



Summer Term 2020

Registration Guide



Table of Contents

Telephone Numbers and Locations	2	Auditing Courses	3	Tuition and Fee Refund Policy	12
University Notices	2	Student Addresses	3	Refund Procedure	12
Notification of Rights under FERPA	2	TopNet Registration Procedures and Tips	4	Payment Options	12
To Withhold Publication of Directory Information	2	Advising and Registration Information	4	Billing and Payment Procedures	12
Student Right-to-Know Act	2	Withdrawing from a Class or from the University	5	Other Tuition Information	13
Statement of Compliance	2	Commencement	5	Student Financial Aid	13
Registration Information	3	2020 Summer Term Academic Calendar	6	All FN Grades	13
Priority Registration	3	Drop/Add Calendar	6	Billing Information	14
Undergraduate Student Eligibility	3	Final Exam Calendar	6	Fee Payment Schedule	14
Graduate Student Eligibility	3	Refund Calendar	6	E-Bills	14
Priority Registration Schedule	3	Schedule Change Fee Dates	6	Refunds through BankMobile/Disbursements	14
Open Registration	3	Withdrawal Calendar	6	Other Learning Opportunities	15
Late Registration	3	General Registration Information	9	Regional Campuses	15
Drop/Add	3	Class Periods	9	Distance Learning	15
Registration Holds	3	Key to Buildings	9	WKU Online	15
Course Load	3	Key to Section Numbers	9	WKU On Demand	15
Enrollment Verification Rules	3	Summer Term at a Glance	10	Student Checklist for Distance Learners	15
Enrollment Verification	3	Tuition and Fee Information	12		
Schedule Change Fee	3	Tuition and Fee Schedule	12		
Tuition and Fee Payment	3	Tuition Incentive Program	12		
Class Attendance Policy	3	National/International Academic Scholarship	12		
Repeating Courses	3				

Area Code (270)

Admissions (undergraduate)	PH 1st floor	745-2551
Advising & Career Development Center	DSU-2141	745-5065
Campus Operator	AAC Lobby	745-0111
Center for Career & Prof. Dev.	DSU-2001	745-3096
South Campus.	Academic Wing	780-2550
Center for Innovative Teach & Learn.	GCC 104	745-2106
Dining Services	GCC 100	745-2416
Downing Student Union.	DSU Lobby	745-2456
E-town/Ft. Knox Campus.	Ft. Knox.	745-5079
Financial Aid	PH 316	745-2755
Glasgow Campus	Glasgow	659-6900
Graduate School	WAB 207	745-2446
Graves Gilbert Clinic at WKU	HSB.	745-5641

Honors College International Center	HCIC	745-2081
Housing	Southwest 18	745-4359
ID Center	GCC 100	745-2417
Owensboro Campus	Owensboro	745-5095
Registration	PH 2nd floor	745-3352
Residence Life.	Southwest 18	745-2037
Student Accessibility Resource Center	DSU 1074	745-5004
Student Life	PH 442	745-2791
Student Records	PH 228	745-2098
Topper Orientation Program	PH 1st Floor	745-4242
Transcripts	PH 2nd floor	745-5448
Tuition and fees.	PH 208	745-6381
WKU Information Line	WKU	745-4845
WKU Information Line	Toll Free	1-888-CALL-WKU
WKU Online & On Demand.	GCC 102.	745-4158

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.

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.

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 equip 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/undergraduatedcatalog>

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
Craig Administration Center
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 website:

<https://www.wku.edu/eoo/titleix>.

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) 656-8541; the Kentucky Commission on Human Rights, 332 West Broadway, Suite 1400, Louisville, KY 40202, (502) 595-4024; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, Kentucky 40202, (502) 582-6082; (800)-669-4000; TTY (800) 669-6820.

Registration Information

Priority Registration

Eligible students are encouraged to register during the priority period according to the schedule printed below. Students may register on their assigned day or thereafter whenever TopNet is available. Refer to **TopNet Registration Procedures and Tips** on page 4.

Undergraduate Student Eligibility

- Enrolled during the 2019 summer term or fall semester or 2020 winter term/spring semester, or
- Officially admitted or re-admitted for the 2020 summer term.

NOTE: For the summer term, there is no mandatory advising requirement for undergraduate students. However, students are encouraged to consult with their advisors to be assured of appropriate course selections.

Graduate Student Eligibility

- Enrolled during the 2019 summer term or fall semester or 2020 winter term/spring semester, or
- Officially admitted or re-admitted for the 2020 summer term

Priority Registration Schedule

Graduate Students	March 16
Seniors and Post-Baccalaureate Students (90 or more earned hours)	March 17
Juniors (60 - 89 earned hours)	March 18
Sophomores (30 - 59 earned hours)	March 19
Freshmen (0 - 29 earned hours)	March 20

New freshmen and transfer students admitted for the summer term may use TopNet to register for summer courses. Non-degree and visiting students may use TopNet to register with the freshmen.

Open Registration

Students who did not participate in Priority Registration may register at any time from March 21 until prior to the first day of class. Refer to **TopNet Registration Procedures and Tips** on page 4.

Late Registration

Late registration is defined as initial registration once classes begin. Refer to the **Academic Calendar** for deadlines affecting registration for each session. Students who initially register on the first day of class of any session will be assessed a \$50 late registration fee.

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 on your record.

Course Load

Summer course load is restricted to the following limits within specified time periods.

Sessions	Maximum Hours
May, June I, June II and July II Sessions three-week courses	4
May, June I, June II, July I and II Sessions four-, five- or *six-week courses	6
May, June I and June II Sessions seven- or eight-week courses	6
Overall Summer Maximum	15

***July Sessions have no six- to eight-week courses.**

Students receiving financial aid must be enrolled in a minimum of 6 hours in any combination of sessions from May 18 to August 13.

Enrollment Verification Rules

All enrollment verifications follow the rules below for fall, spring or summer terms.

	Undergraduate Hours		Graduate Hours
Full Time	12	Full Time	9
Half Time	6-11.99	Half Time	4.5-8.99
Less than Half Time	.01-5.99	Less than Half Time	.01-4.49

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. All enrollment verifications may be obtained free of charge from the National Student Clearinghouse.

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

- Log on to your **TopNet** account.
- Click **Student Services**.
- Click **Student Records**.
- Click **Enrollment Verification** (National Student Clearinghouse for Previous Term).
- Complete required information and click **Login**.
- Click **Obtain an Enrollment Certificate**.
- Click **Current Enrollment** or **All Enrollment**. The certificate will appear in a couple of minutes.
- Print your official enrollment certificate.
- 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 Laura.dillaha@wku.edu.

Exceptions to using National Student Clearinghouse:

- WKU Enrollment Verification (Current and Future Terms)**
 - Log on to your TopNet account.
 - Click Student Services, Student Records, Enrollment Verification WKU (Current and Future).
 - Select Term, Submit Term.
 - Display Enrollment Verification Report and print.
- Good-Student Discounts** - Automobile Insurance forms must be provided. Fax to 270-745-4830 or email Rhonda.jones@wku.edu. If no form is provided, print an Official WKU Grade Report for the most recently graded term.
 - Log on to TopNet.
 - Click Student Services, Student Records, then Official Grade Report.
- Letter of Good Standing** - May obtain these from the Office of the Registrar, call 270-745-2675 (A-K) or 270-745-2722 (L-Z).

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 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. You are responsible for your own enrollment status. **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.

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.

Repeating Courses

An undergraduate student is permitted to repeat a maximum of 6 courses. Only 2 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.

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:

- Access **TopNet** at topnet.wku.edu
- Enter WKU ID and PIN, Login
- Click **Personal Information**
- 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 Offerings

All courses offered for the summer term 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

- Summer Term—Determine your registration date from the registration sequence listed under **Priority Registration Schedule** on page 3. **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 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 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.wku.edu

Available Every Day*
5 a.m. to 2 a.m.

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

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.

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 and associate 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 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 program of study 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 & 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.

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.

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 6 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 <https://www.wku.edu/registrar/withdrawals/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.



Commencement

Students who expect to complete all degree requirements during the 2020 summer term may participate in either the 2020 spring commencement or 2020 fall commencement. Commencement information will be mailed to degree candidates.



2020 Summer Term Academic Calendar

Three-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–June 5 (May Session)												
May 18 M3	March 16–May 19	May 20–June 1	Through May 19—100% May 20—50% No refund after May 20	May 18	May 20	June 1	June 1	May 19	May 29	June 5	June 9	June 10
Classes Meeting June 8–June 26 (June I Session)												
June 8 A3	March 16–June 9	June 10–22	Through June 9—100% June 10—50% No refund after June 10	June 8	June 10	June 22	June 22	June 9	June 19	June 26	June 30	July 1
Classes Meeting June 15–July 2 (June II Session)												
June 15 B3	March 16–June 16	June 17–26	Through June 16—100% June 17—50% No refund after June 17	June 15	June 17	June 26	June 26	June 16	June 25	July 2	July 7	July 15
Classes Meeting July 13–July 31 (July II Session)												
July 13 C3	March 16–July 14	July 15–27	Through July 14—100% July 15—50% No refund after July 15	July 13	July 15	July 27	July 27	July 14	July 24	July 31	August 4	August 5

Four-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–June 12 (May Session)												
May 18 M4	March 16–May 20	May 21–June 4	Through May 20—100% May 21—50% No refund after May 21	May 18	May 21	June 4	June 4	May 20	June 2	June 12	June 16	June 17
Classes Meeting June 8–July 2 (June I Session)												
June 8 A4	March 16–June 10	June 11–24	Through June 10—100% June 11—50% No refund after June 11	June 8	June 11	June 24	June 24	June 10	June 22	July 2	July 7	July 15
Classes Meeting June 15–July 10 (June II Session)												
June 15 B4	March 16–June 17	June 18–July 1	Through June 17—100% June 18—50% No refund after June 18	June 15	June 18	July 1	July 1	June 17	June 30	July 10	July 14	July 15
Classes Meeting July 13–August 7 (July I Session)												
July 13 C4	March 16–July 15	July 16–30	Through July 15—100% July 16—50% No refund after July 16	July 13	July 16	July 30	July 30	July 15	July 28	August 7	August 11	August 12
Classes Meeting July 20–August 13 (July II Session)												
July 20 D4	March 16–July 22	July 23–August 5	Through July 22—100% July 23—50% No refund after July 23	July 20	July 23	August 5	August 5	July 22	August 3	August 13	August 18	August 19

2020 Summer Term Academic Calendar

Five-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–June 19 (May Session)												
May 18 M5	March 16–May 20	May 21–June 10	Through May 20—100% May 21—50% May 22—25% No refund after May 22	May 18	May 21	June 10	June 10	May 20	June 6	June 19	June 23	July 1
Classes Meeting June 8–July 10 (June I Session)												
June 8 A5	March 16–June 10	June 11–June 30	Through June 10—100% June 11—50% June 12—25% No refund after June 12	June 8	June 11	June 30	June 30	June 10	June 27	July 10	July 14	July 15
Classes Meeting June 15–July 17 (June II Session)												
June 15 B5	March 16–June 17	June 18–July 8	Through June 17—100% June 18—50% June 19—25% No refund after June 19	June 15	June 18	July 8	July 8	June 17	July 4	July 17	July 21	July 29
Classes Meeting July 13–August 13 (July II Session)												
July 13 C5	March 16–July 15	July 16–August 4	Through July 15—100% July 16—50% July 17—25% No refund after July 17	July 13	July 16	August 4	August 4	July 15	August 1	August 13	August 18	August 19

Six-Week Courses

Class Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Day to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–June 26 (May Session)												
May 18 M6	March 16–May 20	May 21–June 15	Through May 20—100% May 21—50% May 22—25% No refund after May 22	May 18	May 21	June 15	June 15	May 20	June 10	June 26	June 30	July 1
Classes Meeting June 8–July 17 (June I Session)												
June 8 A6	March 16–June 10	June 11–July 6	Through June 10—100% June 11—50% June 12—25% No refund after June 12	June 8	June 11	July 6	July 6	June 10	July 1	July 17	July 21	July 22
Classes Meeting June 15–July 24 (June II Session)												
June 15 B6	March 16–June 17	June 18–July 13	Through June 17—100% June 18—50% June 19—25% No refund after June 19	June 15	June 18	July 13	July 13	June 17	July 8	July 24	July 28	July 29

2020 Summer Term Academic Calendar

Seven-Week Courses												
Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Date to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–July 2 (May Session)												
May 18 M7	March 16–May 20	May 21–June 18	Through May 20—100% May 21–25—50% May 26–27—25% No refund after May 27	May 18	May 21	June 18	June 18	May 20	June 14	July 2	July 7	July 15
Classes Meeting June 8–July 24 (June I Session)												
June 8 A7	March 16–June 10	June 11–July 10	Through June 10—100% June 11–14—50% June 15–16—25% No refund after June 16	June 8	June 11	July 10	July 10	June 10	July 6	July 24	July 28	July 29
Classes Meeting June 15–July 31 (June II Session)												
June 15 B7	March 16–June 17	June 18–July 17	Through June 17—100% June 18–21—50% June 22–23—25% No refund after June 23	June 15	June 18	July 17	July 17	June 17	July 13	July 31	August 4	August 5
Eight-Week Courses												
Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Date to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–July 10 (May Session)												
May 18 M8	March 16–May 20	May 21–June 24	Through May 20—100% May 21–25—50% May 26–27—25% No refund after May 27	May 18	May 21	June 24	June 24	May 20	June 19	July 10	July 14	July 15
Classes Meeting June 8–July 31 (June I Session)												
June 8 A8	March 16–June 10	June 11–July 15	Through June 10—100% June 11–14—50% June 15–16—25% No refund after June 16	June 8	June 11	July 15	July 15	June 10	July 10	July 31	August 4	August 5
Classes Meeting June 15–August 7 (June II Session)												
June 15 B8	March 16–June 17	June 18–July 22	Through June 17—100% June 18–21—50% June 22–23—25% No refund after June 23	June 15	June 18	July 22	July 22	June 17	July 17	August 7	August 11	August 12
Thirteen-Week Courses												
Start Date	Drop/Add Dates	Withdrawal Dates	Refund Dates/Amounts	Late Registration Fee (\$50) Begins	Schedule Change Fee (\$50) Begins	Last Day to Withdraw	Last Day to Change from CR to AU	Last Date to Change from AU to CR	60% Point of Session	Final Exam Date	Grades Due	Updated GPA on TopNet
Classes Meeting May 18–August 13 (May Session)												
May 18 M13	March 16–May 25	May 26–July 17	Through May 25—100% May 26–28—50% May 29–June 3—25% No refund after June 3	May 18	May 26	July 17	July 17	May 25	July 9	August 13	August 18	August 19

General Registration Information

Class Periods

Three-Week

May, June and July Sessions

	Begin		End
Morning	8:00	-	11:15
Afternoon	1:00	-	4:15
Night*	5:00	-	9:00

Day classes meet Monday through Friday
(Includes a 20-minute break)

* Includes a 20-minute break and meets only four nights per week, Monday through Thursday

Four-Week

May, June and July Sessions

	Begin		End
1st Period	8:00	-	10:15
2nd Period	10:30	-	12:45
3rd Period	1:00	-	3:15
4th Period	3:30	-	5:45
5th Period*	6:00	-	8:40

Day classes meet Monday through Friday

(Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Five-Week

May, June and July Sessions

	Begin		End
1st Period	8:00	-	9:40
2nd Period	10:30	-	12:10
3rd Period	1:00	-	2:40
4th Period	3:30	-	5:10
5th Period*	6:00	-	8:05

Day classes meet Monday through Friday (Includes a 5-minute break)

* Includes a 5-minute break and meets only four nights per week, Monday through Thursday

Six-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:30
2nd Period	10:30	-	12:00
3rd Period	1:00	-	2:30
4th Period	3:30	-	5:00
5th Period*	6:00	-	7:50

Day classes meet Monday through Friday (Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Seven-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:20
2nd Period	10:30	-	11:50
3rd Period	1:00	-	2:20
4th Period	3:30	-	4:50
5th Period*	6:00	-	7:35

Day classes meet Monday through Friday (Includes a 10-minute break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Eight-Week

May and June Sessions

	Begin		End
1st Period	8:00	-	9:00
2nd Period	10:30	-	11:30
3rd Period	1:00	-	2:00
4th Period	3:30	-	4:30
5th Period*	6:00	-	7:25

Day classes meet Monday through Friday for one hour (no break)

* Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Key to Buildings

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

Key to Section Numbers

On-campus Day sections	01-49 range
On-campus Evening sections	50-59 range
Regional Campus sections	60-69 range
Internet	70-79 range
Study Abroad	80-85 range

Type Course	Section Number	Dates
May	M (prefix)	Classes beginning May 18
3-week course		May 18–June 5
4-week course		May 18–June 12
5-week course		May 18–June 19
6-week course		May 18–June 26
7-week course		May 18–July 2
8-week course		May 18–July 10
13-week course		May 18–August 13
June I	A (prefix)	Classes beginning June 8
3-week course		June 8–June 26
4-week course		June 8– July 2
5-week course		June 8–July 10
6-week course		June 8–July 17
7-week course		June 8–July 24
8-week course		June 8–July 31
June II	B (prefix)	Classes beginning June 15
3-week course		June 15–July 2
4-week course		June 15–July 10
5-week course		June 15–July 17
6-week course		June 15–July 24
7-week course		June 15–July 31
8-week course		June 15–August 7
July I	C (prefix)	Classes beginning July 13
3-week course		July 13–July 31
4-week course		July 13–August 7
5-week course		July 13–August 13
July II	D (prefix)	Classes beginning July 20
4-week course		July 20–August 13

Meeting Dates

&

Course Prefix

May (M prefix)

- May 18–June 53 week
- May 18–June 124 week
- May 18–June 195 week
- May 18–June 266 week
- May 18–July 27 week
- May 18–July 108 week
- May 18–August 1313 week

Classes Meeting

University Closed

Meeting Dates

&

Course Prefix

June I (A prefix)

- June 8–June 263 week
- June 8–July 24 week
- June 8–July 105 week
- June 8–July 176 week
- June 8–July 247 week
- June 8–July 318 week

Classes Meeting

University Closed

2020 Summer Term at a Glance

Classes Beginning May 18

May 18–June 5	May 18–June 12	May 18–June 19	May 18–June 26	May 18–July 2	May 18–July 10	May 18–August 13
May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920	May SMTWTFSS 12 3456789 10111213141516 17181920212223 24252627282930 June 31123456 78910111213 14151617181920
					July 1234 567891011	July 1234 567891011
						August 2345678 9101112131415

Classes Beginning June 8

June 8- June 26	June 8-July 2	June 8–July 10	June 8–July 17	June 8–July 24	June 8-July 31
June SMTWTFSS 123456 78910111213 14151617181920 21222324252627	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627
	July 1234 567891011	July 1234 567891011	July 1234 567891011	July 1234 567891011	July 1234 567891011

Meeting Dates
&
Course Prefix

June I (A prefix)

June 15–July 2 3 week

June 15–July 10 4 week

June 15–July 17 5 week

June 15–July 24 6 week

June 15–July 31 7 week

June 15–August 7 8 week

Classes Meeting

University Closed

2020 Summer Term at a Glance

Classes Beginning June 15				
June 15–July 2	June 15–July 10	June 15–July 17	June 15–July 24	June 15–July 31
June SMTWTFSS 123456 78910111213 14151617181920 21222324252627 282930 July 1234	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627 282930 July 1234 567891011	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627 282930 July 1234 567891011	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627 282930 July 1234 567891011	June SMTWTFSS 123456 78910111213 14151617181920 21222324252627 282930 July 1234 567891011
				August 2345678 9101112131415

Meeting Dates
&
Course Prefix

July I(C prefix)

July 13–July 31 3 week

July 13–August 7 4 week

July 13–August 13 5 week

Classes Meeting

University Closed

Classes Beginning July 13

July 13–July 31	July 13–August 7	July 13–August 13
July SMTWTFSS 1234 567891011 12131415161718 19202122232425 262728293031	July SMTWTFSS 1234 567891011 12131415161718 19202122232425 262728293031 August 2345678	July SMTWTFSS 1234 567891011 12131415161718 19202122232425 262728293031 August 2345678 9101112131415

Meeting Dates
&
Course Prefix

July II (D prefix)

July 20–August 13 4 week

Classes Meeting

University Closed

Classes Beginning July 20

July 20–August 13

July	
SMTWTFSS	1234
567891011	12131415161718
19202122232425	262728293031
August	
2345678	9101112131415

Tuition and Fee Schedule

2020 Summer Term

	Per Credit Hour
Undergraduate	
Resident.....	\$450.00
Military Veteran/Dependent Resident	\$450.00
Non-Resident.....	\$1,104.00
International	\$1,131.00
Tuition Incentive Program	
Undergraduate.....	\$579.00
Graduate	
Resident.....	\$607.00
Military Veteran/Dependent Resident	\$607.00
Non-Resident (Domestic).....	\$917.00
Non-Resident (International) ..	\$953.00
Kentucky P-12 Educator	
(www.wku.edu/ketd).....	\$415.00
Doctor of Educational Leadership	
Resident.....	\$607.00
Military Veteran/Dependent Resident	\$607.00
Non-Resident (Domestic).....	\$917.00
Non-Resident (International) ..	\$953.00
Doctor of Nursing Practice	
Resident.....	\$663.00
Non-Resident.....	\$858.00
Doctor of Physical Therapy	
Resident.....	\$643.00
Non-Resident.....	\$909.00
Doctor of Psychology	
Resident.....	\$607.00
Military Veteran/Dependent Resident	\$607.00
Non-Resident (Domestic).....	\$917.00
Non-Resident (International) ..	\$953.00
Distance Learning Course	
Undergraduate.....	\$540.00
Graduate (Including Ed. D and Psy. D)	\$707.00
Professional MBA	
(per term)	\$5,942.00
Active Military	
	\$250.00

Program Fees:

- 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

Note:

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 at www.wku.edu/bursar.
5. Students receiving financial aid must be enrolled in a minimum of 6 hours in any combination of terms from May 18 to August 13.

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/admissions/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 Scholarship

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 appropriate refund schedule. Refer to the **2020 Summer Term Academic Calendar** for specific refund schedules.

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 **Student Financial Aid** section.
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.

Upon initial registration, students will be mailed a bright green envelope from BankMobile: To select your university refund and payroll preferences:

1. Log in at my.wku.edu.
2. Click on BankMobile under Campus Information.
3. Select how you would like to receive your refund
 - a. Electronic deposit to existing bank account of your choice.
 - b. Electronic deposit to BankMobile Vibe, an optional account.
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 in to 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 and Receivables, Room 208 Potter Hall.

Office Hours: (Subject to Change)
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 (Tuition Management Systems)

- 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 www.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
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 May 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.
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 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.

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 to 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 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.

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. Housing Accommodations

On-campus housing in Western Kentucky University's residence halls for the 2020 summer term sessions will open on May 17, 2020, and remain open for all summer sessions.

Specific room assignments are determined on a first come, first served basis at the residence halls. All students needing to move into summer term housing on May 17 must pre-register between April 1 and May 10, at 18 Southwest Hall.

The 2020 summer term fees will be based upon the number of weeks in residency, times the weekly rate for the housing option selected. The rates will be \$140 per week for a double and \$210 per week for a private. There will be a limited number of private rooms available. For more information, contact the Department of Housing and Residence Life in Southwest Hall or call (270) 745-3125.

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 & Receivables Office, Potter Hall, Room 208
Phone: (270) 745-6381
FAX: (270) 745-6584

Financial Aid

Department of Student Financial Assistance
Potter Hall, Room 300
Phone: (270) 745-2755

Housing

Housing Office, Southwest Hall, Room 18
Phone: (270) 745-4359

Residuals/WKU Debit Card/BankMobile

Card and Collections Office
Potter Hall, Room 208
Phone: (270) 745-5551

Student Financial Aid

Summer term is considered part of the 2019-2020 award year, and eligibility for financial aid requires submission of the 2019-2020 Free Application for Federal Student Aid (FAFSA). If you have not filed a FAFSA, you may do so online at www.fafsa.ed.gov.

Pell grants, loans and employment opportunities are available on a limited basis. Students must be enrolled half-time to receive loans. Grant eligibility is dependent upon students' enrollment.

Students who receive federal grants and/or student loans and then totally or partially withdraws during the summer term may be required to return part or all of those funds to the financial aid programs. The amount of federal aid required to be returned is determined on a pro-rata basis and is dependent upon enrollment at the time of withdrawal due to courses being considered modules. Generally, a student must be enrolled for more than 60% of the award period for which they are enrolled in order not to be required to return funds. The amount a student is required to return may be greater than the amount of tuition refunded. Students should also be aware that due to summer courses being offered in modules, any change in enrollment can affect their eligibility thus it is very important to finalize their summer course schedule before the summer term actually begins. Students need to become familiar with the return of Title IV policy and how withdrawals affect their eligibility for Title IV aid. Students should refer to our website at <https://www.wku.edu/financialaid/basics/titleiv.php>.

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 summer enrollment period, the Federal Title IV financial aid credit for the summer 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 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. 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.

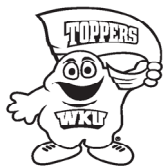
Fee Payment Schedule—Summer 2020

<u>Registration Dates</u>	<u>Bill Date via-e-bill</u>	<u>Postmark Date (if not received by due date)</u>	<u>Due Date</u>	<u>Amount Due</u>	<u>Penalty</u>
Through April 30 (students whose schedule includes a May session course.)	May 1	May 8	May 15 4:00 p.m.	Tuition and fees are due in full for all students enrolled in a May session class	\$100 Late Payment Penalty
May 1- May 31**	June 1	June 11	June 16 4:00 p.m.	Full payment; Balance for students who have not paid fees in full (including late payment fees)	\$100 Late Payment Penalty 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.
June 1-June 30 (Note 2) **	July 1	July 10	July 16 4:00 p.m.	Full payment; Balance for students who have not paid fees in full (including late payment fees)	\$100 Late Payment Penalty 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.

Note 1: Failure to receive an e-bill does not relieve the student of the obligation to pay tuition and fees by the due date. For questions, please call (270) 745-6381. 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 Office of the Registrar in writing to ensure that you will not owe tuition and late payment fees and receive ‘F’ grades. You are responsible for your own enrollment status.

Note 2: Students registering after June 30 for a July Session course must send payment to the Billings Office by July 16 regardless of receipt of an e-bill.

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



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 via TopNet 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!

Refunds and Financial Aid
Residuals



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.

Refunds are delivered to students by one of the below options they choose when selecting their refund preference by logging in at my.wku.edu and clicking on BankMobile under Campus Information.

1. Electronic deposit to an existing bank account of your choice.
2. Electronic deposit to BankMobile Vibe, an optional account.

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.

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/Ft. 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.- 4:00 p.m. (ET) (F)
Phone: 270-745-5895
270-769-1614
Fax: 270-745-3730

Ft. Knox Office

1174 Spearhead Division Ave, Room 201
Ft. Knox, KY 40121

Office Hours

9:00 a.m.-4:00 p.m. (ET) (M-Th)
9:00 a.m.-3:00 p.m. (ET) (F)
Phone: 270-745-2626
270-351-1192
502-942-8381
Fax: 270-745-5079

Glasgow Campus

500 Hilltopper Way
Glasgow, KY 42141

Office Hours

8:00 a.m.-6:45 p.m. (CT), (M-Th)
8:00 a.m.-4:30 p.m. (CT) (F)
Phone: 270-659-6900
Fax: 270-659-6991

Owensboro Campus

4821 New Hartford Road
Owensboro, KY 42303

Office Hours

8:00 a.m.-4:30 p.m. (CT) (F)
8:00 a.m.-4:00 p.m. (CT) (F)
Phone: 270-684-9797
270-745-5095
Fax: 270-684-0104

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

Regional Campus Course Location

Elizabethtown

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

Fort Knox

FTKNX EDCTRFt. Knox Education Center

Glasgow

ALBU.....Learning Center
GLAS.....Glasgow Campus

Owensboro

OWENS.....Owensboro Campus,
4821 New Hartford Rd

Russellville and Other Areas

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

2355 Nashville Road, Suite 120

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

Bowling Green area: (270) 745-5173

Email:learn.online@wku.edu

Visit: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

Visit: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.

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 2,500 courses available each year, and over 100 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.

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. and select "Online Classes" from the main menu..

Admission Requirements

You must be admitted to WKU to register for semester-based web courses. Visit www.wku.edu/atwku.php to learn more.

To Register

Web courses have the same registration process as face-to-face courses. Once you have been admitted, you can 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-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 extended time frame; making it easy to arrange study time around other obligations. In-state tuition rates apply to all enrollments!

Two competency based education bachelor degree programs, Manufacturing Engineering Technology and Technology Management, are also delivered through WKU On Demand.

To see which on courses are offered in an on demand format, go to <http://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. 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 WKU On Demand in Garrett Conference Center, Room 101.

To learn more:

Visit:www.wku.edu/ondemand

Email: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 DELO 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 Associate (NCTA) and adhere to the professional standards and guidelines provided by the organization. For more information, visit 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. 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>.

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. To speak with a staff member, call 270-745-5173 or 270-745-3028.

Checklist for Online

Learners

Complete Orientation: Degree-seeking students studying completely online are required to complete the Topper Orientation Program for Online Learners. This 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://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/> (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 on 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://blackboard.wku.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.