

WKU
ONLINE



Welcome

College campuses have become increasingly internationalized in recent decades. International student populations have grown, study abroad has become a standard of the higher education landscape, and as a result, the student population has developed new needs.

The **International Student Services Certificate program** offers graduate-level students preparation to manage educational exchange, lead campus internationalization, and provide international student services. Students pursuing the Certificate in International Student Services may complete the certificate program by itself or along with the MAE in Student Affairs.

Studying Online

Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what's required of an online student and the many tools available to support online learners is key!

The Orientation for Online Learners provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Orientation for Online Learners: www.wku.edu/online/orientation

Student Resource Portal: www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Admission Requirements

Applicants to the graduate certificate program **first need to be admitted to The Graduate School** by completing the online graduate application at www.wku.edu/graduate. (**NOTE:** Select "Apply First Time Graduate & Transfer" if you have not taken graduate courses at WKU before. Select "Apply for Graduate Readmission" if you have previously taken WKU graduate courses or are currently enrolled in graduate courses at WKU.) Once you have submitted the online application, mail any required supporting materials to:

Western Kentucky University, Graduate School
1906 College Heights Blvd. #11010
Bowling Green, KY 42101-1010

Questions? Contact The Graduate School by email at graduate.school@wku.edu or by phone at (270) 745-2446. Approximately 10-14 days after all required admission documents have been submitted, you should receive a letter from the WKU Graduate School indicating your admission status.

Please note the following:

- To be eligible for any type of financial aid you must be admitted in good standing to a degree/certificate program.
- **Current Master's Degree Students:** If you are currently pursuing a master's program at WKU and wish to add the certificate as an additional credential follow the steps below:
 - Apply online as a readmit student at www.wku.edu/graduate.
 - **Email The Graduate School** at graduate.school@wku.edu to notify them that you are adding the certificate as a second program of study and wish to keep your master's program listed as your primary program of study. *While we understand that this is an extra step, we strongly recommend it, as it will help prevent any miscommunication regarding your primary program of study vs. your newly filed application.*

Certificate Program Requirements

The **15** credit hour certificate program includes 6 credit hours of required core courses and 9 credit hours of restricted electives.

The program requires a study abroad course and/or an internship abroad depending on student's international travel experience upon admission.

Required Courses (9 hours)

CNS 571	Introduction to Student Affairs	3 hours
CNS 581	International Students and Services in Higher Education	3 hours
CNS 595	Internship in Student Affairs*	3 hours

*Placement in an Office of International Student Services or placement at a higher education institution abroad

Restricted Electives (6 hours)

CNS 572	The College Student Experience	3 hours
CNS 574	Student Development	3 hours
CNS 670	Parameters of Law in Student Affairs and Higher Education	3 hours
CNS 555	Social and Cultural Diversity	3 hours
GWS 555	Global/Cultural Perspective on Women	3 hours
CNS 578	Special Topics in Student Affairs*	3 hours
CNS 579	Seminar in Student Affairs*	3 hours

*Focus on International Students and Student Services

Financial Aid

Eligibility

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist you and your family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and your ability to contribute toward your education.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, you must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at <http://www.wku.edu/financialaid/sap.php>.

Helpful Resources

- Orientation for Online Learners: www.wku.edu/online/orientation
- The Student Resource Portal: www.wku.edu/online/srp
- The WKU Graduate School: www.wku.edu/graduate

Financial Aid and Scholarship Information

- WKU Financial Aid Information: <http://www.wku.edu/financialaid/>
- Guide to Financial Aid: <http://www.finaid.org>
- Student Aid: Types of aid, who qualifies and how to apply: <https://studentaid.ed.gov>

Career Resources and Average Salary Information

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: <http://www.onetonline.org/find/career>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- Choosing a Graduate Degree: <http://www.onlinemastersprograms.org/>

Contact Information

WKU Online Support:

Email: learn.online@wku.edu

Phone: (270) 745-5173

Toll-Free: (888) 4WKUWEB / (888) 495-8932