



# Winter Session 2021 Registration Guide



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## Telephone Numbers and Locations

### Area Code (270)

Admissions (Undergraduate)	PH 1st floor	745-2551	ID Center	DSU-2125	745-2417
Advising and Career			Owensboro Campus	Owensboro	745-5095
Development Center	DSU-2141	745-5065	Registration	PH 2nd floor	745-3351
Campus Operator	AAC Lobby	745-0111	Residence Life	Southwest Hall	745-2037
South Campus	Academic Wing	780-2550	Student Accessibility		
Cntr for Innovative Teach	GCC	745-2106	Resource Center	DSU-1074	745-5004
Dining Services	DSU-1045	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 1 <sup>st</sup> Floor	745-4242
E-town/Ft. Knox Campus	Ft. Knox	745-5079	Topper Orientation for		
Financial Aid	PH 316	745-2755	Distance Learners	GCC 101	745-4158
Glasgow Campus	Glasgow	659-6900	Transcripts	PH 2nd floor	745-3351
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			WKU Information Line	Toll Free	1-888-CALL-WKU
Center	HCIC	745-2081	WKU Online & On Demand	GCC 102	745-4158
Housing	Southwest Hall	745-4359			

## 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. – 5:00 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 University 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 an 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 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.

(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](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 University as full-time degree-seeking students during the 2013 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%.

## WKU Statement of Non-Discrimination

Western Kentucky University (WKU) is committed to a policy and practice of providing equal educational and employment opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990, no form of discrimination or harassment will be tolerated at WKU on the basis of race, color, ethnicity, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, or physical or mental disability in admission to career

and technical education programs and/or activities, or employment practices.

The University is also required to investigate complaints of sex and gender-based discrimination. All sex and gender-based discrimination and harassment allegations can be reported to Ms. Deborah Wilkins (Title IX Coordinator and Senior Advisor to the President), via email at [deborah.wilkins@wku.edu](mailto:deborah.wilkins@wku.edu) or by phone at (270) 745-5396. Allegations regarding student-to-student misconduct can be reported to Mr. Michael Crowe (Office of Student Conduct Director and Title IX Investigator), via email at [michael.crowe@wku.edu](mailto:michael.crowe@wku.edu) or by phone at (270) 745-5429. Allegations regarding employee-related misconduct can be reported to Mr. Joshua Hayes (Equal Employment Opportunity/Affirmative Action/University ADA Services Director and Title IX Investigator), via email at [joshua.hayes@wku.edu](mailto:joshua.hayes@wku.edu) or by phone at (270) 745-5121. Additional information regarding Title IX is accessible via WKU's <https://www.wku.edu/titleix/> website.

Information concerning educational programs offered by WKU are provided at:

<http://www.wku.edu/atwku/academics.php>

## 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, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniform service, veteran status, pregnancy, childbirth or related conditions, or physical or mental disability. 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](http://www.wku.edu)), at:

WKU Policies: <http://www.wku.edu/policies/>

WKU Student Handbook:

<http://www.wku.edu/handbook/>

WKU Undergraduate Catalog:

<http://www.catalog.wku.edu/undergraduate/>

WKU Graduate Catalog:

<http://www.catalog.wku.edu/graduate/>

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

Ms. Deborah Wilkins  
Title IX Coordinator/ Senior Advisor  
Wetherby Administration Center, Suite 101  
1906 College Heights Blvd. #11001  
Bowling Green, KY 42101-1001  
[deborah.wilkins@wku.edu](mailto:deborah.wilkins@wku.edu)  
270-745-5398

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. #11003  
Bowling Green, KY 42101-1003  
(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

The Equal Employment Opportunity Commission  
600 Martin Luther King, Jr. Place, Suite 268  
Louisville, Kentucky 40202  
(800) 669-4000  
TTY (800) 669-6820

## Registration Information

### Priority Registration

Eligible students are encouraged to register during the priority period according to the academic calendar. Students may register on their assigned day or thereafter whenever TopNet is available. Refer to TopNet Registration Procedures and Tips on page 7.

Winter Session—Registration will be available from 5 a.m. to 2 a.m. beginning October 12. Registration availability will vary by length of session:

- 3-Week Session – Oct 12 - Dec 15
- 5-Week Session – Oct 12 – Dec 16
- 2-Week Session – Oct 12 - Jan 5

### Student Eligibility

Registration eligibility is based upon:

- Enrollment during the 2020 Winter, 2020 Spring, 2020 Summer, or 2020 Fall Term
- Admission for the 2021 Winter Session
- Clearance of all hold flags
- New students are advised to consult with their advisor.

NOTE: For winter session, there is no mandatory advising requirement for undergraduate students. However, students are encouraged to consult with their advisor to be assured of appropriate course selections.

### New Student Registration

New freshmen and transfer students admitted for Winter Session may use TopNet to register for winter classes.

### Late Registration

3-Week Session – December 14  
5-Week Session – December 14  
2-Week Session – January 4

Students initially registering on the first day of the term and thereafter will be subject to a late registration penalty of \$50. Refer to the Fee Payment Schedule for payment deadlines.

### Drop/Add

Schedule changes may be necessary following a student's initial registration and may be processed by using TopNet. Refer to Academic Calendar for applicable deadlines.

### Registration Holds

TopNet will advise you of any holds that may prevent registration on your record.

### Course Load

Winter Session course load is restricted to a maximum of four (4) semester hours.

### 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. You are responsible for your own enrollment status. Refer to the Academic Calendar for deadline dates.

## 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.

## Repeating Courses

An undergraduate student is permitted to repeat a maximum of six courses. Only two courses in which a grade of 'C' or above has been earned may be repeated.

## 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.**

## 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. For problems, email [Rhonda.Jones@wku.edu](mailto: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** – Print an Official Grade Report for the most recently graded term.
  1. Log on to **TopNet**
  2. Click **Student Services, Student Records**, then **Official Grade Report**.If your provider requires an Automobile Insurance form, fax or email the form to the attention of Rhonda Jones at 270-745-4830 or [Rhonda.Jones@wku.edu](mailto:Rhonda.Jones@wku.edu).
- **Letter of Good Standing** – Request these through the Office of the Registrar website ([www.wku.edu/registrar](http://www.wku.edu/registrar))
  1. Current Students
  2. Letter of Good Standing/Enrollment Verification
  3. Fill out the form provided on the right side of the screen

For any questions related to Enrollment Verifications or Letters of Good Standing, please email Rhonda Jones at [Rhonda.Jones@wku.edu](mailto:Rhonda.Jones@wku.edu).

## 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](http://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**.

## TopNet Registration Procedures

### Course Offerings

All courses offered for the winter session can be found on the **TopNet Schedule of Classes** at <http://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

Winter Session— Determine your registration date based on the Winter Session length. See Priority Registration on page 4. TopNet will permit you to register only on your assigned date or thereafter.

Read Steps 1-7 on the following page, in addition to the Tips for Using TopNet .

### Registration

- Step 1** Access **TopNet** through the internet at <http://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. 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 course(s). 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**.

**TopNet**  
[topnet.wku.edu](http://topnet.wku.edu)  
**Available Every Day\***  
**5 a.m. to 2 a.m.**

\*Availability may be affected periodically due to system maintenance.

### Undergraduate Academic Offerings

A link to the complete list of WKU Undergraduate Academic Offerings can be found at  
<https://www.wku.edu/majors/>

## 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**.

**INTERNSHIP/COOP PROGRAMS:** Registration and participation in an internship program is required to be simultaneous.

**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 session.

**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 your assigned Academic Advisor or 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.

# Advising and Degree 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 entering sophomore status (29 plus credit hours). A **Change of Major** form is accessible to students in **TopNet** under the **Student Services/Student Records** menu. 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**.

Please contact the Advising and Career Development Center if you need additional information or assistance by calling (270) 745-5065, or for more information please visit [www.wku.edu/advising](http://www.wku.edu/advising).

## Final Grades

Final grades and cumulative grade point averages will be available on **TopNet**. Refer to the Academic Calendar for the final grade deadline, based off the length of your winter session.

To access your final grades:

1. Access **TopNet** at [topnet.wku.edu](http://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**.

## Withdrawing from a Class or from the University

### Withdrawal from Winter Session

TopNet may be used to withdraw from the Winter Session class according to dates published in the Academic Calendar. The official date of the withdrawal is the date the withdrawal is processed on TopNet.

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 Graves Gilbert Clinic at WKU- (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.





## Key to Section Numbers

Type of Course	Section Number
<i>Regular Day</i>	001-499
Full Term	001-195
Telecourse	196-199
First Bi-Term	300-349
Second Bi-Term	400-449
<i>Evening Division</i>	500-599
WKU Courses	500-579
South Campus Courses	580-599
First Bi-Term	350-359
Second Bi-Term	450-459
<i>Regional Campuses</i>	600-699
WKU Courses	600-679
Russellville and Other	600-609
Owensboro	610-619
Elizabethtown/Ft. Knox	620-629
Glasgow	630-639
First Bi-Term	360-369
Second Bi-Term	460-469
<i>Internet</i>	700-769
Internet 1st Bi-Term	730-739
Internet 2nd Bi-Term	740-749
Internet combined with IVS	760-769
<i>Foreign Country Sites</i>	850-874



## Key to Buildings

AC	Academic Complex	EST	Environmental Sciences and Technology Building	KTH	Kelly Thompson Hall
AEC	Agricultural Exposition Center	FAC	Ivan Wilson Center for Fine Arts	MCHC	Medical Center Health Complex
AEMS	Agriculture Equip Mgmt Shop	FDTC	Floral Design Training Center	MH	Music Hall
AEU	Agriculture Equestrian Unit	FS	Florence Schneider Hall	OCH	Ogden College Hall
AFC	Agricultural Farm Shop	FTKNX	Fort Knox (E-Town)	OWENS	Owensboro
API	Applied Physics Institute	GCC	Garrett Conference Center	PHAC	Preston Health and Activities Center
CH	Cherry Hall	GH	Finley C. Grise Hall	SC	South Campus (South Campus Academic Wing (located at 2335 Nashville Rd))
CI	Confucius Institute	GLAS	Glasgow	SH	Snell Hall
COHH	College High Hall	GRH	Gary Ransdell Hall	SS	Smith Stadium
CRD	Center for Research and Development	GWH	Gordon Wilson Hall	VMH	Van Meter Hall
DA	Diddle Arena	HA	Health Agency	WEB	Web Course Delivery
DSU	Dero Downing Student Union	HCIC	Honors College/International Center		
EBS	Engineering and Biological Sciences	HPL	Hardin Planetarium		
ELIZ	Elizabethtown	IE	Industrial Education Building		
EST	Environmental Science & Tech	JRH	Jody Richards Hall		
		IE	Industrial Education Building		

## 2021 Winter Session Academic Calendar

Oct. 12	Priority Registration begins through TopNet.	Dec. 24	<b>3-Week Session:</b> 60% point of the 3-Week Session.
Nov. 19	Bills sent via e-mail to students who registered October 12 – November 9. Fees are due December 10.	Dec. 25	No Classes.
Nov. 19-Dec. 9	Students who register will receive bills via e-mail. Fees are due December 10.	Dec. 26	<b>3-Week Session:</b> Last day to withdraw. Last day to change from credit to audit.
Dec. 10	Tuition and fees are due for students who registered through December 9. Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date. A \$100 late payment fee may be assessed. A financial obligation hold will be placed on the student's account which prohibits receipt of transcript and may prohibit registration activity until the balance is paid in full.	Dec. 31	<b>3-Week Session:</b> Final Examinations
Dec. 10-Jan. 4	Students who register will receive bills via email beginning on December 16. Fees are due by January 5.	Jan. 1	No Classes.
Dec. 14	<b>3-Week Session and 5-Week Session</b> begins. Students registering on this date will be subject to a late registration penalty of \$50.	Jan. 3	<b>5-Week Session:</b> 60% point of the 5-Week Session.
Dec. 15	<b>3-Week Session:</b> 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.	Jan. 4	<b>2-Week Sessions</b> begin. Students registering on this date will be subject to a late registration penalty of \$50.
Dec. 16	<b>3-Week Session:</b> A \$50 Schedule Change Fee will be assessed for course withdrawal or changing from credit to audit at this time. Last day to receive a 50% refund for a class.	Jan. 5	Tuition and fees deadline for students who registered December 10 through January 4 and balance due for students who have not paid fees in full (including late payment fees). A \$100 late payment fee may be assessed. 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. (refer to Fee Payment Schedule on page 14.)
Dec. 16	<b>5-Week Session:</b> 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.	Jan. 5	<b>2-Week Session:</b> 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.
Dec. 17	<b>5-Week Session:</b> A \$50 Schedule Change Fee will be assessed for course withdrawal or changing from credit to audit at this time. Last day to receive a 50% refund for a class.	Jan. 5	<b>3-Week Session:</b> Final grades due at noon.
Dec. 18	<b>5-week Session:</b> Last day to receive 25% refund for a class.	Jan. 6	<b>2-Week Session:</b> A \$50 Schedule Change Fee will be assessed for course withdrawal or changing from credit to audit at this time. Last day to receive 50% refund for a class.
Dec. 24	No Classes.	Jan. 6	<b>5-Week Session:</b> Last day to withdraw. Last day to change from credit to audit.
		Jan. 11	<b>2-Week Session:</b> 60% point of the 2-Week Session.
		Jan. 12	<b>2-Week Session:</b> Last day to withdraw. Last day to change from credit to audit.
		Jan. 16	<b>2-Week Session &amp; 5-Week Session:</b> Final Examinations
		Jan. 19	<b>2-Week Session &amp; 5-Week Session:</b> Final grades due at noon.

# WESTERN KENTUCKY UNIVERSITY SEMESTER AT A GLANCE

# WINTER SESSION 2021

5-WEEK CLASSES  
(DECEMBER 14 – JANUARY 16)

DEC 2021							JAN 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

3-WEEK CLASSES  
(DECEMBER 14 – DECEMBER 31)

DEC 2021							JAN 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

2-WEEK CLASSES  
(JANUARY 4 – JANUARY 16)

JAN 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winter 2021 Classes in Session

Winter 2021 Classes not in Session

Final Grades Due (Noon)

## Drop/Withdrawal and Refund Schedule

Schedule changes for Winter Session may be necessary following a student's initial registration and may be processed by using TopNet according to the following dates:

Please refer to the Academic Calendar for the refund schedule as dates will vary based off the length of winter session.

## Student Financial Aid

To ensure timely receipt of Pell Grant and/or loan funds, students must have a processed and valid FAFSA and be registered for a Winter Session course **prior to October 31**. Students will be notified via WKU email accounts of their aid eligibility.

For federal financial aid purposes (i.e. grants/loans), any courses taken during the winter Intercession will be combined with spring registration to determine your federal financial aid eligibility. Federal financial aid will not be awarded for the winter Intercession; instead it will be combined with your spring award and disbursed according to the spring disbursement schedule. You must have a 2020-2021 FAFSA on file to be eligible for federal aid. If you have not filed a FAFSA, you may do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The WKU Department of Student Financial Assistance will automatically review your federal eligibility based on the combined winter and spring registration. Enrollment in winter Intercession courses will initiate this review. Pell eligibility is based on the combined winter and spring registration. If you are already awarded a full-time spring Pell Grant, adding winter registration will not increase your Pell award. If you've already been awarded a full time package based upon your grade level and dependency status, adding winter registration will not increase your Pell or Direct Loan eligibility. However, there may be other financing options such as an alternative loan or Parent Plus loan.

## Tuition and Fee Information 2021 Winter Session

<b>Undergraduate</b>	<i>Per Credit Hour</i>
Resident	\$ 450.00
Military Veteran/Dependent Resident	\$ 450.00
Non-Resident	\$1,104.00
International	\$1,131.00

<b>Tuition Incentive Program</b>	
Undergraduate	\$579.00

<b>Graduate</b>	
Resident	\$607.00
Military Veteran/Dependent Resident	\$607.00
Non-Resident Domestic	\$917.00
Non-Resident International	\$953.00

<b>Kentucky P-12 Educator</b> ( <a href="http://www.wku.edu/cebs/educatordiscount">www.wku.edu/cebs/educatordiscount</a> )	
	\$350.00

<b>Doctor of Educational Leadership</b>	
Resident	\$607.00
Military Veteran/ Dependent Resident	\$607.00
Non-Resident (Domestic)	\$917.00
Non-Resident (International)	\$953.00

<b>Doctor of Nursing Practice</b>	
Resident	\$663.00
Non-Resident	\$858.00

<b>Doctor of Physical Therapy</b>	
Resident	\$643.00
Non-Resident	\$909.00

<b>Doctor of Psychology</b>	
Resident	\$607.00
Military Veteran/ Dependent Resident	\$607.00
Non-Resident (Domestic)	\$917.00
Non-Resident (International)	\$953.00

<b>Distance Learning Course*</b>	
Undergraduate	\$540.00
Graduate (Including EdD and PsyD)	\$707.00

**\*Note:** The Distance Learning Course rate is for all part-time students, regardless of residency, enrolling in online, web-based courses.

<b>Active Military</b>	\$250.00
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### Program Fees:

- Doctorate, Psychology- \$202.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration)- \$221.00 per credit hour

### **Notes:**

1. 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.

2. 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.

3. **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.**

4. Additional information on Tuition and Fees and related details can be obtained from the **Tuition and Fees** link from WKU's home page at [www.wku.edu](http://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/](http://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

#### 5-Week Session refund schedule

Through December 16	100%
December 17	50%
December 18	25%

**\*\*No refunds made after December 18\*\***

#### 3-Week Session refund schedule

Through December 15	100%
December 16	50%

**\*\*No refunds made after December 16\*\***

#### 2-Week Session refund schedule

Through January 5	100%
January 6	50%

**\*\*No refunds made after January 6\*\***

**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 & 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/refundchoices/o/>.

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

1. Log in at [my.wku.edu](http://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 you're your **TopNet** account, selecting **Student Services**, selecting **Student Records**, and selecting **Student Holds**.

## Fee Payment Schedule – Winter 2021

<u>Registration Dates</u>	<u>Bill Date (via e-bill)</u>	<u>Postmark Date</u> (if not received by due date)	<u>Due Date</u>	<u>Amount Due</u>	<u>Penalty</u>
Through November 18 November 19 – December 9	November 19 Daily	December 7	December 10 by 4:00 p.m.	Tuition, housing and fees are due in full for <u>all</u> students	<b>\$100 late payment penalty</b>
December 10 - 15** December 16- January 4 (\$50 <b>late registration fee</b> begins on the first day of each session)	December 16 Daily	December 29	January 5 by 4:00 p.m.	Full payment; Balance due for students who have not paid fees in full (including late payment fees)	<b>\$100 late payment penalty</b>  <b>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.</b>
**Balance due for students who have not paid fees in full (including late payment fees) from prior billing cycle.					

### 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:  
Billings and Receivables Office  
Western Kentucky University  
1906 College Heights Blvd., #11022  
Bowling Green, KY 42101-1022
- 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](http://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.

#### 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](mailto:support@flywire.com)  
Web: <https://www.flywire.com/help>

### Billing & Payment Procedures

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.**

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.**

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.

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 December 1. 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.

**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 the due date 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.

**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**

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.

**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 and/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.**



**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 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 choose your university refund preference, sign in at [my.wku.edu](http://my.wku.edu), then click Bank Mobile under Campus Information.

**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 Disbursements who then disburses the refunds according to the choice a student has made during the selection process.

## Additional Tuition and Fees Information

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

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.

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 <http://www.wku.edu/accounts>.

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

## Housing

Housing for Winter Session will be available to residents living in Rodes Harlin Hall, Northeast Hall, and Hilltopper Hall. These three halls are also open throughout the holiday break. Winter Session housing will only be available to students already assigned to these halls.

## Dining Services

Meal memberships will be available for the Winter Session. Go to <http://www.wkudining.com> for plan details and hours of operation. For additional questions, please call WKU Restaurant and Catering Group at (270) 745-2416.

### 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 315, Phone: 270-745-2755

#### **Housing**

Housing Office, Southwest Hall  
Phone: 270-745-4359

#### **Residuals/BankMobile**

Refund and Collections Office, Potter Hall, Room 208  
Phone: 270-745-5551

## Financial Aid Information

Students receiving Federal Title IV Aid (i.e. 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 may result in changes to Pell, CAP Grant and KEES awards. Enrollment will be reviewed after the drop/add period. Adjustments cannot be made to Pell and CAP Grant awards for classes added after the drop/add period.

## Revisions to Awards

Change(s) in financial aid awarded or accepted based on 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 federal law applies to Federal Pell Grant, Federal SEOG, Federal Perkins Loan, and Federal Stafford Loans that 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 winter session is **January 3, 2021**.

The student may be required to return unearned funds that he/she received. 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.



## 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.

An FN grade will be recorded for failure due to non-attendance, or ceasing to attend, up to and including the 60% point of a term, valued at no semester hours earned and no quality points. Nonattendance 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 and/or participating in an online discussion about academic matters.

Without acceptable proof of attendance or participation in class related activity **beyond** the 60% point of the student's enrollment period, a pro-rated return of Federal Title IV Aid received is required.

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 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. Students will be required to submit proof of attendance within 30 days from the **date of the letter**. Late certification (beyond the 30 day limit) **will not be accepted**. An invalid or outdated mailing address will not be considered as a legitimate excuse since it is the student's responsibility to maintain accurate address information with the University through the Registrar's Office. Acceptable proof of attendance or participation in a class related activity will be either a letter on departmental letterhead or an email from the professor, instructor or academic advisor noting the last date of a student's presence in class or involvement in a class related activity.

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.

## 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 <http://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](mailto: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.

#### WKU in Glasgow

500 Hilltopper Way  
Glasgow, KY 42141

Administrative Office Hours: 8 a.m. – 4 p.m. (CT) (M-F)

Advising Office Hours: 8 a.m. – 6 p.m. (CT) (M-TH)  
8 a.m. – 4:30 p.m. (CT) (F)

Phone: 270-861-6900

Fax: 270-659-6991

#### Campus Locations:

- **GLAS**.....Glasgow Campus

#### WKU in Elizabethtown

##### Elizabethtown Campus

610 College Street Road, CRPEC 130

Elizabethtown, KY 42701

Office Hours: 8 a.m. – 4:30 p.m. (ET) (M-F)

Phone: 270-769-7930

Fax: 270-745-3730

#### Campus Location:

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

#### WKU at Ft. Knox

31 Warehouse Street, Building 65

Layaou Hall, Room 103

Fort Knox, KY 40121

Office Hours: 8 a.m. – 4 p.m. (ET) (M-Th)

9 a.m. – 3 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

### WKU in Owensboro

4821 New Hartford Road

Owensboro, KY 42303

Office Hours: 8 a.m. – 4:30 p.m. (CT) (M-Th)

8 a.m. – 4 p.m. (CT) (F)

Phone: 270-684-9797; 270-745-5095

Fax: 270-684-0104

#### Campus Location:

- **OWENS**.....Owensboro Campus

### WKU in Somerset

University Center of Southern Kentucky

808 Monticello Street

Somerset, KY 42501

Office Hours: 8 a.m. – 4:30 p.m. (CT) (M-Th)

8 a.m. – 4 p.m. (CT) (F)

Phone: 606-451-6667; 270-861-6920

### Russellville & Other Areas

1906 College Heights Blvd. #81086

Tate Page Hall, Room 201

Bowling Green, KY 42101-1086

Phone: 270-745-3570

Fax: 270-745-4351

#### Campus Locations:

- **RUSSEL**.....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

South Campus Academic Wing, C170

Toll Free: 888-4WKUWEB (888-495-9832)

Bowling Green area: (270) 745-5173

Email: [learn.online@wku.edu](mailto:learn.online@wku.edu)

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

### WKU On Demand

South Campus Academic Wing, C170

Toll Free: 800-535-5926

Bowling Green area: (270) 745-4158

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

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

WKU is committed to delivering learning opportunities that fit your life, and supporting you in achieving your goals! We do 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 semester-based formats (WKU Online) and non-semester based formats (WKU On Demand), providing students with unparalleled flexibility. Whether you're looking for one course or interested in earning your degree entirely online, we can help. To learn more visit [www.wku.edu/study/online](http://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 online, offering additional flexibility within any program of study. For a complete list of online degree programs, please visit our website at [www.wku.edu/online](http://www.wku.edu/online). See a list of web courses at <http://topnet.wku.edu> by searching the "Schedule of Classes" with campus location "web" or go to [www.wku.edu/online](http://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](http://topnet.wku.edu).

### To learn more:

Visit: [www.wku.edu/online](http://www.wku.edu/online)

Email: [learn.online@wku.edu](mailto: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 self-paced courses delivered by web. On demand courses do not follow a term based calendar, which allows students the flexibility to start their class any day of the year, finish in as little as 7 weeks or take advantage of an extended time frame; making it easy to arrange study time around other obligations. In-state tuition rates apply to all enrollments!

To see which courses are offered in an on demand format, go to <http://topnet.wku.edu>, search the "Schedule of Classes" and select "On Demand" as the campus location. Course credit will be granted for the semester in which the student registers:

<b>Fall:</b>	August 1 – November 30
<b>Spring:</b>	December 1 – April 30
<b>Summer:</b>	May 1 – July 31

### Admission Requirements

Enrollment in On Demand courses does not require, nor does it constitute, formal admission to WKU. The ACT is not a requirement for enrollment in courses through WKU On Demand.

### 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 South Campus Academic Wing, C170.

**To learn more:****Visit:** [www.wku.edu/ondemand](http://www.wku.edu/ondemand)**Email:** [ondemand@wku.edu](mailto:ondemand@wku.edu)**Call:** 800-535-5926 or 270-745-4158**Proctored Exams**

Web courses may require proctored exams. If proctoring is required in your web course, the Distance Learning Testing Centers (DLTC) can help find an approved location near you, so you do not have to travel to campus. Locations are available across the globe! The centers are certified through the National College Testing Association (NCTA) and adhere to the professional standards and guidelines provided by the organization. For more information, visit [www.wku.edu/testing](http://www.wku.edu/testing) or contact our office at 270-745-3628.

**Accessing your Course**

Web based courses offered through WKU Online and WKU On Demand are delivered through Blackboard. Courses can be accessed at <http://www.wku.blackboard.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>.

**Student Support**

Professional staff in WKU Online and WKU On Demand are dedicated to supporting online learners in reaching their educational goals. We are here to answer questions about online degrees and web courses, assist with the admission and course registration process, provide success coaching to help you stay on track toward your goals as you balance work, school and life's other obligations, and connect you to resources along the way! As an online learner, you have access to support designed specifically to meet your needs, including online research and writing assistance, online tutoring, presentation coaching, career services, and special events. Support is accessible with a single click through the Student Resource Portal at [www.wku.edu/online/srp](http://www.wku.edu/online/srp). To speak with a staff member, call (270) 745-5173 or (270) 745-3028.

**Student Checklist for Online Learners**

**Complete Orientation:** Degree seeking students studying completely online are required to complete the Orientation for Online Learners. The orientation is completely online, and accessible through TopNet. At the end of the orientation, please follow instructions to verify completion. The orientation will serve as an introduction to Blackboard, studying online at WKU, support services and graduation requirements. Each student will receive a free download for reference at the end of the orientation.

**Complete Advising:** Degree seeking students are required to talk with an advisor for their major prior to registration.

**Register for Courses:** Once you've completed orientation and advising, you will login to TopNet to register for courses. Please remember to select your preferred campus location when searching for courses.

**Purchase Your Textbook(s):** If a textbook is required for your course, you can find the title at the WKU Store <http://www.wku.edu/wkustore/>.

**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/> (email is available 24 hours after registration).

**Look up Your Net ID:** If you do not know your Net ID, you can look it up at <http://www.wku.edu/it/accounts/netid/>. This is what you will use to login to all of your WKU accounts.

**Login to MyWKU:** MyWKU 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(s) through Blackboard at <http://www.wku.blackboard.edu>.

**Do you need assistance?** If you have difficulty accessing the orientation, registering for courses or connecting with your advisor, we're here to help! Please call 270-745-5173 or 270-745-3028 or email [learn.online@wku.edu](mailto:learn.online@wku.edu).

