TopNet for Faculty

Faculty Services Tab & Advisors & Student Data Inquiry Tab

Revised 2015

Access WKU'S "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.



TopNet Login form: 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. 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.



Information asked for when using WKUID (800#) and 6 digit PIN					
	General Information	TopNet Login	Need Help?		
	Admissions	Please use your assigned NetID or WKUID to log in.	Which ID to Use?		
	Application Status Future Students	NetID or WKUID: 8000 Forgot Pin?			
	General Financial Aid		What is my WKU ID?		
Information color	Course Catalog		1)		
Information aske	ed for when using N	letID – Your NetID (8 characters and Password	1)		
	General Information	TopNet Login	Need Help?		
	Admissions	Please use your assigned NetID or WKUID to log in.	Which ID to Use?		
	Application Status	NetID or WKUID: brb26			
	General Financial Aid	Password: Forgot Password?	What is my WKU ID?		
	Course Catalog	Log In			
	C-L-4.1 Cl		What is my Not ID2		

The first time you login, the system will request that you enter your Old PIN (Personal Identification Number). Your initial PIN has been created with the last 6 digits of your social security number. You will be *required* to change your PIN the first time you login. Re-enter your current (old) PIN and then enter 6 new digits in New PIN and re-enter the 6 new digits in the Re-enter new PIN box then select the Login button.

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L WKU.			
WKU / TepN	ət		
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:			
Login Last web access on May 26, 2015 12:50 pm			
Labi vice decladi in may zej zena rizide pri			

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 Login information.

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 IT Help Desk at (270) 745-7000 or via online chat.
Last Name*
Birth Date (MM/DD/YYYY)*
Last 4 Digits SSN*
"If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)
Next

Enter requested information:

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 IT Help Desk at (270) 745-7000 or via online chat.	
Birth Date (MM/DD/YYYY) [*] [01/01/1906 Last 4 Digits SSN*	
"If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#) Next	

L WKU	
WKU / TopNe	
TOPNET	
Please select a security question below, and fill out the appropriate answer. For help, please call the Help Desk at (270) 745-7000. Answers are not case-sensitive.	
Question* Select Question V Answer*	
Set Security Question	

L WKU	
WKU / TopN	ət
TOPNET	
Please select a security question below, and fill out the appropriate answer. For help, please call the Help Desk at (270) 745-7000. Answers are not case-sensitive.	
Question* Select Question - Answer* In what city did your meet your spouse/significant other? In what city or town did your mother and father meet? What is the country of your ditumate dream vacation? What is the name of your fravorite childhood friend? What is your maternal grandmother's maiden name? What is your outdeal grandmother's maiden name? What is wort oldeat cousin's first and last name? What was ther atme of your first stuffed animal? What was your childhood inckname? estion	

Make selection then enter the Answer and select the Set Security Question button.

WKU / TopNet	
TOPNET	
Please select a security question below, and fill out the appropriate answer. For help, please call the Help Desk at (270) 745-7000. Answers are not case-sensitive.	
Question* What is the country of your ultimate dream vacation? Answer* arubal	
Set Security Question	

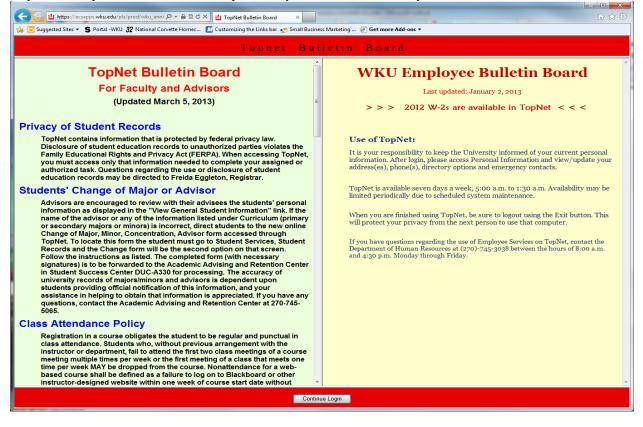
Return message should be as follows if correct: Select the Continue link to compelete the process.

L WKU	
WKU / Top	Vet
TOPNET	
Your Question/Answer Has Been Modified.	
Continue	
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 IT Help Desk at (270) 745-7000 or via online chat.	

You will receive this message if the original information does not match WKU records try again by selecting the Continue link:

WKU / TopNe	
TOPNET	
Unable to Verify User. Please make sure you typed your demographic information correctly. If you continue to have problems, you will need to contact the IT Helpdesk at (270) 745-7000 for support. (ID: 881249) Continue 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 IT Help Desk at (270) 745-7000 or via online chat. Last Name* Birth Date (MMDD/YYYY)* Last 4 Digits SSN*	
"If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#) Next	

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

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Go	ACCESSIBILITY SITE MAP HELP EXIT
aculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service Misc Admin	
lain Menu	
aculty Services	
ibtain à detail schedule, Schedule by day and time, detail class list, summary class list, final grades, drop students for non-attendance, or registration overides. Id <mark>visors & Student Data Inquiry</mark>	
ptions include. Student Academic Transcript, View Student Information, View Student Schedule, Registration Add/Drop, View Student Address(es) and Phone(s), View Student E-mail A molovee Services	Address(es), View / Update Student Advising Holds, Tax Notification.
iew Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances	
inancial Services eview financial documents	
tudent Conduct System pdate and maintain student conduct system records	
lersonal Information iew or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name change and/or social security number change. Change your PIN.	
aculty/Staff Purchasing Big Red Dollars	
or Faculty/Staff to purchase Big Red Dollars with a Credit Card. aculty/Staff Purchasing Dining Dollars	
or Faculty/Staff to purchase Dining Dollars with a Credit Card.	
aculty/Staff Meal Plan Registration or Faculty/Staff to purchase a Meal Plan and pay by credit card.	
liscellaneous Admin Menu	
isceitaneous Administration Menu /KU On Demand/FAM Term Schedule Update	
pdate the WKU On Demand/FAM Term Schedule dates.	
tudy Abroad Maintenance Form pdate Study Abroad codes and student information.	
tudy Abroad Add Form	
using Room Request Office Form	
tudent Check In/Out of Hall	
hecking Students In/Out of Hall TP Maintenance Form	
aculy/Staff Purchase a Talisman Yearbook	
or Faculty/Staff to purchase a Talisman Yearbook with a Credit Card	
LEASE: 8.6	

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.

Search Go	ACCESSIBILITY SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service Misc Admin	
Main Menu Faculty Services Cotain a detail schedule, Schedule by day and time, detail class list, summary class list, final grades, drop students for non-attendance, or registration overides.	
Advisors & Student Data Inquiry Options include: Student Academic Transcript, View Student Information, View Student Schedule, Registration Add/Drop, View Student Address(es) and Phone(s), View Student Employee Services View Rounder and Inductions. Pay Information, Tay Forme Variation and Medical Laux Ralance	E-mail Address(es), View / Update Student Advising Holds, Tax Notification.

Term Selection

t is best to make a Term Selection before you try any other link.	
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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 Misc Admin	
Faculty Services	
Term Selection	
CRN Selection	
Faculty Detail Schedule	
Faculty Schedule by Day and Time	
Detail Class List	
Summary Class List	
Summary Class With Drops	
Final Grades	
Change of Grade	
Registration Overrides	
Course Syllabi Maintenance	
Drop for Non-Attendance Worksheet	
Schedule of Classes and "Lookup Any Class Roster" Athlete Grade Review	
Amete Grade Review	
Forensics Grade Review	
RELEASE: 8.5.3	
Select Term	

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 Misc Admin	
Select Term	Barbara M. Scheidt May 27, 2015 12:46 pm
Select a Term: Summer 2015 🗸	
Submit	

RELEASE: 85.43 From the drop down box select the term needed. The Registrar's office will change the default term based on their timetable.

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 Misc Admin	
Select Term	Barbara M. Scheidt May 27, 2015 12:46 pm
Select a Term: Fail 2015 Summer 2015 Submit Summer 2015 Fail 2014 Summer 2014 RELEASE: 8.3.44 Spring 2014 Writer 2014 Once you select the Term click the Submit Term button.	
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 Misc Admin	
Select Term	Barbara M. Scheidt May 27, 2015 12:46 pm
Select a Term: Fall 2015	
Submit	
RELEASE: 8.5.4.3	

You will be returned to the Faculty Services Menu

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 Misc Admin	
Faculty Services	
Term Selection CRN Selection Faculty Detail Schedule Faculty Schedule by Day and Time Detail Class List Summary Class List Same process for both tabs Course Syllabi Maintenance Drop for Non-Attendance Worksheet Course Calendar Schedule of Classes and "Lookup Any Class Roster" Athlete Grade Review KAP Grade Review Forensics Grade Review	

CRN SELECTION

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

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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	
Faculty Services	
Term Selection CRN Selection Faculty Detail Schedule Faculty Schedule by Day and Time	
From the Opened Form:	
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	
Select a CRN for	May 27, 2
Please select the CRN you wish to access, or select a different term from the menu.	
CRN: AMERICAN SIGN LANGUAGE I - 42876	
Submit	

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.) Highlight the course and click your left mouse button (MAC just click).

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	
Select a CRN for	
	May 27, 2
• Please select the CRN you wish to access, or select a different term from the menu.	
CRN: AMERICAN SIGN LANGUAGE I - 42676 AMERICAN SIGN LANGUAGE I - 42684 AMERICAN SIGN LANGUAGE I - 42685 Submit AMERICAN SIGN LANGUAGE I - 427687 HON: AMERICAN SIGN LANGUAGE I - 427687 AMERICAN SIGN LANGUAGE I - 42688	

Highlight and select. Then click the Submit CRN button.

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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		
Select a CRN for	A-11 0 F	
	May 27, 2	
Q Please select the CRN you wish to access, or select a different term from the menu.		
CRN: AMERICAN SIGN LANGUAGE I - 42676		
Submit		
You will be returned to the Faculty Services Menu.		

Faculty Detail Schedule

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Search Go	RETURN TO MENU SITE MAP HELP EXIT
Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Person	nal Information Finance Self-Service
Faculty Detail Schedule	
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MERICAN SIGN LANGUAGE I - 42676 - ASL 101 - 001	16
tatus:	
vailable for Registration:	Mar 17, 2015 - Aug 31, 2015
college:	Health & Human Services
Department:	Communication Sci & Disorders
art of Term:	
ourse Credits:	
ourse Levels:	Graduate, Undergraduate
ampus:	Bowling Green
lverride:	No
iyllabus:	Add
osters:	<u>Classlist</u>
iffice Hours:	
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Maximum Actual Remaining	
nroliment: 18 0	
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sheduled Meeting Times	
ype Time Days Where Date Range Schedule Type Instru	ictors
lass 8:00 am - 9:20 am TR Academic Complex 0116K Aug 24, 2015 - Dec 11, 2015 Lecture Ast	
MERICAN SIGN LANGUAGE I - 42684 - ASL 101 - 002	
	Open
vailable for Registration:	Mar 17, 2015 - Aug 31, 2015
iollege:	Health & Human Services

Return to the Faculty Services main menu by clicking the Faculty Services tab.

Faculty Schedule by Day and Time

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

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Search	ı 📃	Go						RETURN TO MENU S	SITE MAP HELP F	EXIT
Student	Services Financial Aid	Faculty Services Advisors & St	udent Data Inquiry Employ	ee Services Personal Information	Finance Self-Servic	e				
Week	at a Glance								May 27, 2	
🗨 The	ofollowing is your class sch	, hedule by day and time. Classe	s that do not have schedule	d meeting times or have time con	flicts are listed at the	bottom of the page. C	lick on hyperlinked cour	rses for more detail.		_
Go to (M Previous	IM/DD/YYYY):	Submit Week of Aug 2	24, 2015 (397 of 412)				Next Week			
Previous	Monday	Tuesday	24, 2015 (397 of 412) Wednesday	Thursday	Friday	Saturday	Sunday	1		
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		42676 Class		42676 Class				İ		
		8:00 am-9:20 am AC 0116K		8:00 am-9:20 am AC 0116K				İ		
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10am		AC 0107		AC 0107]		
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1pm		42687 Class 12:45 pm-2:05 pm		42687 Class 12:45 pm-2:05 pm				J		
		AC 0116K		AC 0116K						

Return to the Faculty Services main menu by clicking the Faculty Services tab.

Detail Class List

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

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Search	RETURN TO MENU SITE MAP HELP EXIT
Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service	
Detail Class List	May 27, 2000 0000 pml
An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curricu degree in the secondary curriculum that is different from that in his/her primary curriculum.	
If the word Confidential appears next to a student's name, the personal information is to be kept confidential.	
Course Information AMERICAN SIGN LANGUAGE I - ASL 101 001 CEN: 42676 Duration: Aug 24, 2015 - Dec 11, 2015 Status: Open	
Enrollment Counts Maximum Actual Remaining Enrollment: 113 113 0 Crose List: 0 0 0	
Detail Class List Record Student Name ID Registration Status Waitlist Position Notification Expires Registration Number	
Number Image: Constraint of the second	
Class: Undergraduate-Non Degree	
Credits: 3 000	
Record Student Name ID Registration Status Waitlist Position Notification Expires Registration Number	

Return to the Faculty Services main menu by clicking the Faculty Services tab.

Summary Class List

You have two choices for viewing your class list: Summary Class List or Summary Class With Drops. The Summary Class List has many functions attached to that link. We will use that link. Select the Summary Class List link from the Menu –Note: You will have information about the students enrolled in your course and pictures of your student if on file. All or just the one by using the View link. E-mail Entire Class button: This function will allow you to e-mail your entire class. Click the E-mail Entire Class button or select the Student Email link and email that student.

	Go								
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nmary Fa	Financial Aid Faculty Services Adv	visors & Student Data Inquiry Emplo	oyee Servi	rices	Personal Information Finance Self	Service			
	aculty Class List : Fall 201	5							
	the Faculty Class List by CRN Display.								
		if any of the following conditions avi	iet:						
	will appear next to the appropriate field i lent has more than one major or departs			lum.					
	lent has a program, level, college, or de				nt from that in his/her primary curri	culum.			
If the word "C	Confidential" appears next to a student's	s name, his/her personal informatior	n is to be	e kept o	confidential.				
You may clic	k on the student's name to view his/her	address and phone information.							
Subject C	Course Section Title	Start End	Stat	itus					
6 ASL	101 001 AMERICAN SIGN LAN	NGUAGE Aug 24, 2015 Dec 11, 2	015 Op	en	_				
		Pictures of student if	f on			Click			
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w Entire Clas					E-mail Entire Class				
# ID	Student Name Pic		Level De		Program	Major	Class	CrHr R	
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800	Ar View br		UG B		BS in Health & Human Services	Family & Consumer Sciences Recreation Administration	Junior Senior	3.00 F	
800	CI View rel		UG AE	_	AB in Arts and Letters	History	Senior	3.00 F	
800			UG B		BS in the University College *	Organizational Leadership-Prep *	Senior	3.00 F	
800	C View ap		GR M		MS in Graduate Studies	Instructional Design	Masters Degree	3.00 A	
800	G View alc		UG A		AB in Arts and Letters	Public Relations (Seeking Adm)	Sophomore	3.00 F	
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			UG B		BS in Education & Behav Sci	Elementary Education	Sophomore	3.00 F	
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800	H: View ba			18	BIS Degree University College	Interdisciplinary Studies(BIS)	Junior	3.00 F	W
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800 800 800 800 800 800 800 800 800 800	Hi View ba M View tim O L View tim S View tim View tim S L View tim S T View tim		UG BI UG AE UG AE UG BS UG BS UG BS	IS B B SW * S S	BIS Degree University College AB in Arts and Letters BS in Education & Behav Sci AB in Exploratory Studies BSW in Health & Human Serv * BS in Education & Behav Sci BS in Science and Engineering	Interdisciplinary Studies(BIS) Anthropology Elementary Education Exploratory/Undeclared Social Work * Elementary Education Biology	Senior Sophomore Freshman Senior Senior Freshman	3.00 F 3.00 F 3.00 F 3.00 F 3.00 F 3.00 F 3.00 F	
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E-mail Entire Class

Complete Subject, Message and you may add attachment – will Blind copy students and you will receive a notice in your email account of success and errors. Select the Send Email button . Will return to TopNet Class List when sent

	Enter the Subject, Message and an optional attachment then click "Send Email". To paste data into any box, press "Ctrl + v".
	When sending email to multiple recipients, please separate email addresses with a comma.
	For technical support, call 745-8812 or email Barbara Scheidt
Send to:	Class list of: ASL 101 001 parce brite cals rebt cals cals cals cals cals cals cals cals
From:	ashley.fox@wku.edu
Subject:	
Message:	Ĵ
Attach:*	Browse Browse attachment allowed per email. Attachment filename cannot contain periods and must have an extension (example: filename.txt). The maximum file size allowed is 4ME

Summary Class List With Drops

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

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.

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nmary C	Class List With Dr	ops : F	all 2015							
# ID	Student Name	Pic	Student Email		Level	Degree	Program	Major	Class	CrHr Reg
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8(16	View	<u> </u>		UG	BS	BS in Health & Human Services	Recreation Administration	Senior	3.00 RW
8(C	C. View	8	ku.edu	UG	BS *	BS in College of Business *	Marketing (Seeking Adm) *	Freshman	0.00 DW
8(View	<u>n</u>		UG	AB	AB in Arts and Letters	History	Senior	3.00 RW
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8(] G	View	8		UG	AB	AB in Arts and Letters	Public Relations (Seeking Adm)	Sophomore	3.00 RW
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Download Your Summary Class List to an Excel File

Select the Summary class list that you want to download and then scroll to the bottom of that class roster and select the Download to Excel button to start the download of your class roster.

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Final Grades

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Click on the drop down box and select a grade. After entering the grades click submit grades.

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Completed Grade Worksheet no errors – make sure to select the submit button. You may select the Printable Grade Display to print a copy for your records

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If the word "Confidential" appears next to a student's name, information is to be kept confidential. Click on a student's name to view the student's address(es) and phone(s).	
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Number of students registered for this course: 8	
Welcome to Faculty Final Grade Worksheet on May 27, 2015 at 02:46 PM	
Caution You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!	
Reminder: You may review your grade submission at https://acsapps.wku.edu/pis/prod/wku_gradeprint.P_GradeDisplay	
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[Term Selection CRN Selection Faculty Detail Schedule Summary Class List Printable Grade Display]	
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Printable Grade Display: for you to print

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TEST ENVIRONMENT
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
Printable Grade Display : Summer 2015
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8 Sto , 3.00 B Registered (Web) / Mar 18, 2015 No
RELEASE: 4.1

Select Change of Grade link from the Faculty Services Menu: This form appears

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TEST ENVIRONMENT	^
Search Go	SITE MAP HELP EXIT
Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service	
Change of Grade Worksheet	
Search by Term Search by Student	

Select a term from the change of grade term box and click continue.

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Change of Grade > Select Term	
The terms listed below are the allowable terms for which grade changes may be submitted on TOPNET.	
Select Term: None Summer 2015 Spring 2015 Continue Wrinter 2015 Fall 2014 Fall 2014 Spring 2014 Wrinter 2014 Wrinter 2014 Spring 2014	
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Change of Grade > Select Term	
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RELEASE: 8.5 Summer 2014 Spring 2014	

Select CRN from menu and select Submit Button

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TEST ENVIRONMENT	~
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Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service	
Select a CRN for	А
	May 28, 20
• Please select the CRN you wish to access, or select a different term from the menu.	
CRN: AMERICAN SIGN LANGUAGE I - 42676	
Submit	

Change of Grade Worksheet.

Change of Grade Worksheet : Spring 2013

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.

34462 COMN 161C 825 BUS & PROFESSIONAL SPEAKING

vvi	KUID	Name		orean nours	Current Graue	Grade Change	Last Attend Date For FN Grade (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)
	9 B			3	IP	None -		
E	6 C			3	IP	None -		
8	0 C			3	IP	None -		
8	0 C		•	3	IP	None -		
E	3 G			3	IP	None -		
{	'8 H			3	IP	None -		
E	'8 H		э	3	IP	None -		
8	7 J			3	IP	None -		
{	5 Ji			3	IP	None -		
8	8 Li			3	IP	None -		
8	2 L)			3	IP	None -	,	
8	17 N			3	IP	None -		
8	3 N			3	IP	None -	,	
£	8 N			3	IP	None -	,	
8	9 P			3	IP	None -	,	
8	6 R			3	IP	None -	,	
8	7 R			3	IP	None -	,	
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{	2 T			3	IP	None -		
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£	10 V			3	IP	None -		
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Grade Change Term | Change CRN

Select a grade from the drop down box and enter a date if required (see instructions). Click on the "Submit Grades" button to complete your transaction.

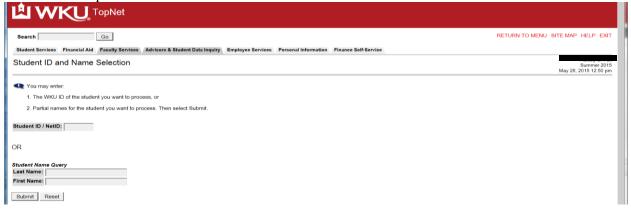
- If the - If su - Ente	e original Ibmitting er the cha	l grade was an an FN grade, t	IP or X, the date he last attendanc s), and then click	of completion is requir	is required. ed.	ades to replace X, Il	P, NR or ER.
WKU ID		Name	Credit Hours	Current Grade	Grade Change	Last Attend Date For FN Grade (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)
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80	E		3	IP	None -		
80	Fr		3	IP	None A		
80	Gr		3	IP	В		
8C	Hε		na 3	IP	CD		
80	Ri		3	IP	F		
Submit Gr	ades	Reset			FN 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.) Make sure that you have selected the correct term for override from the using the Select Term function.

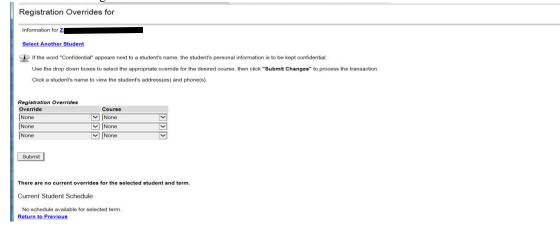
Perform Student ID and Name Selection: Enter 800# or NetID in first field or Last Name (at least two characters) and First Name optional then select Submit button.



Will return with Student Verification form with name of student or Menu with multiple matches if you are doing the Name Search function (select person from list) then select the submit button.

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	
Student Verification	May 28, 2015 12:51 pm
Please select Submit if the person listed is correct. If this is incorrect, choose the ID Selection link to try again. Za 9) is the name of the student or advisee that you selected.	
Submit	

Faculty members will only have the ability to enter overrides on their courses. First use the Override drop down box to select the correct override function and then select the correct course from the Course drop down box, then click the Submit Changes button.



Select the correct Override from drop down menu.

Override	Course	
None	None	~
Capacity Override Classification Override	None	~
Co-req Override College Restriction Override Degree Level Override Graduate Level Override Major Restriction Override Pre-req Overrride Restricted Course Approval	None	
There are no current override	s for the selecte	d student and ter

No schedule available for selected term.

Return to Previous

Select the correct course from the Course drop down menu.

Override	
oronnao	None 38038 - SLP 550 D70
Capacity Override	✓ 38347 - SLP 550 D74
None	38349 - ASL 403 M70
None	None V
1	
Submit	
There are no current ov	verrides for the selected student and term.
Current Student Sche	equie
No schedule available	for selected term.
Return to Previous	
Clipte the Cul	mit Changes button
	omit Changes button.
	-
Registration Overrides	_
Override	Course
	✓ 38347 - SLP 550 D74 ✓
Override Capacity Override None	38347 - SLP 550 D74 None
Override Capacity Override	✓ 38347 - SLP 550 D74 ✓
Override Capacity Override None	38347 - SLP 550 D74 None
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Override Capacity Override None None	38347 - SLP 550 D74 None
Override Capacity Override None None	38347 - SLP 550 D74 None
Override Capacity Override None None Submit	38347 - SLP 550 D74 None
Override Capacity Override None None Submit	V 38347 - SLP 550 074 V V None V None V None V None
Override Capacity Override None None Submit	Verrides for the selected student and term.

Confirm the override by clicking the Submit button Registration Overrides

These are the	e overr	ide requ	ests you e	entered. I	Please confirm them b	y selecting Sub
Registration Over	ridee					
		Course	Number	Section	Student	Activity Date
Capacity Override	38347	SLP	550	D74		May 28, 2015
Submit						
Submit						

Will return you to the form and show that the override has been entered. (Student will now be able to register for the course.) Make sure that you enter the correct overrides if restricted and at capacity make sure that you enter both overrides.

St May 28, 201

Registration (Overrides			
Override		Course		
None	~	None	\checkmark	
None	~	None	~	
None	~	None	\sim	
Submit	ent Overrides			
Override	Course	Activity	Date Entered by	
Capacity Over	ride 38347 - SLP 5	550 D74 May 28,	2015 W:U_Cł	

Course Syllabi Maintenance

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.

Select the Term, then select subject Area or Course Number & Section Number or Instructor or CRN then select the Go button.

Steps:

First select the term from the Select Term page

N لگ		et				
Search	Go			RETURN T	OMENU SITE	MAP HELP EXIT
Faculty Services	Advisors & Student Data Inquiry	Employee Services	Personal Information	Student Cond Menu	uct Finance Service	Self- Misc Admin
Select Ter	rm				A	Barbara M. Scheid Apr 27, 2015 10:55 am
Select a Term:	Spring 2015 💌					
Submit						
RELEASE: 8.5.4	.3					
0 2015 Ellucian C	company L.P. and its affiliates.					

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

L WKU	TopNet					
Search	Go			RETU	RN TO MENU SITE N	MAP HELP EXIT
Faculty Services Advisors 8	& Student Data Inquiry	Employee Services	Personal Information	Student Conduct Menu	Finance Self-Service	Misc Admin
Syllabi Maintenance	e for: Fall 2015					
Search By ONE of the follow	ving (Subject, Instru	ctor or CRN)				
	Course ID					
Subject Area	Cours	se Number Section	Number	Instructor	CRN	GO
NONE	▼ All	▼ All ▼	OR NON	E	▼OR	Reset

Search Go			RETUR	N TO MENU SITE N	MAP HELP EXIT			
Faculty Services Advisors & Student Data I	Inquiry Employee Service	es Personal Informati	on Student Conduct Menu	Finance Self-Service	Misc Admin			
Syllabi Maintenance for: Fall 2015								
Search By ONE of the following (Subject,	Instructor or CRN)				/			
Course II	D				K			
Subject Area	Course Number Section	on Number	Instructor	CRN	GO			
NONE AGRO Agronomy ^ AH Allied Health (Univ) ^ FASL American Sign Language _ ANSC Animal Science _ ANTH Anthropology (Univ) _	All 💌 All	•OR NO	ONE	vOR	Reset			

Selection will display: Ready for you to either enter URL or upload Syllabi \parallel

Sylla	abi N	/lair	nten	ance for: Fall 2	2015	5											
Search	n By C	NE d	of the	following (Subject,	Instru	ictor or CRN	1)									-	
				Course II	D												
		Si	ubjec	t Area	Cou	rse Number	Secti	on N	lumber		Instruc	tor	CF	RN	GO		
NONE				-	All	•	All	-		OR	NONE	•	OR		Reset		
CRN	Subj	Crse	Sec	Title		Instructor			Syllabi	URL			Actio	ons			
42067	АН	101	101	PARAMEDICINE I		Brc							Upload	View			
42068	AH	102	101	PARAMEDICINE LA	BI	Brc			https://	intrane	t.wku.edu/syllabus/2	01530_prod_A	11(Upload	View			
43010	AH	109	001	PARAMEDICINE V		Dei	e	th J.					Upload	View			
43011	AH	110	001	PARAMEDICINE V		Dei	e	th J.					Upload	View			
34941	AH	190	001	INTR AH PROF		TΒ			https://	intrane	t.wku.edu/syllabus/2	01530_test_AH	19 Upload	View			

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	Bi L.	http://www.wku.edu/it	Upload View
Save Changes Reset			

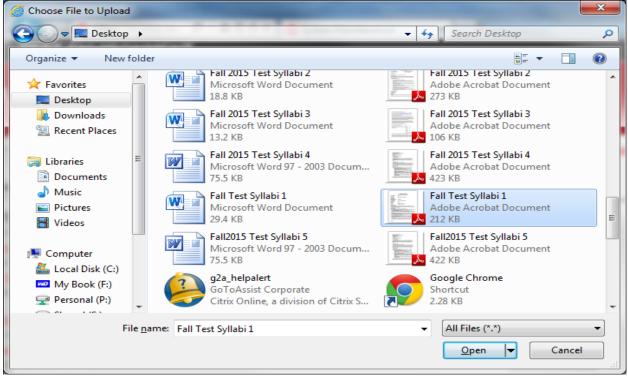
To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload. Find the course you wish to upload the syllabi information on and select the Upload Link:

F1	nd th	le co	urse	e yc	ou wish to upload th	ie syllabi inform	hation on and select the Upload Link:		
	CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	Actio	ons
	42067	AH	101	101	PARAMEDICINE I	Brc		Upload	View
	42068	AH	102	101	PARAMEDICINE LAB I	Brc	https://intranet.wku.edu/syllabus/201530_prod_AH1(<u>Upload</u>	View

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.		
1	PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.	E	
1	Syllabus File: Browse		
1	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.	E
Syllabus File: C:\Users\wkuuser\Desktop\Fall Test Syllabi 1.pdf Browse	
Upload Clear Form	

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

1	Sylla	ıbi N	Nair	nter	ance for: Fall 2	2015	5									
	Search	By C	ONE o	of the	following (Subject, I	Instru	ictor or CRM	1)								=
					Course IE)										
			Sı	ubjec	t Area	Cour	rse Number	Sectior	Number		Instructor		CR	N	GO	
	NONE		abus	was	uploaded successful	All	•	All		OR	NONE	▼ 0)R		Reset	
		-			Title	. . .	Instructor		Syllab							
	CINN	Subj	0130	960	The		menucion		Synab				Actio	ns		
	42067	AH	101	101	PARAMEDICINE I		Br		https:/	/intrane	t.wku.edu/syllabus/201530_test	_AH10	Upload	View		
	42068	AH	102	101	PARAMEDICINE LAB	31	Br		https://	/intrane	t.wku.edu/syllabus/201530_proc	I_AH1(<u>Upload</u>	View		
	43010	AH	109	001	PARAMEDICINE V		De	th	J.				Upload	View		

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

https://intranet.wku.e 🎗 👻 🗎 🖒	× Syllabi Maintenance	🦉 wku.edu	×	☆☆
				▲ E
	Western Kentucl Department of A Doctor of Physical T	Allied Health		
<u>Course Number:</u>	DPT 779			
<u>Course Title:</u>	Physical Therapy across	the Lifespan		
<u>Credit Hours:</u>	3			
<u>Lecture/Lab Hours:</u>	6 hours/week			
Weekly Schedule:	Tu, Th 1:00-4:00 and sele	ect Fridays		

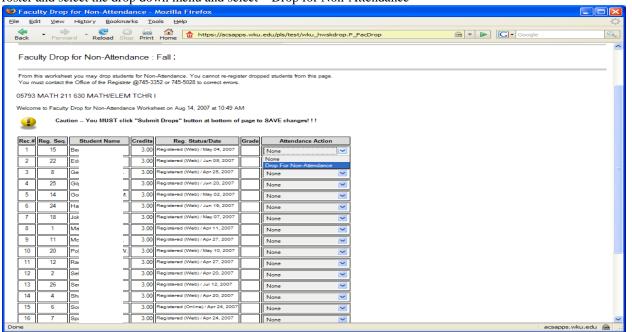
If you need to remove the information - highlight the URL - select the delete key on your keyboard and then select the Save Changes button

Drop for Non-Attendance Worksheet

Select the CRN needed for the report

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	
Select a CRN for	As Su May 28, 201
• Please select the CRN you wish to access, or select a different term from the menu.	
CRN: SLP AND COUNSELING - 38038	

Check with the Registrar's office to review this policy. Faculty may drop students from the class after the first two meetings if the student does not attend the class. 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



When finished marking all drops scroll to the bottom of the form and click the button Submit Drops.

🕑 Facı	ulty Drop	for	Non-At	tenda	ince -	Mozilla Firefox						
<u>File E</u>	dit <u>V</u> iew	His	tory <u>B</u> o	ookmar	ks <u>T</u> o	ools <u>H</u> elp						
Back	Forw	ard	Reload	Sto	Print	Home https://acsap	ps.wku	.edu/pls/test/wku_hwskdrop.P_Fa	acDrop	🙆 v 🕨	Google	9
1	15	в			3.00	Registered (Web) / May 04, 2007	\square	None				~
2	22	E			3.00	Registered (Web) / Jun 05, 2007		Drop For Non-Attendance 💌				
3	8	G		J.	3.00	Registered (Web) / Apr 25, 2007		None				
4	25	G			3.00	Registered (Web) / Jun 20, 2007		None				
5	14	G		Μ.	3.00	Registered (Web) / May 02, 2007		None				
6	24	н		١.	3.00	Registered (Web) / Jun 19, 2007		None				
7	18	J			3.00	Registered (Web) / May 07, 2007		None				
8	1	N			3.00	Registered (Web) / Apr 11, 2007		None				
9	11	N		Э.	3.00	Registered (Web) / Apr 27, 2007		None				
10	20	Ρ		W.	3.00	Registered (Web) / May 10, 2007		None				
11	12	R			3.00	Registered (Web) / Apr 27, 2007		None				
12	2	s			3.00	Registered (Web) / Apr 20, 2007		Drop For Non-Attendance 💌				
13	26	s			3.00	Registered (Web) / Jul 12, 2007		None				
14	4	s			3.00	Registered (Web) / Apr 20, 2007		None				
15	6	s			3.00	Registered (Online) / Apr 24, 2007		None				
16	7	s				Registered (Web) / Apr 24, 2007		Drop For Non-Attendance 💌				
17	21	s				Registered (Web) / May 24, 2007		None				
18	9	v				Registered (Web) / Apr 25, 2007		None				
19	3	v				Registered (Web) / Apr 20, 2007		None				
20	19	N		1	3.00	Registered (Web) / May 08, 2007		None				
	Cau	tion	You MUS	T clic	s "Subm	it Drops" button at bottom of	page to	o SAVE changes!!!				
Subr	mit Drops	Re	set									
					-							
					_							

A list of the students that you are planning to drop will appear. You must click the Submit Pending Drops button to actually drop the students from the course.

Ke	word Searc	h	Go]			ME	ENU SITE MAP HELP EXIT
Fac	ulty Services	Advisors & Student D)ata Inquirj	y Employee Services Personal In	formation			
Cor	nfirm Dro	p for Non-Atten	dance	: Fall:				
_								
						ew carefully before clicking the "Subm a "drop for non-attendance" transaction	it" button. online once it has been processed from this form.	
Pend	ing Drops fo	r: 05793 MATH 211	1 630 M/	ATH/ELEM TCHR I				
Reg.	Seq. Stud	ent Name Credits	P	Pending Action				
2				Non-Attendance Pending				
	2 Se 7 Sp			Non-Attendance Pending Non-Attendance Pending				
SUE	MIT Pending D		L Pending I					
This f	orm wil	ll be returne	d Sh	ows the students the	t will	l be dropped from th	e course	
				y Employee Services Personal la				
Fac	ulty Drop	o for Non-Attend	lance :	Fall				
				n-Attendance. You cannot re-register d 352 or 745-5028 to correct errors.	ropped stu	idents from this page.		
0579	3 MATH 21	1 630 MATH/ELEN	I TCHR	I				
Welco	me to Faculty	Drop for Non-Attendar	ice Works	heet on Aug 14, 2007 at 11:02 AM				
	-							
	Caut	tion You MUST clie	:k "Subm	nit Drops" button at bottom of pag	e to SAV	E changes!!!		
Rec.	Caut # Reg. Seq.	tion You MUST clie Student Name	ck "Subm	nit Drops" button at bottom of pag	e to SAV			
1	# Reg. Seq. 15	Student Name	Credits 3.00	Reg. Status/Date	Grade	Attendance Action		
	# Reg. Seq.	Student Name	Credits	Reg. Status/Date Registered (Web) / May 04, 2007 Dropped (Non-attendance) / Aug 14, 20	Grade	Attendance Action None Dropped, No Further Action Allowed		
1	# Reg. Seq. 15 22	Student Name	Credits 3.00 0.00 3.00	Reg. Status/Date Registered (Web) / May 04, 2007 Dropped (Non-stlendance) / Aug 14, 20 Registered (Web) / Apr 25, 2007	Grade	Attendance Action None Dropped, No Further Action Allowed		
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1 2 3 4	# Reg. Seq. 15 22 8 25	Student Name Be Ed = Ge . Gil =	Credits 3.00 0.00 3.00 3.00 3.00 3.00	Reg. Status/Date Registered (Web) / May 04, 2007 Dropped (Non-stlendance) / Aug 14, 20 Registered (Web) / Apr 25, 2007 Registered (Web) / Jun 20, 2007 Registered (Web) / Jun 20, 2007	Grade	Attendance Action None Oropped, No Further Action Allowed None None		
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Course Calendar

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This will show you the meeting dates of your courses. Select a Term then list appears - select link Cours	e Calendar
💽 🕐 💾 https://accapps.wku.edu/pls/test/wku_ces_calendar.9 🔎 - 🔒 🖹 🖸 💾 Generate Course Calendar - X	1 ★ 13
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	
Generate Course Calendar for: Fall 2015	
Search By ONE of the following (Subject, Instructor or CRN)	
Course ID	
Subject Area Course Number Section Number Instructor	
NONE All All - AN - NONE - NOR Reset	
CRN Subj Cree Sec Title Instructor Actions	
42876 ASL 101 001 AMERICAN SIGN LANGUAGE I Fc C Course Calendar	
42884 ASL 101 1002 AMERICAN SIGN LANGUAGE Fc : <u>Course Calendar</u> Select	
4714 ASI 101 004 AMERICAN SIGN LANGUAGE I FC . Course Calendar	
42687 ASL 101 005 HON: AMERICAN SIGN LANGUAGE I Fc 2. Course Calendar	
42688 ASL 101 006 AMERICAN SIGN LANGUAGE I Fc 2. Course Calendar	
44715 ASL 101 007 AMERICAN SIGN LANGUAGE I Fc 2. Course Calendar	

Calendar generated showing meeting days of course and break days

Search	Go		SITE MAP HE
Generate Cou	urse Calendar		
42685 ASL 101 003	(AMERICAN SIGN	I LANGUAGE I) Term: 2015	
TR (Tuesday	Thursday) From: 0	3/24/2015 To: 12/11/2015	
August 25	Tuesday		
August 27	Thursday	Î	
September 01	Tuesday		
September 03	Thursday		
September 08	Tuesday		
September 10	Thursday		
September 15	Tuesday		
September 17	Thursday	Î	
September 22	Tuesday	Î	
September 24	Thursday	Î	
September 29	Tuesday		
October 01	Thursday	Fall Break Day	
October 06	Tuesday	- î	

List is downloadable to and Excel file

November 19	Thursday	
November 24	Tuesday	
November 26	Thursday	
December 01	Tuesday	
December 03	Thursday	
December 08	Tuesday	
December 10	Thursday	

Download to Excel

RELEASE: SYLLABI MAINT 1.0

Course Roster Lookup

Select link then perform Select Term. Then select either Subject or other possible selection with it or Instructor. Then click Show Me Classes button. Subject – Account (Univ) selected.

Look-Up Classes for Term:	Fall 2015 Instructions to	Print Schedule of Classes	
Colonnade/General Education C	ourses		
by Subject (Pick 5 Max)	by Instructor Call> Call> CallAbell, (Adam, Adams Adams Adams Adams Adams Adams Addordg 4 Adardidg 4 Alexan Aldridg 5	by Course Number by Title Part-of-Term <ali> Schedule Type <ali></ali></ali>	by Campus call> Bowling Green Dual credit ESLI (driftee) by Session call> Dawy Eveninge Program
	by Days: Mon Tues Wed Thur Fri Sat Sun	By Colonnade (general education) category (Vorrides at other selection criteria) *Names -Kill - Colonnade Courses ONLY> F-WI (College Composition) F-W2 (Writing in the Disciplines) F-OC (Human Communications) F-AU (Literary Studies) F-AR (Quantitative Reasoning) F-SB (World History)	By old General Education category

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.

rou Sele	cted the	e follow	ing C	Class	ses: Fall 2015										
SR" in the firs	st column d st column d column der	enotes "N enotes "Si notes a re	o Regis udent F stricted	tration Restric course	" - the registration period for this course has passe tion" - clear holds on your account that prevent reg a See department for course pass.		st conta	ct the Offi	ce of the Reg	istrar.					
o see prere Refer to Mtg	equisite,core I Dates colu	equisite,ar umn for cla	d depa iss star	rtment ting ar	appear in a blue box beneath the course section r tal information, click the section Title. Id ending dates. lick on the hyperlink in the "Act" (Actual Enrollme										
o Print the S															
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Class Roster

Summary Cla	iss Roster : Fall 201	5											
CRN Subject Cou 00003 ACCT 2		Title UNTING-FINANCI/	Start End Stat AL Aug 24, 2015 Dec 11, 2015 Op										
Maximum Actual Remaining Enrollment: 50 50 0													
Rec.# ID	Student Name		Student Email		Lvl De	egr	Program	Major	Class	CrHr	Reg	Req.#	
1 800 5	Alle	george			UGBS	3	BS in Health & Human Services	Sport Management-Prep	<u>80</u>	3.00	RW	32	
2 800	AIM	musta			UGBS	3	BS in College of Business	Accounting (Seeking Adm)	FR	3.00	RW	25	
3 800 2	Arn	matthe			UGBS	3	BS in College of Business	Marketing (Seeking Adm)	FR	3.00	RW	24	
4 800	Bra	jeremy			UGBS	3	BS in College of Business	Management (Seeking Adm)	FR	3.00	RW	23	
5 800 3	Bru	cody.t			UGBS	3	BS in College of Business	Marketing (Seeking Adm)	<u>80</u>	3.00	RW	55	
6 800 3	Bur	emily.l			UGBS	3	BS in Health & Human Services	Health Care Admin- Seeking Adm	SO	3.00	RW	54	
7 800 7	Car	conrac			UG BS	3	BS in Health & Human Services	Sport Management	FR	3.00	RW	26	
								51 (0 11 1 1)			(100	
8 800 3	Cot	mariał			UG BS	3	BS in College of Business	Finance (Seeking Adm)	FR	3.00	RW	22	
	Cot Cro	mariał hailee			UG BS				FR FR	3.00			

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

Freshman 5-Week Assessment

Click link Freshman 5 Week Assessment: perform Select Term and Select CRN click Submit Button.

Keyword Search Go	RETURN TO MENU SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information	
Select a CRN for Fall 2	
Please enter the CRN you wish to access, or select a different term from the menu.	
CRN: COLLEGE ALG/TRIG - 05751	
Submit COLLEGE ALG/RING - 05751 COLLEGE ALGEBRA - 29083 TRIGONOMETRY - 29084 INTERMEDIATE ALGEBRA - 35559	
RELEASE: 6.	

Freshman assessment will be processed on any 199 level courses or below on only those students that are classified as freshman. A list of the students that need to be assessed for grade and attendance will appear.

	5 Week Asse									Aug 14, 2
ourse Informat	ion TRIG - MATH 118	001								
RN:	05751									
WEEK ASSES	SMENT LIST OF	FRESHM	EN ENROL	LED IN	DEVELOPMENTAL & 100 LEVE	L COURSES	;			
	Student Name		ID		Registration Status	FR Grade	Excessive Absences Indicator			
	Bla · · · ·	' <u>ımin S</u>	80	5.000	Registered (Web) Mar 28, 2007	None 💌	No	~		
	<u>Car</u>	<u>C.</u>	80	5.000	Registered (Web) Mar 08, 2007	None 💌	No	~		
	Co	<u>.</u>	80	5.000	Registered (Web) Mar 08, 2007	None 💌	No	~		
	Co		80	5.000	Registered (Web) Mar 31, 2007	None 💌	No	*		
	Far		80	5.000	Registered (Online) Apr 10, 2007	None 💌	No	~		
	<u>Giv</u>		80	5.000	Registered (Web) Mar 08, 2007	None 💌	No	~		
	<u>Har</u>		80	5.000	Registered (Web) Jun 05, 2007	None 💌	No	~		
	Har	<u>.</u>	80	5.000	Registered (Web) Apr 05, 2007	None 💌	No	~		
w the FD	Han Creada ha	n	80	5 000	down menu. Choic	N		mD/E		
ourse Informat	ion									
OLLEGE ALG	TRIG - MATH 118	<u>3 001</u>								
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RN: WEEK ASSES	05751		IEN ENROL		DEVELOPMENTAL & 100 LEVE Registration Status	EL COURSES	S Excessive Absences Indicator			
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RN: WEEK ASSES	05751 SMENT LIST OF Student Name	FRESHM	ID	Credits	Registration Status	FR Grade	Excessive Absences Indicator	v		
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RN: WEEK ASSES	05751 SMENT LIST OF Student Name Bla	FRESHM	ID 800400044 80	Credits 5.000 5.000	Registration Status Registered (Web) Mar 28, 2007 Registered (Web) Mar 08, 2007	FR Grade Pass 👻 Pass 💟	Excessive Absences Indicator No No	>		
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Record Number	Student Name		ID	Credits	Registration Status	FR Gra	de	Excessive Absences Indicator	
1	<u>Blan</u> i	<u>n S.</u>	800	5 noo	Registered (Web) Mar 28, 2007	Pass	~	No	٩
2	Carp .		800	00	Registered (Web) Mar 08, 2007	Pass	*	No	٩
3	<u>Cole</u>		800	00	Registered (Web) Mar 08, 2007	D/F	*	Excessive Absences	٩
4	Cost		800	00	Registered (Web) Mar 31, 2007	D/F	*	Excessive Absences	٩
5	Fane		800	00	Registered (Online) Apr 10, 2007	None	~	No	•
6	<u>Giva</u>		800	00	Registered (Web) Mar 08, 2007	None	~	No	•
7	<u>Hans</u>		800	00	Registered (Web) Jun 05, 2007	Pass	*	Excessive Absences	•
8	Hart,		800	00	Registered (Web) Apr 05, 2007	None	~	No	1
9	<u>Hayc</u>		800	00	Registered (Web) Mar 08, 2007	None	~	No Excessive Absences	
10	Hour		800	00	Registered (Online) May 14, 2007	None	~	No	4

You should receive a returned message "Your Freshman Assessment updates have been submitted!!!".

Keyword Search	Go					RETURN TO MENU SI	IE MAR HELF EAH
Faculty Services Advisors &	Student Data Inquiry	Employee Services Personal Informa	ation				
reshman 5 Week As	sessment						Faculty Western
			4				Aug 14, 2
our Freshman Ass	essment upda	tes have been submitte	d!!!				
ourse Information COLLEGE ALG/TRIG - MATH	449.004						
CRN: 05751							
WEEK ASSESSMENT LIST (Record Number Student Name		OLLED IN DEVELOPMENTAL & 10 Credits Registration Status	FR Grade	Excessive Absences			
e				Indicator	-		acsapps.wku.edu 🕯
e Freshman 5 Week Asse	semont - Mozill	- Firofox					acsapps.wku.edu
	Bookmarks Tools						
🗧 📮 👘 🗸 🤮	ad Stop Print Ho	me ttps://acsapps.wku.e	du/pls/test/wkufs_b	wlkfmgd.P_FacMidGrdPc	ost	🗠 🔹 🕨 🔽 Google	
17 <u>Prui</u>	8004	5.000 Registered (Web) Mar 28,	2007 None 🛩	No	•		
18 <u>Rea</u>	8005	5.000 Registered (Online) Jun 05		No	-		
9 <u>Sau</u> 0 <u>Sm</u> ;	8005 1a 8004	5.000 Registered (Online) Jun 05 5.000 Registered (Web) Apr 13,		No	-		
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PRIN ECONOMICS-MICRO - 29486

Next

List of athlete's in that course.

Course Information PRIN ECONOMICS-MICRO - CRN: 29486 Term: Spring 2010 Review Period: March 19, 20		010					Any Questions? Please contact the Student Athlete Success Center at 745-6022.
Caution You MUST click	the "Submit Gra	ades" button at the botto	om of the	page to SAV	E your changes!		
<u>Student Name</u> Fern andoz, Sobacilan	<u>ID</u>	<u>Sport</u> I Mens' Golf	<u>Class</u> FR	Grade None 💙	Absences 0	Comment Category NONE	Comments
Freeman, Lance	000500570	Mens' Tennis	FR	None 💙	0	NONE	
Sv ilng, Locia	000500500	Mens' Basketball	FR	None 💙	0	NONE	×
Submit Grades							

Enter the required information if you have any questions contact the Student Athlete Success Center. Once you have entered the information click the submit grades button.

Faculty Services Advis	sors & Student Data Inc	uiry Employee Services	Personal	Information	Finance Self-Service		
Athlete Grade R	leview						
Course Information PRIN ECONOMICS-MIC CRN: 29486 Term: Spring 2010 Review Period: March 1		2010					Any Questions? Please contact the Student Athlete Success Center at 745-6022.
Caution You MUST o	click the "Submit Gr	ades" button at the bot	tom of the	e page to SA	VE your changes!		
Student Name	ID	Sport	Class	Grade	Absences	Comment Category	Comments
Ferna ndez, Sebastian	00000000 1	Mens' Golf	FR	в 🛩	3 🛩	Papers 🖌	This is a test
Freeman, Lance	000500578	Mens' Tennis	FR	C 💌	0 💌	Other/General	
Swing , Jardan	000500506	Mens' Basketball	FR	С 🗸	1 💌	Other/General 🗸	 ⊻
Submit Grades							
		View	Previous	Grade Revie	ews for this course: Feb	ruary 12, 2010	

KAP Grade Review and Forensics Grade Review will be similar to the Athlete Grade Review the timing of each one of these processes will be controlled by the Registrar's Office. You may also see other links enabled during the semesters and new processes added as needed by WKU.

Advisors & Student Data Inquiry Tab

inter 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 Misc Admin	
student Currently Selected.	
Ferm Selection	
ID Selection/Name Search	
Advising/Administrative Tasks	
Advising Calendar Advising Comments	
Advising contract Information	
Advisor of the 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 Colonnade/General Education Crosswalk	
Colonnade/General Education Crosswalk Electronic Imaged Documents	
Electronic imaged bocuments Email Address	
Einal Grades Einal Grades	
General Student Information	
Holds - Update	
Holds - View Only	
ICAP - Degree Audit	
ICAP - General Education Audit	
iCAP - Colonnade 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 Department View Course Enrollment by College	
View Course Enrollment by College View Schedule of Classes	
View Science of Classes View Science of Classes	
View Freshmen Assessment Report	
Academic Standing and College Readiness	
View Student Course History	
View Student KY GenEd Certifications	

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.

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 Summer 2013 Submit Submit Submit Fail 2012 Summer 2012 Summer 2012	
Once you select the Term click the Submit button.	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Idenu Finance Self-Service	
Select Term	Barbara M. Scheidt May 14, 2013 02:02 pm
Select a Term: Spring 2013 -	
Submit	

Advising/Administrative Tasks

To view	student's	information	select the	link in the list.
	student s	mormation	Servet the	mink in the not.

inter Student ID: Submit Reset	Search	Go		RETURN TO MENU SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Emp				
dvisors & Student Data Inquiry	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
rrently Selected Student is: Test Student 1				
erm Selection				
) Selection/Name Search				
Advising/Administrative Task Advising Calendar				
Advising Comments Advisor Contact Information Advisor Eligible to Degister				
Advisees Eligible to Register Advisee Email List Course Syllabi Maintenance				
Fifth Week Freshmen Assessment Follow Major/Course Pre-Registration Maintenan				
 SASC (Athlete Advising) Schedule of Classes and Class Roster Lo 				
 WKU Email Utility 			(
vising Calendar / Sched	uning (Contact AAR	C for additional in	formation if needed.)	
Go				SITE MAP HELP EXIT
aculty Services Advisors & Student Data Inquiry	Employee Services Personal Information	on Student Conduct Menu Finance	Self-Service	
dvising Calendar / Scheduling				
dvising Availability Scheduling				
Advising Calendar Appointments				
vising Calendar Schedu	ling: Select the link	and the following p	bage displays	
Edit View Favorites Tools Help Search G0				RETURN TO MENU SITE MAP
Faculty Services Advisors & Student Data Inquir	Employee Services Personal Information	Student Conduct Menu Finance Self-	Service	
Select Term				Barbara M. S Jul 31, 2013 09:
Select the term in which you wish to schedule				
Fall 2013	lay 13, 2013 - Aug 08, 2013 - 6, 2013 - Dec 13, 2013 ay 13, 2013 - Aug 08, 2013			
Submit Spring 2013Jan Winter 2013Jan	22, 2013 - May 10, 2013 02, 2013 - Jan 18, 2013			
RELEASE: 8.4 Fall 2012 Aug 2 Summer 2012 N © 2013 Ellucian Co Spring 2012 Jan	7, 2012 - Dec 14, 2012 lay 14, 2012 - Aug 09, 2012 23, 2012 - May 11, 2012			
Winter 2012 Jan Fall 2011	02, 2012 - Jan 20, 2012 9, 2011 - Dec 18, 2011			
Summer 2011	24, 2011 - May 13, 2011			
ect your term for sched	iling your appointme	ent and your calence	lar will display.	SITE MAP HELP EXIT
aculty Services Advisors & Student Data Inquiry	Employee Services Personal Informati	on Student Conduct Menu Finance	Self-Service	
dvising Calendar Scheduling				
r Term: Spring 2013 (01/22/2013-05/10/2013				
elect an advising time block: 🥺	30 mint		Recurring Availability:	
Exchange preferences: 🥺		 Disabled Enabled 	Current week only.	
			C Remainder of the semester (
Previous Week		Week of May 06, 2013 (16 of	C Recur for the next week	s. Next Week
o To: Week of 05/06/2013 👻		Week of May 06, 2013 (16 of		Next Week Submit Advising Hours
Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thurəday 05/09/2013	Friday 05/10/2013
0700AM-0730AM	0700AM-0730AM	0700AM-0730AM	0700AM-0730AM	0700AM-0730AM
0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0730AM-0800AM 0800AM-0830AM 0830AM-0900AM	0730AM-0800AM 0800AM-0830AM 0830AM-0900AM
0900AM-0930AM 0930AM-1000AM	0900AM-0930AM 0930AM-1000AM	0900AM-0930AM 0930AM-1000AM	0900AM-0930AM	0900AM-0930AM

Advising Calendar Appointments

Search Go				SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Employee S	Services Personal Information Student Cond	uct Menu Finance Self-Service		
Advising Calendar Scheduling				
For Term: Spring 2013 (01/22/2013-05/10/2013)				
Select an advising time block: 🐵	30 mins 🔻	Baaurrin	ng Availability:	
Exchange preferences: 🥹	Disabled		Current week only.	
	Enabled		Remainder of the semester (0 we	eeks).
		c	Recur for the next weeks.	
Previous Week	Week of Ma	y 06, 2013 (16 of 16)		Next Week
Go To: Week of 05/06/2013 V	Tuesday We	duondov	Thursday	Submit Advising Hours
05/06/2013 05	5/07/2013 05	dnesday /08/2013	05/09/2013	Friday 05/10/2013
0730AM-0800AM 0730A	M-0800AM 0730AM	M-0730AM M-0800AM M-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM
Advising Comments:				
File Edit View Favorites Iools Help Search Go				RETURN TO MENU SITE MAP HE
	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 Click here to select another student.	a specific course. For an overall followup, click o	n "Overall Followup."		
Zad Classification: JR				
Term: Fall 2013 Course Credit Hours Gra	ade.			
ME 220 001 3 ME 344 001 3				
PHYS 265 001 4 PHYS 266 001 1 PE 101 337 1				
ME 310 001 3 Overall Followup				:
Displaying Fall 2013 comments <u>View all comments</u>				
Advisor Contact Information: all	advisors assigned for t	he selected term	will display.	
Search				SITE MAP HELP EXIT
Search GO Faculty Services Advisors & Student Data Inquiry Er	maleves Services Personal Information	Student Conduct Manu Ein	anna Salf-Saniaa	
Advisor Detail Information		Student Conduct Menta		
Primary Advisor				
Name: Len				E
Phone Number: (270) 745-				
Email Address jo r and the set of				
Office Location Ctr. for Eng. & Bio. Scie	ances Internet			
Honors College Advisor	_			
Name: Car				
Phone Number: (270) 74				
Email Address ar @wku.	.edu			
Office Location Honors Center				
	[Select Ar	nother 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.

也v	VKU.	TopNet							
Search		Go				BA	CK TO MENU SI	ТЕ МАР НЕ	LP EXIT
Student S	ervices Fina	ancial Aid Faculty Services Adviso	ors & Student Data Inquiry	Employee Servic	es Personal I	nformation Fina	nce Self-Service		
Advisee	es Eligible	e to Register by Term							
those stud	ents who are	Register list shows advisors the stud not enrolled but are eligible to do so udent is currently registered for cours	either by signing up for class			U. This form conta	ains the registration	on hours allo	wing the
Term S	elected :	: Fall 2013				Email	All Advisees Em	ail Selected A	Advisees
WKUID	Student	Major	Concentration Minor	Reg Hours C Hours Earned	lass GPA Hold	s Acad Last Standing Term		iCAP Photo	Email
<u>801</u>	M S	. 750P Photojournalism (Seeking Adn	1) 423 Music 307 American Sign Language Studies		<u>FR</u> 2.19 <u>N</u>	GS 20131	0 201730	ICAP	

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

	Net								
Search	Go				RETURN TO	D MENU	J SITE MAP	HELP	EXIT
Student Services Financia	Aid Faculty S	ervices Advisors & Student Data Inquiry E	mploye	e Services Personal Informa	ation Finance S	elf-Ser	vice		
Advisee Email Addr	Advisee Email Address List for Currently Enrolled Students								
		se currently enrolled students who are assigned se eligible to register please visit the Advisees				ed will b	e shown on th	nis list. If	F
		[<u>E-mail Adv</u>	isee Li	<u>[st</u>]					
Rec WKU ID Student I #	lame Pic	Student Email	Major	Major Description	Concentration		Class Description	Pri	im 1v
1 8 Mc Sa	View	sa <u>er.wku.ed</u>		Photojournalism (Seeking Adm)		FR	Freshman	N	

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

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	
Overall Followup	
Displaying Spring 2013 comments <u>View all comments</u>	

Major/Course Pre-Registration Maintenance

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

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

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:	
Fail 2013 •	
Continue	

Select the Department:

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	
Pre-Registration for Fall 2013	
Select your department:	
Continue Select another term	Ŧ

Drop down list of all Departments highlight your selection

	Chemistry Coll AR:Interdiscpl/Undeclared Coll BU:Interdiscpl/Undeclared Coll ED:Interdiscp/Undeclared		pNet	
ſ	Coll HH:Interdiscp/Undeclared Coll SC:Interdiscp/Undeclared Communication		30 SITE MAP HELP EXIT	
L	Communication Disorders Computer Information Systems	1	Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service	
	Computer Information Tech Computer Science Economics	ł	tration Maintenance	
	Engineering English			
	Family and Consumer Sciences Finance			
	Folk Studies & Anthropology Geography and Geology			
	History Honors Academy			

Select the Continue button

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	
Pre-Registration for Fall 2013	
Select your department:	
Continue	1
Select another term	

Select the major from the menu:

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	
College: Arts and Letters Department: History	
Select a major for Pre-Registration:	

Complete form

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	
592 Social Studies - Fall 2013	
1. Preferred Courses:	
Subject Course Number	
2. Alternate Courses:	
Subject Course Number	
3. Select one or more General Education Categories:	
English Composition (A1) Sciences (C)	
Foreign Language (A2) Science (D1)	
Public Speaking (A3) Mathematics (D2)	
Literature (B1) World Cult & Am Cult Diversity (E1) Electives (B2) Physical Development (F1)	
Science Lab (DL) Crgan & Common of Ideas (A4)	
4. Select the credit hour range desired:	
6. ATP Contact Person (WK ID): -	
Select another major Select another department Select another term	

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

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 Advisees Eligible to Register – perform select term

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

色W		et	
Search	Go		SITE MAP HELP EXIT
Faculty Services	Advisors & Student Data	Inquiry Employee Services Personal Information	
Select Advi	see Sport		
Select a Sport:	Athletic Manager		
	Athletic Manager		
Submit	Baseball Football		
	Men's Basketball		
	Men's Golf		
RELEASE: 1.1 _{© 20}	Men's Swimming		
@ 20	Men's Tennis Men's Track	d its affiliates.	
	Soccer		
	Women's Basketball		
	Women's Golf		

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

Search	h	Go										:	SITE	MAP I	HELP	EXI
Faculty	Services	Advisors & Student Data Inquiry E	Employee Services Personal I	nformation												
\thlet	te Advis	sees Eligible to Register	r													
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Sport wkuid	Studen			Minor Reg	Hours Earned	Class	GPA H			Last	Grad				sees o Emai	1
WKUID				Minor Reg Hours <u>12</u>					Acad	Last	Grad Status	Exp Grad	iCAP	Photo		
VKUID	Studen	nt Major	Concentration BMGP Business Mgmt	Minor Reg Hours <u>12</u>	Earned	<u>so</u>		Holds	Acad Standing	Last Term	Grad Status	Exp Grad Term 201610	iCAP	Photo	o Emai	
•	Studen	nt Major 288 Business	Concentration BMGP Business Mgmt Prep	Minor Reg Hours <u>12</u>	Earned	<u>SO</u> <u>PB</u>	2.51	Holds Y <u>N</u>	Acad Standing	Last Term 201310	Grad Status	Exp Grad Term 201610	iCAP 1CAP 1CAP	Photo	Emai	

Return to the SASC menu and select Athlete Advising Comments

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

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

Advising Comments	- General	iry Employee Services Personal Information	
		Athlete Advising	
lick on a course if you have f			
ick on a course if you have f			
ck on a course if you have i	followed up wit	the student about a specific course. For an overall followup, click on	"Overall Followup."
ck here to select another st	tudent.		
(80000000)			
assification: JR			
rm: Spring 2013			
urse Cr	edit Hours	Grade	
IG 200 008	3	B	
EOG 100 001	3	B	
S 110 003	3	B	
<u>S 110 003</u> ELS 300 002	3 3	B	

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

Search Go	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: 8.5.3 © 2013 Ellucian Company L.P. and its affiliates.	

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

I	COPNET Mailer Utility	
	Enter the Subject, Message and an optional attachment then click "Send Email". To paste data into any box, press "Ctrl + v".	
W	hen sending email to multiple recipients, please separate email addresses with a comma.	
	For technical support, call 745-8812 or email Barbara Scheidt	
Send to:		
From:	barbara.scheidt@wku.edu	
Subject:		
Message:		
	Browse One attachment allowed per email. Attachment filename cannot contain periods and must have a example: filename.txt). The maximum file size allowed is 4MB.	an
extension (e	Send Email Clear Form	

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.

Enter Student ID: Submit Reset	Search	30 RETURN TO MENU SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry Employee Services Per	sonal Information Student Conduct Menu Fin	nance Self-Service
		Barbara M. Scheidt May 20, 2013 09:44 am
Select the transcript level and transcript type.		
Transcript Level: All Levels -		
Transcript Type: Advising/Unofficial -		
Display Transcript		

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

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College:			Arts and Letters					
Major:			Music (Liberal Arts)					
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ECON	303	UG	MACROECONOMIC THEOR	Y				3.000

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

Enter Student ID: Submit Re	set	Search	RETURN TO MENU SITE MAP HELP EXIT
Faculty Services Advisors & Student Data Inquiry	Employee Services Perso	onal Information Student Conduct Menu Finance Self-Service	
View Student Addresses and Ph	ones		Barbara M. Scheidt May 22, 2013 01:30 pm
Information for Test Student 1			
Addresses and Phones			
Mailing/Permanent	Phones		
Current: Jan 04, 2011 - (No end date)	Primary: 270-724-9999		
999 W Bowling Green, Kentucky 42104-034 KY-Warren	13		E

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

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IMPORTAN	T NOTICE TO FINANCIAL AID RECIF	PIENTS:			
If your finan	cial aid has been completely proces	anad by the	Office of S	tudent Eine	ncial Assistance the aid will appear on your account. "Anticipated" amounts have NOT officially been applied to your account but are
shown as p	rojected aid. Federal regulations do	not allow Tit	tle IV funds	to be crea	lited until 10 days prior to the start of a term. Please make sure that you have signed your loan promissory note with the financial aid
office. If yo	a have not signed a promissory note	e, the anticip	ated financ	ial aid liste	d will NOT officially apply to your account. KEES awards are not officially credited until 3-4 weeks into the fall or spring semester.
excellent fo		to pay in you	ur home cu	irrency (in	ered with peerTransfer to streamline the tuition payment process for our international students. With peerTransfer, you are offered most cases) and save a significant amount of money, as compared to traditional banks. You will also be notified via email when your egin the payment process.
		Account	t Balance:	-1,163.00	
	Spring 2013				
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	
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EDPL	Federal Direct Parent Loan			0.00	
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Change Major, Minor, Concentration, Advisor: Select the function and complete the form following the instructions on the form completing all steps.

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Note: If you plan	to pursue more than 2	majors concurrently, ye	ou must see Academic Advising and R	etention Center for consultat	tion (DUC room A330 ph	one 745.5065).
ID	Name	Email		Phone	Date	
800723819	Test Student 1	zachary lancaster	327@topper.wku.edu	2707242131	05/20/2013	
Primary Program	m of Study					
Level:	Undergraduate					
Degree:	Bachelor of Scie	ence				
College:	Science and En	gineering				
Graduation Stat	us:					
Expected Gradu	ation: Spring 2015					
Catalog Term:	Summer 2011					
Note: Students v and communica		ting, Advertising, News/E	d,Photojournalism and Public Relations	must have a minor outside the	e SJ&B, film studies	
Field of Study	Current	Select Changes			ncentration Required nor or 2nd Major Required	

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Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service	
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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	e change forms, and so forth will be available here.
View Transcript(s) View college transcripts for the selected student or applicant.	
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<u>Final Grades</u> for selected term: (Additional Approval required for access) Select Term from Menu:

WKU Student Email Address test.Student1327@topper.wku.edu

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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.

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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

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You are here > Audit View Course History Close Window PREPARED: 05/20/13 - 14:54 Student 1,Test PROGRAM: HC SCBS543P CATALOG YEAR: 201120 Primary Advisor: Barbara M. Scheidt Pre-Major in Mechanical Engineering Progress Toward Degree Categories 4.0 Overa - 2.0 WKU Overal Majo GPA 0.0 Hours 80 Unfulfilled N/A In Progress Complete Hours GPA BPrinter Friendly ▼▼ Open All Sections ▶▶ Close All Sections THIS IS A REMINDER THAT YOUR APPLICATION FOR GRADUATION FER MUST BE FILED IN THE OFFICE OF THE REGISTRAR AFTER 90 HOURS ARE EARNED. 🕨 🖌 Honors College GPA Check: EARNED: 3.64 GPA + 1) A minimum 3.2 overall cumulative GPA(excluding developmental courses) is required to be a graduate of the Honors College. Consult an advisor in the Honors College, if you have questions. 67.00 ATTEMPTED HOURS 244.00 POINTS 3.64 GPA

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Power Enter Course Grades (Only for selected users) Select term from term select form – enter CRN

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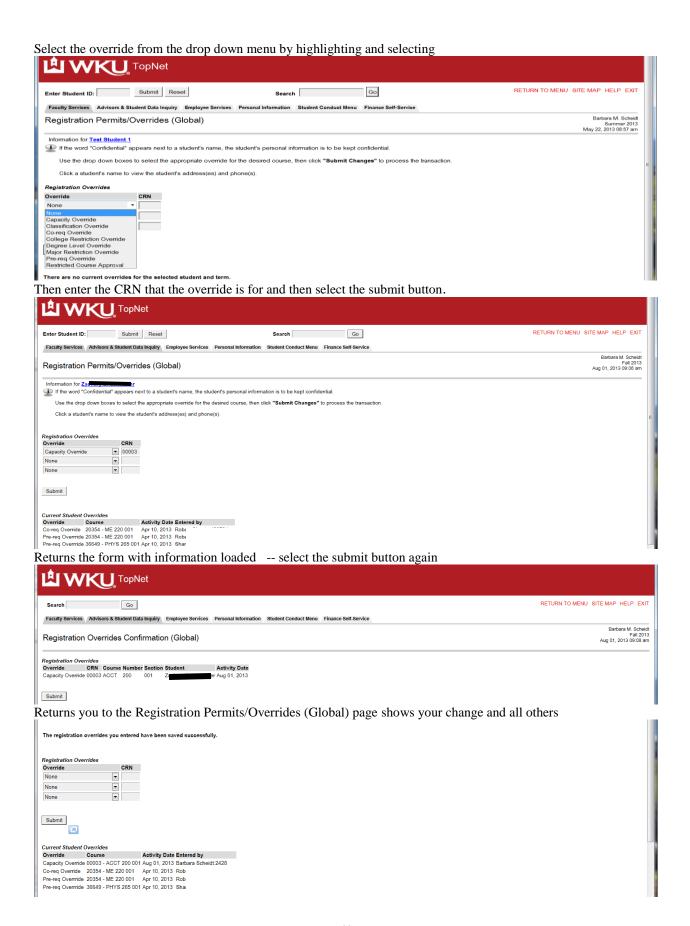
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Registration History will show a list of all registration activity for the student by term – Active and all withdrawal activity made by student or university.

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The following	g represents active as well as completed	registrati	ons. Withdrawn, dropped, and/or cancelled classes are also displayed.	
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RN Course	Course Title	Credit	Level Status	
925 AMS 180	ARCHITECTURE & CIVILIZATION	3.000	Undergraduate Registered (Web) Jan 22, 2013	
489 EM 303	WKU MECH DEFORM SOLIDS	3.000	Undergraduate Registered (Web) Oct 29, 2012	
325 EM 313	DYNAMICS - UK	3.000	Undergraduate Registered (Web) Oct 29, 2012	
935 FLK 280	CULTURAL DIVERSITY IN US	0.000	Undergraduate Dropped (Web) Jan 22, 2013	
619 MATH 331	DIFFERENTIAL EQNS	3.000	Undergraduate Registered (Web) Oct 29, 2012	
791 ME 200	SOPHOMORE DESIGN	3.000	Undergraduate Registered (Web) Oct 29, 2012	
491 ME 347	MECHANICAL SYSTEMS LABORATOR	Y 1.000	Undergraduate Registered (Web) Oct 29, 2012	
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N Course	Course Title	Credit	Level Status	
037 ECON 150	HON: INTRO ECONOMICS	3.000	Undergraduate Registered (Web) Apr 11, 2012	
337 EM 221	STATICS - UK	3.000	Undergraduate Registered (Web) Apr 11, 2012	
887 ENGR 295	INTRO RESEARCH METHOD	1.000	Undergraduate Registered (Web) Apr 11, 2012	
	MULTIVARIABLE CALCULUS	4.000	Undergraduate Registered (Web) Apr 11, 2012	
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Once a student has registered changes may be made by using the drop down box.



<u>Schedule Summary</u>: This will display the student's schedule for the selected term

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inter Student ID: Submit Reset Search Go RETURN TO MENU SITE MAP HELP EX										
Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service										
/iew S	Summary Stude	nt Schedule : Summer 2013	1							
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dvisor: H onors Co		for Eng. & Bio. Sciences 2118	-							
dvisor: H onors Co	Henry Joel Lenoir, Ctr	for Eng. & Bio. Sciences 2118	Hours	Days	Time	Date	Location	Instructor	Syllabus	Src
lvisor: H onors Co tal Enro CRN	Henry Joel Lenoir, Ctr ollege: Good Standing olled Credit Hours: 3.0	for Eng. & Bio. Sciences 2118	Hours 3.00	Days MTWRF	Time 8:00 am - 10:15 am	Date 06/10-07/03	Location TBA	Instructor Ashley C. Fox	Syllabus N/A	Src RW

<u>Tax Notification</u> Select the Tax Notification year that you wish to view.

Search Faculty Services Advisors & Stude	Go ent Data Inquiry Employee Services	Personal Information Student	Conduct Menu Finance	ice Self-Se	ervice			RETURN	TO MENU	SITE MAI	P HELP E	XIT
Tax Notification (1098-	Г) for 2012											_
FILER'S name, street address, city, state, zip code, and telephone number Billings and Receivables Office Western Kentucky University 1906 College Heights Blvd #11022 Bowling Green, KY 42101-1022 270-745-6381	1 Payments received for qualified tuition and related expenses \$ 2 Amounts billed for qualified tuition and related expenses \$ 9483	OMB No. 1545-1574 2012 Form 1098-T	Tuition Statement									
FILER'S Federal identification no. 61-6055628 STUDENT'S social security number XXX-XX-7400	3 If this box is checked, your educational institution has changed its reporting method for 2012											
STUDENT'S name Zamanjana mater		5 Scholarships or grants \$ 11017.5	Copy B For Student									
Street address (including apt. no.)	6 Adjustments to scholarships or grants for a prior year \$ 0		This is important tax information and is being furnished to the Internal Revenue Service									
City, state and ZIP code Bowling Green KY 42104-0343												
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student X	9 Checked if a graduate student student	10 Ins. contract reimb./refund \$									
Form 1098-T Keep for your re	ecords Department of the Treas	ury - Internal Revenue Service	9									

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

Enter	Student ID: Subm	it Re	eset		Search Go RETURN TO MENU SITE MAP HELP EX
	v of Student Test Score		/ Employee	Services Persona	Information Student Conduct Menu Finance Self-Service
		•			
Test S	cores for: Test Student 1				
					Eligibility Statuses
					Gordon Ford College of Business Administration (COBA)
	Access to	upper le		that may be assi	a minimum COBA status as a pre-requisite requirement for enrollment. Listed are potential COBA status codes gned to a student. The minimum requirement is determined course by course.
			C	OBA CODE	STATUS Blocked from Upper Division COBA registration by policy
				0	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 MBA program: GMAT Not Required
				0	HONORS COURSEWORK
			,	A student must ha	ve an HonorsCourse Eligibility status of "Y" (Yes) to enroll in an Honors Course.
T 4	Burneletter	•	D .(
Test A01	Description ACT English	Score 26	Date 01-MAR-10	Expiration Date	
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		
	ACT Composite	26	01-MAR-10		
A05			01-MAR-10		
A06	ACT Sum of Standard Scores	102			
A06 AP07	United States History	5	01-JAN-10		
A06 AP07 AP66	United States History Calculus AB	5 4	01-JAN-10 01-JAN-11		
A06 AP07 AP66 AP78	United States History Calculus AB Physics B	5 4 3	01-JAN-10 01-JAN-11 01-JAN-11		
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A06 AP07 AP66 AP78 COBA CPE CPE1 CPE2	United States History Calculus AB Physics B COBA Course Eligibility CPE - Total CPE - 9th Grade Algebra CPE - General Chemistry	5 4 3 2 52 20 19	01-JAN-10 01-JAN-11 01-JAN-11 24-SEP-12 21-APR-11 21-APR-11 21-APR-11		
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TopNet Reports: Select the Menu link on TopNet Reports to run the information

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TopNet Reports							
View Student Transfer General Ed Equivalency							
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Li View Course Enrollment by Department							
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View Schedule of Classes	=						
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U View Freshmen Assessment Report							
Academic Standing and College Readiness							
Li View Student Course History							

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	
Enter Student ID: Submit Reset Search Go	RETURN TO MENU SITE MAP HELP EXIT
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TopNet Thank you page	
TOPNET	
TOPNET	
Thank you for using TopNet	
If you are finished, please close your browser to protect your privacy.	
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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.