



REGISTRAR UPDATES

SPRING 2026

JANUARY 2026 • ISSUE 10 • VOLUME 1

TOPPER WALK

THURSDAY, MAY 7 AT 6:30PM
FACULTY AND GRADUATES BEGIN
TO LINE UP AT 6:00 PM

Western Kentucky University's Commencement Ceremony begins as all graduates join together representing their colleges to take their final walk across campus before the conferral of their degrees.

Students will receive their red towels to wave as they Topper Walk from the KY Building into L.T. Smith Stadium. Family and friends can watch the procession into the stadium.

Commencement will begin immediately following the seating of students into L.T. Smith Stadium. This event will be held outdoors, rain or shine.



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COMMENCEMENT

IMMEDIATELY FOLLOWING TOPPER
WALK ON THURSDAY, MAY 7

WKU will celebrate Spring 2026 graduates representing WKU's five academic colleges at the Spring 2026 Commencement Ceremony.

Western Kentucky University's Commencement Ceremony will begin once students have been seated in L.T. Smith Stadium on Jimmy Feix field from the Topper Walk. During the Commencement Ceremony, each college will acknowledge their graduates, and President Timothy C. Caboni will present the graduates to the Board of Regents for the conferral of degrees.

BIG RED BASH

IMMEDIATELY FOLLOWING
COMMENCEMENT ON THURSDAY, MAY 7

Graduates and guests are invited to South Lawn to enjoy music and food vendors. Graduates will be invited to participate in a celebratory toast. We encourage everyone to stay and enjoy the fireworks!



COLLEGE RECOGNITION CEREMONIES FRIDAY, MAY 8

Each of WKU's colleges will host a special recognition ceremony to celebrate their Spring 2026 graduates. Students will be individually recognized for their achievement. The College Recognition Ceremonies will take place in Diddle Arena.

Graduates should plan to arrive 1 hour in advance of their ceremony time and gather in Diddle Arena's Auxiliary Gym to line up for the ceremony.

The College Recognition Ceremony times are as follows:

- 8 AM | Gordon Ford College of Business
- 10:30 AM | Potter College of Arts & Letters
- 1 PM | Ogden College of Science and Engineering
- 3:30 PM | College of Education and Behavioral Sciences
- 6:30 PM | College of Health and Human Services

SPRING 2026 SURVIVAL GUIDE BOOKMARK THESE HELPFUL QUICK LINKS

REGISTRAR | WWW.WKU.EDU/REGISTRAR

REGISTRATION GUIDE | WWW.WKU.EDU/REGISTRATIONGUIDE

2026-2027 ACADEMIC CALENDAR | WWW.WKU.EDU/REGISTRATIONGUIDE

DEGREE WORKS | WWW.WKU.EDU/DEGREEWORKS

DEGREE CERTIFICATION | WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION

ACADEMIC CATALOGS | WWW.CATALOG.WKU.EDU

APPLICATION FOR GRADUATION | Submitting an application for graduation is a crucial step for graduating students. The application for graduation notifies the Registrar and Graduate Studies of a student's expected graduation term, triggers alerts about missing requirements, and initiates communication about Grad Fair and commencement activities. The deadlines to apply for graduation are as follows:

Spring 2026:

- **November 7, 2025 (past due)**

August 2026:

- **November 7, 2025 (past due)**

Fall 2026:

- April 3, 2026

Spring 2027:

- November 6, 2026

Students applying for August graduation will have the option to select their preferred ceremony (May or December).

Please feel free to direct students to our [Application for Graduation website](#) for more information.

GRAD FAIR | Grad Fair is scheduled to take place March 24, 25, and 26 from 10AM to 6PM in DSU, Rooms 3023-3025.

Please remind any May and August 2026 graduates to attend Grad Fair to get their cap and gown.

Orders for regalia will need to be placed through WKU Store's approved vendor, Herff Jones. Orders will be placed via the Herff Jones ordering site. Students will receive details about regalia ordering soon.



SPRING 2026 REGALIA ORDERING

ORDERING DATES AND DETAILS

All cap and gown orders, as well as other graduation products, will be fulfilled through Herff Jones.

Spring 2026 graduates will receive an email directing them to a verification site, where they will enter their 800# to confirm eligibility. Eligible students will then be able to order a cap and gown, as well as other graduation items.

Students who are not eligible to attend Grad Fair will receive a message prompting them to contact their academic advisor regarding potential missing requirements.

Students planning to participate in the May ceremony but who are not yet registered for remaining degree requirements (e.g., Summer 2026 coursework) will not be cleared to order until they are officially enrolled in those courses.

To ensure availability for the Spring 2026 ceremony, students selecting Grad Fair pickup are strongly encouraged to place their orders by **February 20**.

Orders placed for Grad Fair pickup after **February 20** are subject to limited availability. After Grad Fair, all remaining orders must be submitted through the Herff Jones website—either for home shipping (available through **April 23**) or for in-store pickup at the bookstore (available through **May 8**).

Note:

To ensure a uniform appearance among faculty during the college recognition ceremonies, faculty are encouraged to rent or purchase academic regalia through the WKU Store.

FACULTY REMINDER

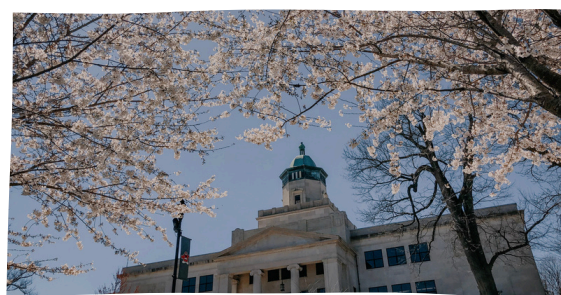
DROP FOR NON-ATTENDANCE

Faculty are reminded that students who do not attend required early class meetings may be dropped from a course if no prior arrangements have been made. This includes missing the first two meetings of courses that meet multiple times per week, or the first meeting of once-weekly courses.

For web-based courses, non-attendance is defined as no academically related activity (such as submitting assignments, taking exams, or participating in discussions) within one week of the course start date.

Instructors are encouraged to drop non-attending students during the drop/add period to help reduce waitlists and registration delays. Please review your course rosters and submit Drops for Non-Attendance via TopNet for students who have not attended.

The **Drop for Non-Attendance Worksheet** is available in **TopNet > Faculty Services**.





SPRING 2026 IMPORTANT DATES

Tuesday, January 20

First day of classes

Tuesday, January 27

Last day to add/drop a full semester course

Tuesday, January 27

Last day to receive a 100% refund for a full semester course

Wednesday, January 28

\$50 Schedule change fee begins for full semester courses

Monday, February 2

Last day to receive a 50% refund for a full semester course

Monday, February 9

Last day to receive a 25% refund for a full semester course

Tuesday, February 24

Five-Week Session I grades due by noon

Monday, March 2

Priority Registration for Summer 2026 begins

Tuesday, March 10

First Bi-Term grades due by noon

Monday-Friday, March 16-20

Spring Break (WKU Offices Closed March 18-20)

Monday, March 23

Priority Registration for Fall 2026 begins

Friday, April 3

Last day to withdraw from a full semester course

Tuesday, April 7

Five-Week Session II grades due by noon

Monday-Thursday, May 4-7

Finals week

Tuesday, May 12 at Noon

Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK SPRING 2026

Time	Monday, May 4	Tuesday, May 5	Wednesday, May 6	Thursday, May 7
Day Classes				
8:00 a.m. to 10:00 a.m.	Classes meeting first at 11:10 Tuesday	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Tuesday	Classes meeting first at 8:00 Monday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 11:30 Monday	Classes meeting first at 12:45 Tuesday	Classes meeting first at 10:20 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed
1:00 p.m. to 3:00 p.m.	Classes meeting first at 9:35 Tuesday	Classes meeting first at 2:20 Tuesday	Classes meeting first at 12:40 Monday	Classes meeting at 4:00 Thur only; 4:30 Thur only; 4:30 Tue/Thur
Late Afternoon and Night Classes				
3:45 p.m. to 5:45 p.m.	Classes meeting at 3:25 Mon/Wed; 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple Sections of MATH 205, MATH 308, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur; Multiple Sections of MATH 206	Classes meeting at 4:00 Wed only; 4:30 Wed only; 4:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur
6:00 p.m. to 8:00 p.m.	Classes meeting at 5:00 Mon only; 5:30 Mon only; 6:00 Mon only; 6:30 Mon only; 7:00 Mon only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tues only; 5:30 Tues only; 6:00 Tues only; 6:30 Tues only; 7:00 Tues 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	

NOTE:

- All final examinations for Main Campus courses must be administered according to this schedule.
- Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
- Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
- Final grades are due by noon on Tuesday, May 12.

MEET OUR Team

Front Desk

5-3351

Our front desk staff is expertly trained on how to handle your questions.

Name Changes
Preferred name

Diplomas – duplicates and/or damaged

Jennifer Hammonds

University Registrar
5-5030

Student Schedule Exception Fee Appeals
CourseLeaf Questions
FERPA Questions

Adam Ashby

Coordinator, Student Records and
Registration
5-2722

Change of Grade Cards
Academic Renewal
Course Overload forms
Repeat questions
Retroactive Withdrawals
Social Security Number changes
Pre-90 Banner work

Jessica Dorris

Assistant Registrar
5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Registrar Websites
Grad Fair
Commencement/College Recognition
Ceremonies

Dana Jones

Degree Certification Officer (A-K)
5-5447

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has
applied to graduate
Catalog term questions
Dual Degree applications
Changes to UG graduation date

John Paul Lack

Coordinator, Student Records and
Registration
5-2675

Degree/Enrollment Verification
Good Student Discount (insurance)
Clearinghouse discrepancies
Departmental exams
Student Schedule Exception Appeal
forms
Residency

Marleen Murphy

Scheduling Coordinator
5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray

Associate Registrar
5-6451

Committee on Credits and Graduation
Residency Determinations
Medical and Military Withdrawals
Scholar of the College
Ogden Foundation Scholar Award
Misc. Registration Issues
NSC Enrollment Reporting
Merging Blackboard Courses

Leslie Vanderpool

Assistant Registrar, NCAA Compliance
5-5411

Application for Graduation
NCAA eligibility
Confidential flag
Complex transcript issues

Marsha Wagoner

Degree Certification Officer (L-Z)
5-2406

Awarding UG degrees and certificates
Graduation date change
Degree audit questions and forms
Change of major/minor after student has
applied to graduate
Catalog term questions
Dual Degree applications
Changes to UG graduation date

Ryan Wilson

Curriculum Coordinator
5-6967

Degree Works Programming
Undergraduate Catalog
Registrar and Commencement Budget