

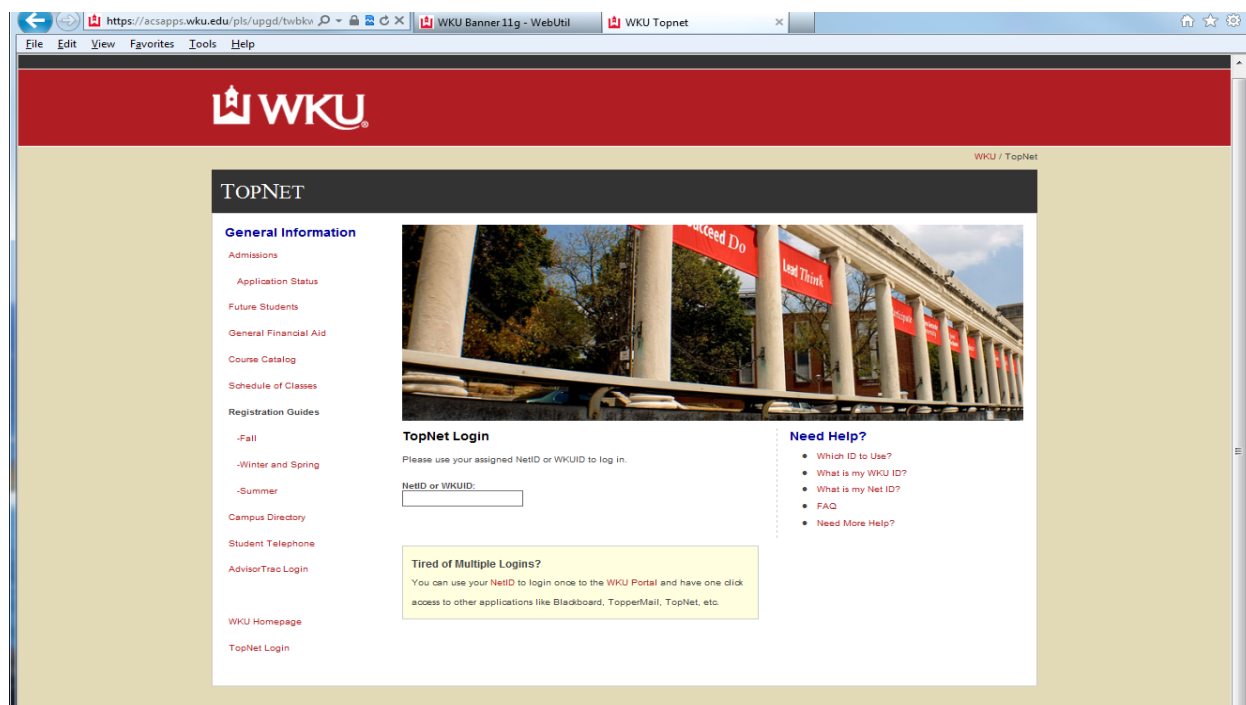


# **TopNet Advisors and Staff Menu Items**

**Revised 2024**

# TopNet for Advisors & Student Data Inquiry

Open your web browser and type the following address in the address field: <http://topnet.wku.edu>  
Enter WKUID and PIN or NetID and Password (Note Instructions on form to retrieve that information if unknown)  
as you enter information boxes will appear Click Login Button.



Information asked for when using WKUID (800#) & PIN enter and then hit Enter Key

<b>General Information</b> Admissions Application Status Future Students General Financial Aid Course Catalog	<b>TopNet Login</b> Please use your assigned NetID or WKUID to log in. NetID or WKUID: 8000 PIN: <input type="text"/> <a href="#">Forgot Pin?</a> <input type="button" value="Log In"/>	<b>Need Help?</b> <a href="#">Which ID to Use?</a> <a href="#">What is my WKU ID?</a>
--	---	---

Information asked for when using NetID & NetID Password enter and then hit the Enter Key

<b>General Information</b> Admissions Application Status Future Students General Financial Aid Course Catalog	<b>TopNet Login</b> Please use your assigned NetID or WKUID to log in. NetID or WKUID: brb26 Password: <input type="text"/> <a href="#">Forgot Password?</a> <input type="button" value="Log In"/>	<b>Need Help?</b> <a href="#">Which ID to Use?</a> <a href="#">What is my WKU ID?</a>
--	--	---

Links are supplied on the left and right side of the login area of the form to assist or answer some of your questions. Enter appropriate information to log on to TopNet and Log In.

The first time you login, the system will request that you enter your WKUID and PIN (Personal Identification Number) or your NetID and Password. Your initial PIN was created and it is the last 6 digits of your social security number. You will be required to change your PIN the first time you login. Enter your current PIN and then enter 6 new numbers in New PIN and re-enter the 6 new numbers in the Re-enter new PIN box.

**TOPNET**

**TopNet Login PIN Expired**

ATTENTION: If this is your FIRST TIME using TopNet, enter the last 6 digits of your social security number (SSN) for your "Old PIN" below. If you do not have a SSN on file, enter the last 6 digits of your WKU ID. Your new PIN must be a 6-digit number and different from your current-PIN.

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Last web access on May 14, 2013 12:40 pm

Enter your original PIN and Enter a New PIN and Re-enter the New PIN and press Login button.

**TOPNET**

**TopNet Login PIN Expired**

ATTENTION: If this is your FIRST TIME using TopNet, enter the last 6 digits of your social security number (SSN) for your "Old PIN" below. If you do not have a SSN on file, enter the last 6 digits of your WKU ID. Your new PIN must be a 6-digit number and different from your current-PIN.

Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Last web access on May 14, 2013 12:40 pm

You will then be directed to create a Security Question and Answer. The purpose of this information is to help you access TopNet in the future if you forget your PIN or NetID Password. Enter your Last Name, birthdate, and last four of your SSN. Select Next button.

**TOPNET**

To create or reset your Security Question Password, fill in the requested information below and click Next to answer your Security Question.

For help, please call the Help Desk at (270) 745-7000.

If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)

Last Name\*

Birth Date (MM/DD/YYYY)\*

Last 4 Digits SSN\*

If your information can't be confirmed you will receive an error message.

**TOPNET**

To create or reset your Security Question Password, fill in the requested information below and click Next to answer your Security Question.

For help, please call the Help Desk at (270) 745-7000.

If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)

**Error(s) found:**  
Birth Date must be in MM/DD/YYYY Format

Last Name\*

Birth Date (MM/DD/YYYY)\*

Last 4 Digits SSN\*

If confirmed the select your question form will appear use the drop down arrow to display selection

Selected question list displays: select the question that you prefer.

Your question will then display and then enter your Security answer then select the Set Security Question button

If you are successful you should this message and select the Continue link.

This form will display current TopNet Bulletin Board information. Click the Continue Login button. \*\*\*\*You will only see the TopNet Bulletin Boards that pertain to your role at the university.\*\*\*\*



## TopNet Main Menu Will Display

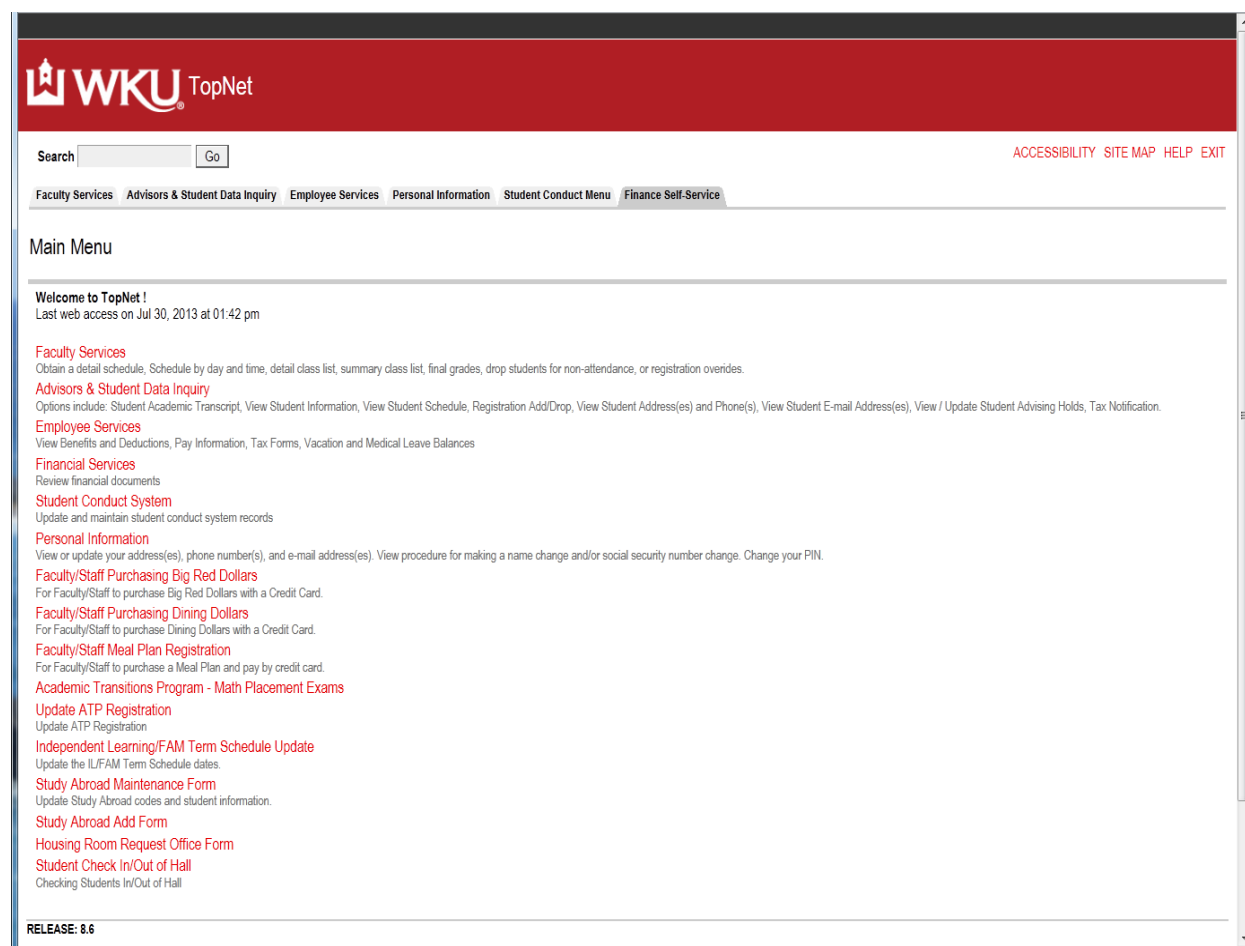
The information available to you in the main menu depends on the *role* you have at WKU. For example, if your *role* is to advise students, you would have access to the following three options:

1. “Advising and Student Data Inquiry”
2. “Employee Services”
3. “Personal Information”

Faculty will have access to the above three options *plus* access to “Faculty Services”.

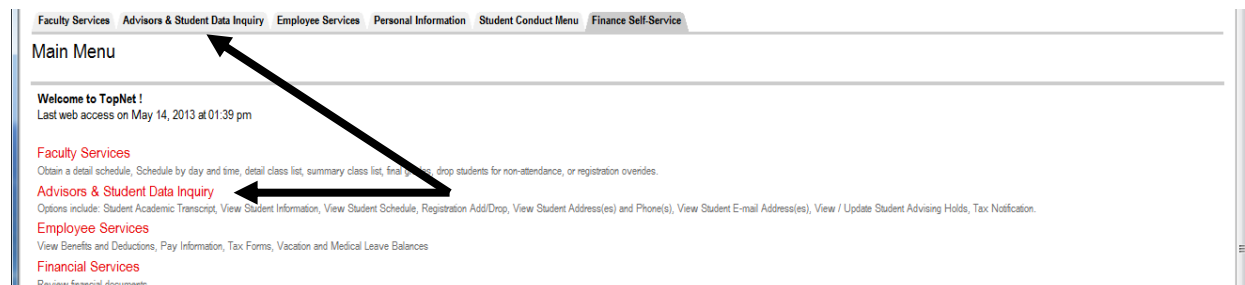
In some instances an individual may carry several roles at WKU. They may be a faculty member and a student, in which case they would also have access to “Student Services”.

Plus there will be other menu links for different roles and processes at the university.



## ADVISING & STUDENT DATA INQUIRY

Select the link Advisors & Student Data Inquiry or Tab from the Main Menu.



A list of the available Menu links will appear based on your role at the university.

WKU TopNet

Enter Student ID:  Submit Reset Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advisors & Student Data Inquiry

No Student Currently Selected.

Term Selection  
ID Selection/Name Search

**Advising/Administrative Tasks**

- Advising Calendar
- Advising Comments
- Advisor Contact Information
- Advisees Eligible to Register
- Advisee Email List
- Course Syllabi Maintenance
- Fifth Week Freshmen Assessment Followup
- Major/Course Pre-Registration Maintenance
- SASC (Athlete Advising)
- Schedule of Classes and Class Roster Lookup
- WKU Email Utility

**Student Info/Maintenance**

- Academic Transcript
- Address/Phone
- Billing Account
- Change Major, Minor, Concentration, Advisor
- Electronic Imaged Documents
- Email Address
- Final Grades
- General Student Information
- Holds - Update
- Holds - View Only
- iCAP - Degree Audit
- iCAP - General Education Audit
- Power Enter Course Grades
- Registration Drop/Add
- Registration History
- Registration Overrides (Global)
- Schedule Summary
- Tax Notifications
- Test Scores and Course Eligibility

**TopNet Reports**

- Obtain Official Grade Report
- View Course Enrollment by Department
- View Course Enrollment by College
- View Schedule of Classes
- View Summer - Schedule of Classes
- View Freshmen Assessment Report
- Academic Standing and College Readiness
- View Student Course History
- View Student KY GenEd Certifications

RELEASE: 8.5.3

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Mass Media & Technology Hall  
(270) 745-7000

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with International Reach

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Bowling Green, KY 42301  
(270) 745-0111

Always do a Term Selection before accessing any information. From the drop down box select your term. The Registrar's office will change the default term based on their timetable.

WKU TopNet

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

Select Term

Barbara M. Scheidt  
May 14, 2013 02:02 pm

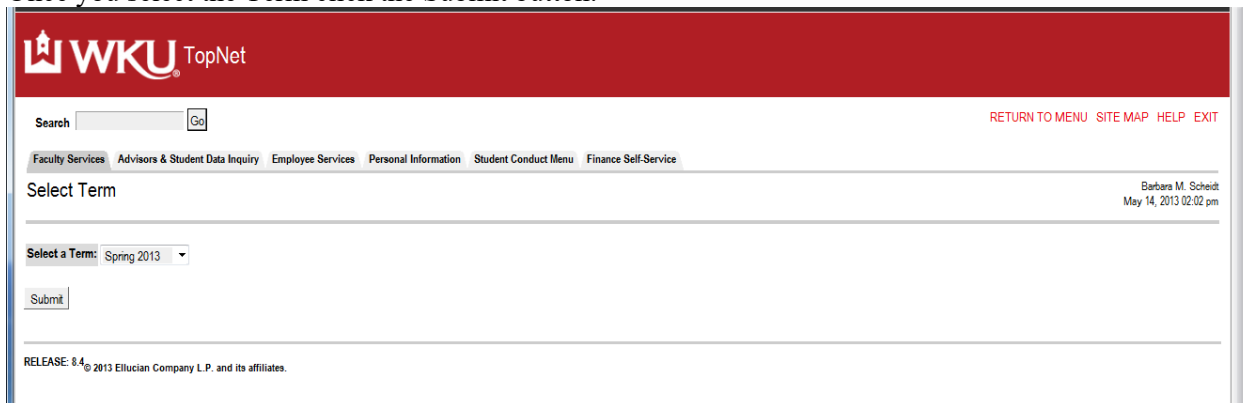
Select a Term: Summer 2013

Submit

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Select Spring Term

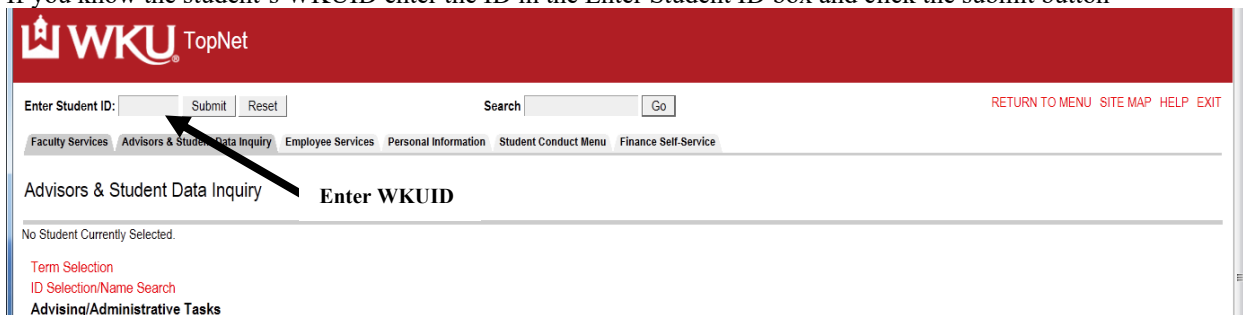
Once you select the Term click the Submit button.



The screenshot shows the WKU TopNet 'Select Term' page. At the top is the WKU TopNet logo. Below it is a search bar with a 'Go' button. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'Select Term'. Below this is a 'Select a Term' dropdown menu currently set to 'Spring 2013'. A 'Submit' button is at the bottom. On the right, it says 'Barbara M. Scheidt May 14, 2013 02:02 pm'. At the very bottom, it says 'RELEASE: 8.4 © 2013 Ellucian Company L.P. and its affiliates.'

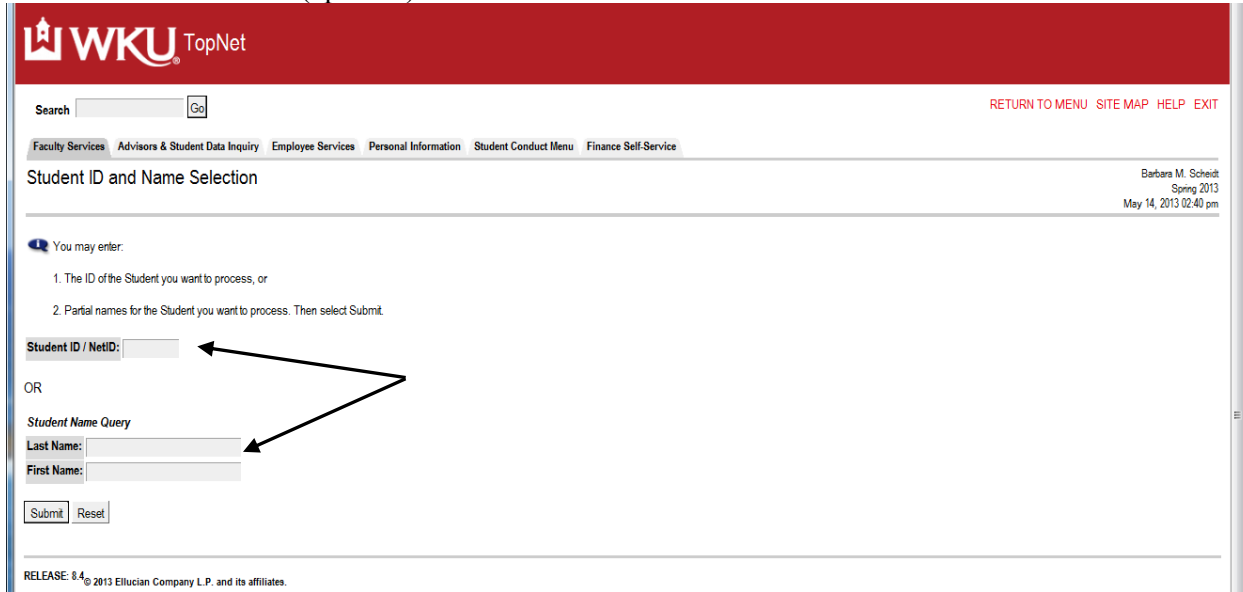
## ID Selection / Student Name Search

If you know the student's WKUID enter the ID in the Enter Student ID box and click the submit button



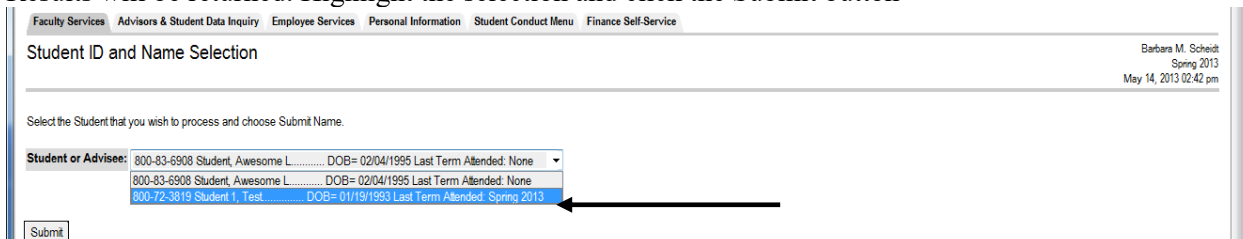
The screenshot shows the WKU TopNet 'Enter Student ID' page. It has the same header and navigation menu as the previous screen. The main heading is 'Enter Student ID:'. There is a text input box, a 'Submit' button, and a 'Reset' button. A black arrow points from the text 'Enter WKUID' to the input box. Below the heading, it says 'No Student Currently Selected.' and lists links: 'Term Selection', 'ID Selection/Name Search' (highlighted in red), and 'Advising/Administrative Tasks'. On the right, it says 'Barbara M. Scheidt May 14, 2013 02:02 pm'. At the bottom, it says 'RELEASE: 8.4 © 2013 Ellucian Company L.P. and its affiliates.'

Or Enter the WKUID or NetID of your student or search for their name by using at least two characters of the last name and first name (optional) click Submit button.



The screenshot shows the WKU TopNet 'Student ID and Name Selection' page. It has the same header and navigation menu. The main heading is 'Student ID and Name Selection'. Below it, it says 'You may enter:' followed by two numbered instructions: '1. The ID of the Student you want to process, or' and '2. Partial names for the Student you want to process. Then select Submit.' There are two input sections. The first is 'Student ID / NetID:' with a text box. The second is 'Student Name Query' with 'Last Name:' and 'First Name:' text boxes. A black arrow points from the text 'Enter the WKUID or NetID' to the 'Student ID / NetID:' box. Another black arrow points from the text 'search for their name' to the 'Last Name:' box. Below these are 'Submit' and 'Reset' buttons. On the right, it says 'Barbara M. Scheidt Spring 2013 May 14, 2013 02:40 pm'. At the bottom, it says 'RELEASE: 8.4 © 2013 Ellucian Company L.P. and its affiliates.'

Results will be returned. Highlight the selection and click the Submit button



The screenshot shows the WKU TopNet 'Student ID and Name Selection' results page. It has the same header and navigation menu. The main heading is 'Student ID and Name Selection'. Below it, it says 'Select the Student that you wish to process and choose Submit Name.' There is a table with three rows of student data. The first row is '800-83-6908 Student, Awesome L..... DOB= 02/04/1995 Last Term Attended: None'. The second row is '800-83-6908 Student, Awesome L..... DOB= 02/04/1995 Last Term Attended: None'. The third row is '800-72-3819 Student V, Test..... DOB= 01/19/1993 Last Term Attended: Spring 2013'. A black arrow points to the third row. Below the table is a 'Submit' button. On the right, it says 'Barbara M. Scheidt Spring 2013 May 14, 2013 02:42 pm'. At the bottom, it says 'RELEASE: 8.4 © 2013 Ellucian Company L.P. and its affiliates.'

This is the information returned to the Advisors & Student Data Inquiry main menu. This student will stay in context until you select another student or enter the WKUID in the Enter Student ID box and click the Submit button.

WKU TopNet

Enter Student ID:  Submit Reset Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advisors & Student Data Inquiry

Currently Selected Student is: **Test Student 1**

Term Selection  
ID Selection/Name Search

## Advising/Administrative Tasks

To view a student's information select the link in the list.

WKU TopNet

Enter Student ID:  Submit Reset Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advisors & Student Data Inquiry

Currently Selected Student is: **Test Student 1**

Term Selection  
ID Selection/Name Search  
**Advising/Administrative Tasks**

- Advising Calendar
- Advising Comments
- Advisor Contact Information
- Addressees Eligible to Register
- Addressee Email List
- Course Syllabi Maintenance
- Fifth Week Freshmen Assessment Followup
- Major/Course Pre-Registration Maintenance
- SASC (Athlete Advising)
- Schedule of Classes and Class Roster Lookup
- WKU Email Utility

Advising Calendar / Scheduling (Contact AARC for additional information if needed.)

WKU TopNet

Search  Go SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advising Calendar / Scheduling

Advising Availability Scheduling  
Advising Calendar Appointments

Advising Calendar Scheduling: Select the link and the following page displays

File Edit View Favorites Tools Help

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Select Term

Select the term in which you wish to schedule your appointment.

Select a Term: Summer 2013 May 13, 2013 - Aug 08, 2013  
**Fall 2013 Aug 26, 2013 - Dec 13, 2013**  
Summer 2013 May 13, 2013 - Aug 08, 2013  
Spring 2013 Jan 22, 2013 - May 10, 2013  
Winter 2013 Jan 02, 2013 - Jan 18, 2013  
Fall 2012 Aug 27, 2012 - Dec 14, 2012  
Summer 2012 May 14, 2012 - Aug 09, 2012  
Spring 2012 Jan 23, 2012 - May 11, 2012  
Winter 2012 Jan 02, 2012 - Jan 20, 2012  
Fall 2011 Aug 29, 2011 - Dec 18, 2011  
Summer 2011 May 16, 2011 - Aug 11, 2011  
Spring 2011 Jan 24, 2011 - May 13, 2011

Submit

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Barbara M. Sche  
Jul 31, 2013 09:20

Select your term for scheduling your appointment and your calendar will display.

**WKU TopNet**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Advising Calendar Scheduling

For Term: Spring 2013 ( 01/22/2013-05/10/2013)

Select an advising time block:  Recurring Availability:

Exchange preferences: ☐ Disabled ☒ Enabled

☒ Current week only.  
☐ Remainder of the semester (0 weeks).  
☐ Recur for the next  weeks.

[Previous Week](#) **Week of May 06, 2013** (16 of 16) [Next Week](#)

Go To: Week of 05/06/2013

Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thursday 05/09/2013	Friday 05/10/2013
0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM

Return to the list and select Advising Calendar Appointments:

**WKU TopNet**

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Advising Calendar Scheduling

For Term: Spring 2013 ( 01/22/2013-05/10/2013)

Select an advising time block:  Recurring Availability:

Exchange preferences: ☐ Disabled ☒ Enabled

☒ Current week only.  
☐ Remainder of the semester (0 weeks).  
☐ Recur for the next  weeks.

[Previous Week](#) **Week of May 06, 2013** (16 of 16) [Next Week](#)

Go To: Week of 05/06/2013

Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thursday 05/09/2013	Friday 05/10/2013
0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM

### Advising Comments:

File Edit View Favorites Tools Help

Search

[RETURN TO MENU](#) [SITE MAP](#) [HE](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Advising Comments - General Advising

Click on a course if you have followed up with the student about a specific course. For an overall followup, click on "Overall Followup."

[Click here to select another student.](#)

Classification: JR  
Term: Fall 2013

Course	Credit Hours	Grade
<a href="#">ME 220 001</a>	3	
<a href="#">ME 344 001</a>	3	
<a href="#">PHYS 265 001</a>	4	
<a href="#">PHYS 266 001</a>	1	
<a href="#">PE 101 337</a>	1	
<a href="#">ME 310 001</a>	3	


[Overall Followup](#)

Displaying Fall 2013 comments | [View all comments](#)

RELEASE: 8.5.3

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## Advisor Contact Information:



Search

SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Advisor Detail Information

Primary Advisor

Name: Le [REDACTED]

Phone Number: (270) [REDACTED]

Email Address: [REDACTED]@wku.edu

Office Location: Ctr. for Eng. & Bio. Sciences 2118

Honors College Advisor

Name: [REDACTED]

Phone Number: (270) [REDACTED]

Email Address: [REDACTED]@wku.edu

Office Location: Honors Center

[\[ Select Another Student \]](#)


## Advisees Eligible to Register:

This list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

### Error:

Our records indicate you do not currently advise official advisees. We are limiting access to the Advisees Eligible to Register to advisors with advisees assigned to them through Banner.

**List of Advisees eligible to register:** You may use the Email All Advisees button to email all students or mark the selected students and the use the Email Selected Advisees button.



Search

BACK TO MENU SITE MAP HELP EXIT




Student Services | Financial Aid | **Faculty Services** | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Finance Self-Service

Advisees Eligible to Register by Term

The Advisees Eligible to Register list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

Email All Advisees | Email Selected Advisees

Term Selected : Fall 2013

WKUID	Student	Major	Concentration Minor	Reg Hours Earned	Hours	Class	GPA	Holds	Acad Standing	Last Term	Grad Status	Exp Grad Term	iCAP	Photo	Email	
80[REDACTED]	[REDACTED]an, S	750P Photojournalism (Seeking Adm)	423 Music 307 American Sign Language Studies	16	25	FR	2.19	N	GS	201310		201730	KAP			

**Advisee(s) Email List:** Select Term View their picture or email them as a group or individually.

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Finance Self-Service

Advisee Email Address List for Currently Enrolled Students

The Advisee Email Address list is a list of those currently enrolled students who are assigned to you as an advisor. Only students that are enrolled will be shown on this list. If you would like a more complete list of advisee's eligible to register please visit the Advisees Eligible to Register list available on TopNet.

[ [E-mail Advisee List](#) ]

Rec #	WKU ID	Student Name	Pic	Student Email	Major	Major Description	Concentration	Class	Class Description	Prim Adv
1	800-XXXX-XXXX	SeXXXXXX	<a href="#">View</a>	saXXXXXX@wku.edu	750P	Photojournalism (Seeking Adm)		FR	Freshman	N

RELEASE: 8.5.4.3

## Course Syllabi Maintenance

Select the link Course Syllabi Maintenance then select correct term.

This web form maintains a centralized link to course syllabi for all courses across the campus and enables students to access the syllabi from several centralized access points in TopNet – Online Schedule Bulletin, Students Summary Course Schedule and Look-up Courses to add feature.

Link: *Course Syllabi Maintenance*

Steps:

First select the needed term from the Select Term page

TEST ENVIRONMENT

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Menu Conduct Finance Service Self-Misc Admin

Select Term Barbara M. Scheidt Apr 27, 2015 10:55 am

Select a Term: Spring 2015

Submit

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Select Term by highlighting the term and then select the Submit button

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Menu Conduct Finance Service Self-Misc Admin

Select Term Barbara M. Scheidt Apr 27, 2015 10:55 am

Select a Term: Spring 2015  
Fall 2015  
Summer 2015  
Spring 2015  
Winter 2015

Submit

Term selected

Search   RETURN TO MENU SITE MAP HELP EXIT

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

Select Term

Select a Term:

Your Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes. Click the GO button when your values are selected

WKU TopNet

Search   RETURN TO MENU SITE MAP HELP EXIT

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

Syllabi Maintenance for: Fall 2015

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

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

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

Select your Menu items – select Go button – example is using Subject Area – Allied Health

Search   RETURN TO MENU SITE MAP HELP EXIT

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

Syllabi Maintenance for: Fall 2015

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

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

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

AGRO -- Agronomy  
AH -- Allied Health (Univ)  
FASL -- American Sign Language  
ANSC -- Animal Science  
ANTH -- Anthropology (Univ)

List of your selection will display: Ready for you to either enter URL or upload Syllabi

Syllabi Maintenance for: Fall 2015

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

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

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

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Bro		<a href="#">Upload</a> <a href="#">View</a>
42068	AH	102	101	PARAMEDICINE LAB I	Bro	<a href="https://intranet.wku.edu/syllabus/201530_prod_AH10">https://intranet.wku.edu/syllabus/201530_prod_AH10</a>	<a href="#">Upload</a> <a href="#">View</a>
43010	AH	109	001	PARAMEDICINE V	Dei	J.	<a href="#">Upload</a> <a href="#">View</a>
43011	AH	110	001	PARAMEDICINE V	Dei	J.	<a href="#">Upload</a> <a href="#">View</a>
34941	AH	190	001	INTR AH PROF	TBj	<a href="https://intranet.wku.edu/syllabus/201530_test_AH19">https://intranet.wku.edu/syllabus/201530_test_AH19</a>	<a href="#">Upload</a> <a href="#">View</a>



List of your selection will display: Ready for you to either enter URL or upload Syllabi

**Syllabi Maintenance for: Fall 2015**

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

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

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

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Br		<a href="#">Upload</a> <a href="#">View</a>
42068	AH	102	101	PARAMEDICINE LAB I	Br	<a href="https://intranet.wku.edu/syllabus/201530_prod_AH102">https://intranet.wku.edu/syllabus/201530_prod_AH102</a>	<a href="#">Upload</a> <a href="#">View</a>
43010	AH	109	001	PARAMEDICINE V	De	J.	<a href="#">Upload</a> <a href="#">View</a>
43011	AH	110	001	PARAMEDICINE V	De	J.	<a href="#">Upload</a> <a href="#">View</a>
34941	AH	190	001	INTR AH PROF	TBA	<a href="https://intranet.wku.edu/syllabus/201530_test_AH190">https://intranet.wku.edu/syllabus/201530_test_AH190</a>	<a href="#">Upload</a> <a href="#">View</a>

If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	<a href="http://www.wku.edu/it">http://www.wku.edu/it</a>	<a href="#">Upload</a> <a href="#">View</a>

[Save Changes](#) [Reset](#)

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload.

Find the course you wish to upload the syllabi information on and select the Upload Link:

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.		<a href="#">Upload</a> <a href="#">View</a>
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	<a href="https://intranet.wku.edu/syllabus/201530_prod_AH102">https://intranet.wku.edu/syllabus/201530_prod_AH102</a>	<a href="#">Upload</a> <a href="#">View</a>

The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.

**Course: AH 101 101**  
**Title: PARAMEDICINE I**

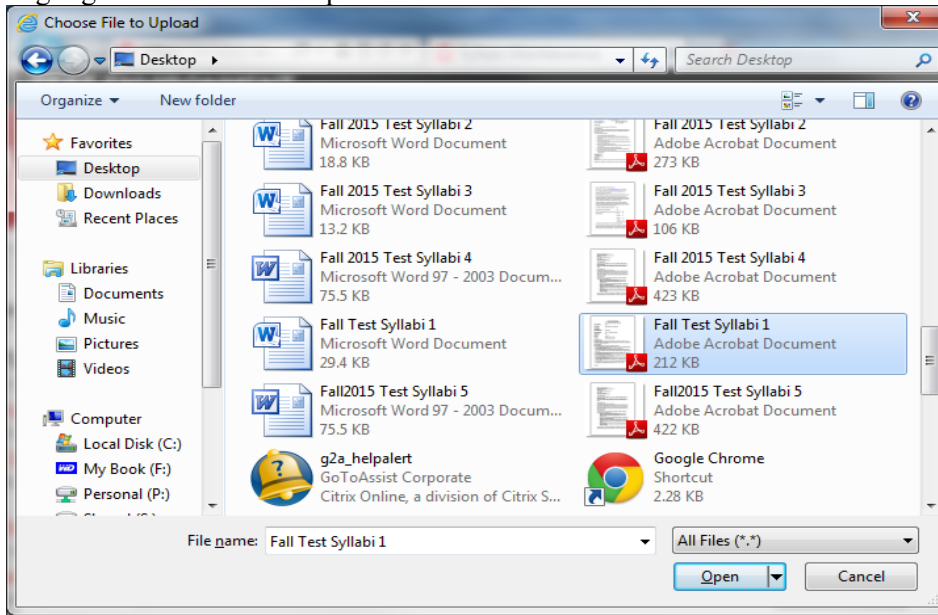
Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

**PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.**

Syllabus File:  [Browse...](#)

[Upload](#) [Clear Form](#)

Choose file upload screen – select file from your list – example uploading document located on desktop.  
Highlight file then select Open button



Returns to the upload page – note filename information now in field – select the Upload button  
Syllabi Maintenance for: Fall 2015

**Course:** AH 101 101  
**Title:** PARAMEDICINE I

Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

**PLEASE NOTE:** Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.

Syllabus File:

Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Syllabi Maintenance for: Fall 2015

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

----- Course ID -----					
Subject Area	Course Number	Section Number	----- Instructor -----	--CRN--	--GO--
NONE	All	All	--OR-- NONE	--OR--	Reset

**Your syllabus was uploaded successfully.**

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brown, Diana L.	<a href="https://intranet.wku.edu/syllabus/201530_test_AH101">https://intranet.wku.edu/syllabus/201530_test_AH101</a>	<a href="#">Upload</a> <a href="#">View</a>
42068	AH	102	101	PARAMEDICINE LAB I	Brown, Diana L.	<a href="https://intranet.wku.edu/syllabus/201530_prod_AH101">https://intranet.wku.edu/syllabus/201530_prod_AH101</a>	<a href="#">Upload</a> <a href="#">View</a>
43010	AH	109	001	PARAMEDICINE V	Dennison, Kenneth J.		<a href="#">Upload</a> <a href="#">View</a>

Select the view link to view the uploaded information; should display all of your information.

Western Kentucky University  
Department of Allied Health  
Doctor of Physical Therapy Program

**Course Number:** DPT 779

**Course Title:** Physical Therapy across the Lifespan

**Credit Hours:** 3

**Lecture/Lab Hours:** 6 hours/week

**Weekly Schedule:** Tu, Th 1:00-4:00 and select Fridays

If you need to remove the information – highlight the URL – select the delete key and then select the Save Changes button

### Fifth Week Freshman Assessment

**Follow-up Advising Comments – Freshmen Assessment** – View the comment about a freshman after the first five weeks of a semester.

WKU TopNet

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Advising Comments - Freshmen Assessment

Click on a course if you have followed up with the student about a specific course. For an overall followup, click on "Overall Followup."

[Click here to select another student.](#)

Test Student 1 (800723819)  
Classification: JR  
Term: Spring 2013

Course	Credit Hours	Grade	Absent
<a href="#">Overall Followup</a>			

Displaying Spring 2013 comments | [View all comments](#)

### Major/Course Pre-Registration Maintenance

Select link Major/Course Pre-Registration Maintenance and select term

WKU TopNet

Search  Go

SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Major/Course Pre-Registration Maintenance

Select a Term:

Fall 2013  
Fall 2012

Select Continue button

WKU TopNet

Search  Go

SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

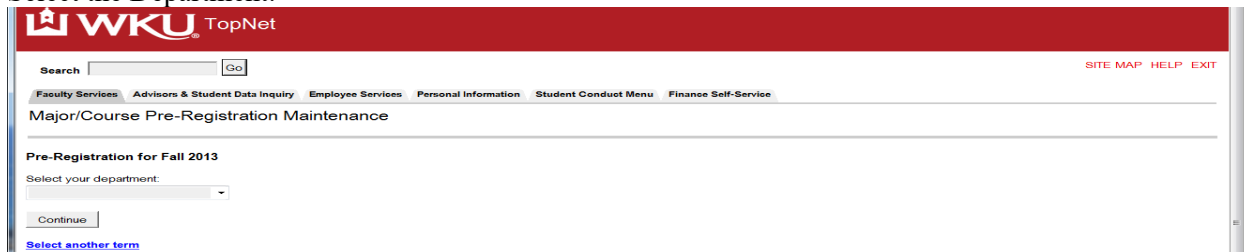
Major/Course Pre-Registration Maintenance

Select a Term:

Fall 2013  
Fall 2012

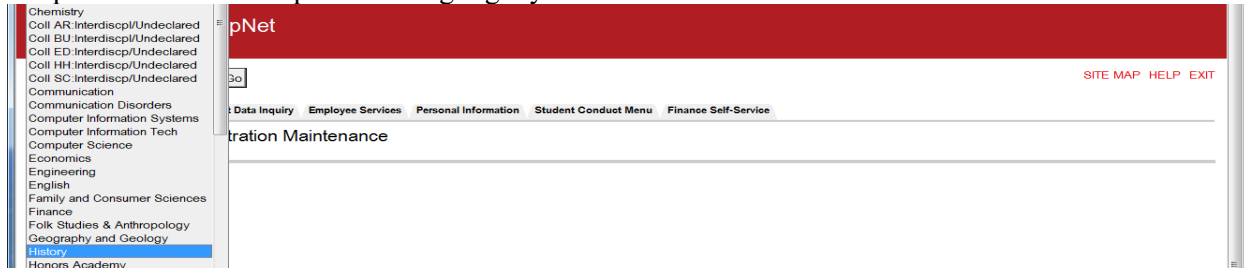
Continue

Select the Department:



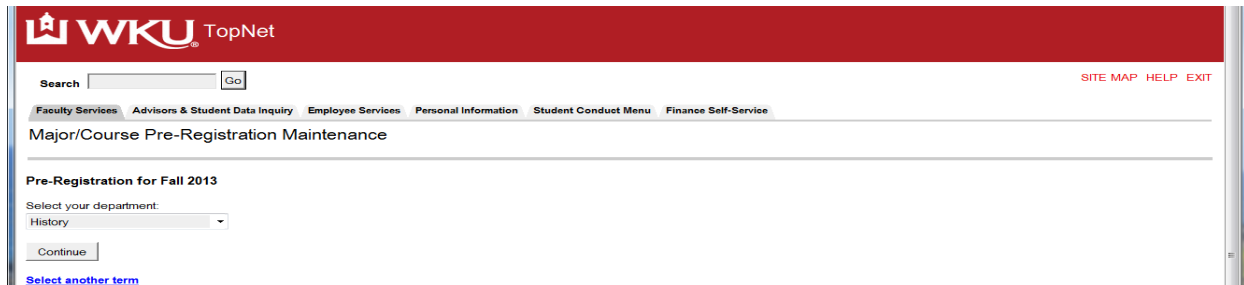
The screenshot shows the WKU TopNet website. At the top is a red header with the WKU logo and 'TopNet'. Below the header is a search bar with a 'Go' button. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'Major/Course Pre-Registration Maintenance'. Under 'Pre-Registration for Fall 2013', there is a dropdown menu for 'Select your department:' and a 'Continue' button. A link 'Select another term' is at the bottom.

Drop down list of all Departments highlight your selection



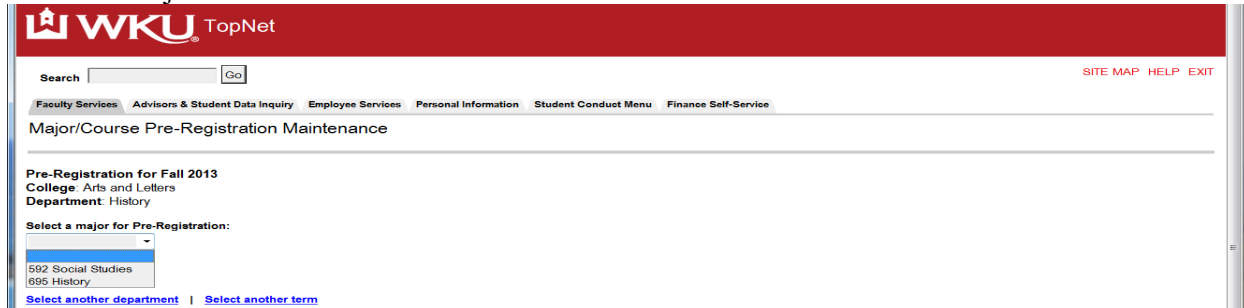
The screenshot shows the department dropdown menu open. The list includes: Chemistry, Coll AR: Interdiscpl/Undeclared, Coll BU: Interdiscpl/Undeclared, Coll ED: Interdiscpl/Undeclared, Coll HH: Interdiscpl/Undeclared, Coll SC: Interdiscpl/Undeclared, Communication, Communication Disorders, Computer Information Systems, Computer Information Tech, Computer Science, Economics, Engineering, English, Family and Consumer Sciences, Finance, Folk Studies & Anthropology, Geography and Geology, History (highlighted in blue), and Honors Academy. The rest of the page content is visible in the background.

Select the Continue button



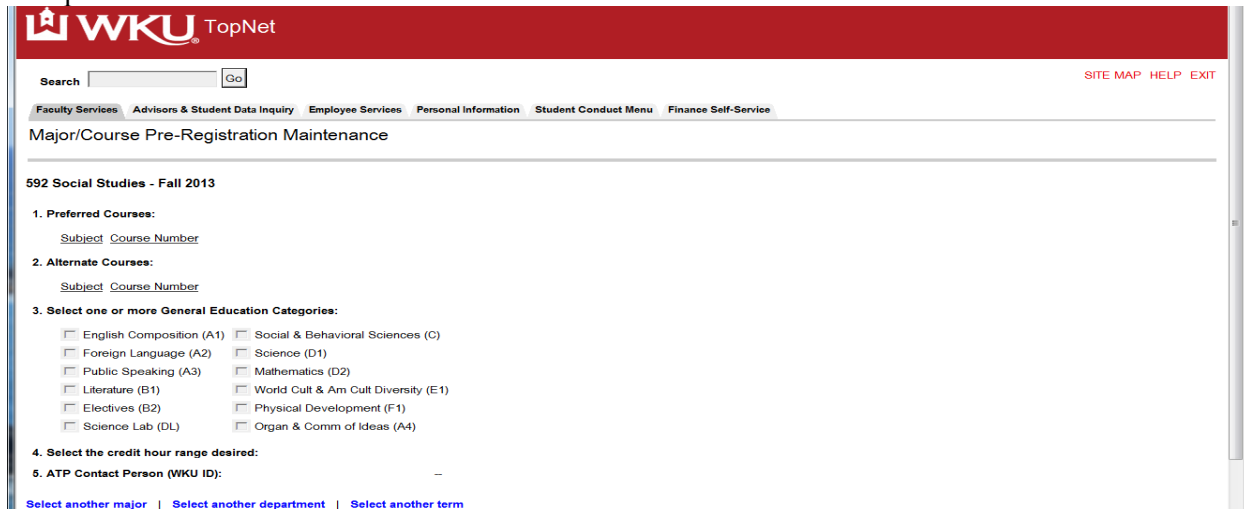
The screenshot shows the 'Continue' button selected. The 'Select your department:' dropdown now displays 'History'. The 'Continue' button is highlighted. The 'Select another term' link remains at the bottom.

Select the major from the menu:



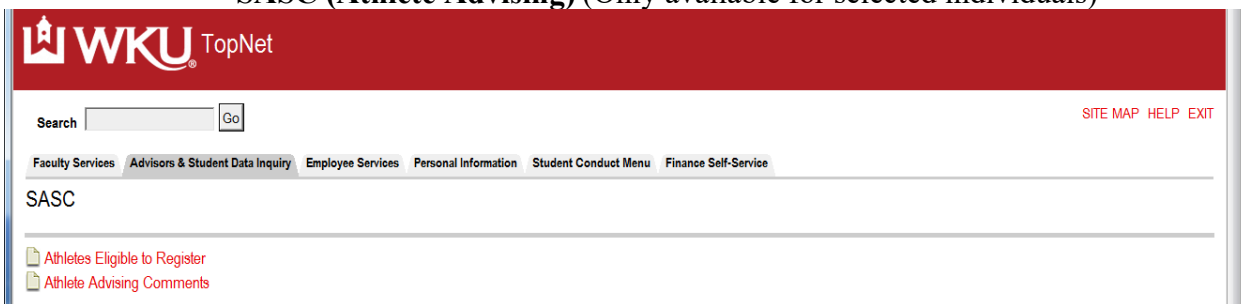
The screenshot shows the major selection dropdown open. It displays '592 Social Studies' and '595 History'. Below the dropdown are links for 'Select another department' and 'Select another term'. The page title 'Pre-Registration for Fall 2013' and 'College: Arts and Letters' are visible.

Complete form



The screenshot shows the completed form. It includes sections for 'Preferred Courses', 'Alternate Courses', 'General Education Categories' (with checkboxes for English Composition, Foreign Language, Public Speaking, Literature, Electives, Science Lab, Social & Behavioral Sciences, Science, Mathematics, World Cult & Am Cult Diversity, Physical Development, and Organ & Comm of Ideas), 'Credit hour range desired', and 'ATP Contact Person (WKU ID)'. Navigation links 'Select another major', 'Select another department', and 'Select another term' are at the bottom.

## SASC (Athlete Advising) (Only available for selected individuals)



WKU TopNet

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

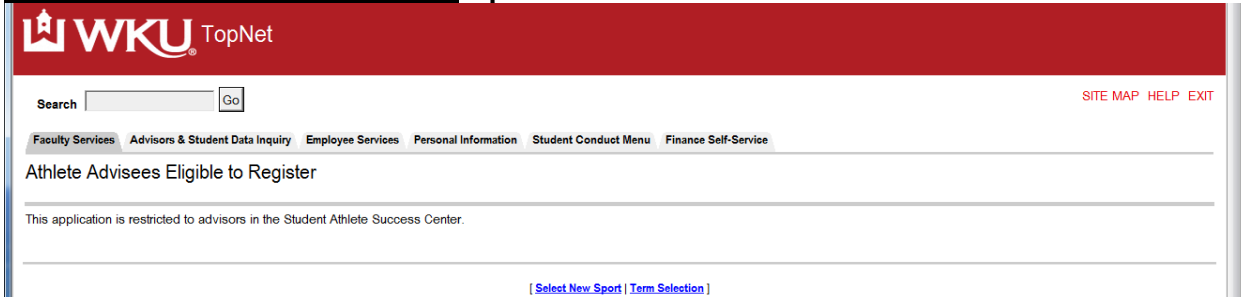
Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

SASC

[Athletes Eligible to Register](#)

[Athlete Advising Comments](#)

### Athlete Advisees Eligible to Register – perform select term



WKU TopNet

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

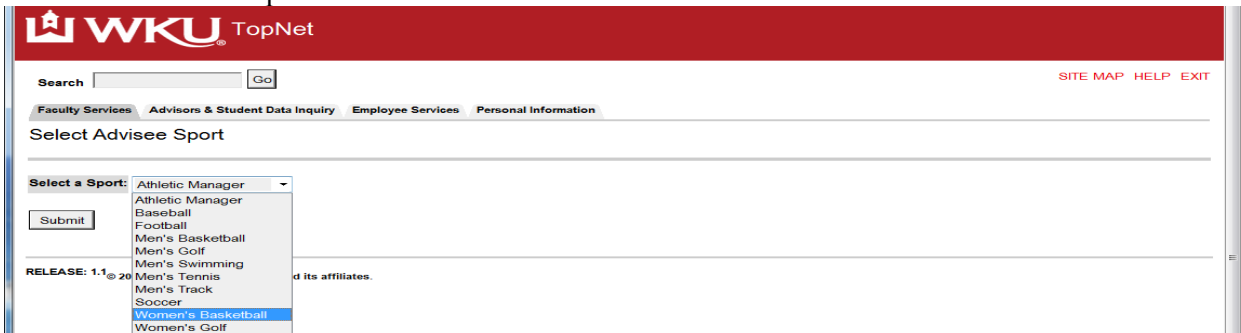
Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Athlete Advisees Eligible to Register

This application is restricted to advisors in the Student Athlete Success Center.

[\[ Select New Sport | Term Selection \]](#)

### Then select Advisee Sport



WKU TopNet

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information

Select Advisee Sport

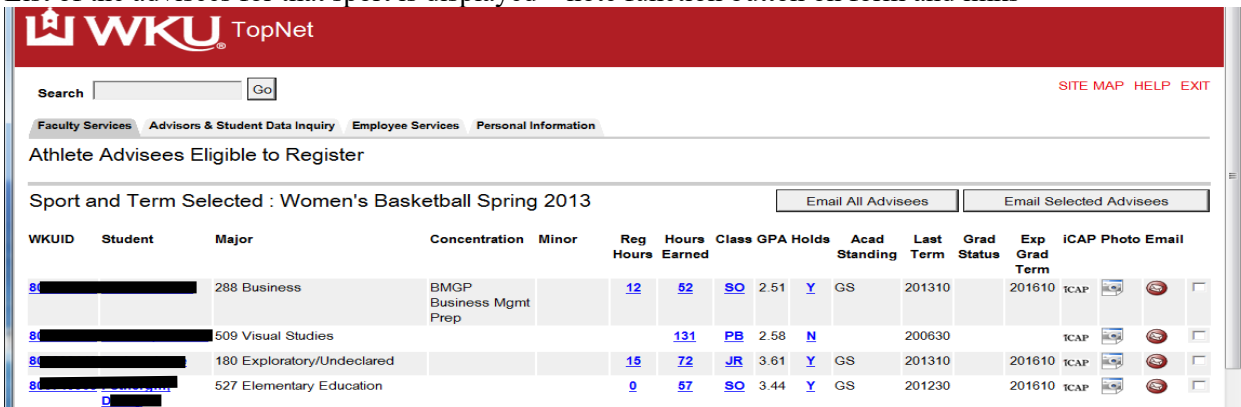
Select a Sport:

Submit

RELEASE: 1.1 @ 2010 and its affiliates.

Athletic Manager  
Athletic Manager  
Baseball  
Football  
Men's Basketball  
Men's Golf  
Men's Swimming  
Men's Tennis  
Men's Track  
Soccer  
Women's Basketball  
Women's Golf

### List of the advisees for that sport is displayed – note function button on form and links



WKU TopNet

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information

Athlete Advisees Eligible to Register

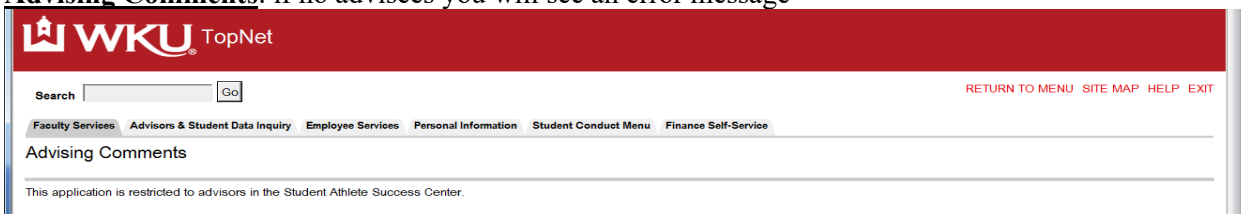
Sport and Term Selected : Women's Basketball Spring 2013

[Email All Advisees](#) [Email Selected Advisees](#)

WKUID	Student	Major	Concentration	Minor	Reg Hours	Hours Earned	Class	GPA	Holds	Acad Standing	Last Term	Grad Status	Exp Grad Term	iCAP	Photo	Email
81	[REDACTED]	288 Business	BMGP Business Mgmt Prep		12	52	SO	2.51	Y	GS	201310		201610	ICAP		
81	[REDACTED]	509 Visual Studies				131	PB	2.58	N		200630			ICAP		
81	[REDACTED]	180 Exploratory/Undeclared			15	72	JR	3.61	Y	GS	201310		201610	ICAP		
81	[REDACTED]	527 Elementary Education			0	57	SO	3.44	Y	GS	201230		201610	ICAP		

### Return to the SASC menu and select Athlete Advising Comments

### Advising Comments: if no advisees you will see an error message



WKU TopNet

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advising Comments

This application is restricted to advisors in the Student Athlete Success Center.

## Information for selected advisees assigned to advisor

WKU® TopNet

Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services

Advisors & Student Data Inquiry

Employee Services

Personal Information

Advising Comments - General Athlete Advising

Click on a course if you have followed up with the student about a specific course. For an overall followup, click on "Overall Followup."

[Click here to select another student.](#)

Lane Embry (800699149)  
Classification: JR  
Term: Spring 2013


Course	Credit Hours	Grade
<a href="#">ENG 200 008</a>	3	B
<a href="#">GEOG 100 001</a>	3	B
<a href="#">PS 110 003</a>	3	B
<a href="#">RELS 300 002</a>	3	B
<a href="#">ENV 280 701</a>	3	B

[Overall Followup](#)

Displaying all comments | [View Spring 2013 comments](#)

**Schedule of Classes and Class Roster Lookup link:**

Perform the select term process and then the Look-Up Classes for the selected term will appear. You may look up information by Subject, Faculty Name, and other selections as listed on the form.


TopNet

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

[Faculty Services](#)
[Advisors & Student Data Inquiry](#)
[Employee Services](#)
[Personal Information](#)
[Student Conduct Menu](#)
[Finance Self-Service](#)

### Look-Up Classes for Term: Summer 2013

[Instructions to Print Schedule of Classes](#)

**by Subject (Pick 5 Max)**

- Accounting (Univ)
- Adult Education
- African Am Studies (So Campus)
- African-American Studies(Univ)
- Agricultural Economics
- Agricultural Education
- Agriculture - General (Univ)
- Agronomy
- Allied Health (Univ)

**by Instructor**

- Abi
- Adi
- All
- Alrr
- Alv
- Am
- Ant
- Ant
- Applegate, Luanene Ann

**by Course Number**

**by Title**

**Part-of-Term**

**Schedule Type**

**by Campus**

- Dual Credit
- ESLI (office)
- Elizabethtown (Inc. Ft. Knox)

**by Session**

- Day
- Evening
- Exchange Program

**by Start Time:**

**by End Time:**

**by Days:**

Selecting by Subject only in example: All courses for that Subject and term will display: Select the Title link and the Catalog Description will display, Fee link will display additional fees for course, Syllabi will display the Syllabi uploaded for the course, the Act link will display the class roster.

[illegible]

**WKU Email Utility:** Select the WKU Email Utility link. This will Invoke the Email Utility

WKU TopNet

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

WKU Email Utility

[INVOKE EMAIL UTILITY](#)

RELEASE: 8.5.1 © 2013 Ellucian Company L.P. and its affiliates.

Opens form: Enter address(es), Subject, Message, and/or an attachment then click Send Mail.

The screenshot shows the TOPNET Mailer Utility web form. At the top, a red banner contains the text "TOPNET Mailer Utility". Below this, instructions state: "Enter the Subject, Message and an optional attachment then click 'Send Email'. To paste data into any box, press 'Ctrl + v'." and "When sending email to multiple recipients, please separate email addresses with a comma." A link for technical support is provided: "For technical support, call 745-8812 or email [Barbara Scheidt](#)". The form fields include: "Send to:" with a large text area; "From:" with the value "barbara.scheidt@wku.edu"; "Subject:" with a text field; "Message:" with a large text area; and "Attach:\*" with a text field and a "Browse..." button. A note at the bottom states: "\*Note: Only one attachment allowed per email. Attachment filename cannot contain periods and must have an extension (example: filename.txt). The maximum file size allowed is 4MB." At the bottom of the form are two buttons: "Send Email" and "Clear Form".

Close TopNet Mailer Utility Form or Window and Return to the Advisors & Student Data Inquiry main menu.

## Student Info / Maintenance

### Academic Transcript

You will be able to view any transcript by selecting the Academic Transcript link. First you must select the Transcript Level and Transcript Type: Select the Display Transcript button. Degree information will be located in the first section, transfer information in following area, and then course work at WKU with GPA information and the last section would have registered and pre-registered course work.

The screenshot shows the WKU TopNet Academic Transcript form. The top header is red with the WKU logo and "TopNet" text. Below the header, there is a search bar with "Enter Student ID:" and buttons for "Submit" and "Reset". To the right of the search bar is a "Search" button and a "Go" button. In the top right corner, there are links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, there is a navigation menu with links: "Faculty Services", "Advisors & Student Data Inquiry", "Employee Services", "Personal Information", "Student Conduct Menu", and "Finance Self-Service". On the right side of the page, there is a user information box showing "Barbara M. Scheidt" and "May 20, 2013 09:44 am". The main content area has a heading "Select the transcript level and transcript type." followed by two dropdown menus: "Transcript Level:" with "All Levels" selected, and "Transcript Type:" with "Advising/Unofficial" selected. At the bottom of the form is a "Display Transcript" button.

Transcript will display scroll through to view all information on transcript or use quick links to sections.

Enter Student ID:   
Search  

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

[Faculty Services](#)
[Advisors & Student Data Inquiry](#)
[Employee Services](#)
[Personal Information](#)
[Student Conduct Menu](#)
[Finance Self-Service](#)

Student Academic Transcript

Barbara M. Scheidt  
May 20, 2013 10:38 am

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [Test Student 1](#)

[Transfer Credit](#)
[Institution Credit](#)
[Transcript Totals](#)

Transcript Data for:

Name : Test Student 1

Degree Information

Curriculum Information

Current Program

College: Science and Engineering

Major and Department: Mechanical Engineering-Prep, Engineering

\*\*\*This is NOT an Official Transcript\*\*\*

TRANSFER CREDIT ACCEPTED BY INSTITUTION
[-Top-](#)

AP Credit: APP: AMERICAN HISTORY

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
HIST	EL-L	ELEC-HISTORY:APP2 H:APP2 HIST	CR	6.000		0.00
				Attempt Hours	Passed Hours	Earned Hours
				GPA Hours	Quality Points	GPA
Current Term:				0.000	6.000	6.000
				0.000	0.00	0.00

Unofficial Transcript

Term: Spring 2013

College: Science and Engineering

Major: Mechanical Engineering-Prep

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
AMS	180	UG	ARCHITECTURE & CIVILIZATION	B	3.000	9.00	
EM	303	UG	WKU MECH DEFORM SOLIDS	B	3.000	9.00	
EM	313	UG	DYNAMICS - UK	B	3.000	9.00	
MATH	331	UG	DIFFERENTIAL EQNS	B	3.000	9.00	
ME	200	UG	SOPHOMORE DESIGN	B	3.000	9.00	
ME	347	UG	MECHANICAL SYSTEMS LABORATORY	B	1.000	3.00	

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	16.000	16.000	16.000	16.000	48.00	3.00
Cumulative:	67.000	67.000	67.000	67.000	244.00	3.64

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE)
[-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	67.000	67.000	67.000	67.000	244.00	3.64
Total Transfer:	0.000	12.000	12.000	0.000	0.00	0.00
Overall:	67.000	79.000	79.000	67.000	244.00	3.64

Unofficial Transcript

Course work will be in order of oldest to most recent. Note semester totals, transfer totals, cumulative, overall GPA's and course work in progress at the end.

ECON	203	UG	PRIN ECONOMICS-MACRO	B	3.000	9.00
MUS	328	UG	MUSIC HISTORY III	C	3.000	6.00
MUS	407	UG	ORCH/BAND ARRANGING	A	3.000	12.00

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	9.000	9.000	12.000	27.00	2.25
Cumulative:	144.000	111.000	111.000	134.000	324.00	2.41

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE)
[-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	144.000	111.000	111.000	134.000	324.00	2.41
Total Transfer:	3.000	3.000	3.000	3.000	9.00	3.00
Overall:	147.000	114.000	114.000	137.000	333.00	2.43

Unofficial Transcript

COURSES IN PROGRESS
[-Top-](#)

Term: Spring 2012

College: Arts and Letters

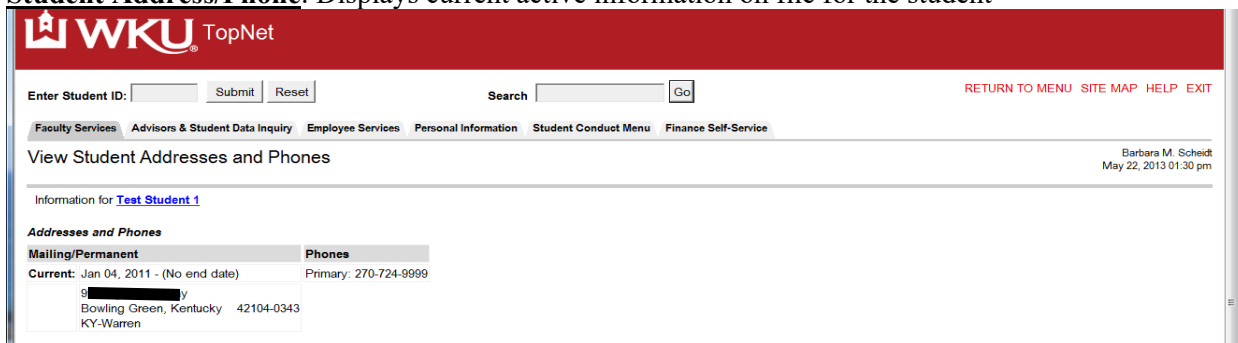
Major: Music (Liberal Arts)

Subject	Course	Level	Title	Credit Hours
ECON	302	UG	MICROECONOMIC THEORY	3.000
ECON	303	UG	MACROECONOMIC THEORY	3.000

20



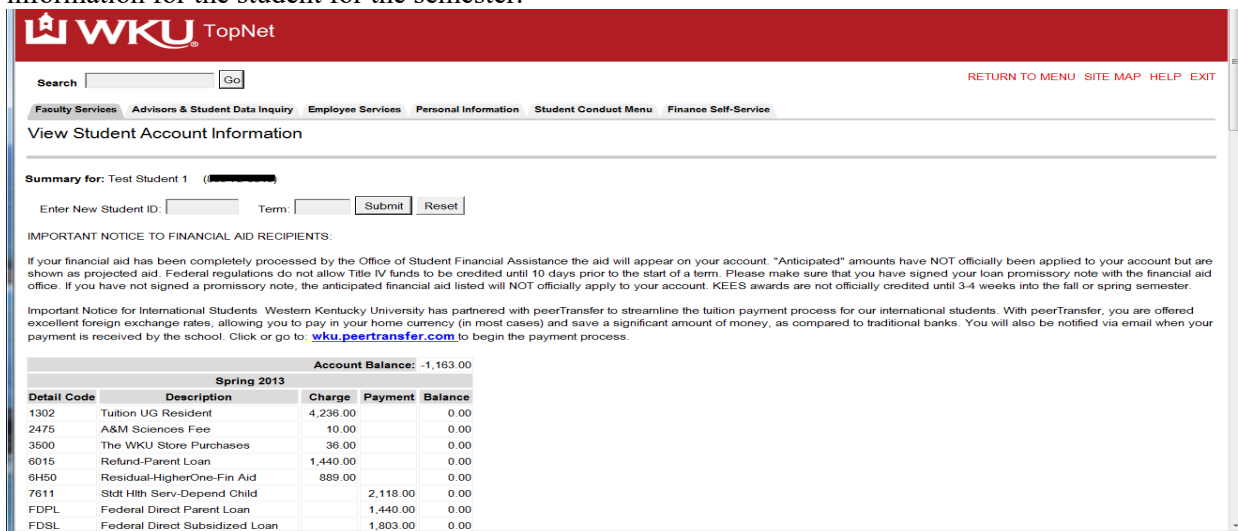
**Student Address/Phone:** Displays current active information on file for the student



The screenshot shows the WKU TopNet interface for viewing student addresses and phones. At the top, there's a search bar with 'Enter Student ID:' and buttons for 'Submit', 'Reset', and 'Go'. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The page title is 'View Student Addresses and Phones'. On the right, it says 'Barbara M. Scheidt May 22, 2013 01:30 pm'. Below the title, it says 'Information for Test Student 1'. The main content area is titled 'Addresses and Phones' and contains a table with two columns: 'Mailing/Permanent' and 'Phones'. The 'Mailing/Permanent' column shows 'Current: Jan 04, 2011 - (No end date)' and 'Bowling Green, Kentucky 42104-0343 KY-Warren'. The 'Phones' column shows 'Primary: 270-724-9999'.

Mailing/Permanent	Phones
Current: Jan 04, 2011 - (No end date)	Primary: 270-724-9999
Bowling Green, Kentucky 42104-0343 KY-Warren	

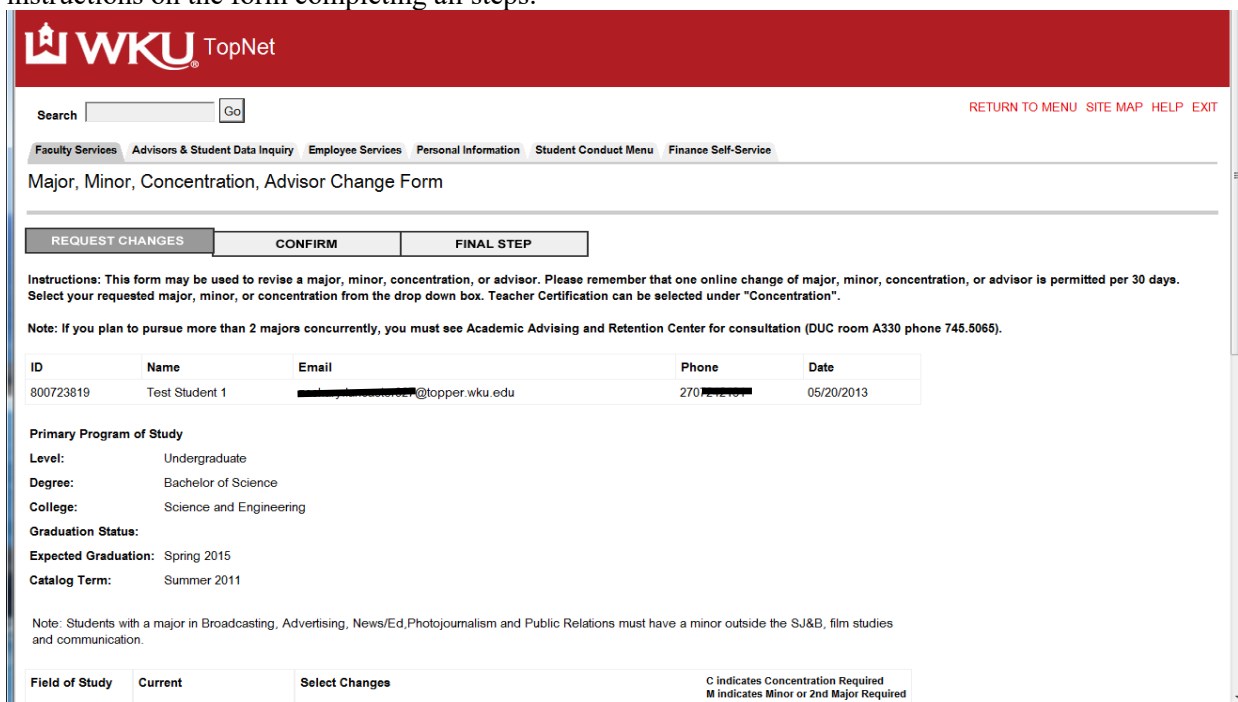
**Billing Account Information (Special Approval required to view).** Will list all charges and receipt information for the student for the semester.



The screenshot shows the WKU TopNet interface for viewing student account information. At the top, there's a search bar with 'Search' and 'Go' buttons. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The page title is 'View Student Account Information'. Below the title, it says 'Summary for: Test Student 1'. There's a section for 'Enter New Student ID:' with 'Term:' and buttons for 'Submit' and 'Reset'. An 'IMPORTANT NOTICE TO FINANCIAL AID RECIPIENTS:' is displayed. Below that, a table shows the 'Account Balance: -1,163.00' for 'Spring 2013'. The table has columns for 'Detail Code', 'Description', 'Charge', 'Payment', and 'Balance'.

Detail Code	Description	Charge	Payment	Balance
1302	Tuition UG Resident	4,236.00		0.00
2475	A&M Sciences Fee	10.00		0.00
3500	The WKU Store Purchases	36.00		0.00
6015	Refund-Parent Loan	1,440.00		0.00
6H50	Residual-HigherOne-Fin Aid	889.00		0.00
7611	Std't Hlth Serv-Depend Child		2,118.00	0.00
FDPL	Federal Direct Parent Loan		1,440.00	0.00
FDSL	Federal Direct Subsidized Loan		1,803.00	0.00

**Change Major, Minor, Concentration, Advisor:** Select the function and complete the form following the instructions on the form completing all steps.



The screenshot shows the WKU TopNet interface for the 'Major, Minor, Concentration, Advisor Change Form'. At the top, there's a search bar with 'Search' and 'Go' buttons. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The page title is 'Major, Minor, Concentration, Advisor Change Form'. Below the title, there are three tabs: 'REQUEST CHANGES', 'CONFIRM', and 'FINAL STEP'. The 'REQUEST CHANGES' tab is selected. Instructions state: 'This form may be used to revise a major, minor, concentration, or advisor. Please remember that one online change of major, minor, concentration, or advisor is permitted per 30 days. Select your requested major, minor, or concentration from the drop down box. Teacher Certification can be selected under "Concentration".' A note says: 'If you plan to pursue more than 2 majors concurrently, you must see Academic Advising and Retention Center for consultation (DUC room A330 phone 745.5065)'. Below the instructions, there's a table with columns: 'ID', 'Name', 'Email', 'Phone', and 'Date'. The table contains one row for 'Test Student 1'. Below the table, there's a section for 'Primary Program of Study' with fields for 'Level:', 'Degree:', 'College:', 'Graduation Status:', 'Expected Graduation:', and 'Catalog Term:'. The 'Level:' field is set to 'Undergraduate', 'Degree:' is 'Bachelor of Science', 'College:' is 'Science and Engineering', 'Expected Graduation:' is 'Spring 2015', and 'Catalog Term:' is 'Summer 2011'. A note at the bottom says: 'Students with a major in Broadcasting, Advertising, News/Ed, Photojournalism and Public Relations must have a minor outside the SJB, film studies and communication.' At the bottom, there's a table with columns: 'Field of Study', 'Current', and 'Select Changes'. The 'Field of Study' column is empty, 'Current' is empty, and 'Select Changes' is empty. A legend at the bottom right says: 'C Indicates Concentration Required M Indicates Minor or 2nd Major Required'.

ID	Name	Email	Phone	Date
800723819	Test Student 1	[REDACTED]	270-724-9999	05/20/2013

Primary Program of Study

Level: Undergraduate

Degree: Bachelor of Science

College: Science and Engineering

Graduation Status:

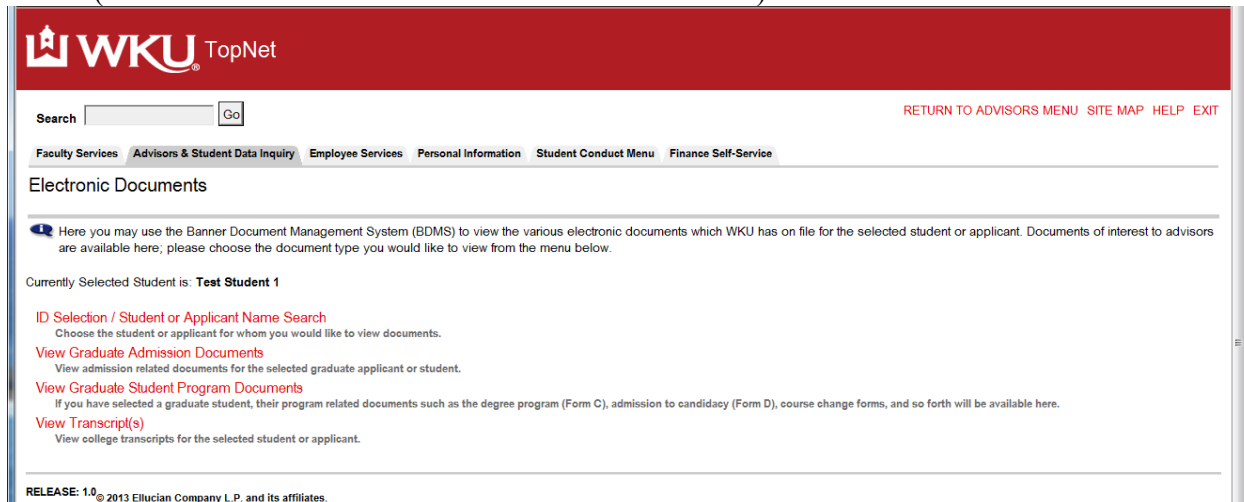
Expected Graduation: Spring 2015

Catalog Term: Summer 2011

Field of Study	Current	Select Changes

C Indicates Concentration Required  
M Indicates Minor or 2nd Major Required

**Electronic Imaged Documents:** Banner Document Management System (BDMS) will allow you to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below. (This function will not have information for all students.)



WKU TopNet

Search  Go

RETURN TO ADVISORS MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

### Electronic Documents

Here you may use the Banner Document Management System (BDMS) to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below.

Currently Selected Student is: **Test Student 1**

**ID Selection / Student or Applicant Name Search**  
Choose the student or applicant for whom you would like to view documents.

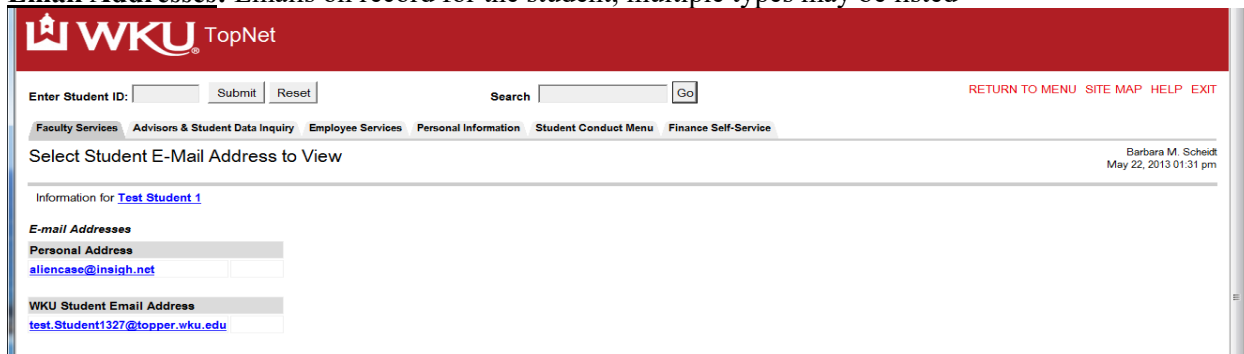
**View Graduate Admission Documents**  
View admission related documents for the selected graduate applicant or student.

**View Graduate Student Program Documents**  
If you have selected a graduate student, their program related documents such as the degree program (Form C), admission to candidacy (Form D), course change forms, and so forth will be available here.

**View Transcript(s)**  
View college transcripts for the selected student or applicant.

RELEASE: 1.0 © 2013 Ellucian Company L.P. and its affiliates.

**Email Addresses:** Emails on record for the student; multiple types may be listed



WKU TopNet

Enter Student ID:  Submit Reset Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

### Select Student E-Mail Address to View

Barbara M. Scheidt  
May 22, 2013 01:31 pm

Information for **Test Student 1**

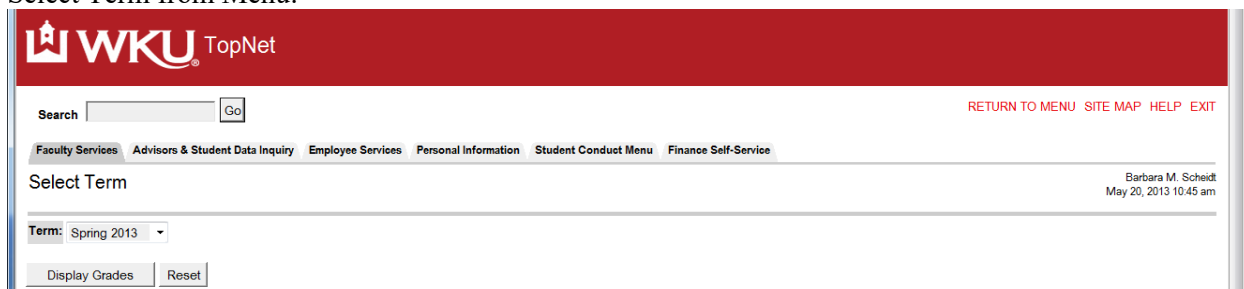
**E-mail Addresses**

**Personal Address**  
[allencase@insigh.net](mailto:allencase@insigh.net)

**WKU Student Email Address**  
[test.Student1327@topper.wku.edu](mailto:test.Student1327@topper.wku.edu)

**Final Grades for selected term:** (Additional Approval required for access)

Select Term from Menu:



WKU TopNet

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

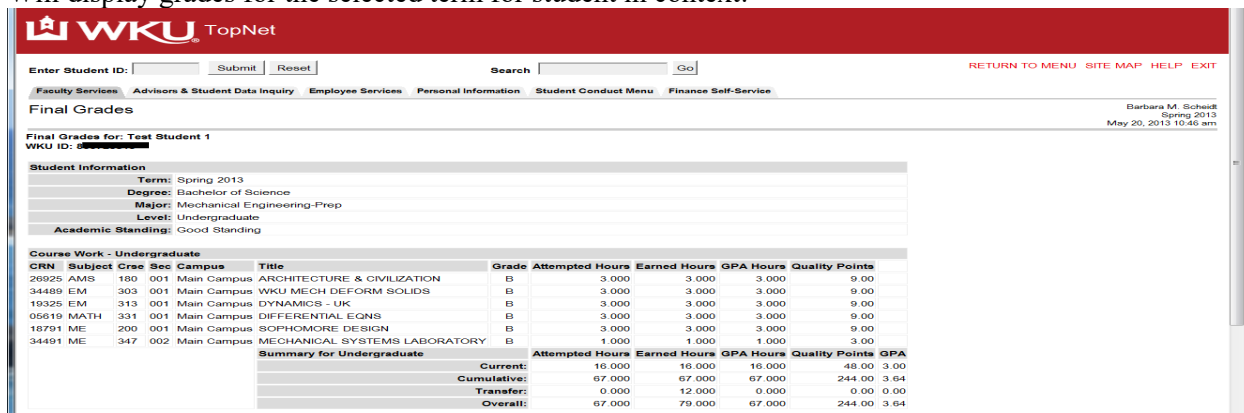
### Select Term

Barbara M. Scheidt  
May 20, 2013 10:45 am

Term: Spring 2013

Display Grades Reset

Will display grades for the selected term for student in context:



WKU TopNet

Enter Student ID:  Submit Reset Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

### Final Grades

Barbara M. Scheidt  
May 20, 2013 10:46 am

Final Grades for: **Test Student 1**  
WKU ID: **0000000000**

**Student Information**

Term:	Spring 2013
Degree:	Bachelor of Science
Major:	Mechanical Engineering-Prep
Level:	Undergraduate
Academic Standing:	Good Standing

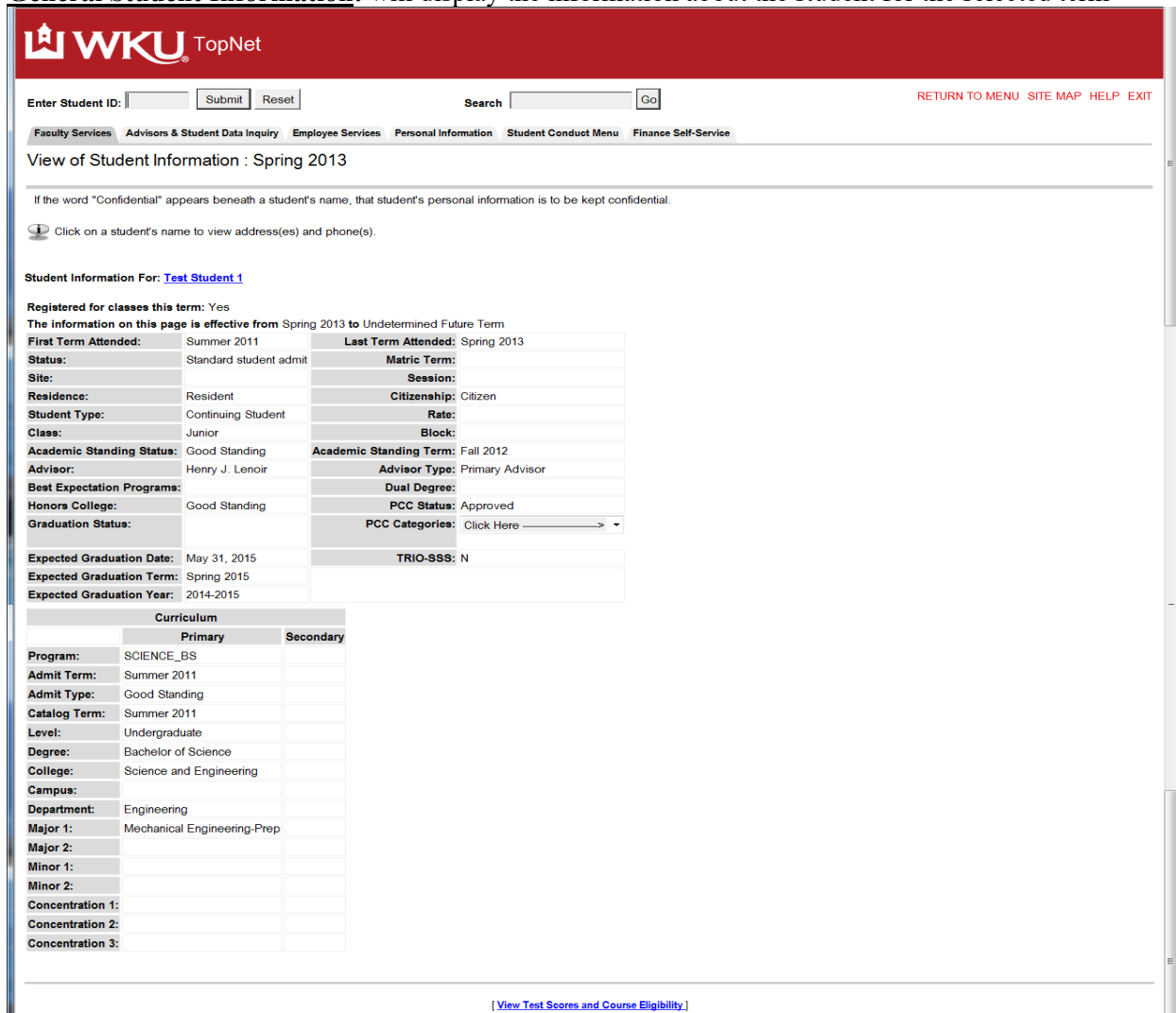
**Course Work - Undergraduate**

CRN	Subject	Crs#	Sec	Campus	Title	Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points
26925	AMS	180	001	Main Campus	ARCHITECTURE & CIVILIZATION	B	3.000	3.000	3.000	9.00
34489	EM	303	001	Main Campus	WKU MECH DEFORM SOLIDS	B	3.000	3.000	3.000	9.00
19325	EM	313	001	Main Campus	DYNAMICS - UK	B	3.000	3.000	3.000	9.00
05619	MATH	331	001	Main Campus	DIFFERENTIAL EQNS	B	3.000	3.000	3.000	9.00
18791	ME	200	001	Main Campus	SOPHOMORE DESIGN	B	3.000	3.000	3.000	9.00
34491	ME	347	002	Main Campus	MECHANICAL SYSTEMS LABORATORY	B	1.000	1.000	1.000	3.00

**Summary for Undergraduate**

	Attempted Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current:	16.000	16.000	16.000	48.00	3.00
Cumulative:	67.000	67.000	67.000	244.00	3.64
Transfer:	0.000	12.000	0.000	0.00	0.00
Overall:	67.000	79.000	67.000	244.00	3.64

**General Student Information:** will display the information about the student for the selected term



WKU TopNet

Enter Student ID:  Submit Reset Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

View of Student Information : Spring 2013

If the word "Confidential" appears beneath a student's name, that student's personal information is to be kept confidential.

Click on a student's name to view address(es) and phone(s).

Student Information For: [Test Student 1](#)

Registered for classes this term: Yes

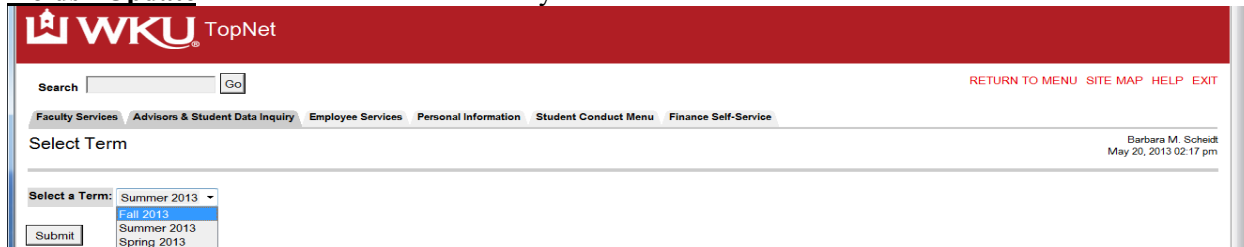
The information on this page is effective from Spring 2013 to Undetermined Future Term

First Term Attended:	Summer 2011	Last Term Attended:	Spring 2013
Status:	Standard student admit	Matric Term:	
Site:		Session:	
Residence:	Resident	Citizenship:	Citizen
Student Type:	Continuing Student	Rate:	
Class:	Junior	Block:	
Academic Standing Status:	Good Standing	Academic Standing Term:	Fall 2012
Advisor:	Henry J. Lenoir	Advisor Type:	Primary Advisor
Best Expectation Programs:		Dual Degree:	
Honors College:	Good Standing	PCC Status:	Approved
Graduation Status:		PCC Categories:	Click Here <input type="button" value="v"/>
Expected Graduation Date:	May 31, 2015	TRIO-SSS:	N
Expected Graduation Term:	Spring 2015		
Expected Graduation Year:	2014-2015		

Curriculum	
	Primary Secondary
Program:	SCIENCE_BS
Admit Term:	Summer 2011
Admit Type:	Good Standing
Catalog Term:	Summer 2011
Level:	Undergraduate
Degree:	Bachelor of Science
College:	Science and Engineering
Campus:	
Department:	Engineering
Major 1:	Mechanical Engineering-Prep
Major 2:	
Minor 1:	
Minor 2:	
Concentration 1:	
Concentration 2:	
Concentration 3:	

[\[ View Test Scores and Course Eligibility \]](#)

**Holds - Update** Select Term then make sure you have the correct student



WKU TopNet

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

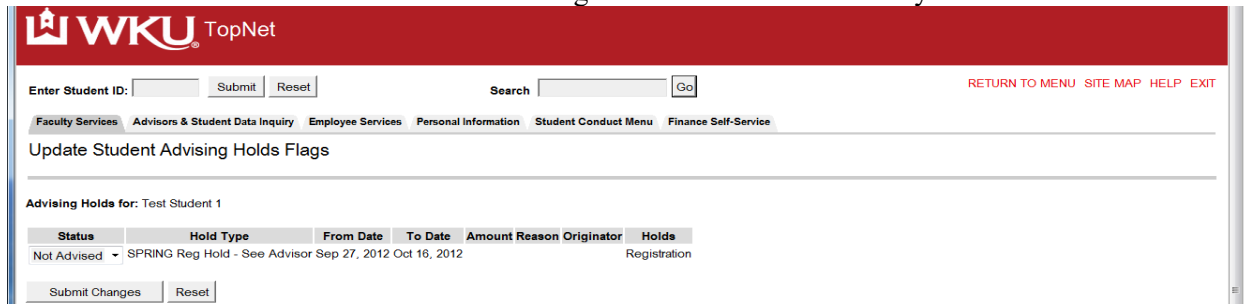
Select Term

Barbara M. Scheidt  
May 20, 2013 02:17 pm

Select a Term: Summer 2013   
Fall 2013  
Summer 2013  
Spring 2013  
Submit

**Update Student Advising Hold:** Select your student and click the Update Hold Flag link. If the student must be advised you will see the following selection box. Use the drop down box to change the student from "Not Advised" to "Advised". To do this click down arrow, highlight advised then click "Submit Changes" button.

Note: This form will also list other "non-advising" holds if the student has any.



WKU TopNet

Enter Student ID:  Submit Reset Search  Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service

Update Student Advising Holds Flags

Advising Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount Reason	Originator	Holds
Not Advised	SPRING Reg Hold - See Advisor	Sep 27, 2012	Oct 16, 2012			Registration

Submit Changes Reset

**WKU TopNet**

Enter Student ID:    Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Update Student Advising Holds Flags

Advising Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Not Advised	SPRING Reg Hold - See Advisor	Sep 27, 2012	Oct 16, 2012				Registration
Advised							
Not Advised							

Non Advising Holds for: Test Student 1

No Non-Advisor holds exist on student record

Confirms your change

**WKU TopNet**

Enter Student ID:    Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Update Student Advising Holds Flags

Advising Holds for: Test Student 1

Your Updates were successful-----> Please Continue.

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Advised	SPRING Reg Hold - See Advisor	Sep 27, 2012	May 20, 2013				Registration

Non Advising Holds for: Test Student 1

**Holds View – only:** All active holds on a student will appear.

**WKU TopNet**

Enter Student ID:    Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### View Student Hold Flags

Administrative Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Active	SPRING Reg Hold - See Advisor	Sep 27, 2012	Dec 31, 2099				Registration
Active	Hlth Services-Debts - 745-5641	May 20, 2013	Dec 31, 2099				Registration Transcripts


**iCAP Degree Audit:** select iCAP – Degree Audit Then select Submit Audit Request to process new request or View audit run in the last 14 days

**WKU TopNet**

Search   [RETURN TO ADVISOR MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### Degree Audit Reporting System



iCAP is an acronym for Interactive Curriculum and Academic Progress. 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.

[Click here](#) to view more information on the iCAP website.

**Submit Audit Request**   
Run an audit for a student.

**View Audits**  
Select an audit from a list of audits that you have submitted.

Runs audit for student in context – You may run for their current Degree Program Audit or What-if or GenEd Audit by selecting the different buttons. Running the Degree Program Audit

**WKU TopNet**

Search

MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

### Submit Audit

Student : Test Student 1

**Degree Program Audit**

Select Degree Program: Latest (all)

**What-If Analysis**

Find out how your courses would apply if you changed majors.

**General Education Audit**

View your General Education requirement progress audit.

Select View Submitted Audits.

**WKU TopNet**

Search

MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

### Run iCAP Audit

The audit has been submitted.  
Please be patient, it may take several minutes for your audit to complete.

[View Submitted Audits](#)

[Request Another iCAP Audit](#)

Current audits displayed select the View Link

**WKU TopNet**

Search

RETURN TO iCAP MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

### List of Available Audits

Below is a list of available audits at this time. If you do not see the audit that you just submitted, please wait a few minutes for it to finish and then click "Refresh the List". It may take up to 5 minutes after submission before an audit is viewable.

**Current Audits**

Audits will automatically be deleted after 14 days

[Refresh the List](#)

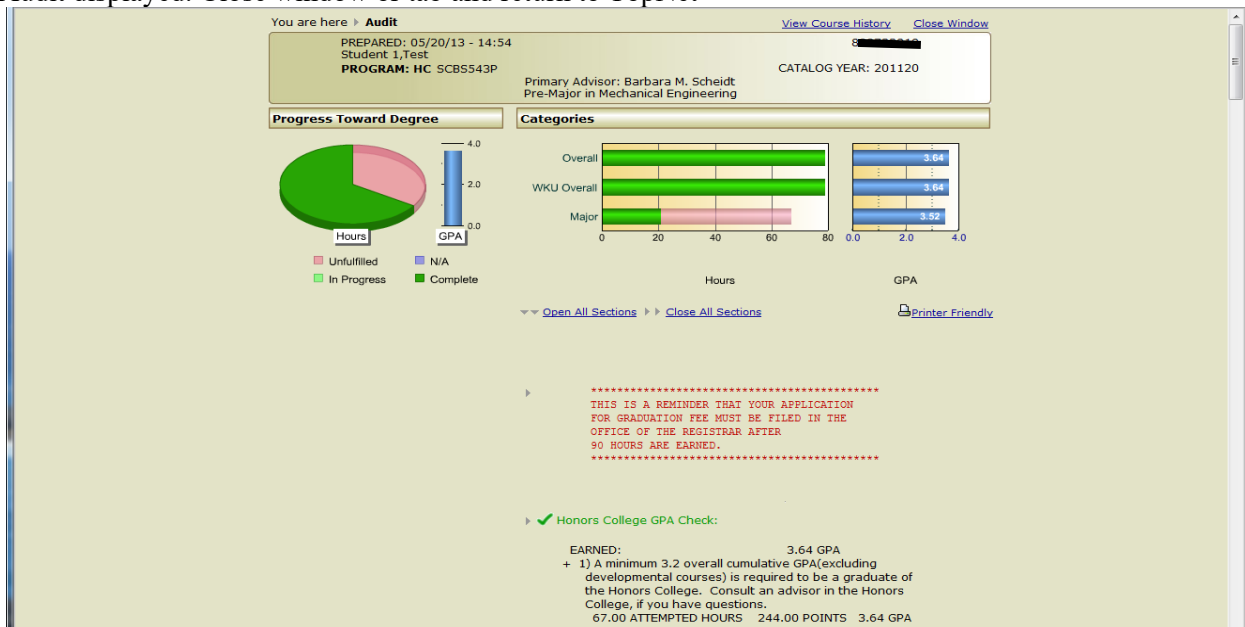
Date	Name	View Link	Delete
May 20, 2013 02:54pm	Test Student 1	<a href="#">Pre-Major in Mechanical Engineering</a>	<a href="#">Delete</a>
Feb 05, 2013 02:52pm	Test2 Student	<a href="#">Major in Computer Science (Seeking Admission)</a>	<a href="#">Delete</a>
Jan 29, 2013 02:57pm	Test3 Student	<a href="#">General Education Requirements</a>	<a href="#">Delete</a>

iCAP audits do not ensure the completion of a degree. Students are responsible for all requirements listed in the catalog or required by the department or college before a degree can be issued. The Office of the Registrar reviews all audits before a degree is processed and notifies students of deficiencies. Students are responsible for completing the deficiencies in a timely manner. The Office of the Registrar will make the final decision for graduation in all circumstances.

For more terms and conditions, [click here](#).

[ [Request an Audit](#) | [Advisees Eligible To Register](#) ]

Audit displayed. Close window or tab and return to TopNet



## Power Enter Course Grades (Only for selected users)

Select term from term select form – enter CRN

**WKU TopNet**

Search  [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

Power Enter Final Grades : Summer 2013

Enter New CRN #:  [Get CRN](#) [Reset](#)

Select Get CRN Button and enter grades and select the Submit Changes button when finished

**WKU TopNet**

Search  [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

Power Enter Final Grades : Summer 2013

Enter New CRN #:  [Get CRN](#) [Reset](#)

Current Course: **00003** (ACCT 200 B01 ==> ACCOUNTING-FINANCIAL)  
 Instructor: **[REDACTED]**


Number of students registered for this course: **2**

Welcome to Faculty Final Grade Worksheet on May 22, 2013 at 07:59 AM

Rec.#	Soc Sec#	Student Name	Credits	Grade	Reg. Status/Date
1	800-300-0000	Boone, Emily S.	3.00	B	Registered (Online) / Apr 26, 2013
2	800-300-0000	Boone, Emily S.	3.00	None	Registered (Online) / Apr 26, 2013

[Submit Changes](#) [Reset](#)

## Registration Drop/Add link:



Search

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Add or Drop Classes

Barbara M. Scheidt  
Summer 2013  
May 22, 2013 08:06 am

**TO ADD CLASSES:**  
1. Enter the course reference number(s) in Add Classes Worksheet section. If you do not know the CRN, click Class Search, enter at least one of the search criteria and click Show Me Classes and make your selection(s).  
2. Click Submit Changes and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.

**TO DROP CLASSES:**  
1. All of the courses for which you have registered appear with a drop-down box to the left of the Status column. You may select one of the available options in the drop-down box.  
2. Click Submit Changes and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.  
3. [Click Here to View Tuition and Fees Refund Policy](#)  
4. If you wish to drop or add an Independent Learning course, access the following link for instructions: <http://www.wku.edu/il/>  
5. If you wish to drop a developmental/supplemental course - please contact College Readiness at (270) 745-2547 or email [college.readiness@wku.edu](mailto:college.readiness@wku.edu)

After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Add Classes Worksheet

CRNs

Enter New Student ID:

## Enter CRN(S) and select the Submit Changes Button


After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Add Classes Worksheet

CRNs

Enter New Student ID:

## Results returns: You may search for classes by clicking the Class Search button and do the lookup



Search

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Add or Drop Classes

Barbara M. Scheidt  
Summer 2013  
May 22, 2013 08:11 am

**TO ADD CLASSES:**  
1. Enter the course reference number(s) in Add Classes Worksheet section. If you do not know the CRN, click Class Search, enter at least one of the search criteria and click Show Me Classes and make your selection(s).  
2. Click Submit Changes and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.

**TO DROP CLASSES:**  
1. All of the courses for which you have registered appear with a drop-down box to the left of the Status column. You may select one of the available options in the drop-down box.  
2. Click Submit Changes and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.  
3. [Click Here to View Tuition and Fees Refund Policy](#)  
4. If you wish to drop or add an Independent Learning course, access the following link for instructions: <http://www.wku.edu/il/>  
5. If you wish to drop a developmental/supplemental course - please contact College Readiness at (270) 745-2547 or email [college.readiness@wku.edu](mailto:college.readiness@wku.edu)

After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Information for [Test Student 1](#)

Current Schedule

Action	Status	St	CRN	Course ID	Title	Cr Hrs	Lvl	Days	Times	Location
None	Registered (Web) on May 22, 2013	RW	00003	ACCT 200 - B01	ACCOUNTING-FINANCIAL	3.000	Undergraduate	MTWRF	8:00 am - 10:15 am	TBA

Total Credit Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: May 22, 2013 08:11 am

Add Classes Worksheet

CRNs

[ ID Selection | Term Selection | Registration Overrides | Register/Drop/Add | Summary Student Schedule ]

Once a student has registered changes may be made by using the drop down box.

**TO ADD CLASSES:**

1. Enter the course reference number(s) in *Add Classes Worksheet* section. If you do not know the CRN, click *Class Search*, enter at least one of the search criteria and click *Show Me Classes* and make your selection(s).
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.

**TO DROP CLASSES:**

1. All of the courses for which you have registered appear with a drop-down box to the left of the *Status* column. You may select one of the available options in the drop-down box.
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.
3. [Click Here to View Tuition and Fees Refund Policy](#)

Information for **Student 1 Test**

Current Schedule

Action	Status	ST	CRN	Course ID	Title	Cr Hrs	Lvl	Days	Times	Location
None	Registered (Web) on Mar 29, 2010	RW	00003	ACCT 200 - A01	ACCOUNTING-FINANCIAL	3.000	Undergraduate	MTWRF	8:00 am - 9:40 am	GH 0526

None  
 Audit  
 Dropped (Web)  
 Withdrawn Hours  
 Maximum Hours: 16.000  
 Date: Mar 29, 2010 03:45 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	32774	ACCT	300	A01	Undergraduate	4.000	Standard Letter	INTERMEDIATE ACCTG I
DUPLICATE CRN	00003	ACCT	200	A01	Undergraduate			ACCOUNTING-FINANCIAL

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

**Registration History** will show a list of all registration activity for the student by term – Active and all withdrawal activity made by student or university.

**WKU TopNet**

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

**Registration History for Test Student 1**

Barbara M. Scheidt  
May 20, 2013 10:51 am

Information for **Test Student 1**

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

**Spring 2013**

CRN	Course	Course Title	Credits	Level	Status
26925	AMS 180	ARCHITECTURE & CIVILIZATION	3.000	Undergraduate	Registered (Web) Jan 22, 2013
34489	EM 303	WKU MECH DEFORM SOLIDS	3.000	Undergraduate	Registered (Web) Oct 29, 2012
19325	EM 313	DYNAMICS - UK	3.000	Undergraduate	Registered (Web) Oct 29, 2012
03935	FLK 280	CULTURAL DIVERSITY IN US	0.000	Undergraduate	Dropped (Web) Jan 22, 2013
05619	MATH 331	DIFFERENTIAL EQNS	3.000	Undergraduate	Registered (Web) Oct 29, 2012
18791	ME 200	SOPHOMORE DESIGN	3.000	Undergraduate	Registered (Web) Oct 29, 2012
34491	ME 347	MECHANICAL SYSTEMS LABORATORY	1.000	Undergraduate	Registered (Web) Oct 29, 2012

**Fall 2012**

CRN	Course	Course Title	Credits	Level	Status
03037	ECON 150	HON: INTRO ECONOMICS	3.000	Undergraduate	Registered (Web) Apr 11, 2012
20337	EM 221	STATICS - UK	3.000	Undergraduate	Registered (Web) Apr 11, 2012
41887	ENGR 295	INTRO RESEARCH METHOD	1.000	Undergraduate	Registered (Web) Apr 11, 2012
38830	MATH 237	MULTIVARIABLE CALCULUS	4.000	Undergraduate	Registered (Web) Apr 11, 2012
20325	ME 240	MATERIALS/METHODS MANUFACTURI	3.000	Undergraduate	Registered (Web) Apr 11, 2012
36464	ME 241	MATERIALS METHODS OF MFG LAB	1.000	Undergraduate	Registered (Web) Apr 11, 2012

## Registration Overrides (Global) (Only for Selected users)

**WKU TopNet**

Enter Student ID:  Submit Reset Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

**Registration Permits/Overrides (Global)**

Barbara M. Scheidt  
Summer 2013  
May 22, 2013 09:00 am

Information for **Test Student 1**

If the word "Confidential" appears next to a student's name, the student's personal information is to be kept confidential.

Use the drop down boxes to select the appropriate override for the desired course, then click **"Submit Changes"** to process the transaction.

Click a student's name to view the student's address(es) and phone(s).

**The registration overrides you entered have been saved successfully.**

**Registration Overrides**

Override	CRN
None	<input type="text"/>
None	<input type="text"/>
None	<input type="text"/>

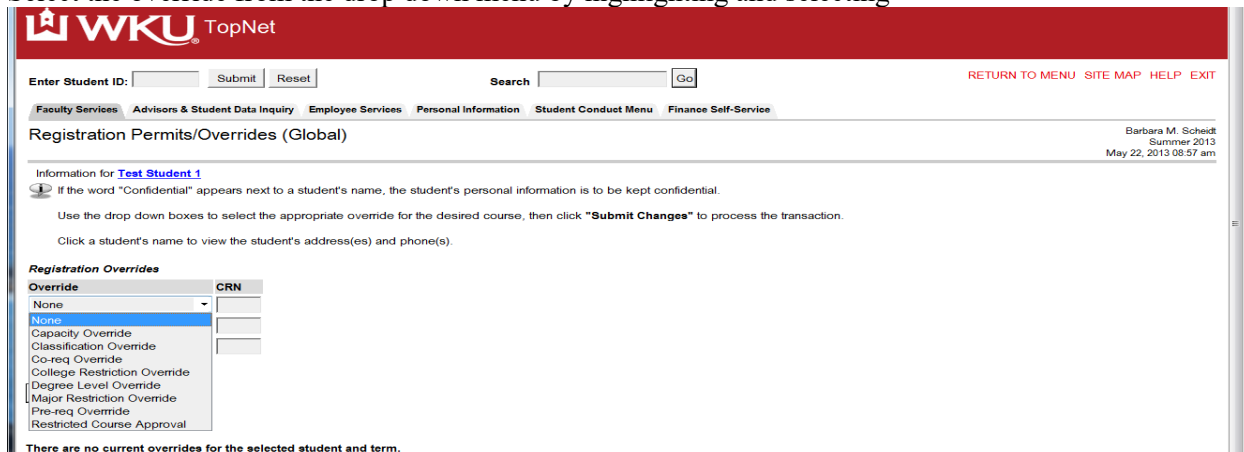
Submit

**Current Student Overrides**

Override	Course	Activity Date	Entered by
Capacity Override	00003 - ACCT 200 B01	May 22, 2013	Barbara Scheidt:2428

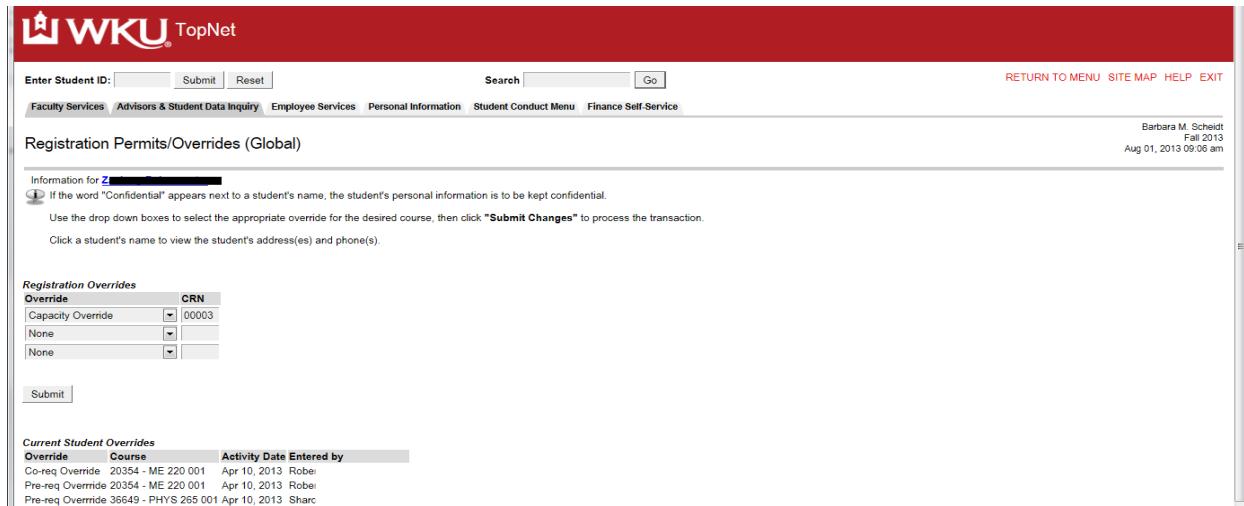


Select the override from the drop down menu by highlighting and selecting



The screenshot shows the WKU TopNet interface for the 'Registration Permits/Overrides (Global)' page. At the top, there is a red header with the WKU logo and 'TopNet'. Below the header, there are navigation tabs: 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The 'Advisors & Student Data Inquiry' tab is selected. The page title is 'Registration Permits/Overrides (Global)'. On the right, there is a user profile for Barbara M. Scheidt, Summer 2013, with a login time of May 22, 2013 08:57 am. The main content area contains information for 'Test Student 1' and instructions on how to use the override system. A 'Registration Overrides' section shows a list of override types with a dropdown menu set to 'None'. Below this, there is a message: 'There are no current overrides for the selected student and term.'

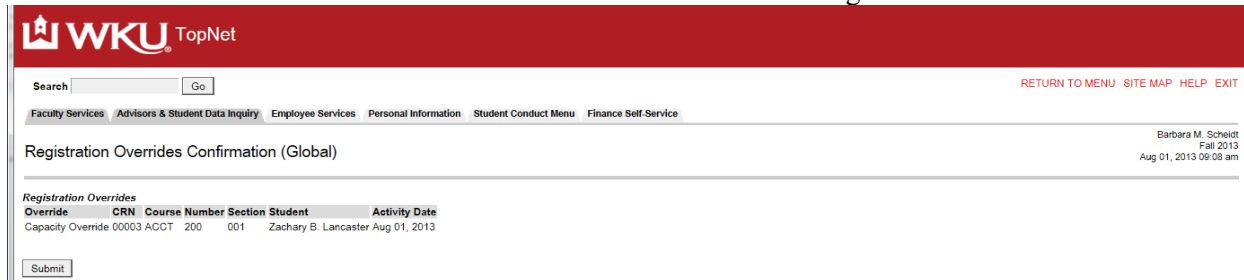
Then enter the CRN that the override is for and then select the submit button.



The screenshot shows the same WKU TopNet interface, but now with overrides entered. The 'Registration Overrides' section shows a list of override types with a dropdown menu set to 'Capacity Override' and a CRN of '00003'. Below this, there is a 'Submit' button. The 'Current Student Overrides' section shows a table with the following data:

Override	Course	Activity Date	Entered by
Co-req Override	20354 - ME 220 001	Apr 10, 2013	Robei
Pre-req Override	20354 - ME 220 001	Apr 10, 2013	Robei
Pre-req Override	36649 - PHYS 265 001	Apr 10, 2013	Shar

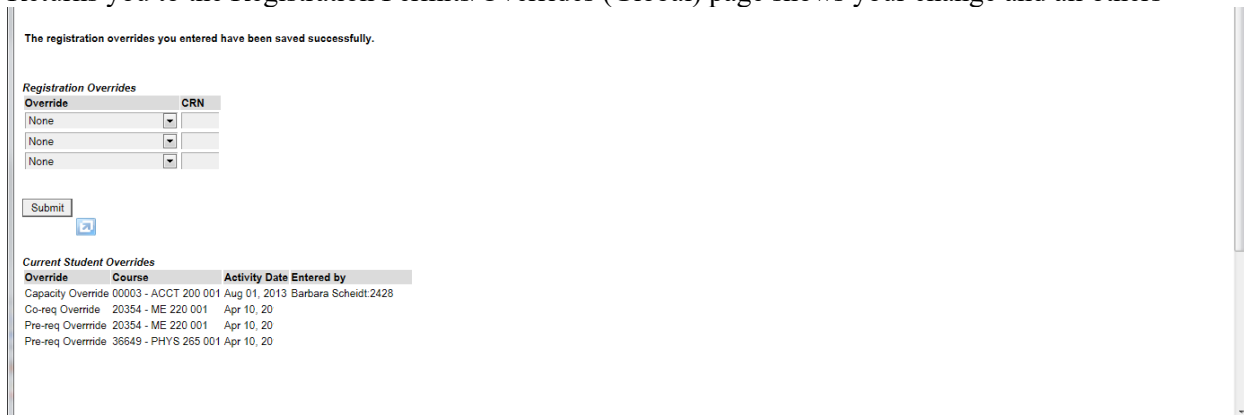
Returns the form with information loaded -- select the submit button again



The screenshot shows the WKU TopNet interface for the 'Registration Overrides Confirmation (Global)' page. The page title is 'Registration Overrides Confirmation (Global)'. On the right, there is a user profile for Barbara M. Scheidt, Fall 2013, with a login time of Aug 01, 2013 09:08 am. The main content area contains information for 'Zachary B. Lancaster' and a table with the following data:

Override	CRN	Course Number	Section	Student	Activity Date
Capacity Override	00003	ACCT	200	001	Zachary B. Lancaster Aug 01, 2013

Returns you to the Registration Permits/Overrides (Global) page shows your change and all others



The screenshot shows the WKU TopNet interface for the 'Registration Permits/Overrides (Global)' page. At the top, there is a red header with the WKU logo and 'TopNet'. Below the header, there are navigation tabs: 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The 'Advisors & Student Data Inquiry' tab is selected. The page title is 'Registration Permits/Overrides (Global)'. On the right, there is a user profile for Barbara M. Scheidt, Summer 2013, with a login time of May 22, 2013 08:57 am. The main content area contains information for 'Test Student 1' and instructions on how to use the override system. A 'Registration Overrides' section shows a list of override types with a dropdown menu set to 'None'. Below this, there is a message: 'The registration overrides you entered have been saved successfully.'

**Schedule Summary:** This will display the student's schedule for the selected term

Enter Student ID:   
Search  
RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

View Summary Student Schedule : Summer 2013

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Current Summer 2013 Schedule for: Test Student 1 (000-12-0010)

Advisor: Henry Joel Lenoir, Ctr. for Eng. & Bio. Sciences 2118

Honors College: Good Standing

Total Enrolled Credit Hours: 3.00

CRN	CourseID	Course Title	Hours	Days	Time	Date	Location	Instructor	Syllabus	Src
00003	ACCT 200 -B01	ACCOUNTING-FINANCIAL	3.00	MTWRF	8:00 am - 10:15 am	06/10-07/03	TBA	Ashley C. Fox	N/A	RW

[\[ ID Selection \]](#)

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## Tax Notification

Select the Tax Notification year that you wish to view.

Search  
RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service


Tax Notification (1098-T) for 2012

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<b>FILER'S name, street address, city, state, zip code, and telephone number</b> Billings and Receivables Office Western Kentucky University 1906 College Heights Blvd #11022 Bowling Green, KY 42101-1022 270-745-6381	<b>1 Payments received for qualified tuition and related expenses</b> \$	<b>OMB No. 1545-1574</b>  2012  Form 1098-T	<b>Tuition Statement</b>
<b>FILER'S Federal identification no.</b> 61-6055628 <b>STUDENT'S social security number</b> XXX-XX-7400	<b>2 Amounts billed for qualified tuition and related expenses</b> \$ 9483		
<b>STUDENT'S name</b> Z...	<b>3 If this box is checked, your educational institution has changed its reporting method for 2012</b>		
<b>STUDENT'S name</b> Z...	<b>4 Adjustments made for a prior year</b> \$ 0	<b>5 Scholarships or grants</b> \$ 11017.5	<b>Copy B For Student</b>
<b>Street address (including apt. no.)</b> 105 Wyndham Way	<b>6 Adjustments to scholarships or grants for a prior year</b> \$ 0	<b>7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2013</b> X	<b>This is important tax information and is being furnished to the Internal Revenue Service</b>
<b>City, state and ZIP code</b> Bowling Green KY 42104-0343			
<b>Service Provider/Acct. No. (see instr.)</b> 8...	<b>8 Checked if at least half-time student</b> X	<b>9 Checked if a graduate student</b>	<b>10 Ins. contract reimb./refund</b> \$

Form 1098-T    Keep for your records    Department of the Treasury - Internal Revenue Service

**Select Test Scores and Course Eligibility:** You will be able to review all test scores, all eligibility scores and all placement scores for students.



Enter Student ID:   
Search  
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

### View of Student Test Scores

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**Test Scores for: Test Student 1**

#### Eligibility Statutes

Gordon Ford  
College of Business Administration (COBA)

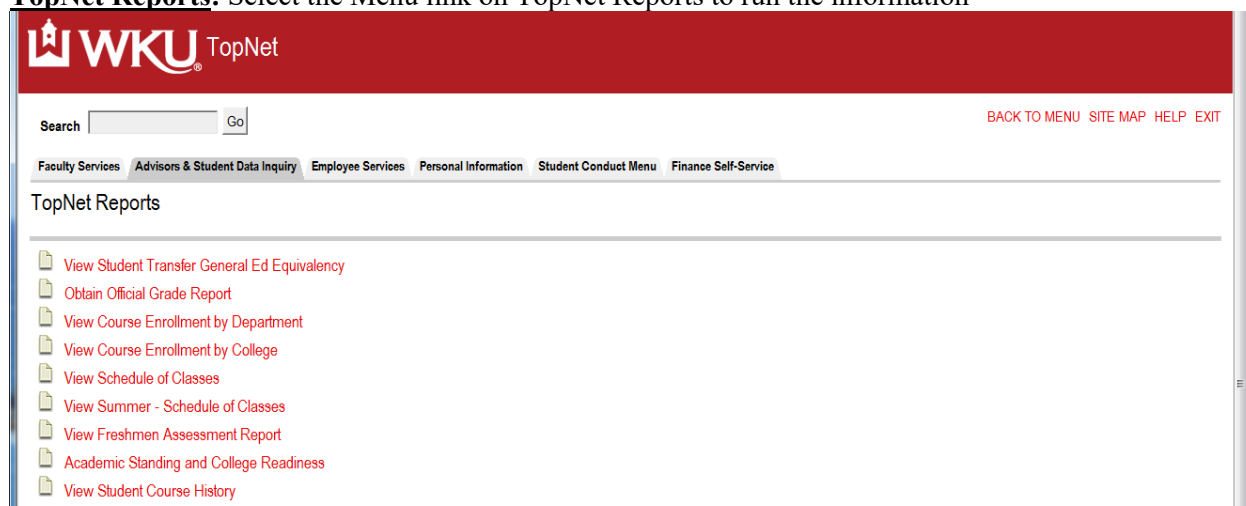
Access to upper level COBA courses may have a minimum COBA status as a pre-requisite requirement for enrollment. Listed are potential COBA status codes that may be assigned to a student. The minimum requirement is determined course by course.

COBA CODE	STATUS
0	Blocked from Upper Division COBA registration by policy
1	Earned Hours + Enrolled Hours < 60
2	Earned Hours + Enrolled Hours >= 60
3	Earned Hours >=60
4	Exception by Appeal
5	Admitted to Gordon Ford Business College
6	Graduate Student Admitted to COBA program
7	Graduate Student Admitted to EMBA program
8	MBA program: GMAT Not Required

**HONORS COURSEWORK**  
A student must have an HonorsCourse Eligibility status of "Y" (Yes) to enroll in an Honors Course.

Test	Description	Score	Date	Expiration Date
A01	ACT English	26	01-MAR-10	
A02	ACT Math	27	01-JUL-09	
A02	ACT Math	27	01-MAR-10	
A03	ACT Reading	29	01-JUL-09	
A03	ACT Reading	24	01-MAR-10	
A04	ACT Science Reasoning	26	01-JUL-09	
A04	ACT Science Reasoning	25	01-MAR-10	
A05	ACT Composite	27	01-JUL-09	
A05	ACT Composite	26	01-MAR-10	
A06	ACT Sum of Standard Scores	102	01-MAR-10	
AP07	United States History	5	01-JAN-10	
AP66	Calculus AB	4	01-JAN-11	
AP78	Physics B	3	01-JAN-11	
COBA	COBA Course Eligibility	2	24-SEP-12	
CPE	CPE - Total	52	21-APR-11	
CPE1	CPE - 9th Grade Algebra	20	21-APR-11	
CPE2	CPE - General Chemistry	19	21-APR-11	
CPE3	CPE - Specific Chemistry	13	21-APR-11	
HON	Honors Course Eligibility	Y	21-SEP-12	
NAG	ACT Norm Alg/Geometry	84	01-MAR-10	
NAL	ACT Norm Art/Literature	64	01-MAR-10	
NEA	ACT Norm Elementary Alg	81	01-MAR-10	
NGT	ACT Norm Plane Geom/Trig	98	01-MAR-10	
NRH	ACT Norm Rhetorical Skills	86	01-MAR-10	
NSS	ACT Norm Social Studies	76	01-MAR-10	
NUM	ACT Norm Usage & Mechanics	78	01-MAR-10	
SAG	ACT Subscore Alg/Geometry	13	01-MAR-10	
SAL	ACT Subscore Arts/Literature	12	01-MAR-10	
SEA	ACT Subscore Elem Algebra	14	01-MAR-10	
SGT	ACT Subscore Plane Geom/Trig	16	01-MAR-10	
SPAN	Spanish Language Test	172	16-MAY-11	
SRH	ACT Subscore Rhetorical Skills	14	01-MAR-10	
SSS	ACT Subscore Social Studies	13	01-MAR-10	
SUM	ACT Subscore Usage & Mech	13	01-MAR-10	

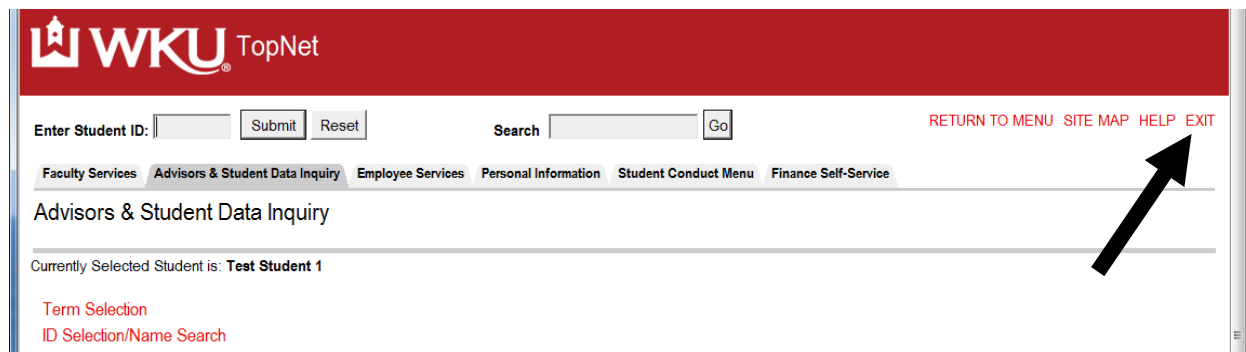
**TopNet Reports:** Select the Menu link on TopNet Reports to run the information



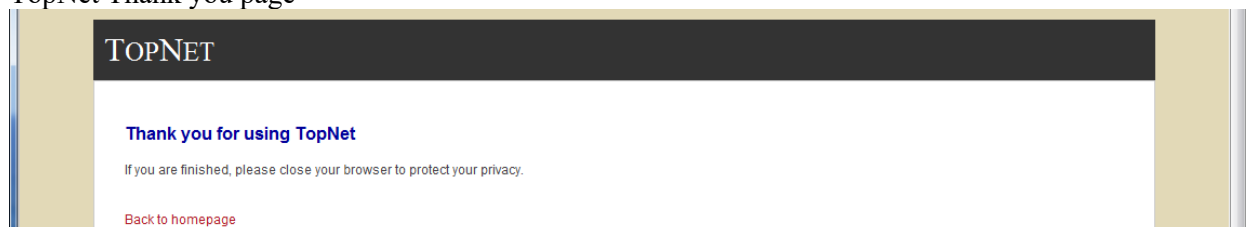
By selecting the link you will be able to run InfoView reports from the TopNet application instead of using InfoView, by selecting and/or entering the Parameters requested in the process. Reports to view student transfer general education equivalency, obtain an official grade report for the student, View course enrollments by department or colleges, schedule of classes for academic year and summer, other reports as developed and needed for campus community.

## Exit TopNet

Click the Exit link top right



TopNet Thank you page



**Note:** Check your links under your menus. We add new applications and remove applications so keep checking to see what has been changed for your role. Call 270-745-8812 if you have questions. If your employment status changes your access may be changed – tabs removed, links removed until you complete new approval forms and they are processed.