentPages.officeHours.officeHours.grid.header.fromDate]	[studentPages.officeHours.officeHours.grid.header.toDate]	[studentPages.officeHours.officeHours.grid.header.fromTime]	[studentPages.officeHours.officeHours.grid.header.toTime]
01/05/2026	01/30/2026	07:00	16:30

pagination.record.found: 1

pagination.page.label 1 pagination.page.of.label 1 pagination.per.page.label 100

Maintain

This allows you to change the data input and add additional information.

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
01/05/2026	01/30/2026	07:00	16:30	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	Cell Phone 270-99951...	JRH 301	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results found: 1

Page 1 of 1 Per Page 100

+ Add new Row

Select Copy to

Reset Submit

By clicking on the link for the Course, you will see the information that is in the catalog concerning the course

[Faculty and Advisors](#) • [Faculty Detail Schedule](#)

Faculty Detail Schedule

Term Spring 2026 - 202610	CRN EDLD 799 001 DISSERTATION RESEARCH 40087 (9)
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[Use this page to view your detailed schedule.](#)

Course : [EDLD 799 001 DISSERTATION RESEARCH 40087](#)

Associated Term Spring 2026	CRN 40087	Status Restricted	Available for registration 10/20/2025 - 01/27/2026
College Education & Behavioral Science	Department Leadership & Profess, School	Part of Term 1	Credits 1
Campus Bowling Green	Override No	Roster Classlist	Course Level Doctoral, Graduate, Undergraduate


**Course Details for EDLD 799, DISSERTATION RESEARCH** ✕

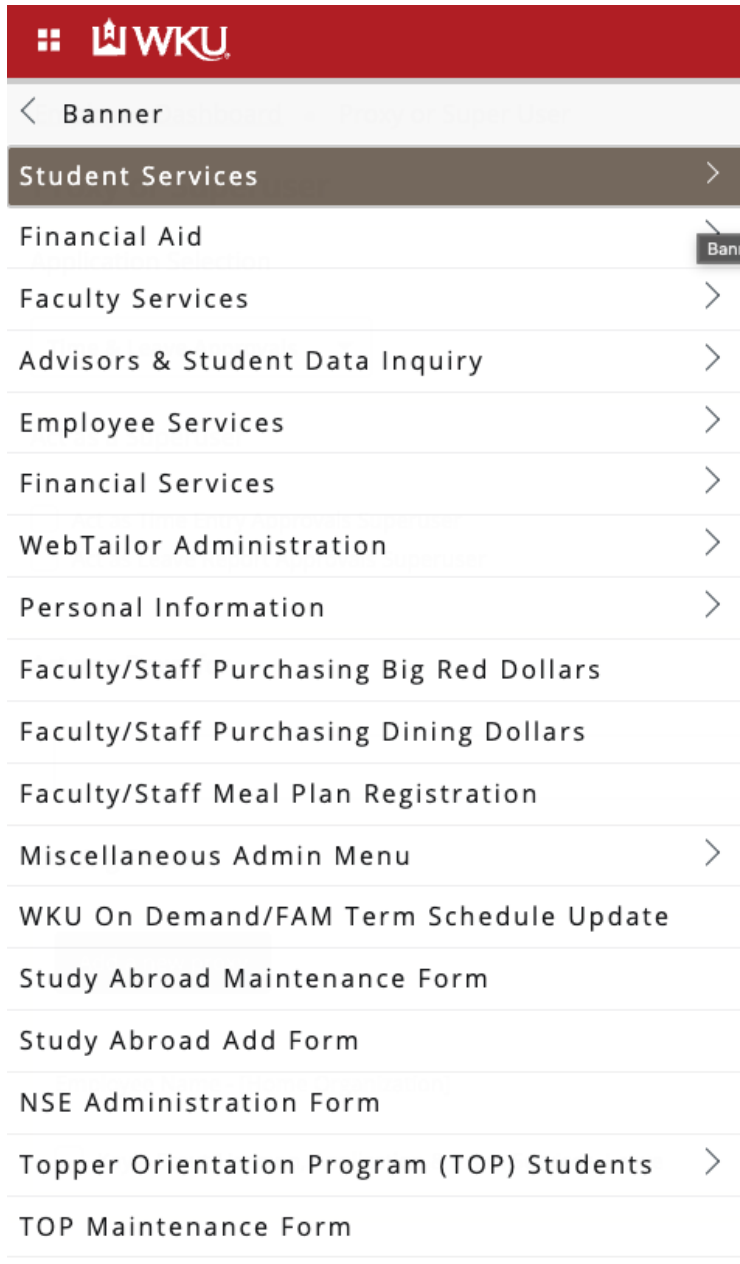
Term: 202610

<b>Catalog</b>	<b>Title:</b> DISSERTATION RESEARCH
<b>Course Description</b>	<b>College:</b> Education & Behavioral Science ED
<b>Attributes</b>	<b>Division:</b>
<b>Restrictions</b>	<b>Department:</b> Leadership & Profess, School SLPS
<b>Corequisites</b>	<b>Hours:</b>
<b>Prerequisites</b>	Credit Hours: 1 TO 8
<b>Fees</b>	Lecture:
	Lab:
	Other:
	<b>Levels:</b>
	Doctoral DR
	Graduate GR
	Undergraduate UG
	<b>Grading Modes:</b>
	Pass/Fail P
	<b>Schedule Types:</b>
	Research R

You will see the Catalog description, Course Description, Attributes, Restrictions, Corequisites, Prerequisites, and Fees that are associated with the course.

## Returning to Faculty Services

To return to the Faculty Services main menu, click on the  at the top left corner. Click Banner. Click Faculty Services. Click on any item to go to the next section. Click CRN Selection to return to TopNet Faculty Services tab inside TopNet.



# Faculty Schedule by Day and Time

Display of courses and their meeting day(s) and times.

Faculty and Advisor » Faculty Week at a Glance

Faculty Week at a Glance

Today - 01/12/2026 < Week 01/12/2026 to 01/18/2026 > MM/dd/yyyy Go

No courses with assigned times this week

Courses without assigned meeting times:  
ENG 290 - 850 13160 TBA  
ART 317 - 700 12750 TBA

Time Venue

Return to the Faculty Services main menu by following the Returning to **Faculty Services** instructions on page 10.

## Class List

Displays information about the class and the student enrolled in the class.

- The headers change. You can change the Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term flow based on your needs.
- As of January 2026, CRN's starting with a 0 will not allow you to click on the Subject to see the Summary Class List. Please continue using Detail Class List or Summary Class List for those CRN's.

Faculty & Advisors » CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ART 317, 700	ART AND POWER	12750	12	Open	01/05/2026 - 01/17/2026	Winter 2026 (202605)
ENG 200, 702	INTRODUCTION LITERATURE	13124	26	Open	12/15/2025 - 01/03/2026	Winter 2026 (202605)

Click on the Subject.

- This will give you the Course Information, Enrollment Counts, as well as a Summary Class List, with Student Information and pictures.

Class List Export Print

Winter 2026 - 202605 ART 317 | 12750

**Course Information**

ART AND POWER - ART 317 700  
 CRN: 12750  
 Duration: 01/05/2026 - 01/17/2026  
 Status: Open

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	35	12	23
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List Search (Ctrl+Cmd+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Registered (Web)	Undergraduate	3	B	Senior
<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Re-Registered (Web)	Undergraduate	3	Enter Grade	Senior

Please note, this will show any student who has requested their information remain confidential with a yellow banner under the name.

<input type="checkbox"/>	[Redacted Name]	[Redacted ID]	Registered (Web)	Graduate	1	No Access	Doctoral Program
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- By clicking the Export in the top right, you can export your list to Excel.
- Please note, includes all information under the Summary Class List as well the enrollment, wait list, and cross list information. You will have your Course Information on the spreadsheet.
- Click the Export Template preference for Excel.
- Excel xls is the pre-2007 version of Excel.
  - Excel xlsx is the Excel 2007+ version.

Export Template
Cancel

Export files as

Excel Spreadsheet - .xls

Excel Spreadsheet - .xlsx

Export

- Watch for the download in your browser.

Recent Download History

202610\_40087\_classlist (' 6.5 KB • 4 minutes ago

Please note, any individual that was marked confidential in the Summary Class List will show up on the spreadsheet with [CONF] by the name.

	A	B	C	D	E	F	G	H
1	<b>Course Information</b>							
2	Course Title	DISSERTATION RESEARCH - EDLD 799 001						
3	Term	Spring 2026 - 202610						
4	CRN	40087						
5	Duration	01/20/2026 - 05/07/2026						
6	Status	Restricted						
7								
8	<b>Enrollment Counts</b>							
9		<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>				
10	Enrollment	20	9	11				
11	Wait List	0	0	0				
12	Cross List	0	0	0				
13								
14	<b>Summary Class List</b>							
15	<b>Student Name</b>	<b>ID</b>	<b>Registration Status</b>	<b>Level</b>	<b>Credit Hours</b>	<b>Midterm</b>	<b>Final</b>	<b>Class</b>
16	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
17	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
18	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
19	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
20	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
21	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
22	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
23	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
24	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
25	[CONF]	[REDACTED]	Registered (Web)	Graduate		1 No Access	No Access	Doctoral Program
26								

To email, click on the box by the individual student or the box in the heading to select all, and click the email icon.

\*\*Please make sure pop-up blocker is turned off.

Faculty & Advisors • [CRN Listing](#) • [Class List](#)

Class List Export Print

Winter 2026 - 202605 ART 317 | 12750

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**Course Information**

ART AND POWER - ART 317 700  
 CRN: 12750  
 Duration: 01/05/2026 - 01/17/2026  
 Status: Open

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	35	12	23
Wait List	0	0	0
Cross List	0	0	0

---

Class List Wait List

Summary View

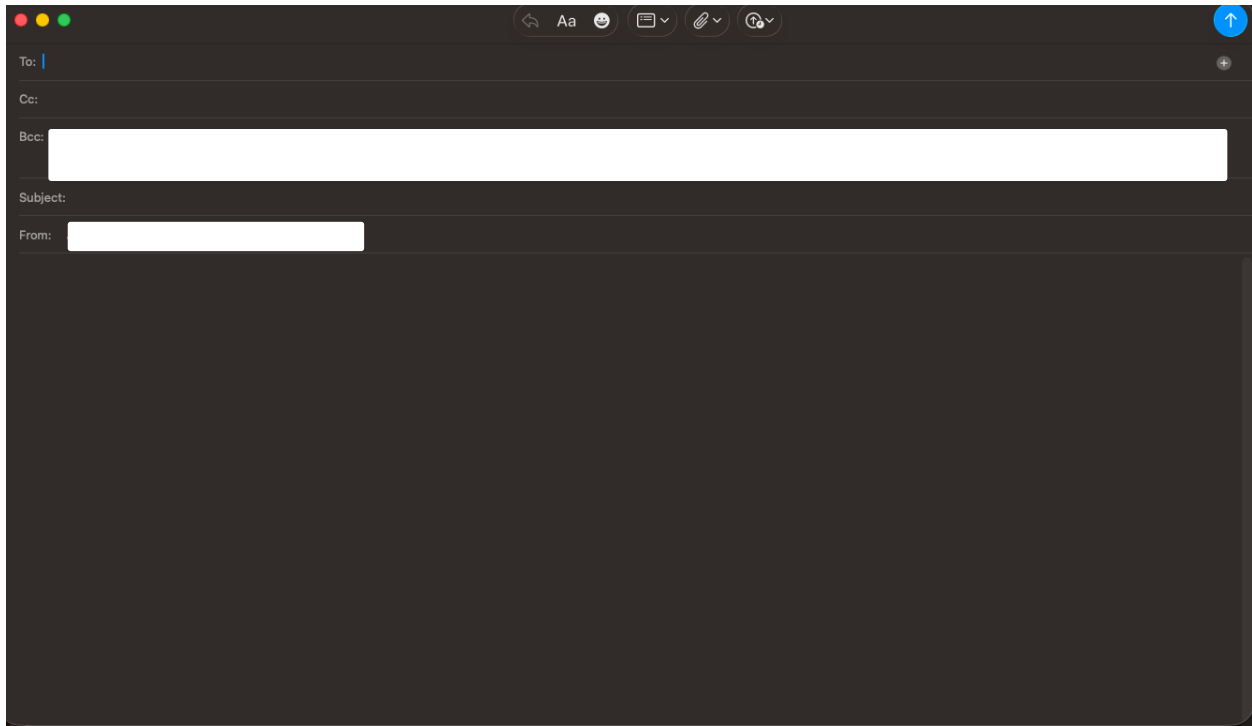
Summary Class List [Email Icon] [Select All Icon] Search (Ctrl+Cmd+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered (Web)	Undergraduate	3	B	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered (Web)	Undergraduate	3	Enter Grade	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Re-Registered (Web)	Undergraduate	3	Enter Grade	Senior

This will bring up your email box from your default email app.

\*\*If your mail is defaulted to another inbox other than the Microsoft app for your WKU email, please contact the Service Desk at 270-745-7000 for assistance in changing that default.

13



Return to the Faculty Services main menu by following the Returning to **Faculty Services** instructions on page 10.

## Summary Class List with Drops

This is a list of all students, active and inactive, that enrolled in your course(s).

- Rows that show in “blue” are the students who have been dropped from the course or withdrawn from course. Check the status under the Reg heading.

This will give you a list of the WKU ID's, Student Name, Preferred Name, Pic (click view), Student Email, Level, Degree, Program, Major, Class, Credit Hour, Registration, and 5<sup>th</sup> Week Check in.

**\*\*Please note, as of January 2026, this option is still available but subject to change.**

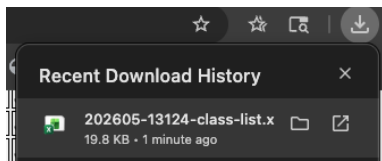
Summary Class List With Drops : Winter 2026

Rec.#	ID	Student Name	Preferred Name	Pic	Student Email	Level	Degree	Program	Major	Class	CrHr	Reg	5th Wk
1						UG	BS *	Finance-BS *	Finance *	Senior	3.00	RW	0
2						UG	BS	Mechanical Engineering-BS	Mechanical Engineering-Prep	Freshman	0.00	DW	0
3						UG	BIS	Interdisciplinary Studies-BIS	Interdisciplinary Studies(BIS)	Senior	3.00	RW	0
4						UG	BS	Health Care Adm-BS	Health Care Admin- Seeking Adm	Junior	3.00	RW	0
5						UG	BFA	Film Production-BFA	Film Production *	Senior	3.00	RW	0
6						UG	BS	Psychological Science-BS-747	Psychological Science	Junior	3.00	RW	0
7						UG	BSN	Nursing-BSN	Nursing (Pre-Nursing)	Sophomore	0.00	DW	0
8						UG	BS	Health Care Adm-BS	Health Care Admin- Seeking Adm	Junior	3.00	RW	0
9						UG	BS	Biology-BS-617	Biology	Sophomore	3.00	RE	0
10						UG	BSW	Social Work-BSW	Social Work-Prep	Sophomore	0.00	DW	0
11						UG	BS	Accounting-BS	Accounting *	Junior	3.00	RW	0
12						UG	BS	Interior Design Fashion Stu-BS	Interior Design & Fashion Study	Sophomore	0.00	DW	0
13						UG	BS	Marketing-BS	Marketing	Senior	0.00	DW	0
14						UG	BS	Business Data Analytics-BS	Business Data Analytics	Sophomore	0.00	DW	0
15						UG	BS	Exercise Science-BS	Exercise Science	Sophomore	0.00	DW	0
16						UG	BS	Chemistry-BS	Chemistry	Sophomore	3.00	RW	0
17						UG	ND	Academy (Math & Science)-ND	Academy (Math & Science)	Academy Junior	3.00	RW	0
18						UG	BS	Biochemistry-BS	Biochemistry	Senior	3.00	RW	0

- You may Download to Excel by clicking the icon at the bottom of the page.

**Download to Excel**

- Watch for the download in your browser.



## Final Grades

This will show you the courses you are assigned and the Grading Status of each course.

- You may need to double click on the heading to change the data flow.
- You will click on Grading Status, Rolled, Subject, etc. to get to the screen to enter grades.
- You can search by Term to find the most recent courses. Terms are by year and code. (05-Winter, 10- Spring, 20-Summer, 30- Fall. Ex. Spring 2026 is 20610)

Faculty Grade Entry - Final Grades

Faculty Grade Entry

Final Grades

My Courses

Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACCT - Accounting (Univ)	310	001	MANAG COST ACCOUNTING	202530 - Fall 2025	00053
Not Started	Not Started	ACCT - Accounting (Univ)	310	001	MANAG COST ACCOUNTING	202610 - Spring 2026	00053
Not Started	Not Started	ACCT - Accounting (Univ)	300	001	INTERMEDIATE FINANCIAL ACCTG I	202610 - Spring 2026	42792
Completed	Not Started	ACCT - Accounting (Univ)	110	001	ACCT FOR DECISION MAKERS	202610 - Spring 2026	47135
Not Started	Not Started	ACCT - Accounting (Univ)	220	002	PRIN FINANCIAL ACCT	202610 - Spring 2026	47144
Completed	Completed	ACCT - Accounting (Univ)	300	001	INTERMEDIATE FINANCIAL ACCTG I	202530 - Fall 2025	48240
Completed	Completed	ACCT - Accounting (Univ)	110	001	ACCT FOR DECISION MAKERS	202530 - Fall 2025	50389
Completed	Completed	ACCT - Accounting (Univ)	220	002	PRIN FINANCIAL ACCT	202530 - Fall 2025	51096

Records Found: 8

Once you have your courses sorted, you will have the option to input your grades or import the grades.

[Faculty Grade Entry](#) » [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

202610

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting (Univ)	310	001	MANAG COST ACCOUNTING	202610 - Spring 2026	00053
Not Started	Not Started	ACCT - Accounting (Univ)	300	001	INTERMEDIATE FINANCIAL ACCTG I	202610 - Spring 2026	42792
Completed	Not Started	ACCT - Accounting (Univ)	110	001	ACCT FOR DECISION MAKERS	202610 - Spring 2026	47135
Not Started	Not Started	ACCT - Accounting (Univ)	220	002	PRIN FINANCIAL ACCT	202610 - Spring 2026	47144

Records Found: 4

Page 1 of 1 Per Page 10

Click on the course to enter grades. You will be shown all the courses needing Final Grades at the top, and the section your selected to enter grades.

Faculty Grade Entry

Final Grades

My Courses

Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting (Univ)	431	001	FEDERAL INCOME TAXATION II	202610 - Spring 2026	00071
Not Started	Not Started	ART - Art	131	001	THREE DIMENSIONAL DESIGN	202610 - Spring 2026	00397
In Progress	Not Started	ART - Art	317	700	ART AND POWER	202605 - Winter 2026	12750
Completed	Completed	ENG - English	200	702	INTRODUCTION LITERATURE	202605 - Winter 2026	13124

Records Found: 4

Page 1 of 1 Per Page 10

Enter Grades

Search

Full Name	ID	Final Grade	Rolled	Last Attend Date
[Redacted]		B		
[Redacted]		[Grade Selection Menu]		
[Redacted]				
[Redacted]				
[Redacted]				
[Redacted]				
[Redacted]				

To change the grade, click on the box under Final Grade and make your selection. You can also add the Last Attend Date if needed.

Click Save to save the data input.

You may also use the Search Bar to search for a specific student.

The Rolled section will let you know if the grades have been transferred to history (the students transcript). A Completed status means the grades have been transferred. In-



Check if your Spreadsheet has headers. Click Continue. (This is shaded out.)

**Import** Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Name	ID	Term	CRN	Grade
1	[REDACTED]		202610	00053	A
2	[REDACTED]		202610	00053	C

Go Back Continue

You will need to map how the data is pulled from the spreadsheet by the information available. Change "Other" to the appropriate fields. Click Continue. (This is shaded out.)

**Import** Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

Map	Term Code*	CRN*	Student ID*	Final Grade	
Other	Other	Other	CRN*	Other	
Row	Name	ID	Term	CRN	Grade
1	[REDACTED]		202610	00053	A
2	[REDACTED]		202610	00053	C

Go Back Continue

**Import** Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

Map	Term Code*	CRN*	Student ID*	Final Grade	
Other	Student ID*	Term Code*	CRN*	Final Grade	
Row	Name	ID	Term	CRN	Grade
1	[REDACTED]		202610	00053	A
2	[REDACTED]		202610	00053	C

Go Back Continue

The form will Validate and let you know how many records will be imported. Click Continue. (This is shaded out.)

Import Cancel

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

### Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 2 records will be imported:  
0 records containing errors will not be imported.  
0 unchanged records will not be imported.

Download the validation report

Row	Name	ID	Term	CRN	Grade
1	[REDACTED]	[REDACTED]	202610	00053	A
2	[REDACTED]	[REDACTED]	202610	00053	C

Go Back **Continue**

Import will Complete. Click Finish. (This will be shaded out.)

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 **Finish**

### Import Complete

The import wizard is complete.

2 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

- Please note, this will return you to the screen with all your courses. You will need to search by Term.

Click on the course and you will see the Grades uploaded.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACCT - Accounting (Univ)	310	001	MANAG COST ACCOUNTING	202610 - Spring 2026	00053
Not Started	Not Started	ACCT - Accounting (Univ)	300	001	INTERMEDIATE FINANCIAL ACCTG I	202610 - Spring 2026	42792
Completed	Not Started	ACCT - Accounting (Univ)	110	001	ACCT FOR DECISION MAKERS	202610 - Spring 2026	47135
Not Started	Not Started	ACCT - Accounting (Univ)	220	002	PRIN FINANCIAL ACCT	202610 - Spring 2026	47144

Records Found: 4

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
		A		
		C		

To print a copy of your course grades, click on the course. At the top, click the .

WKU

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Final Grades

My Courses


Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ACCT - Accounting (Univ)	310	001	MANAG COST ACCOUNTING	202610 - Spring 2026	00053
Not Started	Not Started	ACCT - Accounting (Univ)	300	001	INTERMEDIATE FINANCIAL ACCTG I	202610 - Spring 2026	42792
Completed	Not Started	ACCT - Accounting (Univ)	110	001	ACCT FOR DECISION MAKERS	202610 - Spring 2026	47135
Not Started	Not Started	ACCT - Accounting (Univ)	220	002	PRIN FINANCIAL ACCT	202610 - Spring 2026	47144

Records Found: 4

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date

Scroll down to Export Template.

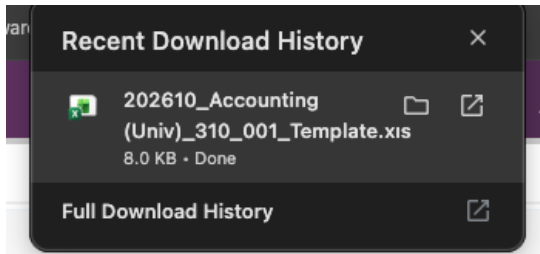


- About
- Keyboard shortcuts
- Extensibility
- Edit Extensions
- Upload Properties
- Theme Editor
- Export Template

Select your Excel format. Click the Export. (This is shaded.)



Your download will pop up in your downloads on the browser.



	A	B	C	D	E	F	G	H
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade
2	202610	7135			No	No	Accounting (Univ)	A
3	202610	7135			No	No	Accounting (Univ)	B
4	202610	7135			No	No	Accounting (Univ)	B
5	202610	7135			No	No	Accounting (Univ)	C
6	202610	7135			No	No	Accounting (Univ)	A
7	202610	7135			No	No	Accounting (Univ)	B
8	202610	7135			No	No	Accounting (Univ)	F
9	202610	7135			No	No	Accounting (Univ)	B
10	202610	7135			No	No	Accounting (Univ)	B
11	202610	7135			No	No	Accounting (Univ)	B
12	202610	7135			No	No	Accounting (Univ)	B
13	202610	7135			No	No	Accounting (Univ)	B
14	202610	7135			No	No	Accounting (Univ)	B
15	202610	7135			No	No	Accounting (Univ)	B
16	202610	7135			No	No	Accounting (Univ)	B
17	202610	7135			No	No	Accounting (Univ)	B
18	202610	7135			No	No	Accounting (Univ)	B
19	202610	7135			No	No	Accounting (Univ)	B
20	202610	7135			No	No	Accounting (Univ)	A
21	202610	7135			No	No	Accounting (Univ)	A
22	202610	7135			No	No	Accounting (Univ)	C
23	202610	7135			No	No	Accounting (Univ)	C
24	202610	7135			No	No	Accounting (Univ)	A
25	202610	7135			No	No	Accounting (Univ)	A
26	202610	7135			No	No	Accounting (Univ)	A
27	202610	7135			No	No	Accounting (Univ)	A
28	202610	7135			No	No	Accounting (Univ)	A
29	202610	7135			No	No	Accounting (Univ)	A
30	202610	7135			No	No	Accounting (Univ)	A
31	202610	7135			No	No	Accounting (Univ)	A
32	202610	7135			No	No	Accounting (Univ)	A
33	202610	7135			No	No	Accounting (Univ)	A
34	202610	7135			No	No	Accounting (Univ)	A
35	202610	7135			No	No	Accounting (Univ)	B
36	202610	7135			No	No	Accounting (Univ)	B
37								

Return to the Faculty Services main menu by following the Returning to **Faculty Services** instructions on page 10.



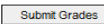

Select a grade from the drop-down box and enter a date if required.  
Click on the “Submit Grades” button to complete your transaction.

### Change of Grade Worksheet : Fall 2012

- This online grade change process is to be used only for assigning final grades to replace X, IP, NR or ER.
- If the original grade was an IP or X, the date of completion is required.
- If submitting an FN grade, the last attendance date is required.
- Enter the change of grade(s), and then click Submit Grades.

35959 PSY 100 822 INTRO PSY

WKU ID	Name	Credit Hours	Current Grade	Grade Change	Last Attend Date For FN Grade (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)
		3	IP	A		01/15/2013
		3	IP	B		01/18/2013
		3	IP	None		
		3	IP	None		
		3	IP	A		
		3	IP	B		
		3	IP	C		
		3	IP	D		
		3	IP	F		
		3	IP	X		

[Grade Change Term](#) | [Change CRN](#)

## Registration Overrides

Faculty members will be able to perform Registration Overrides based on the department’s policy. Select the Registration Overrides link. (Authority to process registration overrides will be determined by your academic department head. Some departments prefer that all overrides be handled centrally, while other departments will permit faculty to override course limits and to allow students into restricted courses they teach.)

Select the Term and input the Student/Advisee ID or search by Last Name, First Name.

### Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term

Select

- Spring 2026 - 202610
- Winter 2026 - 202605
- Fall 2025 - 202530
- Summer 2025 - 202520
- Spring 2025 - 202510

OR

Last Name

First Name

Search Type     Students     Advisee     Both



When you click submit, the student information will show under the Student and Advisee Selection. Click on the Student.

Student and Advisee Selection		
ID	Name	Type
██████████	██████████	

Faculty members will only have the ability to enter overrides on their courses.

Select the correct Override from drop down menu. Select the correct course from the Course drop down menu.

Registration Overrides

Override  Course  [+ Add Override](#)

- None
- Capacity Override
- Classification Override
- Co-req Override
- College Restriction Override

Registration Overrides

Override  Course

- None
- 13160-ENG 290 850

[← Back to ID Selection](#)

The screen will also include the information on the student, as well as the course information.

Current Student Schedule  
Total Credit hours: 3

**INTRODUCTION LITERATURE - ENG - 200 - 702**

Associated Term	CRN	Status	Credits
Winter 2026	13124	Registered (Web) on 12/01/2025	3
Course Level	Campus	Grade Mode	Instructor(s)
Undergraduate	Web	Standard Letter	<input checked="" type="checkbox"/> Brenna Sherrill <input checked="" type="checkbox"/> Jennifer Robbins <input checked="" type="checkbox"/> Kayla Stout-Harmon

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Web Delivery	To Be Announced	To Be Announced		Web Course Delivery	12/15/2025	01/03/2026	Lecture	<input checked="" type="checkbox"/> Brenna Sherrill (P) <input checked="" type="checkbox"/> Jennifer Robbins <input checked="" type="checkbox"/> Kayla Stout-Harmon

Results found: 1

Page 1 of 1 Per Page 100

There are no current overrides for the selected student and term

Click submit for the Override.

**Registration Overrides**

Override:

Course:

[+ Add Override](#)

[< Back to ID Selection](#)

You will receive a “Save Successful” message when complete and the Current Student Overrides will be displayed.

Save Successful

Current Student Overrides			
Override	Course	Activity Date	Entered by
Capacity Override	13160 - ENG	01/12/2026	U_ROBBINSJG

Results found: 1

Page 1 of 1 Per Page 1000

Return to the Faculty Services main menu by following the Returning to **Faculty Services** instructions on page 10.

## Office Hours

This will allow you to set Office Hours for your classes.

Select your Term and CRN:

Faculty and Advisors » Office Hours

Office Hours

Term: Spring 2026 - 202610

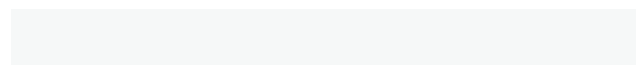
CRN: ACCT 110 007 ACCT FOR DECISION MAKERS 47141 (35)

for a class: EDLD 799 001 DISSERTATION RESEARCH 40087 (9)

adding office hours. Students may view your office hours when the Display indicator is checked.

You will see your Course Information, Scheduled Meeting Times and set your Office Hours.

To add Office Hours, click Add new Row.



 Add new Row

Then change the data to what is needed.

Office Hours														
From Date	To Date	From Time	To Time	Days							Contact Number	Location	Display	Delete
MM/dd/yyyy	MM/dd/yyyy	HH:mm	HH:mm	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Select	Location	<input type="checkbox"/>	<input type="checkbox"/>
Results found: 1										Page 1 of 1	Per Page 100			

- Click the Clock to scroll to the time needed.
- PM time is in Military Time (ex. 1:00pm is 13:00)
- Your contract information will pull all information available. Please pay attention to what phone number is chosen.

These can be copied to all CRN's you are activated to teach by clicking "Select Copy to." Click Submit

Select Copy to

Winter 2026 ART AND POWER (12750)

Winter 2026 INTRODUCTION LITERATURE  
(13124)


Select Copy to



Reset



Submit











# Course Syllabi Maintenance

**Course List** *Winter 2026*


Selected Term  
 Winter 2026 

Search  | 25  per page 

Export  Columns 

Course	CRN	Title	Instructor	Syllabus URL	Actions
Search Course	Search CRN	Search Title	Search Instructor	Search Syllabus URL	
WFA 444 - 700	13421		Hammonds, Jennifer Raye	<input type="text"/>	
THEA 499 - 880	13441	IND ST/BRITISH THEATRE	Hatton, Michael	<a href="https://www.ccsastudyabroad.org/_files/ugd/cc076a_">https://www.ccsastudyabroad.org/_files/ugd/cc076a_</a>	 
THEA 341 - 881	13439	CULTURE AND PERFORMANCE	Jordan, Carol	<a href="https://app.wku.edu/syllabus/get?file=THEA341881_">https://app.wku.edu/syllabus/get?file=THEA341881_</a>	 
THEA 151 - 881	13438	THEATRE APPRECIATION	Jordan, Carol	<a href="https://app.wku.edu/syllabus/get?file=THEA151881_">https://app.wku.edu/syllabus/get?file=THEA151881_</a>	 
TCHL 530 - 700	13398	CURRICULUM DEVELOPMENT	Margarella, Erin Elizabeth	<input type="text"/>	
SWRK 673 - 700	13343	GRIEF/LOSS ISSUES INTERVENTION	Mallinger, Gayle Marcus	<a href="https://app.wku.edu/syllabus/get?file=SWRK673700_">https://app.wku.edu/syllabus/get?file=SWRK673700_</a>	 

Select by Term and Search by Course, CRN, Title, etc.

Click on the  to upload the syllabi.

“Choose a file” and select your syllabi to upload.

## Upload Syllabus

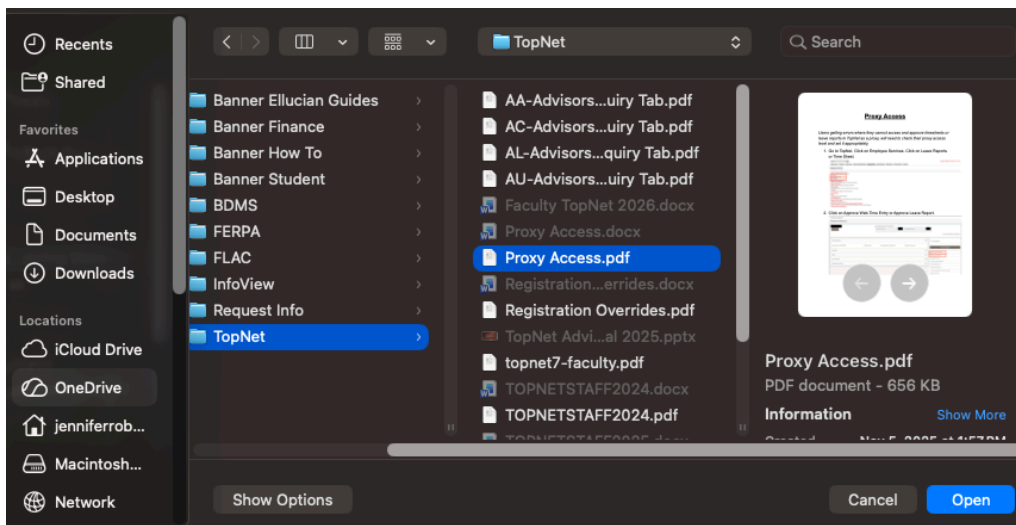
WFA 444 - 700 Winter 2026

Syllabus PDF

Choose a file

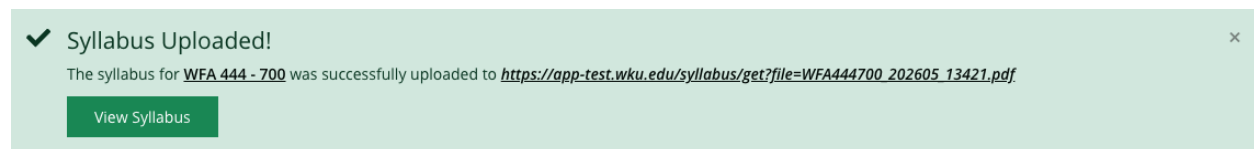
Documents must be in .pdf format.

Back Submit

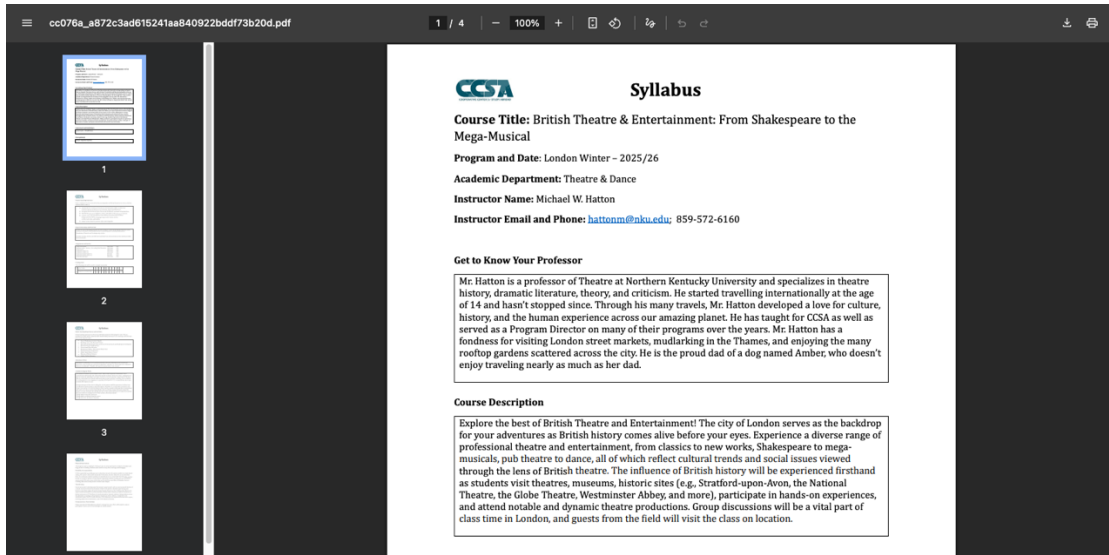


Click Open. Click Submit.

You will receive a Syllabus Uploaded message when successfully uploaded.



Click on the  to view the uploaded syllabi.





If you need to delete a syllabus, please highlight the link beside your course, and click delete (on your keyboard).

### Course List *Spring 2026*

Selected Term  
Spring 2026

Search  25 per page Export Columns

Course	CRN	Title	Instructor	Syllabus URL	Actions
Search Course	Search CRN	Search Title	Search Instructor	Search Syllabus URL	
WFA 447 - 700	44955	WORKFORCE PROCESS & TECH	Kontos, George	<a href="https://app.wku.edu/syllabus/get?file=WFA447700_2">https://app.wku.edu/syllabus/get?file=WFA447700_2</a>	 

Click the Save icon, or click enter, to update.



You will receive a notice that you have saved the URL and removed the syllabi.

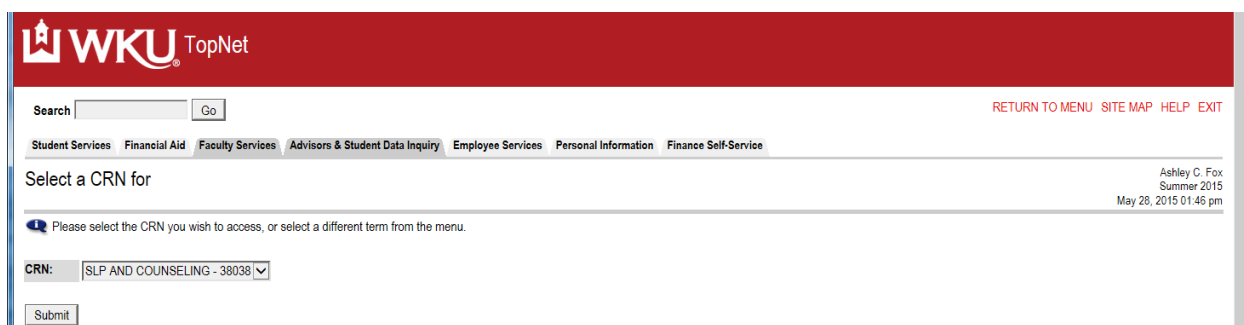


**\*\*Please let any professors know if you have mistakenly uploaded/deleted a syllabi connected to their course. Follow the steps in Schedule of Classes and “Lookup Any Class Roster” to fine the professor.**

Follow the steps to add a new syllabus.

## **Drop for Non-Attendance Worksheet**

Select the CRN needed for the report.



The screenshot shows the WKU TopNet website interface. At the top left is the WKU TopNet logo. Below it is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a navigation menu with links for 'Student Services', 'Financial Aid', 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The main content area is titled 'Select a CRN for' and contains a message: 'Please select the CRN you wish to access, or select a different term from the menu.' Below this message is a dropdown menu labeled 'CRN:' with the selected option 'SLP AND COUNSELING - 38038'. At the bottom left of the form is a 'Submit' button. In the top right corner of the page, the user's name 'Ashley C. Fox', the session 'Summer 2015', and the time 'May 28, 2015 01:46 pm' are displayed.

Check with the Registrar’s office to review this policy.

- 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.
- Web-based course shall be defined as failure to perform meaningful academically related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department.

For those students that need to be dropped find their name on the roster and select the drop-down menu and select “Drop for Non-Attendance”.

## Faculty Drop for Non-Attendance : Winter 2026

From this worksheet you may drop students for Non-Attendance. You cannot re-register dropped students from this page. You must contact the Office of the Registrar @745-3352 or 745-5028 to correct errors.

13394 BIOL 120 701 BIOL CONC CELLS METAB GENETICS

Welcome to Faculty Drop for Non-Attendance Worksheet on Jan 13, 2026 at 08:30 AM



**Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!**

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Attendance Action	Probability Not at WKU
1	1		3.00	Re-Registered (Web) / Dec 09, 2025		None	
2	16		3.00	Registered (Web) / Dec 17, 2025		None	
3	6		3.00	Re-Registered (Web) / Dec 16, 2025		None	
4	17		3.00	Registered (Web) / Dec 17, 2025		None	
5	13		3.00	Registered (Web) / Dec 13, 2025		None	
6	14		3.00	Re-Registered (Web) / Dec 17, 2025		None	
7	4		3.00	Re-Registered (Web) / Dec 10, 2025		None	



**Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!**

## Faculty Drop for Non-Attendance : Winter 2026

From this worksheet you may drop students for Non-Attendance. You cannot re-register dropped students from this page. You must contact the Office of the Registrar @745-3352 or 745-5028 to correct errors.

13394 BIOL 120 701 BIOL CONC CELLS METAB GENETICS

Welcome to Faculty Drop for Non-Attendance Worksheet on Jan 13, 2026 at 08:30 AM



**Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!**

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Attendance Action	Probability Not at WKU
1	1		3.00	Re-Registered (Web) / Dec 09, 2025		<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #4a86e8; color: white; padding: 2px;">✓ None</div> <div style="background-color: #333; color: white; padding: 2px;">Drop For Non-Attendance</div> </div>	
2	16		3.00	Registered (Web) / Dec 17, 2025		None	
3	6		3.00	Re-Registered (Web) / Dec 16, 2025		None	
4	17		3.00	Registered (Web) / Dec 17, 2025		None	
5	13		3.00	Registered (Web) / Dec 13, 2025		None	
6	14		3.00	Re-Registered (Web) / Dec 17, 2025		None	
7	4		3.00	Re-Registered (Web) / Dec 10, 2025		None	



**Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!**

After all are selected for "Drop For Non-Attendance", click the Submit Drops.

You will be asked to confirm your drops. Click SUBMIT Pending Drops.

Confirm Drop for Non-Attendance : Winter 2026

You have selected the following student(s) for enrollment termination in the course listed. Please review carefully before clicking the "Submit" button. Errors must be corrected by the Office of the Registrar (745-3352 or 745-5028). You cannot reverse a "drop for non-attendance" transaction online once it has been processed from this form.

Pending Drops for: 13394 BIOL 120 701 BIOL CONC CELLS METAB GENETICS

Reg. Seq.	Student Name	Credits	Pending Action
1		3.00	Drop for Non-Attendance Pending

SUBMIT Pending Drops

CANCEL Pending Drops

RELEASE: 5.0.0.1

You will see your drops listed in red with the drop date.

Faculty Drop for Non-Attendance : Winter 2026

From this worksheet you may drop students for Non-Attendance. You cannot re-register dropped students from this page. You must contact the Office of the Registrar @745-3352 or 745-5028 to correct errors.

13394 BIOL 120 701 BIOL CONC CELLS METAB GENETICS

Welcome to Faculty Drop for Non-Attendance Worksheet on Jan 13, 2026 at 08:34 AM



Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes! !

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Attendance Action	Probability Not at WKU
1	1		0.00	Dropped (Non-attendance) / Jan 13, 2026		Dropped, No Further Action Allowed	
2	16		3.00	Registered (Web) / Dec 17, 2025		None	
3	6		3.00	Re-Registered (Web) / Dec 16, 2025		None	
4	17		3.00	Registered (Web) / Dec 17, 2025		None	
5	13		3.00	Registered (Web) / Dec 13, 2025		None	
6	14		3.00	Re-Registered (Web) / Dec 17, 2025		None	
7	4		3.00	Re-Registered (Web) / Dec 10, 2025		None	



Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes! !

# Course Calendar

This will show you the meeting dates of your courses. Select a Term then list appears – select link Course Calendar.

WKU TopNet

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information WebTailor Menu Finance Self-Service Misc Admin

Generate Course Calendar for: Spring 2026

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area	Course Number	Section Number	Instructor	CRN
NONE	All	All	--OR-- NONE	--OR--

CRN Subj Crse Sec Title Instructor -- Actions --

00071 ACCT 431 001 FEDERAL INCOME TAXATION II Robbins, Jennifer G. [Course Calendar](#)

00397 ART 131 001 THREE DIMENSIONAL DESIGN Robbins, Jennifer G. [Course Calendar](#)

RELEASE: SYLLABI MAINT 1.0

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The Generate Course Calendar page will show the days for the course.

WKU TopNet

Search  Go

SITE MAP HELP EXIT

Generate Course Calendar

00071 ACCT 431 001 (FEDERAL INCOME TAXATION II) Term: 202610

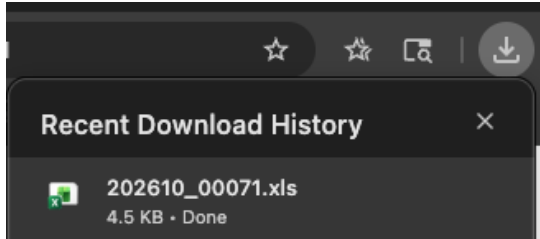
MW (Monday Wednesday) From: 01/20/2026 To: 05/07/2026

Date	Day	Notes
January 21	Wednesday	
January 26	Monday	
January 28	Wednesday	
February 02	Monday	
February 04	Wednesday	
February 09	Monday	
February 11	Wednesday	
February 16	Monday	
February 18	Wednesday	
February 23	Monday	
February 25	Wednesday	
March 02	Monday	
March 04	Wednesday	
March 09	Monday	
March 11	Wednesday	
March 16	Monday	Spring Break Day
March 18	Wednesday	Spring Break Day
March 23	Monday	
March 25	Wednesday	
March 30	Monday	
April 01	Wednesday	

Click the Download to Excel to get a full listing.

[Download to Excel](#)

Look for your download in your browser.



The download will show the dates of your course.

	A	B	C	D	E	F	G
1	00071	ACCT 431 001	(FEDERAL INCOME TAXATION II)	Term: 202610			
2	MW (Monday Wednesday) From: 01/20/2026 To: 05/07/2026						
3	21-Jan	Wednesday					
4	26-Jan	Monday					
5	28-Jan	Wednesday					
6	2-Feb	Monday					
7	4-Feb	Wednesday					
8	9-Feb	Monday					
9	11-Feb	Wednesday					
10	16-Feb	Monday					
11	18-Feb	Wednesday					
12	23-Feb	Monday					
13	25-Feb	Wednesday					
14	2-Mar	Monday					
15	4-Mar	Wednesday					
16	9-Mar	Monday					
17	11-Mar	Wednesday					
18	16-Mar	Monday	Spring Break Day				
19	18-Mar	Wednesday	Spring Break Day				
20	23-Mar	Monday					
21	25-Mar	Wednesday					
22	30-Mar	Monday					
23	1-Apr	Wednesday					
24	6-Apr	Monday					
25	8-Apr	Wednesday					
26	13-Apr	Monday					
27	15-Apr	Wednesday					
28	20-Apr	Monday					
29	22-Apr	Wednesday					
30	27-Apr	Monday					
31	29-Apr	Wednesday					
32	4-May	Monday	Final Exam Week - Spring term				
33	6-May	Wednesday	Final Exam Week - Spring term				
34							
35							

# Schedule of Classes and "Lookup Any Class Roster"

Select Term. Then select either Subject or other possible selection with it or Instructor. Then click Show Me Classes button.

Search   RETURN TC

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Look-Up Classes for Term: Spring 2026 [Instructions to Print Schedule of Classes](#)

---

[Colonnade/General Education Courses](#)

**by Subject (Pick 5 Max)**

<all>

Academy Math/Science

Accounting (Univ)

Actuarial Science

Adult Education

Advertising

Agricultural Economics

Agricultural Education

Agricultural Mechanics

Agriculture - General

**by Instructor**

Adams, Anita Ann

Adams, Jonathan Daniel

Adams, Richard Dennis

Adams-Smith, Jeanie L.

Adkins, Dane Franklin

Adler, Andrew Nicodemus

Affaan Mohammed Nawaz, Fnu

Ahmed, A K M Foyisal

Aikins, Jenna Foltz

Akins, Baylee Janell

**by Course Number**

**by Title**

**Part-of-Term**

<all>

**Schedule Type**

<all>

**by Campus**

<all>

Bowling Green

Dual Credit

ESLI (office)

**by Session**

<all>

Connect

Day

Evening

**by Start Time: Hour Minute am/pm**

00 00 am

**by End Time: Hour Minute am/pm**

00 00 am

**by Days: Mon Tues Wed Thur Fri Sat Sun**

Show Only Open Courses:

**By Colonnade (general education) category**

(Overrides all other selection criteria)

<None>

<All -- Colonnade Courses ONLY>

F-W1 (College Composition)

F-W2 (Writing in the Disciplines)

F-OC (Human Communications)

F-AH (Literary Studies)

F-QR (Quantitative Reasoning)

F-SB (World History)

**By old General Education category**

<None>

<All -- Gen Ed Courses ONLY>

C-B2: Humanities - Electives

C-D1: Science

C-DL: Science Lab

C-A2: Foreign Language

C-D2: Mathematics

C-A1: English Composition

List of courses for the Subject area selected below. Click the link ACT and you will see a Summary Class Roster for any class in that term.

You Selected the following Classes: Spring 2026

"C" in first column denotes a closed course.  
 "NR" in the first column denotes "No Registration" - the registration period for this course has passed.  
 "SR" in the first column denotes "Student Restriction" - clear holds on your account that prevent registration. If no holds exist contact the Office of the Registrar.  
 "R" in second column denotes a restricted course. See department for course pass.  
 "W" in second column denotes the course has waiving.

- Special information about a course section will appear in a blue box **beneath** the course section number.
- To see prerequisite, corequisite, and departmental information, click the section **Title**.
- Refer to **Mtg Dates** column for class starting and ending dates.
- To view the class roster for a specific section, click on the hyperlink in the "Act" (Actual Enrollment)

- To Print the Schedule of Classes:**
1. Go to File->Page Setup, click on Landscape then click OK
  2. Go to View->Text and set text size to Small or Smaller
  3. Go to File->Print



Accounting (Univ)																
CRN	Subj	Crse	Sec	Cred	Title	Campus	Fee	Sylbi?	Location	Day(s)	Time	Act/Rem	Instructor	Course Dates		
	47135	ACCT	110	001	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	Yes	CHAN 2002	MWF	09:10 am-10:05 am	29	6	Glass, Heather	01/20-05/07
	47136	ACCT	110	002	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	Yes	CHAN 2002	MWF	12:40 pm-01:35 pm	35	0	Glass, Heather	01/20-05/07
	47137	ACCT	110	003	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	Yes	CHAN 3073	MWF	09:10 am-10:05 am	23	12	Grant, Braden	01/20-05/07
	47695	ACCT	110	005	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 3073	MWF	11:30 am-12:25 pm	35	0	Klie, Charles	01/20-05/07
	47140	ACCT	110	006	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 1035	MWF	10:20 am-11:15 am	24	0	Duncan, Lauren	01/20-05/07
	47141	ACCT	110	007	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	Yes	CHAN 3073	MWF	10:20 am-11:15 am	35	0	Grant, Braden	01/20-05/07
	47142	ACCT	110	008	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 3075	MWF	08:00 am-08:55 am	9	26	Klie, Charles	01/20-05/07
	49432	ACCT	110	010	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 3074	MWF	11:30 am-12:25 pm	35	0	Duncan, Lauren	01/20-05/07
	49712	ACCT	110	011	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 2002	MWF	08:00 am-08:55 am	12	23	Duncan, Lauren	01/20-05/07
	48579	ACCT	110	500	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	Bowling Green	\$60	N/A	CHAN 2002	M	06:00 pm-08:45 pm	26	9	Jernigan, Christopher	01/20-05/07
	47143	ACCT	110	700	3.00	<a href="#">ACCT FOR DECISION MAKERS</a>	WEB	\$60	N/A	WEB		WKU Web Crs	43	-3	Lee, Minwoo	01/20-05/07

The Class Roster will show all students enrolled, as well as their ID, Student Name, Preferred Name, Student Email, Level, Degree, Program, Major, Class, etc.

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Summary Class Roster : Spring 2026

CRN	Subject	Course	Section	Title	Start	End	Status
47135	ACCT	110	001	ACCT FOR DECISION MAKERS	Jan 20, 2026	May 07, 2026	Open

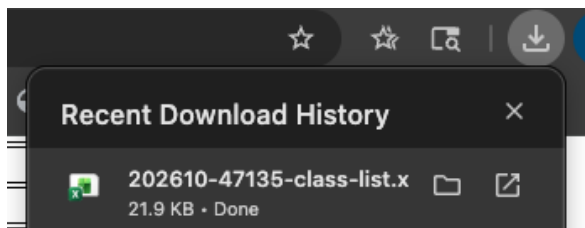
	Maximum	Actual	Remaining
Enrollment:	35	29	6

Rec.#	ID	Student Name	Preferred Name	Student Email	Lvl	Degr	Program	Major	Class	CrHr	Reg	Req.#	5th Wk
1					JG	BS	Finance-BS	Finance	SO	3.00	RW	6	0
2					JG	AB	International Affairs-AB	International Affairs *	SO	3.00	RW	2	0
3					JG	BS	Health Care Adm-BS	Health Care Admin- Seeking Adm	SO	3.00	RW	24	0
4					JG	BS	Manufacturing Engineering T-BS	Manufacturing Engineering Tech	SO	3.00	RW	23	0
5					JG	BS	Accounting-BS	Accounting	SO	3.00	RW	22	0
6					JG	AB	English-AB	English *	SR	3.00	RW	1	0
7					JG	BS	Sport Management-BS	Sport Management	JR	3.00	RW	26	0
8					JG	BS	Marketing-BS	Marketing	JR	3.00	RW	11	0
9					JG	BS	Accounting-BS	Accounting	JR	3.00	RW	31	0
10					JG	AB	Exploratory/Undeclared-AB-180	Exploratory/Undeclared	FR	3.00	RW	34	0
11					JG	BIS	Interdisciplinary Studies-BIS	Interdisciplinary Studies(BIS)	JR	3.00	RW	10	0
12					JG	BS	Business Economics-BS	Business Economics	FR	3.00	RW	27	0
13					JG	BS	Health Care Adm-BS	Health Care Admin- Seeking Adm	SO	3.00	RW	5	0
14					JG	BS	Finance-BS	Finance	FR	3.00	RW	16	0
15					JG	BS	Construction Management-BS	Construction Management	FR	3.00	RW	20	0
16					JG	BS	Marketing-BS	Marketing	FR	3.00	RE	19	0
17					JG	BS	Business Economics-BS	Business Economics	JR	3.00	RW	13	0
18					JG	BS	Marketing-BS	Marketing	FR	3.00	RW	28	0

Scroll to the bottom of the list to Download to Excel just like you do the Summary Class list.

[Download to Excel](#)

Check your browser for the download.



You will have an Excel file of the students within the course.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	CRN	Subject	Course	Section	Title	Start	End	Status														
2	47135	ACCT	110	1	ACCT FOR DECISION MAKERS	20-Jan-26	7-May-26	Open														
3																						
4			Maximum	Actual	Remaining																	
5	Enrollment:		35	29	6																	
6																						
7	Rec.#	ID	Student Name		Preferred Name			Student Email		Lvl	Degr	Program	Major	Class	Crh	Reg	Req.#	5th Wk				
8	1				Riley					UG	BS	Finance-BS	Finance	SO	3	RW	6	0				
9	2				Addison					UG	AB	International Affairs-AB	International Affairs *	SO	3	RW	2	0				
10	3									UG	BS	Health Care Adm-BS	Health Care Adm-Seeking Adm	SO	3	RW	24	0				
11	4				Bryant					UG	BS	Manufacturing Engineering T-BS	Manufacturing Engineering Tech	SO	3	RW	23	0				
12	5				Chase					UG	BS	Accounting-BS	Accounting	SO	3	RW	22	0				
13	6									UG	AB	English-AB	English *	SR	3	RW	1	0				
14	7									UG	BS	Sport Management-BS	Sport Management	JR	3	RW	26	0				
15	8				Kody					UG	BS	Marketing-BS	Marketing	JR	3	RW	11	0				
16	9									UG	BS	Accounting-BS	Accounting	JR	3	RW	31	0				
17	10									UG	AB	Exploratory/Undeclared-AB-180	Exploratory/Undeclared	FR	3	RW	34	0				
18	11				Grayson					UG	BIS	Interdisciplinary Studies-BIS	Interdisciplinary Studies(BIS)	JR	3	RW	10	0				
19	12				Cole					UG	BS	Business Economics-BS	Business Economics	FR	3	RW	27	0				
20	13									UG	BS	Health Care Adm-BS	Health Care Adm-Seeking Adm	SO	3	RW	5	0				
21	14				Samuel					UG	BS	Finance-BS	Finance	FR	3	RW	16	0				
22	15				Noah					UG	BS	Construction Management-BS	Construction Management	FR	3	RW	20	0				
23	16				Lainey					UG	BS	Marketing-BS	Marketing	FR	3	RE	19	0				
24	17				Charla					UG	BS	Business Economics-BS	Business Economics	JR	3	RW	13	0				
25	18				Brandon					UG	BS	Marketing-BS	Marketing	FR	3	RW	28	0				
26	19				Madalyn					UG	BS	Business Economics-BS	Business Economics	FR	3	RW	12	0				
27	20				Nemeri					UG	BS	Management-BS	Management	JR	3	RW	18	0				
28	21				Louie					UG	BIS	Interdisciplinary Studies-BIS	Interdisciplinary Studies(BIS)	JR	3	RW	3	0				
29	22				Jack					UG	BS	Construction Management-BS	Construction Management	FR	3	RW	17	0				
30	23				Pray					UG	AA*	Cornerstone 2-AA*	Cornerstone Program *	FR	3	RW	30	0				
31	24				Amiryana					UG	AA*	Cornerstone 2-AA*	Cornerstone Program *	FR	3	RW	32	0				
32	25				Micah					UG	BS	Psychological Science-BS-747	Psychological Science	SO	3	RW	7	0				
33	26				Save					UG	BS	Special Ed: Lbd And Elm Edu-BS	Special Ed: LBD and Elm Edu	FR	3	RE	8	0				
34	27				Jaquis					UG	BS	Construction Management-BS	Construction Management	JR	3	RW	25	0				
35	28				Riley					UG	BS	Marketing-BS	Marketing	FR	3	RW	21	0				
36	29				Donavan					UG	BS	Mechatronics Eng Tech-BS	Mechatronics Engineering Tech	SO	3	RW	29	0				
37																						