WKU ON DEMAND

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STUDY ANY DAY, ANY TIME, ANY WHERE!

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About WKU On Demand...

PURPOSE
WKU On Demand is a unit of the Division of Extended Learning & Outreach (DELO). We recognize the need of many individuals to pursue educational experiences outside the traditional college classroom, and we provide flexible undergraduate and graduate courses in direct response to this need. We offer more than 100 credit courses by Web, meaning your education is delivered to your door, at your pace, when it's convenient for you.

ORGANIZATION
You may register for an on demand course at any time, unless otherwise noted. Most continuous enrollment courses allow up to nine months to complete or you can accelerate the process and complete courses in as little as seven weeks.

You decide when class meets. Study may be interrupted for short periods and resumed at some point later in the time frame of eligibility. It's important to note that on demand courses require considerable self-discipline and responsibility since they do not maintain the structured, steady pace of face-to-face classroom instruction.

On demand courses consist of a set number of assignments for study and completion. Each assignment offers direction by the instructor, including assigned readings and questions or problems based upon the text or other course material. All on demand courses are prepared and taught by WKU faculty.

ACCREDITATION
WKU On Demand is fully accredited through WKU and the Southern Association of Colleges and Schools (SACS).
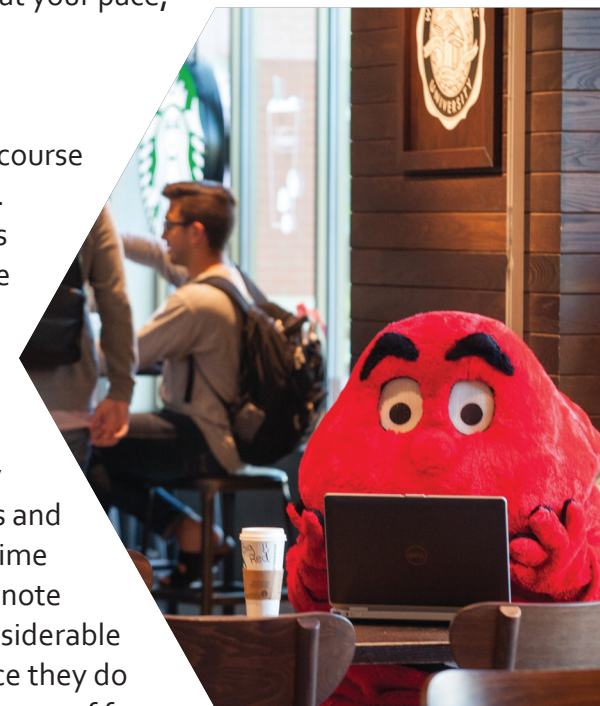
THE HONOR SYSTEM

WKU On Demand is a privilege extended to eligible students. You are expected to exhibit a great sense of personal honor and integrity in preparing assignments and completing examinations. All coursework submitted for grading must be yours. On Demand classes require one or more proctored exams to be taken at an approved testing center. You must read and agree to these conditions, stated in the Memorandum of Understanding, before taking an examination. Both you and the exam administrator must sign the agreement. Violation of the policies result in a failing grade and a forfeiture of all fees, as well as ineligibility to enroll in future on demand courses.

HOW TO CONTACT US

WKU On Demand
1906 College Heights Blvd. #21084
Bowling Green, KY 42101-1084

Campus: Garrett Conference Center, Room 101
             (Metered parking is available)
Phone: 1-800-535-5926 or (270) 745-4158
Fax: (270) 745-3623
Email: ondemand@wku.edu
Website: **wku.edu/ondemand**

COURSE OFFERINGS

WKU On Demand offers over 100 undergraduate and graduate courses in subject areas including Art, English, Family & Consumer Sciences, History, Math, Sociology and many more. For a complete list of our current course listings, please visit our website at: **wku.edu/ondemand**.

WKU On Demand also offers several classes that fulfill the WKU Colonnade Program and the WKU General Education requirements. To see these courses, please visit: **wku.edu/colonnade.**

To learn more about current University requirements for colonnade courses and general education requirements, please visit: **wku.edu/colonnade**.

> *"The only way to make progress is to take risks; it's the only way to learn."*
>
> *DE'SHA BOWLES*

How to Enroll...

ENROLLING

You may enroll in on demand courses by phone, fax, in person or online at any time throughout the year. We accept Visa, MasterCard, Discover, AmEx, personal checks, money orders and cash.

Tuition is due on the day of registration. For instructions on how to register online or to obtain a registration form, please visit our website at **wku.edu/ondemand**. Course descriptions and current tuition costs can also be found on our website.

ADMISSIONS REQUIREMENTS

Enrollment in an on demand course does not require or constitute formal admission to WKU. If you intend to pursue a degree, you must be formally admitted. Please visit **wku.edu/atwku/admissions.php** for more information on applying as an undergraduate to WKU. For graduate admissions, please visit: **wku.edu/graduate**.

The ACT or GRE is not required for enrollment in an on demand course. If you have fulfilled the proper prerequisites for a specific course, you may enroll; however, it is your responsibility to select courses, in consultation with your academic advisor, which will satisfy degree requirements. Information regarding the requirements may be obtained from your academic advisor or the Registrar of the college or university where enrolled.

NOTE: A course that has been previously failed cannot be repeated through WKU On Demand without special permission from the department head.

COURSE LOAD

As a WKU student, you can only enroll in up to 19.5 total hours in a semester. We recommend enrolling in no more than six credit hours through WKU On Demand at any given time. If on academic probation, you may not enroll in more than three credit hours at one time. Credits through WKU On Demand count toward full-time enrollment for insurance purposes, but not for housing or for the full-time tuition rate.
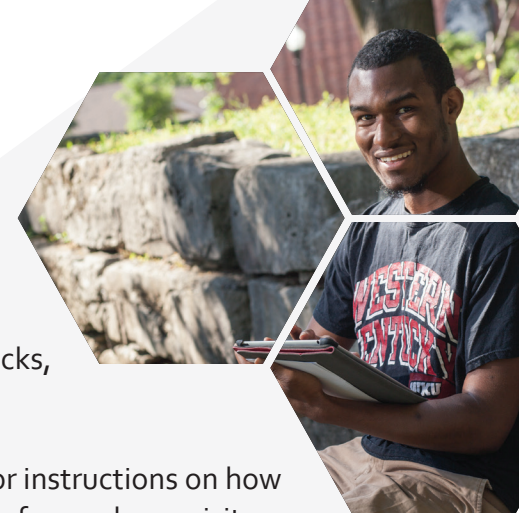
TUITION

Tuition MUST be paid on the day of registration. Tuition does not include the cost of textbooks or other materials. Some classes may be assessed a course/student fee. Make checks or money orders payable to WKU. We also accept Visa, MasterCard, AmEx and Discover. Tuition cannot be transferred from one person to another and MAY BE SUBJECT TO CHANGE WITHOUT NOTICE. Tuition for on demand courses matches that of in-state tuition for WKU. Call us for the current tuition rate.

FINANCIAL ASSISTANCE

On demand courses may be covered by financial aid if you have met basic eligibility requirements and have a current FAFSA on file. If anticipated aid adequately covers expected charges plus the on demand course charge, the tuition cost will be added to your account. Otherwise, you must pay for the course tuition at the time of registration.

To enroll in on demand classes using Financial Aid, you must fill out an agreement online with the Office of Student Financial Assistance. The agreement can be completed online by going to **wku.edu/financialaid,** clicking on "Forms," clicking on "WKU On Demand/Financial Aid Request For Registration" and completing the information requested.

If you are receiving financial aid, the Office of Student Financial Assistance requires that you complete your course within the current semester or your financial aid may be affected for following semesters. Please call (270) 745-2755 with questions about basic requirements of financial aid and student eligibility.

U.S. ARMED FORCES

We are proud to share our educational solutions with our service men and women. WKU is a participating Servicemember Opportunity College (SOC). All WKU On Demand courses are approved for servicemembers of the U.S. Armed Forces, Veterans and other persons eligible under the provisions of the GI Bill. You are responsible for submitting the proper forms to assure payment of appropriate entitlements.

If you are a servicemember interested in taking on demand courses, you should obtain prior approval from your respective Service's Voluntary Education Program - ARMY or Air Force Education Center, Navy College Office, Marine Lifelong Learning Center or the Coast Guard Institute. Please include payment for tuition as listed in the DANTES Catalog (dantes.doded.mil) when submitting your registration. The Department of Veterans Affairs will determine tuition reimbursement eligibility.

Veterans - As a military veteran, you can obtain additional information from WKU's Veteran Coordinator at (270) 745-2755 or va.questions@wku.edu.

ARMY - You must request your enrollment online through the GoARMYEd site (goarmyed.com). Registration will officially take place when WKU On Demand has received the online request. Questions regarding military enrollment processes should be directed to the Military Programs Counselor at the Ft. Knox Education Center, (270) 745-2626, (502) 942-8381 or bea.cobb@wku.edu.

WKU is committed to serving our servicemembers. For more information on available resources, please contact Military Student Services at (270) 745-4163 or military@wku.edu.

"I can take my classroom with me when I go to visit my daughter, and the flexible deadlines are a big advantage."

ANNETTE STRATTON

WKU ON DEMAND REGISTRATION SCHEDULE

Spring Enrollment: December 1 - April 30

Summer Enrollment: May 1 - July 31

Fall Enrollment: August 1 - November 30

You may register for an on demand course at any time throughout the year. The credits for a course through WKU On Demand will be placed on the semester during which you register and are counted as part of the total number of hours for that semester.

"I had to drop out of school when I got married, and I hated not finishing something I had started. I made up my mind, and decided that I want to do this!"

ARTHUR CLEMONS

Beginning/Completing Your Course...

ASSIGNMENTS
If you are enrolled in Web courses, you may submit your lessons through the Web via Blackboard.

TEXTBOOKS
A list of course textbooks is maintained on the WKU Store website. Complete title, author and publisher information are included with each course. All required textbooks for on demand courses may be ordered online at **wku.edu/wkustore** or by phone: (270) 745-2466 or 1-800-444-5155. Visa, MasterCard and Discover are accepted. You must specify the course section number to ensure they receive the correct book.

TRANSFERRING TO ANOTHER COURSE
Within six weeks after the enrollment date, you may transfer from one on demand course to another upon payment of a schedule change fee. When the transfer is granted, the new course must be completed within nine months from the original date of enrollment, not the transfer date. Only one transfer is permitted during the enrollment period. Please call WKU On Demand for the current fee information.

REFUNDS
If WKU On Demand cannot approve the application for enrollment, the tuition and fees will be refunded. If you voluntarily discontinue a course and make a written request for a refund within the first six weeks following the enrollment date, three-fourths of the tuition payment will be refunded. NO REFUNDS WILL BE GRANTED AFTER SIX WEEKS.

STUDENT SUPPORT SERVICES
The Student Resource Portal (SRP) is available to all distance learners, including on demand students, and provides one-click access to support services across campus. The SRP includes access to an online orientation, library tutorial, an online writing center, online tutoring and more services that could be useful when completing an on demand course. Access the Student Resource Portal by visiting **wku.edu/online/srp**.

COURSE DEADLINES

All course requirements in accordance with the syllabus must be completed within nine months from the date of enrollment. The enrollment date is the date on which WKU On Demand processes the application. A maximum of four assignments may be submitted per calendar week. The minimum time to complete a course is determined by the amount of coursework. Since only four assignments may be submitted per week, and at least two weeks should be allowed for processing the final exam, the minimum time for completion of a three hour course would be approximately seven to eight weeks.

EXTENSION

If you find yourself short of time at the end of the nine month limit, an extension may be granted with the payment of a course extension fee. All extensions are granted for three months from the original date of expiration. An extension is a one time provision. All outstanding coursework and examinations must be completed before the additional three month time expires. Please call us for the current extension fee rate.

PERSONAL DEADLINE

For a personal deadline that is less than nine months from the enrollment date, please allow three weeks for processing when completing the course.

The following students must complete on demand courses within the semester of enrollment:
- Those who have signed a Financial Aid Agreement form
- Those who plan to graduate the same semester in which they enroll

Graduating WKU students and those using Financial Aid: contact us for specific completion deadlines.

If you are a visiting student planning to graduate at the end of the semester, you must complete all coursework, including examinations, at least four weeks before the credit notifications must reach your institution.

EXAMINATIONS

To be eligible to take an exam, all coursework prior to that exam must be submitted. All exams must be taken at a proctored site. You can schedule an exam at the WKU Distance Learning Testing Center (DLTC) at **wku.edu/ondemand** under "Exams," or we can email/mail the exam to another proctored location upon approval.

WITHDRAWALS

A "W" will appear on your transcript if you withdraw from the course within the first four months of enrollment. You may not withdraw from a course after the first four months of enrollment or after taking the final exam. Contact us to obtain the current fee information.

"I compared them to the semester-based web classes, but I prefer the On Demand format because I liked being able to work at my own pace."

DEMONTE LOTT

Failure to complete a course before the enrollment expiration date or the extension expiration date will result in a grade of "F" being reported to the Registrar's Office and applied to your transcript.

FINAL GRADES

Once all the coursework has been submitted, the final has been taken and the professor issues a grade, we will send notification to both you and the Office of the Registrar so that the grade can be officially entered on your transcript.

TRANSCRIPTS

On demand course grades are recorded on a WKU transcript. Official transcripts may be requested by mail, fax, online or in person at the Office of the Registrar. You may also download an unofficial transcript online through TopNet. TopNet can be accessed from the WKU homepage **(wku.edu)**. For more information contact the Office of the Registrar at (270) 745-3351 or visit **wku.edu/registrar**.

As a visiting student, it is your responsibility to ensure that your home institution will accept credits for the enrolled course.

Frequently Asked Questions...

Q: Do I have to be admitted to WKU to take on demand courses?
A: Enrollment in on demand courses does not require formal admission to WKU unless you plan to pursue a degree at WKU. In order to receive Financial Aid, you must be degree seeking.

Q: Does financial aid cover on demand courses?
A: Financial aid may cover your on demand course if you have met basic eligibility requirements and have a current FAFSA on file. You must fill out an online agreement to request aid. See page 5 for more details.

Q: Will courses through WKU On Demand make me a full-time student?
A: Credit for an on demand course will be counted as part of your total load for the semester in which you enrolled. You cannot register for more than 19.5 hours in a semester without special permission from the Registrar. Credits through WKU On Demand will help show that you are a full-time student for insurance purposes. Financial aid only counts the hours for on demand if an agreement has been filled out stating that the student will complete the course within the semester.

Q: Can I repeat a failed course by WKU On Demand?
A: You may repeat a course only after receiving special permission in writing from the department head of the subject area for the class. After we receive written permission, we will enroll you in the course you need to repeat.

Q: Can I withdraw from an on demand course?
A: Yes. You must submit an online request to WKU On Demand to withdraw. A "W" will be recorded on your transcript. You may withdraw within the first four months of enrollment. Please be advised there may be a schedule change fee. This form can be found at **wku.edu/ondemand**.

Q: Can I get an extension for my course?
A: An extension is for three months and begins on the original expiration date; however, this is a one time provision only. Please call for the current extension fee rate.

Q: What if my exam gets lost when being mailed to your office by the proctor, or when being mailed to the instructor from your office?
A: Although it is rare for an exam to get lost, it can happen. Under these circumstances, you would be required to retake the exam.

Q: Can WKU On Demand course credits be transferred to another university?
A: Yes; however, you must consult with your advisor or Registrar's Office before enrolling.

Are On Demand Classes Right for You?...

MOTIVATION
Are you self-motivated?

RESPONSIBILITY
Can you work independently and take responsibility of your own learning?

SKILLS
Do you have basic to above average computer skills?

CONVENIENCE
Do you like working at your own pace and being able to submit lessons when it is convenient for you?

COMMITMENT
Can you commit to taking at least one proctored exam at a certified testing center?

DISCIPLINE
Are you able to manage your time wisely and set goals?

COMFORT
Are you comfortable in a "virtual environment" – email, uploading assignments, and using proper nettiquette?

DEADLINES
Do you work well with no set deadlines?

ACCESS
Do you have access to a computer with high speed internet access?

COMMUNICATION
Can you effectively communicate any questions or concerns to your instructor?

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