Fall Semester 2020
Registration Guide

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Information printed in this Guide is subject to change as deemed necessary by the University.

Telephone Numbers and Locations

Area Code (270)

Admissions (Undergraduate)	PH 1st floor	745-2551	Housing	Southwest 18	745-4359
Advising and Career			ID Center	DSU-2125	745-2417
Development Center	DSU-2141	745-5065	Owensboro Campus	Owensboro	745-5095
Campus Operator	AAC Lobby	745-0111	Registration	PH 2nd floor	745-3352
Center for Career and			Residence Life	Southwest 18	745-2037
Professional Development	DSU-2001	745-3095	Student Accessibility		
South Campus	Academic Wing	780-2550	Resource Center	DSU-1074	745-5004
Dining Services	GCC-100D	745-2416	Student Life	PH 442	745-2791
Distance Learning	GCC 104	745-2106	Student Records	PH 228	745-2098
Downing Student Union	DSU-Lobby	745-2456	Topper Orientation Program	PH 1st Floor	745-4242
E-town/Ft. Knox Campus	Ft. Knox	745-5079	Topper Orientation for		
Financial Aid	PH 316	745-2755	Distance Learners	KCC 120	745-4158
Glasgow Campus	Glasgow	659-6900	Transcripts	PH 2nd floor	745-5448
Graduate School	WAB 207	745-2446	Tuition and Fees	PH 208	745-6381
Graves Gilbert Clinic at WKU	HSB	745-5641	WKU Information Line	WKU	745-4845
Honors College					
International Center	HCIC	745-2081			

Office Hours

University offices are open 8:00 a.m. to 4:30 p.m. Monday-Friday, except for the following:

Cashier's /Billings and Receivables PH 208

Monday-Friday	8:00 a.m. - 4:00 p.m.

Glasgow Campus

Monday-Thursday	8:00 a.m. - 6:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

University Notices

Notification of Rights under FERPA

(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

(a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(b) FERPA allows the institution to routinely release information defined as "directory information." The following student information is included in the definition: the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled, withdrawn and date of withdrawal), degree and awards

received and the most recent previous education agency or institution attended by the student. When a student wants any part of the directory information to remain confidential, an official request form must be completed in the Office of the Registrar within the first five days of class of each school term.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Kentucky University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For additional information pertaining to the Family Educational Rights and Privacy Act, go to: http://www.wku.edu/registrar/notification_of_rights.php. Questions may be directed to the University Registrar, 238 Potter Hall, (270) 745-3351.

To Withhold Publication of Directory Information
The educational record designated as Directory Information may be released or published by the University **without prior written consent** of the student **unless exception is made in writing** by the student. Appropriate forms are available in the Office of the Registrar. Such written exception **must** be received within the first five days of class of each term. Once received, that request will remain in effect until notification to the contrary is received by the Office of the Registrar.

Student Right-to-Know Act (Disclosure Statement)
In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, the University's graduation rate is to be made available, upon request, to potential and currently enrolled students. The Act requires public disclosure beginning July 1, 1993, of this information by institutions of higher education receiving federal financial assistance.

Western Kentucky University's graduation rate was calculated using definitions established by the U. S. Department of Education. This rate is based upon the number of beginning freshmen who entered Western Kentucky as full-time degree-seeking students during the 2011 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2019). For this cohort of beginning students, the graduation rate is 48.87%.

Statement of Compliance
Western Kentucky University (WKU) is committed to equal opportunity in its educational programs and employment. The University is an Equal Employment Opportunity/Affirmative Action employer, and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, veteran status, or marital status. On request, WKU will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities, and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination or harassment in such programs,

activities, or employment, policies and procedures are included on the following website: http://www.wku.edu/policies/ (WKU Policies), in addition to the WKU Student Handbook, and Undergraduate and Graduate Catalogs. These publications, including information about University procedures, are available on the University's website (www.wku.edu), at:

WKU Policies: http://www.wku.edu/policies/
WKU Student Handbook: http://www.wku.edu/handbook/
WKU Undergraduate Catalog: http://www.wku.edu/undergraduatecatalog/
WKU Graduate Catalog: http://www.wku.edu/graduate/

The following person has been designated to serve as the University's **Title IX Coordinator**:

Ms. Andrea Anderson
Assistant General Counsel
Weatherby Administration
Building 101
1906 College Heights Blvd. #11001
Bowling Green, KY 42101-1001
andrea.anderson@wku.edu
270-745-5398

Information regarding WKU's Title IX compliance, policies, and procedures may be found on the following websites:
https://www.wku.edu/eoo/titleix/index.php
https://www.wku.edu/judicialaffairs/titlenine.php.

In addition, information or assistance may be requested from the following:

Office of Equal Employment Opportunity/Affirmative Action/University ADA Services
Wetherby Administration Building, Room G33
1906 College Heights Blvd. #11009
Bowling Green, KY 42101-1009
(270) 745-5121

Enrollment and Student Experience
Office of the Vice President
Potter Hall, Room 442
1906 College Heights Blvd.
Bowling Green, KY 42101
(270) 745-2791

Academic Affairs and Provost's Office
Wetherby Administration Building, Room 239
1906 College Heights Blvd. #11008
Bowling Green, KY 42101-1008
(270) 745-2297

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, U.S. Department of Education, The Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 832 Capital Plaza, 500 Mero Street, Frankfort, Kentucky, 60601, (800) 292-5566; (TDD) (502) 595-4084; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40202, (800) 669-4000; TTY (800) 669-6820.

2020 Fall Semester Academic Calendar

April 6- April 17	Priority registration through TopNet.
April 17	Deadline to apply for 2020 August graduation.
Aug. 18	Tuition and fees deadline for students who registered through August 2 (Refer to Fee Payment Schedule on Page 16).
Aug. 21	Residual funds disbursement for credit balances for students with scholarships only will be made through the student's refund preference selected with BankMobile Disbursements (Refer to page 18). Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in the release of your residual funds.
Aug. 22	Residence halls open at 8:00 a.m.
Aug. 24	Day and evening classes begin for full semester, 1st bi-term or five week (Session I) courses. Students initially registering on or after this date will be subject to a late registration penalty of $50.
Aug. 26	**First bi-term classes:** last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class.
Aug. 26	**Five-week classes (Session I)**- last day to receive 100% refund. Last day to change a class from audit to credit or drop a class without a grade.
Aug. 27	**First bi-term classes:** $50 Schedule Change Fee begins.
Aug. 27	**Five-week classes (Session I)-** $50 Schedule Change Fee begins.
Aug. 27	**Five-week classes (Session I)**- Last day to receive 50% refund.
Aug. 28	**Five-week classes (Session I)-** last day to receive 25% refund.
Aug. 30	**First bi-term classes:** last day to receive 50% refund.
Aug. 31	Last day to register for a full-time course load (12 or more hours for undergraduates and 9 or more for graduates).
Aug. 31	**Full semester classes:** last day to add a class. Last day to drop a class without a grade. Last day to change a class from audit to credit. Last day to receive 100% refund for a class. (Refer to **Tuition and Fee Refund Policy**)
Sept. 1	**First bi-term:** Last day to receive any refund.
Sept. 1	**Full semester classes:** $50 Schedule Change Fee begins.
Sept. 7	Labor Day (University Open and Classes in Session)
Sept. 7	**Full semester classes:** last day to receive 50% refund.
Sept. 8	Last day to file for change in residency for fee assessment purposes for the 2020 fall semester.
Sept. 11	Residual funds disbursement for credit balances resulting from federal and state grants and loans will be made to students through the student's refund preference selected with BankMobile Disbursements (Refer to page 18). Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in the release of your residual funds.
Sept. 12	**Five-week classes (Session I)**- 60% point.
Sept. 14	**Full semester classes:** last day to receive any refund for the 2020 fall semester.
Sept. 16	**Five-week classes (Session I)**- last day to drop a class with a W. Last day to change from credit to audit.
Sept. 18	Tuition and fees deadline for students who registered August 3-September 2 and balance due for students who have not paid fees in full, including late payment fees. (Refer to Fee Payment Schedule on page 16).
Sept. 17	Last day to apply for 2020 December graduation.
Sept. 23	**First bi-term classes:** 60% point.
Sept. 25	**Five-week classes (Session I)**- final examinations.
Sept. 25	**First bi-term classes:** last day to drop a class with a W. Last day to change a class from credit to audit.
Sept. 28	**Five-week classes (Session II)**- classes begin.
Sept. 30	Five-week classes (Session II)- last day to receive 100% refund. Last day to change from audit to credit or drop a class without a grade.
Oct. 1	Five-week classes (Session II)- $50 Schedule Change Fee begins.
Oct. 1	Five-week classes (Session II)- last day to receive 50% refund;
Oct. 2	Five-week classes (Session II)- last day to receive 25% refund.
Oct. 9	First bi-term classes end
Oct. 12	Priority registration for 2021 winter term begins.
Oct. 12, 13	**First bi-term classes:** Final examinations.
Oct. 14	Second bi-term classes begin.
Oct. 16	Tuition and fees deadline for students who registered September 3-30 and balance due for students who have not paid fees in full, including late payment fees. (Refer to Fee Payment Schedule on page 16).
Oct. 18	**Second bi-term classes:** last day to register for a class. Last day to drop a class without a grade. Last

day to change a class from audit to credit. Last day to receive 100% refund for a class.

Oct. 19   **Five-week classes (Session II)**- 60% point.

Oct. 19   Priority registration for 2021 spring semester begins.

Oct. 19   **Second bi-term classes:** $50 Schedule Change Fee begins.

Oct. 20   First bi-term final grades due by noon.

Oct. 20   **Second bi-term classes:** last day to receive 50% refund.

Oct. 21   **Five-week classes (Session II)**- last day to drop a class with a W. Last day to change from credit to audit.

Oct. 22   **Second bi-term classes:** last day to receive any refund.

Oct. 25   **Full semester classes:** 60% point of the fall semester.

Nov. 2   **Five-week classes (Session II)**- final examinations.

Nov. 2   **Full semester classes:** Last day to drop a class with a W. Last day to change a class from credit to audit.

Nov. 3   Presidential Election- University Closed.

Nov. 4   **Five-week classes (Session III)**- classes begin.

Nov. 8   **Five-week classes (Session III):** last day to receive 100% refund. Last day to change a class from audit to credit or drop a class without a grade.

Nov. 9   **Five-week classes (Session III):** last day to receive 50% refund; $50 Schedule Change Fee begins.

Nov. 10   **Five week classes (Session III):** last day to receive 25% refund.

Nov. 8   Last day students may remove an incomplete from the 2020 spring or summer term.

Nov. 15   **Second bi-term classes:** 60% point.

Nov. 16   **Second bi-term classes:** last day to drop a class with a W. Last day to change a class from credit to audit.

Nov. 23-27 Thanksgiving Holiday (University closed - Labor Day, Fall Break, and Thanksgiving holiday observed)

Nov. 30   Classes resume online.

Dec. 2   **Five-week classes (Session III)**- last day to drop a class with a W. Last day to change from credit to audit.

Dec. 3   **Five-week classes (Session III)**- 60% point.

Dec. 4   Roster freeze date (No late adds or withdrawals for extenuating circumstances will be processed after this date.)

Dec. 7-11   Final examinations for full semester and second bi-term classes.

Dec. 11   **Five-week classes (Session III)**- final examinations.

Dec. 15   Final grades due by noon.

2020 Fall Semester at a Glance

August	September	October	November	December
S M T W R F S	S M T W R F S	S M T W R F S	S M T W R F S	S M T W R F S
1	(1) 2 (3) 4 5	(1) 2 3	1 2 3 4 (5) 6 7	(1) 2 (3) 4 5
2 3 4 5 6 7 8	6 7 (8) 9 (10) 11 12	4 5 (6) 7 (8) 9 10	8 9 (10) 11 (12) 13 14	6 7 8 9 10 11 12
9 10 11 12 13 14 15	13 14 (15) 16 (17) 18 19	11 12 13 14 (15) 16 17	15 16 (17) 18 (19) 20 21	13 14 15 16 17 18 19
16 17 18 19 20 21 22	20 21 (22) 23 (24) 25 26	18 19 20 21 (22) 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
23 24 (25) 26 (27) 28 29	27 28 (29) 30	25 26 (27) 28 (29) 30 31	29 30	27 28 29 30 31
30 31				

Monday, Wednesday, Friday class meeting ▢

Tuesday, Thursday class meeting ◯

Classes not in session ▬

Final Exam Period ▭

Grades Due at Noon ◇

First Bi-term Finals ▭

Advising and Registration Information

See Your Advisor. Academic advising is essential to fulfilling the teaching and learning mission of Western Kentucky University. At WKU, academic advising is required for all baccalaureate degree-seeking students until graduation.

Change of Major/Minor/Concentration: Baccalaureate degree-seeking students must declare a major before earning junior status (59 plus credit hours). Associate degree-seeking students must declare a major before earning sophomore status (29 plus credit hours). **A Change of Major** form is accessible to students in **TopNet** under **Student Services; Student Records; Change Major, Certificate, Minor, Concentration, Advisor**. All students may use this form except:
- Graduate students
- Undergraduate students with a degree program on file (who will be directed to the Office of the Registrar to discuss the steps for changing a major after the degree program has been filed)
- Undergraduate students pursuing MORE than two majors (who will be directed to the Advising and Career Development Center)
- New incoming freshmen.

iCAP (Interactive Curriculum and Academic Progress): Students may use iCAP (available through TopNet) to determine courses needed to complete degree requirements**.** Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run "What-If" audits to compare their coursework against other majors. Note: Students who are pursuing a second baccalaureate degree must file a degree program.

Who is My Advisor? Advisor assignment is based on your choice of major. If your assigned advisor leaves the University, you will be assigned a new advisor. If this does not happen, you should contact the academic department that administers your major to request a new advisor. To find your advisor, go to **TopNet** and click **Student Services; Registration; View Advisor Information.**

Advisor Hold Lifted. After you have been advised, your advisor or the departmental representative must remove your advising hold. This will indicate that you are eligible to register.

NOTE: If you are a newly admitted, degree-seeking beginning freshman or transfer student, you will be assigned an advisor during orientation (Topper Orientation Program) based on the major you indicate on the orientation registration form. If you are a beginning freshman or transfer student planning to register for classes at one of the regional centers, you should contact the regional center closest to the site of the class for advisor and registration information. If you enter the University as Exploratory/Generally Undeclared, your advisor will be located within the Advising and Career Development Center. If you have any questions about advising, contact:

Downing Student Union (DSU) 2141
(270) 745-5065
www.wku.edu/advising
academic.advising@wku.edu

Advising Checklist

___How do I run my degree audit (iCAP) program?

___Where can I find tutors within my subject area?

___What scholarships are available in my major?

___ What national entrance tests should I take?

___What do I do to change my major or minor?

___Is there a list of classes that fulfill multiple requirements?

___What career options do I have?

___Is a minor necessary or recommended?

___What internships are available through my department or the Advising and Career Development Center?

___What club/organizations would you recommend I join?

Priority Registration- Phase I
April 6–April 17, 5 a.m.–2 a.m.

Maximum Hours- Phase I

Graduate students 15
Seniors and Post-Baccalaureate 19.5
Juniors, Sophomores and Freshmen 16

Eligible students are encouraged to register during the priority period according to the sequence printed below. Students (full-time and part-time) may register on their assigned date or thereafter whenever **TopNet** is available. Refer to the **Fall Academic Calendar** for important dates affecting your registration.

Tuition and fees are due no later than August 18 for students who register through August 2.

Registration in a course obligates the student to pay for the course and fulfill course requirements. If you register and decide not to attend, you MUST withdraw from all classes prior to the first day of classes on **TopNet** or notify the Office of the Registrar of your withdrawal in writing; otherwise, you will owe tuition and late payment fees and receive "F" grades. If you are receiving financial assistance and do not officially withdraw from WKU and plan to attend another university, your eligibility for aid at the other school may be affected.

Graduate Students

Registration eligibility is based upon:
• Enrollment during the 2019 fall, 2020 winter/spring, or 2020 summer term
• Or admission for the 2019 fall semester
• Clearance of all hold flags
• New students are advised to consult with their advisor.

Last Name	Registration Date
O - Z	April 6
A - F	April 7
G - N	April 8

Undergraduate Students

Registration eligibility is based upon:
• Enrollment during the 2019 fall, 2020 winter/spring, or 2020 summer term
• Or readmission for the 2019 fall semester
• Degree-seeking students cleared for registration by your advisor
• Clearance of all hold flags
• Classification is based upon number of hours earned prior to the spring semester.

Note: Newly admitted non-degree and visiting students are not required to be advised and may use **TopNet** to register with returning freshmen.

Seniors and Post-Baccalaureate Students (90 or more hours earned)

All seniors are required to file an Application for Graduation prior to registration. Post-baccalaureate students seeking a second undergraduate degree must also be cleared to register by their advisor.

Last Name	Registration Date
O – Z	April 6
A – F	April 7
G – N	April 8

Juniors (60 - 89 hours earned)

Exploratory/undeclared juniors are required to declare a major prior to registration.

Last Name	Registration Date
A – K	April 13
L – Z	April 14

Sophomores (30 - 59 hours earned)

Last Name	Registration Date
A - K	April 15
L - Z	April 16

Returning Freshmen (0 - 29 hours earned)

Last Name	Registration Date
A - Z	April 17

Open Registration- Phase II

Maximum Hours- Phase II

Graduate students 15
Seniors and Post-Baccalaureate 19.5*
Juniors, Sophomores and Freshmen 19.5*

Note: *-See Course Load on page 9

April 18-August 23
Continuing and readmission undergraduate students and all graduate students who did not participate in Priority Registration may register using **TopNet** through August 23. Eligibility requirements for Open Registration are the same as for Priority Registration. Undergraduate degree-seeking students should read **Advising Requirement for Undergraduate Degree-Seeking Students** regarding advising requirements for clearance to register.

Late Registration

August 24-August 31

Students who are unable to register in advance may register August 24-August 31, but will be assessed a late registration penalty of $50. Refer to information listed under **Priority Registration** for eligibility requirements.

General Registration Information

Schedule Change Fee

Students may drop or add classes with no financial penalty through the last day to drop or add a course as printed in the official academic calendar. After that date, a $50 Schedule Change Fee per course will be assessed for all student-initiated schedule changes.

Tuition and Fee Payment

Registration in a course obligates the student to pay for the course and fulfill course requirements. If you register and decide not to attend, you MUST withdraw from all classes prior to the first day of classes on TopNet or notify the Office of the Registrar of your withdrawal in writing; otherwise, you will owe tuition and late payment fees and receive 'F' grades. If you are receiving financial assistance and do not officially withdraw from WKU and plan to attend another university, your eligibility for aid at the other school may be affected.

New Student Registration

Newly admitted freshmen and transfer students will be mailed Topper Orientation Program information. Registration for these students is provided on special dates. Reservations for Topper Orientation Program should be made as early as possible to assist the University in its efforts to provide maximal service for each student.

Registration Holds

TopNet will advise you of any holds on your record. Students with outstanding obligations to the University will not be permitted to register until the obligation has been cleared with the appropriate office.

Auditing Courses

An auditor is one who enrolls and participates in a course without expecting to receive academic credit. The same registration procedure is followed and the same fees are charged as for courses taken for credit. An audited course is not applicable to any degree or certificate program.

Regular class attendance is expected of an auditor. Other course requirements, which may be obtained in writing from the instructor, will vary depending on the nature of the course. Students interested in auditing a course should secure permission from the instructor and discuss course requirements prior to enrolling. Failure to meet course requirements may result in the auditor being withdrawn from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation AU.

Any change from audit to credit must be done by the last day to add a class. Changes from credit to audit must be done by the last day to drop a class with a grade of 'W'. Instructor's written permission will be required to change from credit to audit beginning the first class day of the term. Refunds for withdrawals from audited courses will be prorated on the same basis as refunds for withdrawals from courses taken for credit. **Note: An audited course does not count toward enrollment for financial aid/scholarship purposes.**

Drop/Add

Schedule changes (drop/add) may be necessary following a student's initial registration. Students should use **TopNet** to process schedule changes on the dates listed below. If possible, add before dropping courses. (This may not be possible in time-conflict or overload situations.) Refer to the Academic Calendar for appropriate dates to make changes to your schedule.

April 6 – August 31 - Students who register may drop/add during this period.

September 1 – November 2 - Students may withdraw from a full-semester course and will receive a 'W' as a grade. A $50 Schedule Change Fee will be assessed for each course withdrawal.

Beginning November 3 - Students may not withdraw from full- semester courses unless they have experienced extenuating circumstances that can be documented (i.e. serious illness). The exception must be approved by the instructor and department head and reviewed by the dean's office. Poor academic performance is not an extenuating circumstance to justify late withdrawal from a course. A $50 Schedule Change Fee will be assessed for each approved late course change.

Withdrawing from a Class or from the University

Withdrawal from an Individual Class

TopNet may be used to withdraw from individual courses according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet. A $50 Schedule Change Fee will be assessed for each course withdrawal. Students who cease attending class(es) without an official withdrawal will receive failing grades.

Procedure
1. Click **TopNet Login** at www.topnet.wku.edu, then click **Student Services**, then **Registration**, then **Register/Add/Drop**, then select the appropriate term.
2. Locate the class(es) from which you need to withdraw, click the drop-down box, and then click **Withdraw**. Be sure to click **Submit Changes** at the bottom of the page.
3. Verify that the transaction was processed properly by checking the status of the course. Verify that **Credit Hours** now reflect '0.0 hours' for each class dropped. Your transcript will reflect a grade of 'W' for each withdrawn course.

Withdrawal from the University

Students sometimes find it necessary to completely withdraw from the University for a particular term. Dropping full semester courses during the first six days of a regular semester will not show withdrawal grades on the official transcript. Withdrawal after the sixth day of the semester through the withdrawal deadline listed in the Academic Calendar will result in a 'W' grade for each course. The official date of the withdrawal is the date the withdrawal is processed on TopNet. After the withdrawal deadline, students must consult with each instructor for a withdrawal grade, which may be a 'W' or an 'F'. Students who cease attending class(es) without an official withdrawal will receive failing grades.

Procedure
There are two ways to withdraw completely from the University before the printed deadlines:

1. Use the procedure described for all courses, OR

2. Submit a written request to the Office of the Registrar, 217 Potter Hall. The request must include the following: student's name, local address, e-mail address, phone number, WKU ID, statement of request to withdraw, date of the notice, and student signature.The withdrawal will be effective the date the notice is received in the Office of the Registrar.

3. Any refund will be calculated as of the withdrawal effective date.

4. Students who request to withdraw after the printed deadline should refer to policies and procedures regarding withdrawal from the university at http://www.wku.edu/registrar/withdrawal.php.

5. Remember to check the following items prior to withdrawing:

- **Student health insurance:** You may no longer be covered by student health insurance once you withdraw completely. Check with Health Services (270-745-5641) or your personal health insurance agent to determine your status.

- **Financial aid:** Contact Student Financial Assistance (270-745-2755) to find out how withdrawing will impact your financial aid and how much you will need to repay.

- **Housing:** If you live in on-campus housing, you will need to submit a cancellation request. Call Housing and Residence Life (270-745-4359) for assistance.

- **Financial collections:** If you have a Perkins loan, be sure to make arrangements for an exit interview. Call the Perkins Loan Office (270-745-5551) for information.

- **Obligations with the University:** Check **TopNet** for holds that prevent your withdrawal.

Class Attendance Policy

Registration in a course obligates the student to be regular and punctual in class attendance. Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week **MAY** be dropped from the course. Nonattendance for a web-based course shall be defined as failure to perform meaningful academically-related activity (including, but not limited to, the following: submitting an academic assignment, taking an exam, participating in an online discussion about academic matters) within one week of the course start date without previous arrangements with the instructor or department. Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

Student Addresses

It is your responsibility to keep the university informed of address changes so that appropriate correspondence can be mailed to you.

Addresses may be updated through **TopNet** as follows:

1. Access **TopNet** at topnet.wku.edu

2. Enter WKU ID and PIN, Login

3. Click **Personal Information**

4. Select desired activity.

Students' local and home addresses and phone numbers are considered "directory information" by the federal Family Educational Rights and Privacy Act (FERPA) and may be released to the public. (See FERPA Notification of Rights.) However, neither the university's public online directory nor printed directory will include a student's local or home address unless the student specifically requests that the information be provided. To indicate
your desire to have your local and/or home address included in either or both directories, follow steps 1-3 above, and then click **Directory Options**.

Course Load

TUITION ASSESSMENT POLICY - Students who enroll for more than 18 hours will be assessed a surcharge. Refer to http://www.wku.edu/bursar/tuition_fees_2021.php for details.

UNDERGRADUATE - Twelve hours constitutes the minimum full- time load. Students who wish to enroll for 20-21 semester hours must have a cumulative g.p.a. of 3.3 or above.

GRADUATE - The course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum.

Enrollment Verification

The National Student Clearinghouse (NSCL) is the official agent for all enrollment verifications, such as those needed for health insurance and loan deferments. Enrollment Verifications may be obtained free of charge from the National Student Clearinghouse.

How to generate your WKU Enrollment Verification (Previous Term):

1. Log on to your **TopNet** account.
2. Click **Student Services**.
3. Click **Student Records**.
4. Click **Enrollment Verification** (National Student Clearinghouse for Previous Term).
5. Complete required information and click **Login**.
6. Click **Obtain an Enrollment Certificate**.
7. Click **Current Enrollment** or **All Enrollment**. The certificate will appear in a couple of minutes.
8. Print your official enrollment certificate.
9. Mail or deliver it to whomever requires verification of your enrollment at WKU.

Note: Adobe Acrobat Reader must be on your computer to produce your verification. Use Internet Explorer as your browser. For problems, email Rhonda.jones@wku.edu.

Exceptions to using National Student Clearinghouse:

- **WKU Enrollment Verification (Current and Future Terms)**
  1. Log on to your TopNet account
  2. Click on Student Services, Student Records, Enrollment Verification WKU (Current and Future)
  3. Select Term, Submit Term
  4. Display Enrollment Verification Report and print

- **Good-Student Discounts** - Automobile Insurance forms must be provided. Fax to 270-745-4830 or email registrar@wku.edu. If no form is provided, print an Official WKU Grade Report for the most recently graded term.
  1. Log on to **TopNet**
  2. Click **Student Services**, **Student Records**, then **Official Grade Report**.

- **Letter of Good Standing** - May obtain these from the Office of the Registrar, call 270-745-3351.

TopNet Registration Procedures and Tips

Course Offerings

All courses offered for the fall semester can be found on the **TopNet Schedule of Classes** at www.topnet.wku.edu. This online service provides up-to-the moment status of each class. All course offerings and statements in this publication are subject to change at any time without prior notice. Other changes may occur during and after registration as circumstances dictate.

Prior to Registration

- Fall Semester–Determine your registration date from the registration sequence listed under **Priority Registration**. **TopNet** will permit you to register only on your assigned date or thereafter.
- Read Steps 1-7 below, in addition to the **Tips for Using TopNet**.

Registration

Step 1 Access *TopNet* through the internet at www.topnet.wku.edu. Click **TopNet Login**.

Step 2 Enter your WKU ID, then tab to the Personal Identification Number (PIN). Your PIN is set initially as the last 6 digits of your social security number. You are required to change your PIN to another 6-digit code the first time you access **TopNet**. Remember your new PIN and keep it confidential. New Pin _____. Refer to **Tips for Using TopNet** for complete details regarding your PIN. Enter your PIN.

Step 3 Read the information items in the TopNet Bulletin Board, then click **Continue** at the bottom of the page.

Step 4 Click **Student Services**. When the next page is displayed, click **Registration**. When the Registration page is displayed, view the various options. Before attempting to register for class(es), be sure to:

- select the term for which you want to register
  - view your student information
  - view test scores and course eligibility
  - check your registration status

Step 5 Click **Register/Add/Drop Classes**. Carefully read the instructions, then enter the CRN for your cours(es). Click the **Submit Changes** button. Registration will then be displayed. **Be sure to scroll to the bottom of the page to determine if you have any registration errors and scroll to the right to review the status of each course.** Refer to the following **Tips for Using TopNet** for details on using the Class Search Function.

Step 6 After completing your registration transactions and finalizing your schedule, be sure to print a copy for future use. You may print from the registration screen or click on the **menu** button to return to the Registration menu. From the Registration menu, click **Student Summary Schedule**.

Step 7 Click **exit** to log off from **TopNet**.

Tips for Using TopNet

- **NAVIGATION:** Do not use the **Back** button on your internet browser to navigate through **TopNet**. Always use **Return to Menu** or the other links at the top and bottom of the pages.

- **PERSONAL IDENTIFICATION NUMBER (PIN):** During your first time to use the system, **TopNet** will ask you to SELECT YOUR OWN 6-DIGIT pin. Remember your PIN, and keep it confidential.

- **ASSIGNED REGISTRATION DATE: TopNet** is programmed to check for assigned registration dates and will not permit early registration. You may register only on your assigned date or thereafter.

- **CRN (Course Reference Number):** This is a 5-digit number assigned to each class section listed in the schedule of classes. It is the number you use to register for classes using **TopNet.**

- **CLASS SEARCH FUNCTION: TopNet** can provide a list of classes by desired subject, days, and times. At the bottom of the registration form, click the **Class Search** button. After selecting your desired subjects and other criteria, click the **Class Search** button. In the display, closed classes are indicated by a **C**. You may select available sections and register directly from this list of available classes by scrolling to the bottom and clicking the **Register** button.

- **AUDIT A COURSE:** If you wish to take a course but not receive credit, you must first enroll in the course, then click **Audit** in the drop-down box in the Action column. Scroll to the bottom of the form and click the **Submit Changes** button.

  After class(es) begin, you will be required to obtain permission from the instructor to audit a course, and processing must be done in the Office of the Registrar in Potter Hall.

- **RESTRICTED COURSES:** A restricted course is one for which the department has limited enrollment to specific students for specific purposes. You must obtain permission for enrollment from the academic department offering the course. When you register for the course, **TopNet** will recognize that permission has been granted through the use of a code entered by the departmental official.

- **PREREQUISITE CHECKING:** Many courses are checked through **TopNet** to assure that the appropriate prerequisite(s) have been met. **TopNet** will not permit you to register for a course for which you have not fulfilled the prerequisite(s).• **COREQUISITE COURSES:** These are courses that must be taken together. You must register for them at the same time.

- **LINKED COURSES:** These are lecture sections that must be taken with any corresponding lab or clinical section.

- **REPEATED COURSES**: If you are repeating a course, you may register for the course using **TopNet**.

- **DROP/ADD**: You may use **TopNet** to make schedule changes after your initial registration and through the official drop/add period.

- **DUPLICATE COURSE REGISTRATION**: Duplicate course registration is not permitted unless the course for which you are registering can be taken multiple times for degree credit.

- **WITHDRAWALS: TopNet** may be used to withdraw from individual courses or to completely withdraw from the term/semester according to dates published in the Academic Calendar in this guide. Students who cease attending class(es) without an official withdrawal will receive failing grades. The official date of the withdrawal is the date the withdrawal is finalized on **TopNet**. Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw or change their status from full-time to part-time is stated in the **Tuition and Fee Information** section of this guide. A $50 Schedule Change Fee will be assessed for each course withdrawal, unless completely withdrawing from the term/semester.

- **YOUR SCHEDULE:** After finalizing your schedule, you are encouraged to print a copy of your schedule. See Step 6 under **TopNet Registration Procedures**.

- **HOLDS:** You must clear all holds prior to registration. **TopNet** will not permit you to register if you have a registration hold.

- **HELP:** If you need assistance, please contact the Office of the Registrar at (270) 745-3351 or (270) 745-3352, Monday-Friday, 8:00 a.m. to 4:00 p.m. central time.

Key to Buildings

AC	Academic Complex
AEC	Agricultural Exposition Center
AFC	Agricultural Farm Shop AGH
	Agricultural Green House
API	Applied Physics Institute
CAC	Craig Administrative Center
CEC	Clinical Education Complex
CH	Cherry Hall
COHH	College High Hall
CRD	Center for Research and Development
DA	Diddle Arena
DAUX	Diddle Arena, Auxiliary Gym
DCON	Diddle Arena, Concourse
DF	Denes Field
DMF	Diddle Arena, Main Floor DSU
	Dero Downing Student Union
DWR	Diddle Arena, Weight Room
EBS	Engineering and Biological Sciences
EHS	Environmental Health and Safety
EST	Environmental Sciences and Technology Building
FAC	Ivan Wilson Center for Fine Arts
FF	Feix Field
GCC	Garrett Conference Center
GH	Finley C. Grise Hall
GRH	Gary Ransdell Hall
GVH	Greenview Hospital
GWH	Gordon Wilson Hall
HA	Health Agency
HCIC	Honors College/ International Center
HD	Health Department
HL	Helm Library
IE	Industrial Education Building
JJ	Jones-Jaggers Lab School
KATI	Kentucky Advanced Technology Institute
KTH	Kelly Thompson Hall
KB	Kentucky Building
LRES	Lost River Elementary School
MCHC	Medical Center Hospital
MH	Music Hall
MMTH	Mass Media and Technology Hall
OCH	Ogden College Hall
PHAC	Preston Health and Activities Center
RCL	Raymond Cravens Library
RMT	FAC, Russell Miller Theatre
SC	South Campus (South Campus Academic Wing (located at 2335 Nashville Rd)
SH	Snell Hall
SS	Smith Stadium
SSC	Student Success Center
TC	Tennis Courts
TPH	Tate C. Page Hall
VMH	Van Meter Hall
WSC	Women's Studies Center
WSH	Western State Hospital

Key to Section

Numbers

Type Course	Section Number
Regular Day	001-499
Full Term	001-195
Telecourse	196-199
First Bi-Term	300-349
Second Bi-Term	400-449
Evening Division	500-599
WKU Courses	500-579
South Campus Courses	580-599
First Bi-Term	350-359
Second Bi-Term	450-459
Regional Campuses	600-699
WKU Courses	600-679
Russellville and Other	600-609
Owensboro	610-619
Elizabethtown/	620-629
Fort Knox/Radcliff	
Glasgow	630-639
First Bi-Term	360-369
Second Bi-Term	460-469
South Campus Courses	680-699
Internet	700-769
Internet 1st Bi-Term	730-739
Internet 2nd Bi-Term	740-749
Internet combined with	
IVS	760-769

Foreign Country Sites.....850-874

topnet.wku.edu

Available Every Day*

5 a.m. to 2 a.m.

*Availability may be affected periodically at other times due to system maintenance.

Class Periods

MWF Day Class Periods (55 Minute Periods)

	Begin		*End*
1st Period	8:00	-	8:55
2nd Period	9:10	-	10:05
3rd Period	10:20	-	11:15
4th Period	11:30	-	12:25
5th Period	12:40	-	1:35
6th Period	1:50	-	2:45
7th Period	1:50	-	3:10 (No Friday)
8th Period	3:25	-	4:45 (No Friday)

TR Day Class Periods (80 Minute Periods)

	Begin		*End*
1st Period	8:00	-	9:20
2nd Period	9:35	-	10:55
3rd Period	11:10	-	12:30
4th Period	12:45	-	2:05
5th Period	2:20	-	3:40

Late Afternoon and Night Periods
Classes Meeting *One Night Per Week*
Monday, Tuesday, Wednesday or Thursday

	Begin		*End*
1st Period	4:00	-	6:45
2nd Period	4:30	-	7:15
3rd Period	5:00	-	7:45
4th Period	5:30	-	8:15
5th Period	6:00	-	8:45
6th Period	6:30	-	9:15
7th Period	7:00	-	9:45

Above classes include a 15-minute break.

Classes Meeting Two Nights Per Week
Mon. and Wed.   Tue. and Thur.

	Begin		*End*
1st Period	4:00	-	5:20
2nd Period	4:30	-	5:50
3rd Period	5:00	-	6:20
4th Period	5:30	-	6:50
5th Period	6:00	-	7:20
6th Period	6:30	-	7:50
7th Period	7:00	-	9:45

Above classes do not have a scheduled break

Final Grades

Final grades and cumulative grade point averages will be available
on TopNet beginning December 19. To access your final grades:

1. Access **TopNet** at topnet.wku.edu

2. Enter WKU ID and PIN, Login

3. Click **Student Services**, then **Student Records**

4. Click **Final Grades**. Enter the desired term.

Grade reports are not mailed. If an Official Grade Report is needed,
you may obtain one through TopNet by following steps 1-3 above,
then click Obtain Official Grade Report.

Tuition and Fee Information

Tuition and Fee Schedule
2020 Fall Semester

At the time of publication, Fall 2020 tuition and fees have not been approved by the Kentucky Council on Postsecondary Education or the Western Kentucky University Board of Regents. Please consult the WKU tuition and fees website at https://www.wku.edu/bursar/ after May 1 for rate information and updated policies and procedures.

Program Fees: (Rates subject to change)

- Doctorate, Psychology- $202.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration)- $221.00 per credit hour
- Doctorate, Physical Therapy- $300.00 per semester
- Nursing- $400.00 per fall/spring semester (586 majors only)
- Dental Hygiene- $500 per Fall/Spring Semester
- Engineering- $150.00 per Fall/Spring Semester (534P, 534, 537P, 537, 543P, 543 majors)

Notes:

1. Full-time students are **undergraduates** who enroll in 12 hours or more of course work during Fall and Spring terms. The full-time tuition rate applies to undergraduate students taking 12-18 credit hours (either exclusively on-campus or a combination of on-campus and distance learning). An additional per credit hour fee equivalent to the per hour tuition rate will be charged to undergraduate students enrolled in more than 18 credit hours.

2. Full-time undergraduate students enrolled in any combination of both on campus and distance learning courses will be assessed an additional **Distance Learning Course fee** per credit hour for each distance learning credit hour in which they are enrolled. (e.g., If a student is enrolled in 12 hours of on campus courses and 6 hours of distance learning courses, the fee assessment would be the full-time tuition rate plus an additional Distance Learning Course fee for 6 credit hours). Refer to the WKU tuition and fees website after May 1 for rate information.

3. The **Distance Learning** course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.

4. **Graduate** tuition and fees are assessed per credit hour based upon the course (i.e., on-campus or distance learning). There is no full-time graduate rate.

5. Registration fees are assessed based upon the student's classification as an undergraduate, graduate, or doctoral student and not upon the level of courses for which the student registers.

6. Occasionally, there is an additional fee charged in relation to a specific course. Refer to the **Course Fees** chart on the Tuition and Fees Website for specific courses and related fees.

7. **Tuition and/or fees and University policies are subject to change by the Kentucky Council on Postsecondary Education or Western Kentucky University without prior notice.**

8. Additional information on Tuition and Fees and related details can be obtained from the **Tuition and Fees** link from Western's home page at www.wku.edu.
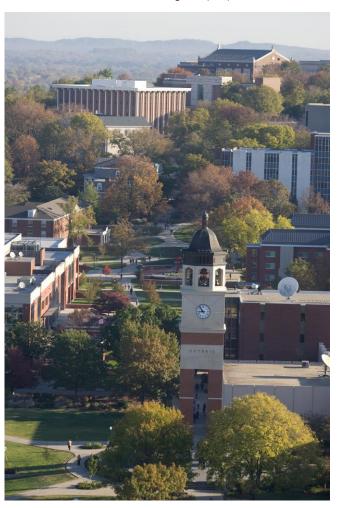
Tuition Incentive Program (TIP)
Western Kentucky University offers a Tuition Incentive Program (TIP) to qualified non-Kentucky students who are residents of specific counties in several states. Additional information regarding TIP is available at http://www.wku.edu/admissions/tip.php.

Tuition Incentive Program Scholarships (TIPS)

Students from TIP counties with superior achievement may receive an additional scholarship, the "Tuition Incentive Program Scholarship" (TIPS). Please visit http://www.wku.edu/admission/tip.php for more information.

Note: The Tuition Incentive Program (TIP) and the Tuition

Incentive Program Scholarship (TIPS) are different. TIP is a special tuition rate based on county of residence; TIPS is a scholarship based on academic qualifications applicable to students from TIP counties. Students from TIP counties are eligible for consideration for the TIP Scholarship. All TIP counties are determined by the WKU Board of Regents and approved by the Kentucky Council on Postsecondary Education (see: http://www.wku.edu/admissions/tip.php).

Non-Resident/International Scholarships

Non-resident students (excluding those residing in an eligible Tuition Incentive Program (https://www.wku.edu/admissions/tip.php) county) and International students with a minimum 3.0 unweighted GPA and a minimum 25 ACT (1200 SAT) qualify for a Targeted Award. For additional information regarding eligibility and award amount refer to www.wku.edu/scholarship/.

Reciprocal Counties

Residents of Macon, Robertson, and Sumner counties in Tennessee are eligible for the in-state tuition level as a result of a scholarship that is automatically awarded.

Tuition and Fee Refund Policy

Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through **TopNet** or the Registrar's Office, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the following schedule:

Official Withdrawal Date   Tuition Refund Percentage

Regular semester refund schedule

Through August 31	100%
September 1-7	50%
September 8-14	25%

No refunds made after September 14.

First bi-term refund schedule

Through August 26	100%
August 27-30	50%
August 31-September 1	25%

No refunds made after September 1.

Second bi-term refund schedule

Through October 18	100%
October 19-20	50%
October 21-22	25%

No refunds made after October 22.

Five week Session I refund schedule

Through August 26	100%
August 27	50%
August 28	25%

No refunds made after August 28.

Five week Session II refund schedule

Through September 30	100%
October 1	50%
October 2	25%

No refunds made after October 2.

Five week Session III refund schedule

Through November 8	100%
November 9	50%
November 10	25%

No refunds made after November 10.

Note: The refund percentage is applied to the number of credit hours dropped, not the dollar amount of tuition and fees assessed. For questions, please call the Billings and Receivables Office at 270-745-6381.

Financial Aid recipients are strongly encouraged to review the "Financial Aid Information" in this guide and consult with the Office of Student Financial Assistance regarding the impact of changes in enrollment.

Refund Procedure

1. Complete withdrawals from the university can be processed through **TopNet** or through the Office of the Registrar in writing.

2. The Office of the Registrar will notify the Billings and Receivables Office of the student's withdrawal and request the student be given the appropriate refund.

3. The Billings and Receivables Office will initiate the refund which will be processed within six calendar weeks of the official withdrawal. All refunds will be made through the option chosen through BankMobile. Refer to below section on "Refunds and Financial Aid Residuals through BankMobile."

4. Title IV recipients who completely withdraw should refer to the **Return of Unearned Title IV Aid** listed under **Financial Aid Information**.

5. Mandatory fees and course fees are non-refundable after the 100% refund period.

Refunds and Financial Aid Residuals through BankMobile

WKU has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through BankMobile Disbursements.

For more information about BankMobile, visit this link: http://bankmobiledisbursements.com/refundchoicessso/.

To select your university refund and payroll preferences, follow these simple steps:

1. Log in at my.wku.edu
2. Click on BankMobile under Campus Information
3. Select how you would like to receive your refund.
4. Complete your profile.

The University will NOT issue refund checks, so you MUST choose an option for receiving any refund due to you.

Please note that enrollment changes, outstanding holds or additional charges on your account could result in a delay in release of your residual funds. You can view holds on your account by logging into your **TopNet** account, selecting **Student Services**, selecting **Student Records**, and selecting **Student Holds**.

Payment Options

Payment using cash, check or money order

- In person, at the WKU Office of Billings & Receivables, Room 208 Potter Hall.

  Office Hours: 8:00 a.m.-4:00 p.m., Monday – Friday

- Mail check payments to the university's bank-processing center at:
  Western Kentucky University
  P.O. Box 890784
  Charlotte, NC 28289-0784

- Payments being sent by overnight/express (such as Fed-Ex, etc.) should be sent directly to: Billings and Receivables Office, Western Kentucky University, 1906 College Heights Blvd #11022, Bowling Green, KY 42101-1022.

- Depositories (Drop Boxes) for check or money orders are located next to the second floor entrance of Potter Hall for after-hours deposits.

- Include the bottom portion of your invoice with your check or money order. Please make sure your student identification number is written on the check or money order. Always allow at least seven to ten business days when payment by mail. Please do not mail cash or place in the depository.

- Payments must be made in U.S. dollars drawn on a U.S. bank. All checks should be made payable to: Western Kentucky University.

Payment using Credit Cards or Electronic Payments from Checking or Savings Account through Nelnet Campus Commerce, formerly known as TMS

- Because of high service and processing costs, the Billings and Receivables Office at WKU **does not accept** credit cards as a method to pay student account charges such as tuition, fees, room and board.

- Pay online at wku.afford.com, call (800) 722-4867 or access your account through TopNet.

- Visa, MasterCard, Discover, and American Express are accepted with a fully disclosed processing fee of approximately 2.75% of the amount of payment. (Fee covers administrative expenses and is not shared with WKU).

- Free electronic debit from checking or savings is available.

- WKU Student ID number required for processing.

Fee Payment Schedule – Fall 2020

Registration Dates	Bill Date via e-bill	Postmark Date (if not received by due date)	Due Date	Amount Due	Penalty
Through August 2	August 3	August 12	August 18; 4:00 p.m.	Tuition, housing, and fees are due in full for all students	**$100 Late Payment Penalty**
August 3-September 2* (**Late Registration** $50 fee begins August 24)	September 3	September 11	September 18; 4:00 p.m.	Tuition, housing, and fees are due in full for all students	**$100 Late Payment Penalty** **A financial obligation hold will be placed on the student's account which may prohibit registration activity and prohibits receipt of transcript until balance is paid in full.**
September 3-30*	October 1	October 9	October 16; 4:00 p.m.	Tuition, housing, and fees are due in full for all students	**$100 Late Payment Penalty** **A financial obligation hold will be placed on the student's account which may prohibit registration activity and prohibits receipt of transcript until balance is paid in full.**

*Balance due for students who have not paid fees in full (including late payment fees) from prior monthly billing cycle.

Payment Plans

Western Kentucky University offers interest-free monthly payment plans through our partnership with Nelnet Campus Commerce, formerly known as Tuition Management Systems (TMS). Payment plans are not available for the winter or summer terms.

For the Fall semester, we offer the following payment plans:

- 5-pay – Payments due June 1, July 1, August 1, September 1 and October 1.
- 4-pay – Payments due July 1, August 1, September 1 and October 1.
- 3-pay – Payments due August 1, September 1 and October 1.
- 2-pay – Payments due September 1 and October 1.
- $45 enrollment fee per semester. Additional charges may apply. Please refer to your payment plan's Terms and Conditions during enrollment.
- To enroll, please visit wku.afford.com or call 800-722-4867.

International Payments (Flywire)

Western Kentucky University has partnered with Flywire to offer an innovative and streamlined way to make a payment from your home country.

Flywire Customer Support Information:

Phone: (617) 207-7076
US Toll Free: 1-800-346-9252
Email: support@Flywire.com
Web: https://www.Flywire.com/help

Billing and Payment Procedures

1. WKU does not mail paper billing statements to students. **All billing is electronic**, with students receiving account statements through their WKU email address. As an added service, students can also select a billing email address so they can have their account statements sent to another email address, in addition to their WKU email address, by adding the email address on TopNet. Important email correspondence will be sent to your WKU email account. **You are strongly advised to access your WKU email account routinely to stay informed of important university business such as information regarding your bill.**

2. Refer to the **Fee Payment Schedule** to determine applicable tuition due dates based upon registration dates. **Failure to submit payment by the deadline will result in the assessment of late payment fees and a financial obligation hold which may prohibit registration activity and prohibits receipt of transcript until balance is paid in full.**

3. Important Note for Scholarship and Financial Aid Recipients: Approved scholarships, including non-resident graduate scholarships, will be applied to students' accounts prior to the billing statement. Approved financial aid (Pell, CAP, SEOG, Perkins, Stafford, PLUS) will be reflected on the billing statement. All students, including financial aid recipients, are required to submit any balance due payments by the deadline based upon their registration dates.

4. Third Party Billing - For tuition and fees to be paid in-full or in-part by a third party after the stated due date, a written authorization must be submitted to the Billings and Receivables Office and approved before August 3. When such a written authorization is not received and/or approved, the student will be required to make the full

payment by the printed due date.

5. **Late Payment Policy**: Failure to submit payment by the deadline may result in the assessment of late payment fees.

Financial Warning: Students who fail to pay their balance in full by September 18 will be placed on "Financial Warning." A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until balance is paid in full.

6. **If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Registrar's Office in writing to ensure that you will not owe tuition and late payment fees and receive "F" grades.**

NOTE: You are responsible for your own enrollment status.

7. The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or obtain an official transcript until the Registrar has been notified that the obligation has been settled.

8. **In the event that any tuition, fees and/or other expenses are not paid when due and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs and/or fees incurred by the University. Delinquent accounts receivables are placed with a collection agency and/or the Kentucky Department of Revenue and collection costs and/or fees will be added, increasing the amount owed. If an account is placed with an agency or the Kentucky Department of Revenue, the student agrees to reimburse WKU the fees of any collection agency or the Kentucky Department of Revenue, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts. Accounts will also be reported to the National Credit Bureaus.**

Other Information

1. Residency Changes - Students who have a residency appeal pending should contact the Office of Admissions before attempting to pay fees.

2. Appeals - Any student or parent who believes any policy or procedure in this section on **Tuition and Fee Information** presents a basic unfairness should present

their concern in writing to the Chief Financial Officer who will refer the appeal to a University Committee for a decision. The decision of the Committee will be final.

3. IMPORTANT INFORMATION regarding email communication: University policy requires that you use the provided WKU email address for all university email communication. **You are strongly advised to access your WKU email account routinely to stay informed of important university business such as information regarding your bill and/or financial aid.**

You may forward your WKU email address to a personal address; however, you do so at your own risk of not receiving critical university communications. For additional information on your WKU email account, including how to change your WKU email password or how to forward your WKU email address, go to www.wku.edu/accounts/.

4. Proposed Housing fees for Fall 2020:

Barnes Campbell, Douglas Keen, Gilbert, Hugh Poland, McCormack, Minton Hall, and Pearce Ford

Tower $2,528
Rodes Harlin..$2,645
Meredith and Zacharias $2,903
Bates Runner, Southwest and McLean $2,953
Northeast..$3,099
Hilltopper Hall $3,451

Housing fees are subject to change by the university without prior notice. The housing charge will be included on the student's bill with tuition and fees for all students who have received a housing assignment. Adjustments made when students are assigned or re-assigned to a hall with a different rate structure will be reflected on a subsequent billing. Full payment for Fall 2020 housing is due by Tuesday, August 18, 2020.

5. **Students who delay their registration until the first day of the semester or thereafter will be assessed an additional $50 late registration fee.**

6. FOR MORE INFORMATION:

Tuition and Fees
Billings and Receivables Office, Potter Hall, Room 208
Phone: (270) 745-6381
FAX: (270) 745-6584

Financial Aid
Department of Student Financial Assistance
Potter Hall, Room 317, Phone: (270) 745-2755

Housing
Housing and Residence Life Office, Southwest Hall
Phone: (270) 745-4359

Residuals/ BankMobile
Potter Hall, Room 208
Phone: (270) 745-5551

Big Red Has Gone Green!

All bills are E-bills for WKU students.

WKU does not mail paper billing statements to students. All billing is electronic, with students receiving account statements through their WKU email address. As an added service, students can also select a billing email address so they can have their account statements sent to another email address, in addition to their WKU email address.

Benefits of e-billing:

- You are notified by email when your bill is ready to view.
- Billing history is available for viewing throughout the semester.
- You will always receive the bill; no worry of bills getting lost in the mail.
- No more paper – environmentally friendly!

The ONLY" way to select your university refund preference.

Western Kentucky University has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through

BankMobile Disbursements.

To select your university refund preference log in at my.wku.edu and clicking on BankMobile under Campus Information to choose your refund option.

NOTE: The university will NOT issue residual/refund checks, so you MUST choose an option for receiving any refund due to you. The funds are sent from the University to BankMobile who then disburses the refunds according to the choice a student has made during the selection process.

Financial Aid Information

Students receiving Federal Title IV Aid (Pell, CAP, SEOG, Perkins loan, Stafford loan, PLUS loan) will receive a Financial Aid Award Notification via e-mail. The notification **will be sent to the student's WKU e-mail address**. Returning students currently have a WKU e-mail address. New students will have a WKU e-mail address automatically assigned once they have registered for classes. A new student not yet registered at the time their financial aid is awarded will be sent a Financial Aid Award Notification to the e-mail address indicated on their FAFSA or to their mailing address if they did not list an e-mail address. Financial aid awards are based upon the information submitted to the Department of Student Financial Assistance. It is the student's responsibility to notify the financial aid office when there is a change in enrollment status, family, or financial situation that may affect eligibility to receive Federal Financial Aid.

Changes in enrollment during the 100% refund period will result in changes to Pell and CAP grant awards. Enrollment will be reviewed after the drop/add period and adjustments cannot be made to Pell and CAP grant awards for classes added after the drop/add period. Institutional refunds will be returned to financial aid programs for totally withdrawn classes.

For students who received a scholarship, any institutional refund not returned to the Title IV Programs will be returned to the scholarship source if the student drops below full-time enrollment status.

Revisions to Awards

Change(s) in financial aid awarded or accepted or in a student's eligibility for aid will be posted to the student's TopNet account.

Changes in enrollment status may affect loan deferments, require repayment of funds received, and/or affect academic progress and eligibility for financial assistance in subsequent terms. **To maintain loan eligibility, students must be enrolled for 6 hours undergraduate or 4.5 hours graduate.**

Undergraduate students who receive financial aid based upon full-time enrollment status will be expected to earn at least 24 semester hours within the traditional academic year.

Return of Unearned Title IV Aid

A new Federal law applies to Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and Federal Stafford Loans. The federal law requires a school to determine both how much federal financial aid is earned while enrolled and the amount of unearned aid that is received.

The amount of federal aid that is earned is determined on a **pro-rata** basis regarding the number of days enrolled when compared to the total days in the semester. If the student has completed **60%** of the enrollment period, the student is considered to have earned all of the federal aid for that period. The 60% date for the fall term is **October 25, 2019.**

The student may be required to return unearned funds for which he/she received. If the student is required to return grant funds, the amount of grant repayment will be reduced by 50%. If the student owes a return of loan funds, the student will repay the loan according to the respective promissory note.

The amount that the school is required to return may be greater than the amount of the refund of the institutional charges. If this is the case, the student will also owe the university for the difference. **If grant funds are not returned, the student ceases to become eligible for any federal financial aid until repaid.**

All FN Grades
Federal Financial Aid Recipients who receive all *FN* grades (failure due to non-attendance) are subject to Federal Regulations, Federal Return to Title IV Funds, and are considered unofficially withdrawn at the midpoint of the enrollment period.

Without acceptable proof of attendance or participation in class related activity **beyond** the 60% point of the student's fall enrollment period, the Federal Title IV financial aid credit for the fall enrollment period is refunded to the aid program(s) from which it came at a rate of 50 percent of university charges. Loans are refunded before grants.

Western Kentucky University is required by Title IV Federal Regulations to administer financial aid for students with all *FN* grades in this manner. Failure to comply with the Regulation would result in monetary fines to WKU and jeopardize our continued participation in federally funded aid programs. The assumption behind this law (regulation) is that students receiving all *FN* grades probably did not complete the semester, but rather walked away from WKU without officially withdrawing.

The Department of Student Financial Assistance will notify students who received financial aid and received all *FN* grades for a given semester that Title IV funds were returned. *Acceptable Proof of Attendance or Participation in a Class Related Activity* will be either. The last date of a student's presence in class or involvement in a class related activity as reported by the professor or instructor.

Further/future financial aid will be cancelled until attendance is resolved or the student has paid all past due fees with the Bursar's Office.

WKU Colonnade Program
New undergraduate students who enter WKU in the Fall 2014 semester and thereafter will follow the Colonnade Program, a 39-hour general education program. The specific requirements and courses that fulfill the requirements can be found at http://www.wku.edu/colonnade/documents/approved_colonnade_courses_website.pdf.

Other Learning Opportunities

Regional Campuses
General Information
Course Cancellation: Course offerings are subject to cancellations or change by the University as enrollment figures/other circumstances dictate. Questions concerning course cancellations should be directed to the appropriate Regional Campus Center (see list on this page).

Cancellation of Regional Campus Classes: If hazardous weather or other endangering conditions cause the University to close, all Regional Campus classes will be cancelled. Local conditions may necessitate cancellation of classes at specific locations. In either case, University personnel will notify the news media when Regional Campus classes are to be cancelled. When in doubt, call the appropriate Regional Campus or call 270-936-0000 and listen to a recorded message for closings. Closing notices will also be found by accessing WKU's homepage www.wku.edu and clicking **Latest Headlines** - the notices will be listed on the main page.

WKU Libraries offer an expanded program of library services to students in Regional Campus programs. A toll-free number 1-800-922-WKUL (1-800-922-9585), a fax (270-745-6413), or e-mail extcamp.library@wku.edu are available for students taking courses through Owensboro, Elizabethtown/Fort Knox, and other areas. Glasgow campus students may request assistance at the Glasgow Campus Library, 270-659-6911, or fax them at 270-659-6990. Owensboro Campus students may request assistance at the Owensboro Campus Library, 270-852-7785 or fax 270-684-1498. Elizabethtown students may request assistance at the Elizabethtown Library, 270-706-8596.

Elizabethtown/Fort Knox Campus

Elizabethtown Office
610 College Street Road
Elizabethtown, KY 42701
Office Hours: 8:00 a.m. – 6:00 p.m. (ET) (M-Th)
              8:00 a.m. – 5:00 p.m. (ET) (F)
Phone: 270-745-5895; 270-706-8870; Fax: 270-745-3730
Campus Location:

    CRPEC .... Central Regional Postsecondary Education Center
    ECTC .... Elizabethtown Community and Technical College

Early College and Career Center (EC3)
200 University Drive
Elizabethtown, KY 42701
Phone: 270-234-5730
Office Hours: 8:00 a.m.-4:00 p.m. (EST) (M-F)
Campus Location:
EC3 .... Early College and Career Center

Fort Knox Office
229 Dixie Street, Bldg 1174, Brisco Hall
Fort Knox, KY 40121
Office Hours: 8:00 a.m. – 6:00 p.m. (ET) (M-Th)
              7:30 a.m. – 3:00 p.m. (ET) (F)
Phone: 270-745-2626; 270-351-1192; 502-942-8381
Fax: 270-745-5079
Campus Location:
FTKNX EDCTR ... Ft. Knox Education Center

Glasgow Campus
500 Hilltopper Way
Glasgow, KY 42141
Office Hours: 8:00 a.m.-4:30 p.m. (CT) (M-F)
Phone: 270-659-6900; Fax: 270-659-6991
Campus Locations:
GLAS .... Glasgow Campus

Owensboro Campus
4821 New Hartford Road
Owensboro, KY 42303
Office Hours: 8:00 a.m.-4:30 p.m. (CT) (M-Th)
                      8:00 a.m.-4:00 p.m. (CT) (F)
Phone: 270-684-9797; 270-745-5095; Fax: 270-684-0104
Campus Location:
OWENS Owensboro Campus, 4821 New Hartford Rd

Russellville and Other Areas
1906 College Heights Blvd #81086
Tate Pate Hall, Room 201
Bowling Green, KY 42101-1086
Office Hours: 8:00 a.m.-4:30 p.m. (CT) (M-F)
Phone: 270-745-3570; Fax: 270-745-4351
Campus Locations:

RUSSL................Logan County High School or
                          Russellville High School
BROWN..............Edmonson County Adult Education Center or
                          Edmonson County High School
MORGN ....Butler County High School

Online Learning
WKU Online
 Garrett Conference Center, Office 101
 Toll Free: 888-4WKUWEB (888-495-9832)
 Bowling Green area: (270) 745-5173
 Email: learn.online@wku.edu
 Website: www.wku.edu/online

 WKU On Demand
 Garrett Conference Center, Office 101
 Toll Free: 800-535-5926
 Bowling Green area: (270) 745-4158
 Email: ondemand@wku.edu
 Website: www.wku.edu/ondemand

WKU is committed to delivering learning opportunities that fit your life! We achieve this through the delivery of flexible courses, degree programs and support services – each designed to meet the needs of today's student. Online courses are available in online semester-based formats (WKU Online) and non-semester based formats (WKU On Demand), providing students with unparalleled flexibility. Whether you are looking for one course or are interested in earning your degree, we can help. To learn more about online learning options, visit www.wku.edu/study/online.

WKU Online
WKU Online provides semester-based opportunities for students to earn college credit in a format that fits their lifestyle. There are more than 1,700 courses available each year, and over 80 online programs at the graduate and undergraduate level. In addition, there are several degree programs that allow students to complete a significant portion of required courses on demand, offering additional flexibility within their program of study. For a complete list of online degree programs, please visit our website at www.wku.edu/online. See a list of offerings at http://www.wku.edu by searching the "Schedule of Classes" with campus location "web" or go to www.wku.edu/online and select "Online Classes" from the main menu.

Admission Requirements
You must be admitted to WKU to register for semester-based web courses. Visit http://www.wku.edu/online/admission.php to learn more.

To Register
Web courses have the same registration process as face-to-face courses. Register online at topnet.wku.edu.

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

WKU On Demand
WKU On Demand provides students the opportunity to earn college credit when and where it is convenient for them. WKU On Demand offers more than 100 undergraduate and graduate flex courses that are delivered by Web. Students can complete coursework according to their schedule – any day, anytime, and anywhere. Students have the option to accelerate course completion by finishing in as little as 7 weeks or take advantage of an extended time frame.

The flexibility of on demand courses allows students to easily arrange their study time around other obligations. Another great benefit is that students can enroll in and begin their course any day of the year!

To see which On Demand courses are offered, go to http://www.wku.edu and search the "Schedule of Classes" or go to topnet.wku.edu and select "On Demand" as the campus location. 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 on demand courses does not require, nor does it constitute, formal admission to WKU. However, if you intend to pursue a degree, you will need to be formally admitted to WKU. Please visit the Admissions' website at http://www.wku.edu/atwku/admissions.php for more information on applying to WKU. The ACT is not a requirement for enrollment in courses through WKU On Demand. In the absence of ACT scores, a standardized placement exam may be needed in order to satisfy certain course pre-requisite requirements.

To Register
You can register for on demand courses through TopNet, by mail, or fax, or you can hand-deliver your form to the On Demand Office in Garrett Conference Center, Room 101. To download a registration form or learn more about the registration process, visit http://www.wku.edu/ondemand.

2020 Fall Semester Final Exam Schedule

Time	Monday, December 7	Tuesday, December 8	Wednesday, December 9	Thursday, December 10	Friday, December 11
Day Classes					
8:00 a.m. to 10:00 a.m.	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Monday	Reserved for Study	Classes meeting first at 8:00 Tuesday	Classes meeting first at 11:10 Tuesday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 12:45 Tuesday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed		Classes meeting first at 10:20 Monday	Classes meeting first at 11:30 Monday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 12:40 Monday	Classes meeting first at 3:25 Mon/Wed	Multiple Sections of MATH 205, 308; ACCT 200, 201; CHEM 222, and FIN 330	Classes meeting first at 9:35 Tuesday	Classes meeting first at 2:20 Tuesday
Late Afternoon and Night Classes					
3:45 p.m. to 5:45 p.m.	Classes meeting at 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed;	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur;	Classes meeting at 4:00 Wednesday only; 4:30 Wednesday only; 4:30 Mon/Wed	Classes meeting at 4:00 Thursday only; 4:30 Thursday only 4:30 Tue/Thur	
6:00 p.m. to 8:00 p.m.	Classes meeting at 5:00 Monday only; 5:30 Monday only; 6:00 Monday only; 6:30 Monday only; 7:00 Monday only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tuesday only; 5:30 Tuesday only; 6:00 Tuesday only; 6:30 Tuesday only; 7:00 Tuesday only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	Classes meeting at 5:00 Thursday only; 5:30 Thursday only; 6:00 Thursday only; 6:30 Thursday only; 7:00 Thursday only; 5:30 Tue/Thur; 6:30 Tue/Thur	

NOTES:
1. All final examinations for Main Campus and South Campus courses must be administered according to this schedule.
2. Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
3. Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
4. Final grades are due by noon on Tuesday, December 15.

To learn more:
Visit: www.wku.edu/ondemand
Email: ondemand@wku.edu
Call: 800-535-5926 or 270-745-4158

Accessing your Course
Web based courses offered through WKU Online and WKU On Demand are delivered through Blackboard. To access your course go to http://blackboard.wku.edu (semester-based web courses may be accessed up to 48 hours prior to the first day of classes).To login to Blackboard, you will need your Net ID and Password. For help accessing your Net ID, please refer to http://www.wku.edu/it/accounts.

Newly admitted students, please note: You must activate your WKU Email prior to logging into Blackboard. Instructions on activating your email account and accessing Blackboard are available at www.wku.edu/online/orientation. Need assistance? Email bbhelp@wku.edu or call (270) 745-7000.

Student Checklist for Online Learners

Access the Orientation for Online Learners: If you're a newly admitted undergraduate student with a campus location "web," you will be required to complete the Topper Orientation Program)TOP) for Online Learners. For more information and questions -Call 270-745-5173.

Purchase Your Textbook: If a textbook is required for your course, you can find the title at the WKU Store http://wkustore.com.

Activate Your WKU Email: If you're a new student, you will need to activate your WKU email account at http://www.wku.edu/it/webmail/ (you must allow 24 hours between registration and email activation).

Look up Your Net ID: If you're a new student, you will need to look up your Net ID at http://www.wku.edu/it/accounts/netid/ – your Net ID is what you will use to login to your email, Blackboard, TopNet, and the WKU Portal.

Login to MyWKU: The Portal provides access to account information, grades, Blackboard, Email, TopNet...everything you need in one area! Login at https://my.wku.edu.

Access Your Course: Students taking online semester-based or on demand web-based courses can access their course through Blackboard at http://blackboard.wku.edu. Students enrolled in Print or Email courses through On Demand will receive course packets by mail.

Student Support: The Student Resource Portal provides one-click access to support services across campus, including online tutoring, an online writing center, presentation coaching, career services, and more at www.wku.edu/online/srp.