



DISTANCE LEARNING

HELPING YOU SUCCEED
UNDERGRADUATE CATALOG 2013

DISTANCE LEARNING

Online Program Services

Knically Conference Center, Suite 120
2355 Nashville Road
Bowling Green, KY 42101

Call: 888-4WKUWEB (1-888-495-8932)
(270) 745-5173
Email: learn.online@wku.edu
Visit: wku.edu/online

Independent Learning

Garrett Conference Center, Suite 101
1906 College Heights Blvd
Bowling Green, KY 42101

Call: 800-535-5926
270-745-4158
Email: il@wku.edu
Visit: wku.edu/il

Regional Campus Contact Information

Glasgow Regional Center

500 Hilltopper Way
Glasgow, KY 42141
Call: 270-659-6900
Visit: wku.edu/glasgow

Owensboro Regional Campus

4821 New Hartford Road
Owensboro, KY 42303
Call: 270-684-9797
Email: owensboro@wku.edu
Visit: wku.edu/owensboro

Elizabethtown/Ft. Knox/Radcliff/ Regional Center:

Elizabethtown Location

ECTC Campus – CRPEC Building
Elizabethtown, KY 42701
Call: 270-769-1614
Visit: wku.edu/etown-ftknox

Radcliff Location

599 W. Lincoln Trail Blvd.
Radcliff, KY 40160
Call: 270-352-1913
Visit: wku.edu/etown-ftknox

Ft. Knox Location

Ft. Knox Campus – Briscoe Hall (Bldg. 1174)
Fort Knox, KY 40121
Call: 270-351-1192 or 502-942-8381
Email: melissa.ballinger@wku.edu
Visit: wku.edu/etown-ftknox



WKU Distance Learning is a unit of Extended Learning and Outreach. - 10/12

Western Kentucky University is an equal opportunity institution of higher education and upon request provides reasonable accommodation to individuals with disabilities. wku.edu/eoo

TABLE OF CONTENTS

Distance Learning: What it is and How it Works	2
Online Undergraduate Programs	6
- Baccalaureate Programs	
- Associate Programs	
- Certificate Programs	
IVS and Regional Campus Opportunities	13
General Education Requirements	17
How to Enroll	21
Financial Aid	23
Student Support	25
Adult Learner Services	27
Index of Undergraduate Programs at a Distance	29
Distance Learning at a Glance	32





DISTANCE LEARNING

Distance Learning at WKU offers students a variety of ways to achieve their educational objectives outside the traditional college classroom. High-quality credit and non-credit educational opportunities are available to individuals, organizations, and the public using flexible and accessible formats. Graduate courses at WKU may be offered in the following distance formats:

- **Online Learning (OL):** semester-based courses offered via the Internet
- **Independent Learning (IL):** Self-paced, open-enrollment courses offered via Internet or mail
- **Interactive Video Services (IVS):** semester-based courses broadcast in real time to and from the WKU main campus and regional campus locations in Glasgow, Owensboro, and Elizabethtown/Radcliff/Ft. Knox.

Why distance learning? Distance learning courses offer unparalleled flexibility, allowing students to balance school with other obligations like never before. There are several graduate, undergraduate, and certificate programs to choose from, as well as general education courses and electives.

Whether students want to start a program of study or finish their degree, we can help. Distance Students have access to a number of resources from many different areas of the University. We are here to help students succeed. Visit our Virtual Student Resource Center at wku.edu/online/src, call 888-4WKUWEB or email learn.online@wku.edu for more information.

Online Learning

Online Learning (OL) provides students the opportunity to earn college credit in a semester-based, online format. The online delivery format is equally as rigorous as effective at meeting students' needs, providing access to faculty, and opportunities to interact with other students. There are more than 50 graduate and undergraduate programs available online, and more than 1,000

DISTANCE LEARNING



courses offered each academic year, including courses required to complete General Education requirements.

To see which courses and degree programs are available online, visit our website: **wku.edu/online**. Regular semester deadlines apply.

Admission Requirements

Students must be admitted to WKU to register for online semester-based courses. They may apply for a specific program of study or as non-degree seeking (non-degree seeking students do not qualify for financial aid). Visit our how to enroll section beginning on page 21 or go to **wku.edu/online/admission.php** to learn more.

To Register

Online semester-based courses have the same registration process as face-to-face courses. Register online at topnet.wku.edu. Newly admitted students should refer to the Online Orientation for information on setting up university accounts and registering for courses by visiting **wku.edu/online/orientation**.

DISTANCE LEARNING

Accessing Your Course

Most online courses at WKU are delivered through Blackboard. The Blackboard course management system is used as a platform for presenting learning materials, resource links, and instructional guidance. It also enables students and professors to communicate. Using Blackboard, professors can present materials supported by several other multimedia resources, such as audio files, video files, animations, charts, etc., so that content is presented in the most effective way.

Currently enrolled students may access course(s) by visiting **blackboard.wku.edu** (courses are normally accessible 48 hours prior to the first day of classes). Need assistance? Email bbhelp@wku.edu or call (270) 745-7000.

Prospective students who wish to learn more about Blackboard may login as a guest by visiting **blackboard.wku.edu**. For guest access please use the following: Guest ID: [guest.chawks](#), Password: 1student. Once you have logged in, you will have access to two very helpful pieces: the Undergraduate Student Orientation, under the My Organizations tab, and the Blackboard New Student User Training, under the Bb Help Tab.

To learn more:

Call: 888-4WKUWEB

Email: learn.online@wku.edu

Visit: **wku.edu/online**

Independent Learning

Independent Learning (IL) provides students the opportunity to earn college credit when and where it is convenient for them. IL offers more than 100 courses that can be delivered by Web,



DISTANCE LEARNING

email, or print. Students can take longer than a semester to complete their coursework or study at an accelerated pace and finish in as little as eight weeks!

The flexibility of IL courses allows students to easily arrange their study time around other obligations and makes it possible to take a course while home during semester breaks at in-state tuition rates. Another great advantage is that students can enroll in and begin their course any day of the year.

To see which courses are offered through Independent Learning, search the Schedule of Classes or TopNet by campus location “Independent Learning.” Course credit will be granted for the semester in which the student registers:

Fall: August 1 – November 30
Spring: December 1 – April 30
Summer: May 1 – July 31

Admission Requirements

Enrollment in IL courses does not require, nor constitute, formal admission to WKU. The ACT is not a requirement for enrollment in IL courses. Please refer to our “How to Enroll” section for additional information.

To Register

Students can register for IL courses through TopNet, mail, or fax, or students can hand-deliver their form to the Independent Learning Office in Garrett Conference Center, room 101. To download a registration form or learn more about the registration process, visit **wku.edu/il/register.htm**.

To learn more:

Visit: **wku.edu/il**

Email: **il@wku.edu**

Call: 800-535-5926 or (270) 745-4158

ONLINE PROGRAMS

Telecourses

Telecourses use professionally produced video lessons that can be viewed by streaming online video, DVD, VHS, or cable TV (WKYU TV). WKU has offered courses by this method for several years. Courses are licensed from providers including Annenberg Media and Dallas TeleLearning. All learning and assignments are completed from home, although some class meetings may be required. Students interested in a Telecourse or would like to see what courses are available, go to **wku.edu**, select Schedule of Classes and search by campus location “telecourse.” Or call (270) 745-5173.

Online Programs

At WKU, we are committed to bringing an ever-increasing number of educational opportunities to students. Distance courses offer unparalleled flexibility, allowing students who cannot participate in a traditional classroom setting to continue their education in a way that will fit their lifestyle. There are programs available at the graduate and undergraduate level, as well as certificates and endorsements.

WKU now offers eight online baccalaureate programs. In addition, several programs at WKU have online and/or independent learning courses available as options, increasing your flexibility while earning your degree!



Students seeking a baccalaureate degree are also required to complete general education requirements (See Page 17). A complete list of general education requirements, which may be earned at a distance, is available at **wku.edu/online/documents/gened-web-dl-il.pdf**. Please note: Students should check with their

ONLINE PROGRAMS

assigned advisor prior to registering for courses, as certain majors require specific general education courses.

Available baccalaureate degrees are listed below. All baccalaureate degrees require a minimum of 120 credit hours. To learn more, visit wku.edu/online/bach-programs.php, call us toll-free at 888-495-8932 (888-4WKUWEB) or email us at learn.online@wku.edu.

Bachelor of Arts in Family and Consumer Sciences (Child Studies Concentration): The Bachelor of Arts in Family and Consumer Sciences (Child Studies Concentration) is designed to develop understanding of children and their needs. The program includes courses on nutrition, family relations, developing age appropriate curriculum, child development and assessment, psychology and parenting.

Bachelor of Arts in Family and Consumer Sciences (Family Studies Concentration): The Bachelor of Arts in Family and Consumer Sciences (Family Studies Concentration) is for students who are interested in working in a family-focused environment. The graduates will have a broad knowledge base working with children and families. The major will provide graduates with entry-level competencies for child and family life.

Bachelor of Arts in Sociology: The Bachelor of Arts in Sociology is the study of social life including the social causes and consequences of human behavior. It looks at groups, organizations, and societies--how they develop and change and how people interact in them. Since so much that humans do is social, the subject matter of sociology ranges from the intimate family to the hostile mob, from crime to religion, from divisions by race, gender, and social class to the shared beliefs of a common culture, from the sociology of work to the sociology of popular music. Indeed sociology seems to offer something for everyone, and its career potential is becoming increasingly recognized by today's students. This program can be completed by taking a combination of online and independent learning courses.



ONLINE PROGRAMS

Bachelor of Interdisciplinary Studies: The Bachelor of Interdisciplinary Studies provides an alternative four-year program for students who do not need or desire the academic specialization involved in traditional major or major/minor programs. This degree allows considerable latitude and flexibility to satisfy individual interests and needs. This program can be completed online or by taking a combination of online and independent learning courses.

Bachelor of Science in Computer Information Technology (Completion Degree): The Bachelor of Science in Computer Information Technology prepares students for success in computer-related careers including: systems analysts, network administrators, web-designers, hardware specialists, technical trainers, and computer consultants. This program can be completed online or by taking a combination of online and independent learning courses.

Bachelor of Science in Nursing (RN to BSN): The Bachelor of Science in Nursing allows registered nurses an opportunity to complete the requirements for the baccalaureate of science in nursing degree in a convenient format of study.

Bachelor of Science in Organizational Leadership: The Bachelor of Science in Organizational Leadership is an interdisciplinary degree designed to provide students with an understanding of leadership roles and responsibilities at various levels within different types of organizations. Whether running a personal business or working with large groups in a multinational company, students can use these principles to help them understand how their organization can function most effectively.

Bachelor of Science in Technology Management (Completion Degree): The Bachelor of Science in Technology Management enables students graduating from a technical school program with either a certificate or associate degree to enter WKU on a 2+2 basis. WKU provides upper division hours in the major and in general education toward the completion of a Bachelor of Science in Technology Management.

ONLINE PROGRAMS

Bachelor of Science in Dental Hygiene (Completion Degree): Students with an interest in the Bachelor of Science in Dental Hygiene may contact the Department of Allied Health at (270) 745-2427 or email Lynn Austin at lynn.austin@wku.edu.

Online Minors

The majority of students seeking a baccalaureate degree are required to complete a minor area of study, in addition to their major. There are currently five minors available online. Course requirements are outlined at wku.edu/online/ug-minors.php. Available minors include:

- Nonprofit Administration
- Child Studies
- Family Studies
- Library Media Education
- Sociology

Online Associate Programs

WKU offers four Associate Degrees online, and one completion degree. Typically, Associate Degrees can be earned in as little as two years and require a minimum of 60 credit hours. Often students choose to complete a two year degree before entering into a four-year baccalaureate program. Many of the courses required for an associate's count toward a four-year degree.

Associate Degree in Business (emphasis area: Office Management):

The Associate Degree in Business provides students with a diverse, broad-based knowledge of vital business policies and procedures that they will need for success in the global marketplace. The core curriculum enables students to enter the job market in a number of entry-level positions. Courses cover concepts in accounting, computer systems, supervisory management, marketing skills, communication skills and more.



ONLINE PROGRAMS

Associate Degree in Interdisciplinary Early Childhood Education: The Interdisciplinary Early Childhood Education program is designed to develop understanding of young children and their needs (birth to five years). Students gain knowledge of the intellectual, physical, social and emotional principles critical to working with young children. The program, which leads to the associate of arts degree, includes courses on nutrition, family relations, developing age appropriate curriculum and child development. Students will have the opportunity to apply this knowledge through practical experiences in a variety of early care and education settings.

The emphasis on a quality environment and educational experience for children birth through kindergarten has increased the demand for early childhood educators. This program provides graduates with the appropriate course work and prepares graduates to meet this demand.

Examples of careers for the graduate of this program are: teacher assistants in public school preschool programs, early care and education professionals in childcare facilities, family service providers, family advocates, or Head Start teachers.

Associate Degree in Interdisciplinary Studies: The Associate Degree in Interdisciplinary Studies is designed for those who desire a more flexible degree program. The program requires completion of 64 credit hours with a minimum 2.0 cumulative grade point average. These hours must be distributed among general education requirements and two areas of emphasis.

Associate Degree in Office Systems Technology: The Associate Degree in Office Systems Technology prepares students academically in a core of courses focused on common business environment skills and specific course concentrations in the following areas: banking, information systems, office management, retail management, business management, and manufacturing management.

ONLINE PROGRAMS

Associate Degree in Paramedicine: The Associate Degree in Paramedicine is a completion program for individuals who are nationally certified Paramedics. The degree requires a minimum of 65 semester hours for completion.



Online Certificate Programs (OC)

WKU offers the opportunity for undergraduate students to earn certificates in specialty areas as they are working toward their degree, or as stand-alone certificates. Currently seven undergraduate certificate programs are available online. Requirements for each are available at wku.edu/online/ug-certificates.php. They include:

Cross Cultural Communication in Health Care: The Cross Cultural Communication in Health Care Online Certificate is an undergraduate, interdisciplinary program designed to meet the needs of both bilingual and monolingual students. Bilingual students will receive preparation for certification as medical interpreters. The program will prepare non-bilingual students to develop and administer language access programs in health care facilities. The OC in Cross Cultural Communication in Health Care requires a minimum of 15 credit hours.

Computer Literacy: The Computer Literacy Online Certificate may be earned as a stand-alone certificate or as part of your undergraduate degree program. The certificate provides the necessary skills for software use and the Internet. Students will gain the knowledge and skills that will help them become confident computer users. The emphasis will be on the practical application of computers. The OC in Computer Literacy requires a minimum of 12 credit hours.



ONLINE PROGRAMS

Family Home Visiting: The Family Home Visiting Online Certificate will prepare students to provide home visiting services. Potential clients include those needing parenting skills, those at risk for abusing and neglecting their children, and/or those who need other support services. The OC in Family Home Visiting requires a minimum of 12 credit hours.

Leadership Studies: The Leadership Studies Online Certificate offers an undergraduate interdisciplinary academic program. You will enhance your understanding of leadership theory and practice, while applying it directly toward your academic or professional area of interest. The OC in Leadership Studies requires a minimum of 15 credit hours.

Occupational Health and Safety: The Occupational Health and Safety Online Certificate provides training necessary for a career in the protection of human health from occupational hazards in the built and natural environments. The OC in Occupational Health and Safety requires a minimum of 15 credit hours.

Worksite Health Promotion: The Worksite Health Promotion Online Certificate is designed to enhance the educational opportunities of students and professionals in the field of health promotion and prevention at the worksite. The OC in Worksite Health Promotion requires a minimum of 18 credit hours.

Canadian Studies: The Canadian Studies Online Program (CSOP) was created in 2001 to promote our understanding our North American neighbor: who they are, what we share in common, and what makes us different in our increasingly interconnected and interdependent world. The WKU Canadian Studies Certificate is designed to appeal to a variety of student interests, encourage the multidisciplinary study of Canada, and provide an opportunity to intern in the Canadian Parliament. THE CSOP requires a minimum of 12 credit hours.

REGIONAL CAMPUS OPPORTUNITIES

Regional Campus Opportunities

WKU's regional campus locations in Glasgow, Owensboro, and Elizabethtown/Ft. Knox/Radcliff offer unique opportunities to students throughout Kentucky by offering courses and programs in outlying areas. Below is a complete list of undergraduate degrees offered at regional campus locations. Many of these programs are also available online and through independent learning, allowing students to take courses in different modes based on what works best for them. For a complete list of programs found in this booklet, please refer to the index section on page 29. For general questions about these programs please call or visit the appropriate regional campus website.

Glasgow Regional Center

Phone: (270) 659-6900

Web: wku.edu/glasgow

Owensboro Regional Campus

Phone: (270) 684-9797

Email: Owensboro@wku.edu

Web: wku.edu/owensboro

Elizabethtown/Ft.Knox/Radcliff/Regional Center:

Elizabethtown Location

Phone: (270) 769-1614

Radcliff Location

Phone: (270) 352-1913

Ft. Knox Location

Phone: (270) 351-1192 or 502-942-8381

Email: melissa.ballinger@wku.edu

Web: wku.edu/etown-ftknox



REGIONAL CAMPUS OPPORTUNITIES

Regional Campus Baccalaureate Programs

WKU's Regional Campuses now offer 26 baccalaureate programs at a distance. In addition, there are several options available to earn a minor or specialized certificate. Students seeking a baccalaureate degree are also required to complete general education requirements (See Page 17). Admission and program requirements, including General Education requirements, are available at wku.edu/online/bach-programs.php.

Baccalaureate programs available at Regional Campus locations include the following (please note: the Regional Campus location where each program is available is listed):

- Architectural/Manufacturing Science Technology (Owensboro)
- Business Management (Owensboro)
- Computer Information Technology (IVS-Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Elementary Education (IVS-Glasgow, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Environmental Health Science (Owensboro)
- Family and Consumer Sciences, Child Studies Concentration (Owensboro)
- Food Processing and Technology (Owensboro)
- Health Sciences (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- History (Owensboro)
- Interdisciplinary Studies (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Interdisciplinary Early Childhood Education (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Investigative Biotechnology (Owensboro)
- Management, with concentration in Business Administration (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS- Glasgow, Owensboro)
- Middle Grades Education in Math and Science (IVS-Glasgow, IVS-

REGIONAL CAMPUS OPPORTUNITIES

Elizabethtown/Radcliff/Ft. Knox, Owensboro)

- Middle Grades Education in Social Studies and Language (Owensboro)
- Nursing (IVS-Glasgow, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Organizational Leadership (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Psychology (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Social Studies (Owensboro)
- Social Work (IVS- Elizabethtown/Radcliff/Ft. Knox)
- Sociology (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Sport Management (IVS-Glasgow, Owensboro)
- Systems Management (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Glasgow, Owensboro)
- Technology Management (IVS-Glasgow, Owensboro)

Regional Campus Minors

- Agriculture (IVS-Glasgow)
- Business Management (Owensboro)
- Criminology (IVS-Glasgow, Owensboro)
- English (Owensboro)
- Folk Studies (IVS-Glasgow)
- Gerontology (Owensboro)
- History (IVS-Glasgow, Owensboro)



REGIONAL CAMPUS OPPORTUNITIES

- Psychology (Owensboro)
- Religious Studies (Owensboro)
- Sexuality Education (Owensboro)
- Sociology (Owensboro)

Regional Campus Associate Degree Programs

WKU's Regional Campus in Glasgow offers four Associate Degrees at a distance. Typically, Associate Degrees can be earned in as little as two years. Program requirements are available at wku.edu/online/assc_programs.

Associate programs include:

- Business (IVS-Glasgow)
- Interdisciplinary Studies (IVS-Glasgow)
- Nursing, ADN (IVS-Glasgow)
- Office Systems Technology (IVS-Glasgow)

Regional Campus Certificate Programs

WKU offers the opportunity for undergraduate students to earn certificates in specialty areas as they are working toward their degree. Currently four certificate programs are available at regional campus locations. Requirements for each are available by contacting the appropriate regional campus office or by contacting learn.online@wku.edu.

They include:

- Autism Spectrum Disorders Certificate (Owensboro)
- Leadership Studies (IVS-Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Organizational Communication (IVS-Glasgow)
- Safety and Environmental Science (Owensboro)

Additional Opportunities

In addition to programs listed above, which are available completely at a distance, there are also several programs with a significant number of



GEN ED REQUIREMENTS

courses available at a distance. This allows for an even greater selection of academic programs for students with previous hours earned, and for those who are able to take a combination of face-to-face and distance courses. For more information about what is available, please contact the Online Program Services by calling (270) 745-5173 or by emailing learn.online@wku.edu.

General Education Requirements

The General Education program at WKU is a set of requirements for all students seeking a baccalaureate degree. It is an integral part of the undergraduate curriculum that both complements and supports the students' preparation in their major field or specialization. General Education requirements can be earned at a distance by taking courses through Online Learning, Independent Learning, telecourses and at regional campus locations in Glasgow, Owensboro and Elizabethtown/Radcliff/Ft. Knox. For a complete list of General Education requirements, as well as additional information on courses available at a distance, visit **wku.edu/online**.

General Education Courses Offered at a Distance

The following courses are available at a distance and fulfill general education requirements at WKU. Please check with your advisor prior to registering for any of the courses listed below, as certain majors require that specific general education courses be completed. To see a complete list of general education course options visit **wku.edu/registrar/documents/gen_ed_req.pdf**.

*Please note: Courses listed are offered through Online Learning (OL), Independent Learning (IL) and/or Telecourse (TC), as noted, and do not reflect general education courses that may be available at regional campus locations. To learn more about what is available via IVS at regional campus centers, please visit **wku.edu** and select Schedule of Classes, and appropriate campus location.*

GEN ED REQUIREMENTS

Courses offered through online and telecourse formats may not be available every semester, please visit **wku.edu/online/courses.html** to check availability of courses offered through OL, or **wku.edu** and select Schedule of Classes for TC. For additional information on courses offered through Independent Learning go to **wku.edu/il**.

A. ORGANIZATION AND COMMUNICATION OF IDEAS *(12 hours)*

- I. English Composition *(6 hours)*
 - English (ENG) 100, Introduction to College Writing (IL, OL, TC)
 - English (ENG) 300, Writing in the Disciplines (IL, OL)
- II. Foreign Language *(3 hours - students who begin during or after summer 2004 will be required to take the second semester level or higher foreign language course)*
 - Spanish (SPN) 101C, Elementary Spanish I (IL)
 - Spanish (SPN) 102C, Elementary Spanish II (IL)
- III. Public Speaking *(3 hours)*
 - Speech (SPCH) 145C, Fundamentals of Public Speaking (IL, OL)
 - Speech (SPCH) 161C, Business and Professional Speaking (IL, OL)

B. HUMANITIES *(9 hours – at least 3 fields must be represented)*

- I. Literature *(3 hours)*
 - English (ENG) 200, Introduction to Literature (IL, OL, TC)
- II. Electives *(6 hours)*
 - Art (ART) 100, Art Appreciation (IL, OL, TC)
 - Art (ART) 105, Art Survey (OL)
 - Art (ART) 106, History of Art Since 1300 (OL)
 - Dance (DANCE) 110, Dance Appreciation (OL)
 - Music (MUS) 120, Music Appreciation (OL, TC)
 - Philosophy (PHIL) 320, Ethics (OL)
 - History (HIST) 305, Ancient Greece (IL)
 - History (HIST) 317, The Age of Renaissance (IL)

C. SOCIAL AND BEHAVIORAL SCIENCES *(9 hours – at least 3 fields must be represented. Hist 119 or 120 is required)*

- Agriculture (AGRI) 108, Rural Sociology (IL)
- Economics (ECON) 150, Introduction to Economics (OL)

GEN ED REQUIREMENTS

- Economics (ECON) 202, Principles of Economics – Micro (OL)
- Economics (ECON) 203, Principles of Economics – Macro (OL)
- Family and Consumer Sciences (FACS) 311, Family Relations (IL, OL)
- Folk Studies (FLK) 371, Urban Folklore (OL)
- Geography (GEOG) 471, Natural Resource Management (IL)
- Gerontology (GERO) 100, Introduction to Gerontology (OL)
- History (HIST) 119, Western Civilization to 1648 (IL, OL, TC)
- History (HIST) 120, Western Civilization since 1648 (IL, TC)
- Leadership Studies (LEAD) 200, Introduction to Leadership Studies (OL)
- Political Science (PS) 110, American National Government (IL, OL)
- Political Science (PS) 250, International Politics (OL)
- Political Science (PS) 260, Introduction to Comparative Politics (OL)
- Political Science (PS) 267, Introduction to Eastern European Studies (OL)
- Psychology (PSY) 100, Introduction to Psychology (IL, OL)
- Psychology (PSY) 199, Introduction to Developmental Psychology (IL, OL)
- Psychology (PSY) 350, Social Psychology (IL, OL)
- Sociology (SOCL) 100, Introductory Sociology (IL, OL, TC)
- Sociology (SOCL) 210, Interaction Self and Society (OL)
- Sociology (SOCL) 220, Marriage and Family (IL, OL, TC)
- Social Work (SWRK) 101, Foundations of Human Services (OL)
- Women's Studies (WOMN) 200, Introduction to Women's Studies (OL)

D. NATURAL SCIENCES AND MATHEMATICS (9 hours – at least two fields must be represented in Science, including at least one designated lab course. At least three hours in Math is required)

I. Science (6 hours)

- Agriculture (AGRI) 101, Science of Agriculture (OL)
- Architecture and Manufacturing Sciences (AMS) 210, Intro to Technology (OL)
- Astronomy (ASTR) 108, Descriptive Astronomy (OL)
- Biology (BIOL) 113, General Biology (IL, OL)
- Biology (BIOL) 114, Lab for General Biology (IL, OL)
- Biology (BIOL) 120, Biological Concepts (OL)
- Biology (BIOL) 122, Biological Concepts (OL)
- Biology (BIO) 131C, Human Anatomy and Physiology (OL)
- Biology (BIOL) 207, Microbiology (OL)
- Biology (BIOL) 302, Human Biology (OL)
- Chemistry (CHEM) 101, Introduction to Chemistry (IL, OL)
- Chemistry (CHEM) 109, Chemistry for the Health Sciences (IL, OL)
- Chemistry (CHEM) 116, Introduction to College Chemistry (OL)

GEN ED REQUIREMENTS

- Environmental Science (ENV) 280, Introduction to Environmental Science (IL, OL)
- Geography (GEOG) 100, Introduction to the Physical Environment (OL)
- Geology (GEOL) 111, The Earth (OL)
- Geology (GEOL) 112, Earth History (OL)
- Geology (GEOL) 114 (Lab), Earth History (OL)
- Physics (PHYS) 101, Concepts of Motion (OL)

II. Mathematics (*3 hours*)

- Math (MATH) 109C, General Mathematics (IL, OL)
- Math (MATH) 116, College Algebra (IL, OL)
- Math (MATH) 117, Trigonometry (IL, OL)
- Math (MATH) 203, Statistics (IL)

E. WORLD CULTURES AND AMERICAN CULTURAL DIVERSITY (*3 hours*)

- African American Studies (AFAM) 190, African American Experience (IL)
- Anthropology (ANTH) 120, Introduction to Cultural Anthropology (OL)
- Anthropology (ANTH) 277, Introduction to World Music (OL)
- Anthropology (ANTH) 335, Old World Pre-History (OL)
- Dance (DANC) 360, Dance in Culture (OL)
- Design, Merchandising, Textiles (DMT) 346, Architecture and Culture (OL)
- Design, Merchandising, Textiles (DMT) 431, Clothing and Human Behavior (OL)
- Folk Studies (FLK) 277, Introduction to World Music (OL)
- Folk Studies (FLK) 280, Cultural Diversity in the US (OL)
- Geography (GEOG) 110, World Regional Geography (IL, OL)
- Health Care Administration (HCA) 347, International Healthcare (OL)
- Sociology (SOCL) 362, Race, Class and Gender (IL, OL)
- Sociology (SOCL) 375, Diversity in American Society (IL)

F. HEALTH AND WELLNESS (*2 hours*)

- Family and Consumer Sciences (FACS) 111, Human Nutrition (IL, OL)
- Health Education (HED) 100C, Personal Health (OL)
- Physical Education (PE) 100, Life, Fitness and Wellness (OL)
- Psychology (PSY) 250, Adjustment and Personal Growth (IL)
- Public Health (PH) 100, Personal Health (IL, OL, TC)
- Public Health (PH) 165, Drug Abuse (IL, OL)

HOW TO ENROLL

How to Enroll

Online Courses

In order to take any course from WKU, with the exception of Independent Learning courses (see next page), students must first be admitted to the University. Applications are online at wku.edu/admissions. Additional materials are required. Please refer to the information below.

Current WKU Students: As a WKU student, registration for online courses is the same as for main campus courses.

Beginning Freshman: Students will apply as a beginning freshman if they have not attended a college or university after high school graduation. Records Needed: An official high school transcript (no faxed transcripts accepted) and ACT or SAT scores.

Transfer Students: Students will apply as a transfer student if they have attended one or more colleges or universities since high school graduation, but have not attended WKU. Records Needed: An official transcript from each college attended (No faxed transcripts are accepted. Transcripts without the official seal or those marked unofficial cannot be used). If students have fewer than 24 semester hours of college credit earned, they must also submit their high school transcript and ACT or SAT scores.

Visiting Students: Students will apply as a visiting student if they are a seeking a degree from another college wishing to attend WKU for one term only. Records Needed: Transient permission form (this form will be sent to students by the Office of Admissions upon receipt of the application and processing fee) or letter of good standing from a student's home institution.

HOW TO ENROLL

Independent Learning Courses

Students may enroll in IL courses at any time throughout the year by phone, fax, in person, or online. Admission to WKU is not required. Tuition is due at the time of registration. Visa, MasterCard, Discover, personal checks, money orders, cash and financial assistance are accepted.

Online Registration: wku.edu/il

Phone Registration: (270) 745-4158 or toll free at 800-535-5926

Register by Mail or Fax: Students must fill out the IL Registration Form located at wku.edu/il or call (270) 745-4158, and a registration form will be mailed to them. The completed form must be faxed to (270) 745-3623 or mailed to 1906 College Heights Blvd. #21084, Bowling Green, KY 42101-1084.

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 Distance Learning courses are approved for service members 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.

Veterans: Military veterans may obtain additional information from WKU's Veteran Coordinator at (270) 745-3732.

FINANCIAL AID

Army: Students must request their enrollment online through the GoARMYEd site, **earmyu.com**. Students with questions regarding military enrollment processes may contact the Military Programs Counselor at the Ft. Knox Education Center at (270) 745-2626 or 502-942-8381 or by email at bea.cobb@wku.edu.

Financial Aid

Eligibility

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 student and their family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and students' ability to contribute toward their education.

Degree seeking undergraduate students may qualify for grants (based on need) and loans. The first step is to fill out a Federal Application for Student Aid (FAFSA). This application is required for all borrowers, and must be filled out annually to continue to receive aid. To get started go to **fafsa.ed.gov**. Once FAFSA is completed and filed, students will receive an email informing them of the status.

Please refer to the Financial Aid Guide at **wku.edu/online/documents/fin-aid-steps.pdf** for additional information and complete instructions.

Please keep in mind, students 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 **wku.edu/Info/FinAid/keepaid.htm**.



FINANCIAL AID

Eligibility for Students Seeking a Stand-Alone Certificate

Undergraduate students seeking a certificate as a stand-alone credential, may qualify for financial aid only if the certificate is a minimum of 15 credit hours.

Eligibility for Independent Learning Courses

Independent learning courses may also be covered by financial aid if the student has met basic eligibility requirements and has a current FAFSA on file. Students must fill out an Independent Learning Agreement found on the WKU Financial Assistance website. Students receiving financial aid must complete their course(s) in the current semester. For more information please contact the Student Financial Assistance office at (270) 745-2755.

Veterans and Active Military

All college courses offered by WKU Independent Learning have been approved for 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. Please contact the Veterans Coordinator in Student Financial Assistance.

Contact Financial Aid

Visit: wku.edu/financialaid

Call: (270) 745-2755

Email: fa.questions@wku.edu (please include your Student ID Number)

STUDENT SUPPORT

Student Support

WKU students have access to support services designed to help them succeed in their program of study. Services range from an Online Orientation and Library Tutorial to an Online Writing Center, Online Tutoring, Career Services, and a Virtual Student Resource Center – all easily accessible and free of charge. We also have a Student Support Directory to make it easier to reach the office students need, when necessary.



It is our goal to help students stay informed and provide them with the resources they need as a distance learner. There are several ways to stay connected, even off campus, including the Online Community for Distance Learners, G+, Facebook, Twitter, and a quarterly newsletter for distance students.

Top 10 Support Services

Virtual Student Resource Center (VSRC): The VSRC was designed to keep students connected with resources across campus, and provide one-stop access to the resources they need as a distance learner. VSRC connects students with Academic Support resources, Student Services, Tools and Tips for online learning, and more.

Career Services: The Career Services Center is WKU's one-stop shop for all career related needs. Career Services offers students assistance for job search, help in developing a career portfolio, and choosing and understanding the internship/co-op process. They can also help students choose the right career path.



STUDENT SUPPORT

Library Resources: WKU Libraries has an extensive catalog of electronic journals and databases, easily accessed with a click of a mouse! Searching for resources has been streamlined through the One-Search Box, making it even easier to find the information you need! Other services include interlibrary loan, individual research assistance, subject guides, research tutorials and more!

Online Community: The Online Community for Distance Learners was designed to help you stay connected to WKU even though you're not on campus. The Community keeps you informed of upcoming deadlines, registration dates, new support services, and more! To become part of the Online Community for Distance Learners, just email us at learn.online@wku.edu, include your WKU student ID number, and we'll enroll you.

Online Writing Center: The Online Writing Center is available for graduate and undergraduate students. Students can submit their papers online, and trained tutors review the paper. Once reviewed, the student will receive an email with their marked-up paper attached and a link to a Tegrity video explaining the errors. Tutors will help you brainstorm ideas, clarify main points, strengthen logic and support, and integrate sources and credit them properly, so you can rest assured that you're submitting a quality paper!

Orientation for Online Learners: Whether you're a new student or interested in learning more about learning online, this orientation can help you connect with the resources you need!

Social Networking: The Office of Distance Learning provides several ways for distance learners to get to know one another and stay up-to-date on the latest news in distance learning and availability of student resources. Opportunities include: the Online Community for Distance Learners, G+, Facebook, Twitter, and a quarterly newsletter.

ADULT LEARNER SERVICES

Student Support Directory: The Student Support Directory includes contact information for support offices across campus, as well as a link to the faculty/staff directory, making it easy to reach the person you need, when you need to reach them.

Technology Support: There are a number of online tutorials available for WKU students on a variety of topics, including Blackboard, Email and TopNet. Students can receive assistance via live chat, by phone ((270) 745-7000) or by submitting an online help request. Visit: wku.edu/it/.

Testing Services: Many online courses require proctored exams. The DELO Testing Center opened in 2005 to provide proctored testing services for distance students. The Testing Center has two locations in Bowling Green, Kentucky, and works with approved sites around the world to provide proctored exams at convenient locations for online learners!

All support services listed above and many more can be accessed through the Virtual Student Resource Center at wku.edu/online/src.

Adult Learner Services

WKU's University College (UC) houses programs dedicated to serving adult learners. Adult learner counselors are trained to answer your questions, and support you in the process of starting school. UC has two distinct programs in place to serve adult learners at various stages of their academic career – WKU FINISH and WKU REAL. Each program is designed to streamline the admission, registration, and advising process.



ADULT LEARNER SERVICES

WKU REAL – Reaching Each Adult Learner

WKU REAL is dedicated to assisting adult learners. Whether you are simply exploring your options or ready to pursue a degree, WKU REAL is a resource for you. The WKU REAL Office houses information on degree programs at WKU, enrollment materials and frequently asked questions. If you're a non-traditional student, you qualify to participate in WKU REAL.

Contact WKU REAL

Bowling Green Campus

Cherry Hall 313

Phone: (270) 745-3575

Email: real@wku.edu

WKU FINISH

The mission of the WKU Finish program is to assist students who previously attended WKU and earned 90 credit hours or more, and left before obtaining their degree. We know life doesn't always go as planned. WKU Finish reaches out to students who have attended college and run into various challenges that prohibited them from earning their degree by offering individualized services to meet the needs of each particular student. Whether you left school to get married, start a career or just wanted a break – this is the program for you! Give us an opportunity to discuss your situation and come up with creative options to assist you with degree attainment. Our goal is simple – we want to offer an opportunity for all students to succeed in their academic programs while providing support and guidance at WKU. Our promise is to assist students in coordinating the resources, degree programs and departmental support to achieve degree attainment.

Contact WKU FINISH

WKU Finish Coordinator: Rebekah Phillips

Email: wku.finish@wku.edu

Phone: 877-WKU-GRAD (877-958-4723)

Web: wku.edu/wkufinish/

INDEX OF UNDERGRADUATE PROGRAMS

Services offered through WKU REAL and WKU FINISH

- Individualized Academic Counseling
- One-on-one Assistance with the Admission Application, and Financial Aid paperwork
- Adult Learner Resources
- Comprehensive Support in one location

Index of Undergraduate Programs

Please Note: Beside each program listed you will see the primary delivery method(s) of required courses noted as follows: Online Learning (OL) and/or Interactive Video Services with Regional Campus location.

Baccalaureate Programs

- Architectural/Manufacturing Science Technology (Owensboro)
- Business Management (Owensboro)
- Computer Information Technology (OL, IVS-Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Dental Hygiene (Completion Degree) (OL)
- Elementary Education (IVS-Glasgow, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Environmental Health Science (Owensboro)
- Family and Consumer Sciences, Child Studies Concentration (OL, Owensboro)
- Family and Consumer Sciences, Family Studies Concentration (OL)
- Food Processing and Technology (Owensboro)
- Health Sciences (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- History (Owensboro)
- Interdisciplinary Studies (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Interdisciplinary Early Childhood Education (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)

INDEX OF UNDERGRADUATE PROGRAMS

- Investigative Biotechnology (Owensboro)
- Management, with concentration in Business Administration (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS- Glasgow, Owensboro)
- Middle Grades Education in Math and Science (IVS-Glasgow, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Middle Grades Education in Social Studies and Language Arts (Owensboro)
- Nursing – RN to BSN (OL, IVS-Glasgow, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Organizational Leadership (OL, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Psychology (IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Social Studies (Owensboro)
- Social Work (IVS- Elizabethtown/Radcliff/Ft. Knox)
- Sociology (OL, IL, IVS- Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Sport Management (IVS-Glasgow, Owensboro)
- Systems Management (IVS- Elizabethtown/Radcliff/Ft. Knox, IVS-Glasgow, Owensboro)
- Technology Management (OL, IVS-Glasgow, Owensboro)
- Minors (for degree seeking undergraduate students)
- Agriculture (IVS-Glasgow)
- Business Management (Owensboro)
- Child Studies (OL)
- Criminology (IVS-Glasgow, Owensboro)
- English (Owensboro)
- Family Studies (OL)
- Folk Studies (IVS-Glasgow)
- Gerontology (Owensboro)
- History (IVS-Glasgow, Owensboro)
- Library Media Education (OL)
- Nonprofit Administration (OL)
- Psychology (Owensboro)
- Religious Studies (Owensboro)

INDEX OF UNDERGRADUATE PROGRAMS

- Sexuality Education (Owensboro)
- Sociology (OL, Owensboro)

Associate Programs

- Business (emphasis area: Office Management) (OL, IVS-Glasgow)
- Interdisciplinary Early Childhood Education (OL)
- Interdisciplinary Studies (OL, IVS-Glasgow)
- Office Systems Technology (OL, IVS-Glasgow)
- Nursing, ADN (IVS-Glasgow)
- Paramedicine (OL)

Certificate Programs

- Autism Spectrum Disorders Certificate (Owensboro)
- Canadian Studies (OL)
- Computer Literacy Certificate (OL)
- Cross Cultural Communication in Health Care (OL)
- Family Home Visiting Certificate (OL)
- Leadership Certificate (OL, IVS-Elizabethtown/Radcliff/Ft. Knox, Owensboro)
- Occupational Health and Safety (OL)
- Organizational Communication (IVS-Glasgow)
- Safety and Environmental Science (Owensboro)
- Worksite Health Promotion (OL)

DISTANCE LEARNING AT A GLANCE

	Is it a Semester Based Course?	When can I Register?	Synchronous Activities Face-to-face meetings or activities required?	Asynchronous Activities Student works independent of other students or instructor
(OL) ONLINE LEARNING	Yes	Registration based on academic* calendar	Generally No but depends on the instructor	Yes Instructor provides due dates and course calendar for assignments
(IL) INDEPENDENT LEARNING	No	Open enrollment Register any day of the year	No	Yes Instructor provides course content Self-paced lesson completion
(IVS) INTERACTIVE VIDEO SERVICES	Yes	Registration based on academic calendar*	Yes	No Student works with classmates at a Regional Campus and instructor from a distance
(TC) TELECOURSE	Yes	Registration based on academic calendar*	Maybe Depends on the instructor 2 or fewer meetings may be required	Yes Instructor provides due dates and course calendar for assignments

* wku.edu/info/events ** wku.edu/bursar

DISTANCE LEARNING AT A GLANCE

Delivery Method	Tuition Rate	How to Register	Financial Assistance Available?	Internet Required?	Proctored Testing Required?
Online	Distance Learning tuition rate**	TopNet Must be a WKU student	Yes If student is eligible	Yes High speed is preferred	Maybe Depends on the instructor
Online Email Print	In state tuition regardless of residency**	TopNet or contact Independent Learning	Yes If student is eligible	Maybe Depends on the course format chosen	Yes
Broadcast to IVS classrooms at regional campus sites	Standard WKU tuition**	TopNet Must be a WKU student Select the site where you wish to attend the course	Yes If student is eligible	Generally No Depends on the instructor of the course	No Tests are generally given during class meeting
Online Video DVD/VHS Cable TV	Standard WKU tuition**	TopNet Must be a WKU student	Yes If student is eligible	Maybe Depends on student's preference of viewing course content	Maybe Depends on the instructor



WKU Online Program Services

2355 Nashville Road

Bowling Green, KY 42101