

# WKU

# ON DEMAND

**Study anyday, anytime, anywhere!**



**[wku.edu/ondemand](http://wku.edu/ondemand)**

# Content

About WKU On Demand .....2

Purpose

Organization

Accreditation

The Honor System

How to Contact Us

How to Enroll .....3-5

Enrolling

Admissions Requirements

Course Load

Tuition

Financial Assistance

US Armed Forces

Course Delivery Formats

Registration Schedule

Beginning/Completing Your Course .....6-7

Assignments

Textbooks

Transferring Courses

Refunds

Student Support Services

Course Deadlines

Extension

Personal Deadline

Examinations

Withdrawals

Final Grades

Transcripts

WKU Colonnade Program .....8-9

A list of On Demand courses that fulfill the WKU Colonnade Program.

General Education Requirements .....10-11

A list of On Demand courses that fulfill WKU's General Education requirements.

Course List .....12-13

New courses are added frequently. Check the WKU On Demand website for the most up-to-date list.

Frequently Asked Questions .....14

# 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. WKU On Demand opportunities are provided for undergraduate and graduate students in direct response to this need. We offer more than 100 credit courses by either Web, e-mail or print. Education delivered to your door, at your pace, when it's convenient for you. You decide when class meets.

## Organization

Students may register for an on demand course at any time, unless otherwise noted. Nine months are allowed for the completion of most continuous enrollment courses, or students may elect to accelerate the process and complete the courses in as little as seven weeks. Study may be interrupted for short periods and resumed at some point later in the time frame of eligibility. It should be recognized, however, that without the structured, steady pace of classroom instruction an on demand course requires considerable self-discipline and responsibility.

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. The process for submitting assignments depends on the format students choose to complete their course (see page 5). 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. It is expected that students will exhibit a great sense of personal honor and integrity in preparing assignments and completing examinations. All coursework submitted for grading must be that of the student. The student must read and agree to these conditions, stated in the Memorandum of Understanding, before taking an examination. Both the student and the person responsible for administering the examination must sign the agreement. Violation of the policies will 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 outside)

Phone: 1-800-535-5926 or (270) 745-4158

Fax: (270) 745-3623

Email: [ondemand@wku.edu](mailto:ondemand@wku.edu)

Website: [www.wku.edu/ondemand](http://www.wku.edu/ondemand)

# How to Enroll

## Enrolling

Students may enroll in on demand courses at any time throughout the year by phone, fax, in person or online. We accept Visa, MasterCard, Discover, 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. Students who intend to pursue a degree 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. Any student who has fulfilled the proper prerequisites for a specific course may enroll; however, it is the student's responsibility to select courses, in consultation with his/her academic advisor, which will satisfy degree requirements. Information regarding the requirements may be obtained from the student's 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

A WKU student cannot enroll in more than 19.5 total hours in a semester. It is **strongly** recommended that students not attempt more than six credit hours through WKU On Demand at any given time. Students on academic probation may not enroll in more than three credit hours at one time. Credits through WKU On Demand will help to show that students are enrolled full-time 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 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 WKU On Demand for the current tuition rate.

## Financial Assistance

On demand courses may be covered by financial aid if the student has met basic eligibility requirements and has 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 the student's account. Otherwise, the student must pay for the course tuition at the time of registration.

A student cannot take more than one half of their total hours through WKU On Demand in a semester unless enrolling in a web format (see page 5 for more information). A student 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 then completing the information requested.

Students receiving financial aid are required by the Office of Student Financial Assistance to complete their course within the current semester or their financial aid may be affected for following semesters. Financial Aid students should call (270) 745-2755 with questions about basic requirements of financial aid and student eligibility.

# How to Enroll

## 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. Each student must assume the responsibility for submitting the proper forms to assure payment of appropriate entitlements.

Servicemembers interested in taking courses should obtain prior approval from their 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** - Military veterans may obtain additional information from WKU's Veteran Coordinator at (270) 745-3732 or [va.questions@wku.edu](mailto:va.questions@wku.edu).

**ARMY** - Students must request their enrollment online through the GoARMYed site, **goarmyed.com**. Registration will officially take place when WKU On Demand has received the online request. Students with questions regarding military enrollment processes may contact the Military Programs Counselor at the Ft. Knox Education Center, (270) 745-2626, (502) 942-8381 or [bea.cobb@wku.edu](mailto: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](mailto:military@wku.edu).



# How to Enroll

## Course Delivery Formats

Courses are available in a variety of convenient formats. See the chart below for details.

*\* You will need to use the section number when purchasing your textbook from the WKU Store. For instructions on how to obtain your textbook please see page 6.*

## WKU On Demand Registration Schedule










**Spring Enrollment:** December 1 - April 30

**Summer Enrollment:** May 1 - July 31

**Fall Enrollment:** August 1 - November 30

Students 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 students register and are counted as part of the total number of hours for that semester.

### COURSE FORMATS

Delivery Mode	Assignment Submission Mode		Course Format	Section #
Paper 	Mail 	=		900
Paper 	E-mail 	=		975
Web 	Web 	=		970

# Beginning/Completing Your Course

## Assignments

Students enrolled in Web courses may submit their lessons through the Web via Blackboard.

Students who choose to enroll in a paper course may submit coursework by mail, e-mail or electronically on the [wku.edu/ondemand](http://wku.edu/ondemand) website.

## 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](http://wku.edu/wkustore) or by phone: (270) 745-2466 or 1-800-444-5155. Visa, MasterCard and Discover are accepted. Students must specify the course section number to ensure they receive the correct book.

## Transferring to Another Course

Within six weeks after the enrollment date, a student 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 a student voluntarily discontinues a course and makes 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](http://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 students find themselves 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 WKU On Demand 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.

# Beginning/Completing Your Course

The following students must complete on demand courses within the semester of enrollment: veterans or other persons qualifying for full time Veterans Administration benefits (see U.S. Armed Forces, page 4), those who have signed a Financial Aid Agreement form and those who plan to graduate the same semester in which they enroll.

Graduating WKU students and those using Financial Aid should contact WKU On Demand for specific completion deadlines.

Visiting students who plan to graduate at the end of the semester must complete all coursework, including examinations, at least four weeks before the credit notifications must reach their 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. Students may schedule an exam at the WKU Distance Learning Testing Center at [wku.edu/ondemand](http://wku.edu/ondemand) under "Exams", or we can mail the exam to another proctored location upon approval.

## Withdrawals

**A "W" will appear on the transcript if students withdraw from the course within the first four months of enrollment.** Please be advised that a schedule change fee is assessed for withdrawing after the first week. **Students may not withdraw from a course after the first four months of enrollment or after taking the final exam.** Contact WKU On Demand to obtain the current fee information.

**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 student's transcript.**

## Final Grades

Once all the coursework has been submitted, the final has been taken and the professor issues a grade, WKU On Demand will send notification to both the student and the Office of the Registrar so that the grade can be officially entered on the student's 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. Students may also download an unofficial transcript online through TopNet. TopNet can be accessed from the WKU homepage, [wku.edu](http://wku.edu) under "Quick Links." For more information contact the Office of the Registrar at (270) 745-4830 or visit [wku.edu/registrar](http://wku.edu/registrar).

It is the visiting student's responsibility to ensure that his or her home institution will accept credits for the enrolled course.

# WKU Colonnade Program

The following on demand courses will fulfill the WKU Colonnade Program. Please visit WKU's website to see current University requirements. [wku.edu/colonnade](http://wku.edu/colonnade)

## I. Foundations: Intellectual and Practical Skills

### College Composition

English (ENG) 100 - Introduction to College Writing

### Human Communication

Communication (COMM) 145 - Fundamentals of Public Speaking and Communication

### Quantitative Reasoning

Math (MA) 109C - General Mathematics  
Math (MATH) 116 - College Algebra  
Math (MATH) 117 - Trigonometry  
Math (MATH) 183 - Introductory Statistics

### Literary Studies

English (ENG) 200 - Introduction to Literature

## II. Explorations: Knowledge of Human Cultures and the Physical and Natural World

### Arts & Humanities

Art (ART) 100 - Art Appreciation  
Philosophy (PHIL) 102 - The Good and the Beautiful

### Social & Behavioral Sciences

African American Studies (AFAM) 190 - African American Experience  
Criminology (CRIM) 101 - Introduction to Criminal Justice  
Geography (GEOG) 110 - World Regional Geography  
Nursing (NURS) 102 - Introduction to Professional Nursing  
Political Science (PS) 110 - American National Government  
Political Science (PS) 250 - International Politics  
Psychology (PSY) 100 - Introduction to Psychology  
Psychology (PSY) 220 - Introduction to Developmental Psychology  
Public Health (PH) 100 - Personal Health  
School of Journalism & Broadcasting (SJB) 154 - New Media Literacy: Explorations in Participatory Culture  
Sociology (SOCL) 100 - Introductory Sociology

### Natural & Physical Sciences

Environmental Science (ENV) 280 - Introduction to Environmental Science  
Geography (GEOG) 103 - Our Dynamic Planet



# WKU Colonnade Program

## III. Connections: Understanding Individual and Social Responsibility

### Social & Cultural

History (HIST) 341 - A Cultural History of Alcohol  
Public Health (PH) 365 - Human Sexuality  
Public Health (PH) 447 - Human Values/Health Science  
Psychological Sciences (PSYS) 350 - Social Psychology  
Sociology (SOCL) 220 - Marriage and Family

### Local to Global

History (HIST) 463 - The Atlantic World  
Sociology (SOCL) 240 - Global Social Problems

### Systems

Hospitality Management & Dietetics (HMD) 211 - Human Nutrition  
Sociology (SOCL) 322 - Religion in Society



# General Education Requirements

The following on demand courses will fulfill WKU General Education requirements. Please visit WKU's website to see current University requirements. [wku.edu/colonnade](http://wku.edu/colonnade)

## A. Organization and Communication of Ideas

### I. English Composition

English (ENG) 100 - Introduction to College Writing

### II. Foreign Language

Spanish (SPAN) 101 - Elementary Spanish I  
Spanish (SPAN) 102 - Elementary Spanish II

### III. Public Speaking

Communication (COMM) 145 - Fundamentals of Public Speaking and Communication

## B. Humanities

### I. Literature

English (ENG) 200 - Introduction to Literature

### II. Electives

Art (ART) 100 - Art Appreciation  
Philosophy (PHIL) 102 - The Good and the Beautiful

## C. Social and Behavioral Sciences

Family and Consumer Sciences (FACS) 311 - Family Relations  
History (HIST) 119 - Western Civilization to 1648  
History (HIST) 120 - Western Civilization since 1648  
Political Science (PS) 110 - American National Government  
Political Science (PS) 250 - International Politics  
Psychology (PSY) 100 - Introduction to Psychology  
Psychology (PSY) 220 - Introduction to Developmental Psychology  
Psychological Sciences (PSYS) 350 - Social Psychology  
School of Journalism & Broadcasting (SJB) 154 - New Media Literacy:  
Explorations in Participatory Culture  
Sociology (SOCL) 100 - Introductory Sociology  
Sociology (SOCL) 220 - Marriage and Family

# General Education Requirements

## D. Natural Sciences and Mathematics

### I. Science

Environmental Science (ENV) 280 - Introduction to Environmental Science

### II. Mathematics

Math (MA) 109C\* - General Mathematics

Math (MATH) 116 - College Algebra

Math (MATH) 117 - Trigonometry

Math (MATH) 183 - Introductory Statistics

## E. World Cultures and American Cultural Diversity

African American Studies (AFAM) 190 - African American Experience

Geography (GEOG) 110 - World Regional Geography

History (HIST) 463 - The Atlantic World

Sociology (SOCL) 362 - Social Institutions: Race, Class, and Gender

Sociology (SOCL) 375 - Diversity in American Society

## F. Health and Wellness

Hospitality Management and Dietetics (HMD) 211 - Human Nutrition

Psychology (PSY) 250 - Adjustment and Personal Growth

Public Health (PH) 100 - Personal Health

Public Health (PH) 165 - Drug Abuse

*\* Indicates courses taught by South Campus Academic Wing faculty.*



# Undergraduate Courses

Visit [wku.edu/ondemand](http://wku.edu/ondemand) for recently added courses or call (270) 745-4158 for more information.

AFAM 190	African American Experience	FACS 399	Implications of Research in Family & Child Studies
AMS 356	Systems Design and Operation	FACS 494	Parenting Strategies
ART 100	Art Appreciation	FACS 495	Family and Relationship Violence
ART 325	Art of Asia, Africa, and the Americas	FACS 499	Family Policy Analysis
ART 334	Graph Design Survey	GWS 400	Western Feminist Thought
BCOM 325	Survey of Writing for Television, Radio	GEOG 103	Our Dynamic Planet
CIS 243	Principles of MIS	GEOG 110	World Regional Geography
CIT 310	Systems Architecture I	HIST 119	Western Civilization to 1648
CIT 312	Systems Architecture II	HIST 120	Western Civilization since 1648
CIT 370	Telecommunications I	HIST 240	The United States to 1865
CIT 372	Telecommunications II	HIST 241	The United States since 1865
CIT 412	Advance Systems Architecture I	HIST 299	Introduction to Military History
CIT 486	Knowledge Management	HIST 335	Twentieth Century Europe
CIT 492	Technology Management	HIST 341	A Cultural History of Alcohol
COMM 145	Fundamentals of Public Speaking and Communication	HIST 440	Colonial North America to 1763
CRIM 232	Introduction to Law Enforcement	HIST 441	The American Revolution and Early Republic, 1776-1815
CRIM 330	Criminology	HIST 443	Civil War and Reconstruction, 1850-1877
CRIM 332	Juvenile Delinquency	HIST 463	The Atlantic World
CRIM 438	Victimology	HMD 211	Human Nutrition
CSCI 145C	Introduction to Computing	INS 270C	Electronic Spreadsheets
DMA 096C	Intermediate Algebra	INS 275C	Web Page Design
ENG 100	Introduction to College Writing	MA 109C	General Math
ENG 200	Introduction to Literature	MATH 116	College Algebra
ENG 300	Writing in the Disciplines	MATH 117	Trigonometry
ENG 302	Language and Communication	MATH 183	Introductory Statistics
ENG 304	English Language	MGT 200	Legal Environment of Business
ENG 306	Business Writing	MKT 220	Basic Marketing Concepts
ENV 120	Introduction to Occupational Safety & Health	MKT 325	Personal Selling
ENV 280	Introduction to Environmental Science	NURS 102	Intro to Professional Nursing
FACS 191	Child Development	PE 343	Baseball Coaching
FACS 192	Working with Young Children and Families	PH 100	Personal Health
FACS 297	Family, Community, and Early Childhood Program	PH 165	Drug Abuse
FACS 310	Management of Family Resources	PH 261	Foundations of Health Education
FACS 311	Family Relations	PH 365	Human Sexuality
FACS 395	Child and Family Stress	PH 381	Community Health
		PH 447	Human Values and Health Science



PH 468	Sexuality Education
PHIL 102	The Good and the Beautiful
PR 355	Public Relations
PS 110	American National Government
PS 250	International Politics
PSY 100	Introduction to Psychology
PSY 220	Introduction to Developmental Psychology
PSY 250	Adjustment and Personal Growth
PSY 313	Statistics in Psychology
PSY 371	The Psychology of Sales Behavior
PSYS 350	Social Psychology
SFTY 270	General Safety
SJB 154	New Media Literacy: Explorations in Participatory Culture
SOCL 100	Introductory Sociology
SOCL 220	Marriage and Family
SOCL 240	Global Social Problems
SOCL 300	Using Statistics in Sociology
SOCL 302	Strategies of Social Research
SOCL 304	Sociological Theory
SOCL 309	Social Deviance
SOCL 322	Religion in Society
SOCL 324	Sociology of Sport
SOCL 342	Aging in Society
SOCL 360	The Community in Rural and Urban Settings
SOCL 362	Social Institutions: Race, Class, and Gender
SOCL 375	Diversity in American Society
SOCL 404	Qualitative Research Methods
SPAN 101	Elementary Spanish I
SPAN 102	Elementary Spanish II

## Graduate Courses

ADED 510	Introduction to Adult Education
ADED 611	Adult Development and Learning
BA 502	MBA Foundation Modules
EDFN 501	Educational Statistics
HIST 540	Colonial North America to 1763
HIST 541	The American Revolution and Early Republic, 1776-1815
HIST 563	The Atlantic World
KIN 505	Foundations of Curriculum Construction
KIN 508	Adaptive Physical Education
KIN 520	Teaching Strategies in Physical Education
PH 502	Health Promotion in the Workplace
PH 576	Education and Communication Techniques in Public Health Education
PH 587	Health Behavior
PS 510	Problems in National Government
PS 511	Seminar in State Government
SOCL 513	Quantitative Methods of Social Research
SOCL 514	Advanced Social Statistics
PS 511	Seminar in State Government
PS 543	Politics and Administration in Rural Communities
SOCL 510	Qualitative Research Methods
SOCL 596	Applied Research Project



## 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. Student Financial Assistance has an agreement online to fill out requesting aid. See page 3 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 to 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 being repeated.

### 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](http://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; this is a one time provision. 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 rare for an exam to get lost, this has happened. Under these circumstances the exam would have to be retaken by the student.

### Q: Can WKU On Demand course credits be transferred to another university?

A: Yes; however, students wanting to transfer credits to another academic institution will need to consult their advisor or Registrar's Office before enrolling.



**WKU On Demand**

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Bowling Green, KY 42101-1084

Phone: 1-800-535-5926

E-mail: [ondemand@wku.edu](mailto:ondemand@wku.edu)

Website: [wku.edu/ondemand](http://wku.edu/ondemand)