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 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 is 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 identifying 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, audi tor, 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.

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 by 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 each class 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
800 Independence Avenue, SW
Washington, DC 20202-4604

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 Tiffany C. Robinson, University Registrar, 238 Potter Hall, 745-5432.

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 to the release 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 2010 fall semester and who completed an associate degree or a baccalaureate degree within six years (through August, 2016). For this cohort of beginning students, the graduation rate is 45.88%.

Statement of Compliance

Western Kentucky University (WKU) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Employees with disabilities, who need a reasonable workplace accommodation, should submit the request to the Office of Equal Employment Opportunity/Affirmative Action/University ADA Services (EOE), using the information provided at: https://www.wku.edu/eco/ada/adaas.php.

Applicants with disabilities, who need a reasonable accommodation to participate in the application process, may contact the EEO office at (270) 745-5121 or the Department of Human Resources at (270) 745-5360 for information and assistance.

Students with disabilities, who need a reasonable accommodation to participate in and access University programs, should register with the Student Accessibility Resource Center (SARC). Student ADA registration information may be found at http://www.wku.edu/sarc.

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 on non-University programs, are available on the University’s website (www.wku.edu), at: WKU Policies: http://www.wku.edu/policies/ WKU Student Handbook: http://www.wku.edu/handbook/ WKU Undergraduate Catalog: http://www.wku.edu/undergraduatecatalog WKU Graduate Catalog: http://www.wku.edu/graduate/
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 2016 summer term or fall semester or 2017 winter term/spring semester, or
- Officially admitted or re-admitted for the 2017 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 2016 summer term or fall semester or 2017 winter term/spring semester, or
- Officially admitted or re-admitted for the 2017 summer term.

Priority Registration Schedule

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th>March 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors and Post-Baccalaureate Students</td>
<td>March 21</td>
</tr>
<tr>
<td>(90 or more earned hours)</td>
<td></td>
</tr>
<tr>
<td>Juniors</td>
<td>March 22</td>
</tr>
<tr>
<td>(60 - 89 earned hours)</td>
<td></td>
</tr>
<tr>
<td>Sophomores</td>
<td>March 23</td>
</tr>
<tr>
<td>(30 - 59 earned hours)</td>
<td></td>
</tr>
<tr>
<td>Freshmen</td>
<td>March 24</td>
</tr>
<tr>
<td>(0 - 29 earned hours)</td>
<td></td>
</tr>
</tbody>
</table>

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 25 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. Students with outstanding obligations to the University will not be permitted to register until the obligation has been cleared with the appropriate office.

Course Load

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

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>May, June I, June II and July I Sessions</td>
<td>3-week courses 4</td>
</tr>
<tr>
<td>May, June I, June II, July I and II Sessions</td>
<td>4-, 5- or 6-week courses 6</td>
</tr>
<tr>
<td>May, June I and June II Sessions</td>
<td>7- or 8-week courses 8</td>
</tr>
<tr>
<td>Overall Summer Maximum</td>
<td>15</td>
</tr>
</tbody>
</table>

*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 15 to August 10.

Enrollment Verification Rules

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

<table>
<thead>
<tr>
<th>Undergraduate Hours</th>
<th>Graduate Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time 12</td>
<td>Full Time 9</td>
</tr>
<tr>
<td>Half Time 6-11.99</td>
<td>Half Time 4.5-8.99</td>
</tr>
<tr>
<td>Less than</td>
<td>Less than</td>
</tr>
<tr>
<td>Half Time .01-5.99</td>
<td>Half Time .01-4.49</td>
</tr>
</tbody>
</table>

Enrollment Verification

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

How to generate your free WKU Enrollment Verification

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

Note: Your computer must have Adobe Acrobat Reader to produce your verification.

Exceptions to using National Student Clearinghouse:

- Good-Student Discounts - For this you need to print an official WKU Grade Report. Log on to TopNet, then click Student Services, then Student Records, then Official Grade Report. Submit this grade report as proof that you qualify for the good-student discount.
- Statements of Good Standing needed when taking courses at another institution - Students obtain these from the Office of the Registrar (PH 228) or by calling 270-745-2098.

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:

1. Access TopNet at login.wku.edu
2. Enter WKU ID and PIN, Login
3. Click Personal Information
4. Select desired activity

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

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 found 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.

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 do 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.

• DROPPADD: 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 withdrawing 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 fees liabilities for students who officially withdraw or change their status from full-time to part-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 Academic Advising & Retention 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 earned coursework prior to 1990 and students who are pursuing a second baccalaureate degree must file a degree program.

Please contact the Academic Advising & Retention Center if you need additional information or assistance by calling (270) 745-5065 or for more information please visit www.wku.edu/advising.
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 withdrawn.

Procedure
There are two ways to withdraw completely from the University before the printed deadlines:
1. Use the procedure described for all courses, OR
2. Submit a written request to the Office of the Registrar, 217 Potter Hall. The request must include the following: student’s name, local address, e-mail address, phone number, WKU ID, statement of request to withdraw, date of the notice, and student signature. The withdrawal will be effective the date the notice is received in the Office of the Registrar.
3. Any refund will be calculated as of the withdrawal effective date.
4. Students who request to withdraw after the printed deadline should refer to policies and procedures regarding withdrawal from the university at http://www.wku.edu/registrar/withdrawal.php.
5. Remember to check the following items prior to withdrawing:
   - Student health insurance: You may no longer be covered by student health insurance once you withdraw completely. Check with Health Services (270-745-5641) or your personal health insurance agent to determine your status.
   - Financial aid: Contact Student Financial Assistance (270-745-2755) to find out how withdrawing will impact your financial aid and how much you will need to repay.
   - Housing: If you live in on-campus housing, you will need to submit a cancellation request. Call Housing and Residence Life (270-745-4359) for assistance.
   - Financial collections: If you have a Perkins loan, be sure to make arrangements for an exit interview. Call the Perkins Loan Office (270-745-5551) for information.
   - Obligations with the University: Check TopNet for holds that prevent your withdrawal.

Commencement

Students who expect to complete all degree requirements during the 2017 summer term may participate in either the 2017 spring commencement or 2017 fall commencement. Commencement information will be mailed to degree candidates.
# 2017 Summer Term Academic Calendar

## Three-Week Courses

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Day to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes Meeting May 15–June 2 (May Session)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 15</td>
<td>M3</td>
<td>March 20–May 16</td>
<td>May 17–23</td>
<td>Through May 16—100% May 17—50% No refund after May 17</td>
<td>May 15</td>
<td>May 17</td>
<td>May 23</td>
<td>May 23</td>
<td>May 16</td>
<td>May 26</td>
<td>June 2</td>
<td>June 6</td>
</tr>
<tr>
<td><strong>Classes Meeting June 5–June 23 (June I Session)</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>June 5</td>
<td>A3</td>
<td>March 20–June 6</td>
<td>June 7–14</td>
<td>Through June 6—100% June 7—50% No refund after June 7</td>
<td>June 5</td>
<td>June 7</td>
<td>June 14</td>
<td>June 14</td>
<td>June 6</td>
<td>June 16</td>
<td>June 23</td>
<td>June 27</td>
</tr>
<tr>
<td><strong>Classes Meeting June 12–June 30 (June II Session)</strong></td>
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</tr>
<tr>
<td>June 12</td>
<td>B3</td>
<td>March 20–June 13</td>
<td>June 14–21</td>
<td>Through June 13—100% June 14—50% No refund after June 14</td>
<td>June 12</td>
<td>June 14</td>
<td>June 21</td>
<td>June 21</td>
<td>June 13</td>
<td>June 23</td>
<td>June 30</td>
<td>July 5</td>
</tr>
<tr>
<td><strong>Classes Meeting July 10–July 28 (July II Session)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>July 10</td>
<td>D3</td>
<td>March 20–July 11</td>
<td>July 12–19</td>
<td>Through July 11—100% July 12—50% No refund after July 12</td>
<td>July 10</td>
<td>July 12</td>
<td>July 19</td>
<td>July 19</td>
<td>July 11</td>
<td>July 21</td>
<td>July 28</td>
<td>August 1</td>
</tr>
</tbody>
</table>

## Four-Week Courses

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Day to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes Meeting May 15–June 9 (May Session)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 15</td>
<td>M4</td>
<td>March 20–May 17</td>
<td>May 18–26</td>
<td>Through May 17—100% May 18—50% No refund after May 18</td>
<td>May 15</td>
<td>May 18</td>
<td>May 26</td>
<td>May 26</td>
<td>May 17</td>
<td>May 30</td>
<td>June 9</td>
<td>June 13</td>
</tr>
<tr>
<td><strong>Classes Meeting June 5–June 30 (June I Session)</strong></td>
<td></td>
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</tr>
<tr>
<td>June 5</td>
<td>A4</td>
<td>March 20–June 7</td>
<td>June 8–16</td>
<td>Through June 7—100% June 8—50% No refund after June 8</td>
<td>June 5</td>
<td>June 8</td>
<td>June 16</td>
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<td>June 7</td>
<td>June 20</td>
<td>June 30</td>
<td>July 5</td>
</tr>
<tr>
<td><strong>Classes Meeting June 12–July 7 (June II Session)</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>June 12</td>
<td>B4</td>
<td>March 20–June 14</td>
<td>June 15–23</td>
<td>Through June 14—100% June 15—50% No refund after June 15</td>
<td>June 12</td>
<td>June 15</td>
<td>June 23</td>
<td>June 23</td>
<td>June 14</td>
<td>June 27</td>
<td>July 7</td>
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</tr>
<tr>
<td><strong>Classes Meeting July 3–July 28 (July I Session)</strong></td>
<td></td>
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<tr>
<td>July 3</td>
<td>C4</td>
<td>March 20–July 6</td>
<td>July 7–17</td>
<td>Through July 6—100% July 7—50% No refund after July 7</td>
<td>July 3</td>
<td>July 7</td>
<td>July 17</td>
<td>July 17</td>
<td>July 6</td>
<td>July 18</td>
<td>July 28</td>
<td>August 1</td>
</tr>
<tr>
<td><strong>Classes Meeting July 10–August 4 (July II Session)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>July 10</td>
<td>D4</td>
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<td>July 13–21</td>
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<td>July 10</td>
<td>July 13</td>
<td>July 21</td>
<td>July 21</td>
<td>July 12</td>
<td>July 25</td>
<td>August 4</td>
<td>August 8</td>
</tr>
</tbody>
</table>
## 2017 Summer Term Academic Calendar

### Five-Week Courses

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Day to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15 M5</td>
<td>March 20–May 17</td>
<td>May 18–May 31</td>
<td>Through May 17—100%</td>
<td>May 15</td>
<td>May 18</td>
<td>May 31</td>
<td>May 31</td>
<td>May 17</td>
<td>June 3</td>
<td>June 16</td>
<td>June 20</td>
<td>June 28</td>
</tr>
<tr>
<td>June 5 A5</td>
<td>March 20–June 7</td>
<td>June 8–20</td>
<td>Through June 7—100%</td>
<td>June 5</td>
<td>June 8</td>
<td>June 20</td>
<td>June 20</td>
<td>June 7</td>
<td>June 24</td>
<td>July 7</td>
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<td>July 12</td>
</tr>
<tr>
<td>June 12 B5</td>
<td>March 20–June 14</td>
<td>June 15–June 27</td>
<td>Through June 14—100%</td>
<td>June 12</td>
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<td>July 18</td>
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<tr>
<td>July 10 D5</td>
<td>March 20–July 12</td>
<td>July 13–25</td>
<td>Through July 12—100%</td>
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<td>July 13</td>
<td>July 25</td>
<td>July 25</td>
<td>July 12</td>
<td>July 29</td>
<td>August 10</td>
<td>August 15</td>
<td>August 16</td>
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### Six-Week Courses

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Day to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15 M6</td>
<td>March 20–May 17</td>
<td>May 18–June 2</td>
<td>Through May 17—100%</td>
<td>May 15</td>
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<td>June 27</td>
<td>June 28</td>
</tr>
<tr>
<td>June 5 A6</td>
<td>March 20–June 7</td>
<td>June 8–23</td>
<td>Through June 7—100%</td>
<td>June 5</td>
<td>June 8</td>
<td>June 23</td>
<td>June 23</td>
<td>June 7</td>
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<td>July 14</td>
<td>July 18</td>
<td>July 26</td>
</tr>
<tr>
<td>June 12 B6</td>
<td>March 20–June 14</td>
<td>June 15–June 30</td>
<td>Through June 14—100%</td>
<td>June 12</td>
<td>June 15</td>
<td>June 30</td>
<td>June 30</td>
<td>June 14</td>
<td>July 5</td>
<td>July 21</td>
<td>July 25</td>
<td>July 26</td>
</tr>
</tbody>
</table>
# 2017 Summer Term Academic Calendar

## Seven-Week Courses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Date to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
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</thead>
<tbody>
<tr>
<td>May 15 M7</td>
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<td>May 18–June 7</td>
<td>Through May 17—100%</td>
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<td>May 18</td>
<td>June 7</td>
<td>June 7</td>
<td>May 17</td>
<td>June 12</td>
<td>June 30</td>
<td>July 5</td>
<td>July 12</td>
</tr>
<tr>
<td>June 5 A7</td>
<td>March 20–June 7</td>
<td>June 8–June 27</td>
<td>Through June 7—100%</td>
<td>June 5</td>
<td>June 8</td>
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<td>June 27</td>
<td>June 7</td>
<td>July 3</td>
<td>July 21</td>
<td>July 25</td>
<td>July 26</td>
</tr>
<tr>
<td>June 12 B7</td>
<td>March 20–June 14</td>
<td>June 15–July 5</td>
<td>Through June 14—100%</td>
<td>June 12</td>
<td>June 15</td>
<td>July 5</td>
<td>June 14</td>
<td>July 10</td>
<td>July 28</td>
<td>August 1</td>
<td>August 2</td>
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</tr>
</tbody>
</table>

## Eight-Week Courses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Date to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5 A8</td>
<td>March 20–June 7</td>
<td>June 8–June 30</td>
<td>Through June 7—100%</td>
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<td>July 28</td>
<td>August 1</td>
<td>August 2</td>
</tr>
<tr>
<td>June 12 B8</td>
<td>March 20–June 14</td>
<td>June 15–July 10</td>
<td>Through June 14—100%</td>
<td>June 12</td>
<td>June 15</td>
<td>July 10</td>
<td>June 14</td>
<td>July 14</td>
<td>August 14</td>
<td>August 8</td>
<td>August 9</td>
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</tbody>
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## Thirteen-Week Courses

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
<th>Refund Dates/Amounts</th>
<th>Late Registration Fee ($50) Begins</th>
<th>Schedule Change Fee ($50) Begins</th>
<th>Last Day to Withdraw</th>
<th>Last Day to Change from CR to AU</th>
<th>Last Date to Change from AU to CR</th>
<th>60% Point of Session</th>
<th>Final Exam Date</th>
<th>Grades Due</th>
<th>Updated GPA on TopNet</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15 M13</td>
<td>March 20–May 21</td>
<td>May 22–June 27</td>
<td>Through May 21—100%</td>
<td>May 15</td>
<td>May 22</td>
<td>June 27</td>
<td>June 27</td>
<td>May 21</td>
<td>July 6</td>
<td>August 10</td>
<td>August 15</td>
<td>August 16</td>
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</tbody>
</table>
### General Registration Information

#### Key to Buildings

<table>
<thead>
<tr>
<th>Type Course</th>
<th>Section Number</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>M (prefix)</td>
<td>Classes beginning May 15</td>
</tr>
<tr>
<td>June I</td>
<td>A (prefix)</td>
<td>Classes beginning June 5</td>
</tr>
<tr>
<td>June II</td>
<td>B (prefix)</td>
<td>Classes beginning June 12</td>
</tr>
<tr>
<td>July I</td>
<td>C (prefix)</td>
<td>Classes beginning July 3</td>
</tr>
<tr>
<td>July II</td>
<td>D (prefix)</td>
<td>Classes beginning July 10</td>
</tr>
</tbody>
</table>

### Class Periods

#### Three-Week

<table>
<thead>
<tr>
<th>May, June and July Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>8:00</td>
<td>11:15</td>
</tr>
<tr>
<td>Afternoon</td>
<td>1:00</td>
<td>4:15</td>
</tr>
<tr>
<td>Night*</td>
<td>5:00</td>
<td>9:00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May, June and July Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00</td>
<td>10:15</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30</td>
<td>12:45</td>
</tr>
<tr>
<td>3rd Period</td>
<td>1:00</td>
<td>3:15</td>
</tr>
<tr>
<td>4th Period</td>
<td>3:30</td>
<td>5:45</td>
</tr>
<tr>
<td>5th Period*</td>
<td>6:00</td>
<td>8:40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May, June and July Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00</td>
<td>9:40</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30</td>
<td>12:10</td>
</tr>
<tr>
<td>3rd Period</td>
<td>1:00</td>
<td>2:40</td>
</tr>
<tr>
<td>4th Period</td>
<td>3:30</td>
<td>5:10</td>
</tr>
<tr>
<td>5th Period*</td>
<td>6:00</td>
<td>8:05</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May and June Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00</td>
<td>9:30</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30</td>
<td>12:00</td>
</tr>
<tr>
<td>3rd Period</td>
<td>1:00</td>
<td>2:30</td>
</tr>
<tr>
<td>4th Period</td>
<td>3:30</td>
<td>5:00</td>
</tr>
<tr>
<td>5th Period*</td>
<td>6:00</td>
<td>7:50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May and June Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00</td>
<td>9:20</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30</td>
<td>11:50</td>
</tr>
<tr>
<td>3rd Period</td>
<td>1:00</td>
<td>2:20</td>
</tr>
<tr>
<td>4th Period</td>
<td>3:30</td>
<td>4:50</td>
</tr>
<tr>
<td>5th Period*</td>
<td>6:00</td>
<td>7:35</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May and June Sessions</th>
<th>Begin</th>
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<tbody>
<tr>
<td>1st Period</td>
<td>8:00</td>
<td>9:00</td>
</tr>
<tr>
<td>2nd Period</td>
<td>10:30</td>
<td>11:30</td>
</tr>
<tr>
<td>3rd Period</td>
<td>1:00</td>
<td>2:00</td>
</tr>
<tr>
<td>4th Period</td>
<td>3:30</td>
<td>4:30</td>
</tr>
<tr>
<td>5th Period*</td>
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<td>7:25</td>
</tr>
</tbody>
</table>

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
Tuition and Fee Information

Tuition and Fee Schedule
2017 Summer Term

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$413.00</td>
</tr>
<tr>
<td>Military Veteran/Dependent Resident</td>
<td>$413.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>International</td>
<td>$1,033.00</td>
</tr>
<tr>
<td>International</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>Tuition Incentive Program</td>
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<tr>
<td>Graduate, Ed. D., Psy. D.</td>
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</tr>
<tr>
<td>Resident</td>
<td>$570.00</td>
</tr>
<tr>
<td>Military Veteran/Dependent Resident</td>
<td>$570.00</td>
</tr>
<tr>
<td>Non-Resident Domestic</td>
<td>$816.00</td>
</tr>
<tr>
<td>Non-Resident International</td>
<td>$988.00</td>
</tr>
<tr>
<td>Kentucky P-12 Educator</td>
<td>(<a href="http://www.ukw.edu/kekd">www.ukw.edu/kekd</a>)</td>
</tr>
<tr>
<td>Doctor of Nursing Practice:</td>
<td></td>
</tr>
<tr>
<td>Doctor of Physical Therapy</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$643.00</td>
</tr>
<tr>
<td>Non-Resident</td>
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</tr>
<tr>
<td>Distance Learning Course</td>
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</tr>
<tr>
<td>Undergraduate</td>
<td>$496.00</td>
</tr>
<tr>
<td>Graduate (Including Ed. D. and Psy. D.)</td>
<td>$679.00</td>
</tr>
<tr>
<td>Professional MBA (per term)</td>
<td>$5,549.00</td>
</tr>
<tr>
<td>Active Military</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Program Fees:
- Educational Leadership Doctoral: $190.00 per credit hour
- Doctorate, Psychology: $150.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration): $250.00 per credit hour
- Doctorate, Physical Therapy: $300.00 per semester

Note: 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.

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.ukw.edu/admissions/tip.php](http://www.ukw.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.ukw.edu/admissions/tip.php](http://www.ukw.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 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.ukw.edu/admissions/tip.php](http://www.ukw.edu/admissions/tip.php)).

Non-Resident/International Scholarship
Non-resident students (excluding those residing in an eligible Tuition Incentive Program (https://www.ukw.edu/admissions/tip.php) county) and International students with a minimum 3.0 unweighted GPA and a minimum 25 ACT (1130 SAT) qualify for a Targeted Award. For additional information regarding eligibility and award amount refer to [www.ukw.edu/scholarship/](http://www.ukw.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 reduce their part-time status through drop/withdraw, will be made according to the appropriate refund schedule. Refer to the 2017 Summer Term Academic Calendar for specific refund schedules.

Refund Procedure
1. Complete withdrawals from the university can be processed through TopNet or 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 at www.refundselection.com.
4. Title IV recipients who completely withdraw will refer to the Student Financial Aid section.
5. Mandatory fees and course fees are non-refundable after the 100% refund period.

Refund and Financial Aid Residuals
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 unique personal code in a bright green envelope. Students will use the unique personal code to select their refund preference. Follow these simple steps:
1. Visit [www.refundselection.com](http://www.refundselection.com)
2. Enter your unique personal code
3. Choose 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 Address
Western Kentucky University
P.O. Box 980784
Charlotte, NC 28289-0784

Office Hours: (Subject to Change)
May 16-June 3: 7:30-30:00, Monday-Friday
June 6-August 12: 7:30-4:00 Monday-Thursday
7:30-12:30 Friday

- Cash, check, or money order accepted.
- 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. Credit card payments may be made through Tuition Management Systems (TMS), refer to the Online and Telephone options below.

Payment Options through Tuition Management Systems (TMS)
- Internet Credit Card Payment or Checking or Savings Account Payment (See TMS Payment Access below.)
- Visa, MasterCard, Discover or American Express is accepted with a convenience fee equal to 2.75% of the amount of payment that will be charged to the cardholder.
- Electronically debit your checking or savings account.

TMS Payment Access
- Access TMS website directly at [www.afford.com](http://www.afford.com)
- Use the Pay Tuition and Fees link on TopNet.
- Telephone directly to TMS at 1-800-722-4867.
- Social Security Number required for TMS processing.

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 their student profile. Important email correspondence will be sent to your WKU email address. 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.

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 by 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 due date.

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

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 fees inured 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 1/3% 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.

### Student Financial Aid

Summer term is considered part of the 2016-2017 award year, and eligibility for financial aid requires submission of the 2016-2017 Free Application for Federal Student Aid (FAFSA). If you have not filed a FAFSA, you may do so online at [www.fafsa.ed.gov](http://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 withdraw 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 should 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 [http://www.wku.edu/financialaid/titleiv.php](http://www.wku.edu/financialaid/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 unconditionally 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 aid programs. The assumption behind this law (regulation) is that students receiving all FN grades probably did not complete the semester, but rather walked away from WKU without officially withdrawing.

The Department of Student Financial Assistance will notify students who received financial aid and received all FN grades for a given semester that Title IV funds were returned. 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.

### Housing Accommodations

On-campus housing in Western Kentucky University’s residence halls for the 2017 summer term sessions will open on May 14, 2017, 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 14 must pre-register between April 3 and May 12, at 18 Southwest Hall.
Billing Information

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 the option they choose when selecting their refund preference at wwww.refundselection.com:

- Electronic deposit to an existing bank account of your choice.
- 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.


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 July 2 for a July Session course must send payment to the Billings Office by July 18 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.
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 broadcast 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: 270-745-2826
270-351-1192
502-942-8381
Fax: 270-745-5079

Glasgow Campus
500 Hilltopper Plaza
Glasgow, KY 42414
Office Hours
8:00 a.m. - 4:45 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: 270-679-4014
Fax: 270-684-0104

Russellville and Other Areas
1906 College Heights Blvd #81086
Tate Hall Fair, Room 201
Bowling Green, KY 42101-1086

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

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

To see which on demand courses are offered, go to http://www.wku.edu, and search the “Schedule of Classes” or go to topnet@wku.edu and select “On Demand” as the campus location. Course credit will be granted for the semester in which the student registers:
Fall: August 1 – November 30
Spring: December 1 – April 30
Summer: May 1 – July 31

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

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

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

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

Newly admitted students, please note: You must activate your WKU Email prior to logging into Blackboard. Instructions on creating your email account and accessing Blackboard are available at www.wku.edu/online/orientation. Need assistance? Email bbhelp@wku.edu or call (270) 745-7000. Students enrolled in Print or Email courses through WKU On Demand will receive course packets by mail.

WKU Online provides semester-based opportunities for students to earn college credit in a format that fits their lifestyle. There are more than 1,700 courses available each year, and over 90 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 offerings at www.wku.edu and search 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/admissions 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.

Distance Learning

WKU Online
2335 Nashvillian Way, 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

New Student Checklist for Distance Learners

Access the Orientation for Online Learners:
Undergraduate degree-seeking students with campus location “web” are required to complete the Distance Learning Topper Orientation Program (DL TOP), which is available online and accessed through TopNet.

Graduate students who are new to WKU may find it helpful to visit www.wku.edu/ondemand/orientation to gain familiarity with online learning at WKU.

Contact Your Advisor:
Undergraduate students will receive advisor contact information upon completion of DL TOP. Graduate students will be connected with their assigned advisor upon admission. It's important to work closely with your advisor to plan classes and ensure you're on track toward earning your degree!

Register for Courses:
Once you've talked with your advisor, you'll be ready to register for courses. TopNet is the student information system used to register for classes at http://topnet.wku.edu.

Purchase Textbooks:
The title and ISBN for required and recommended textbooks can be found though the WKU Store website at http://bookstore.wku.edu.

Activate Your WKU Email:
Upon admission, you were assigned a student email account. This account will need to be activated. Visit http://www.wku.edu/it/webmail to get started. (you must allow 24 hours between registration and email activation)

Access the Student Resource Portal:
The Student Resource Portal houses more than 65 support services designed to meet the needs of distance learners at WKU, including online library support, research support, online writing center, online tutoring, tech support and career services. Visit www.wku.edu/online/ to learn more.

Additional Assistance:
If you need additional assistance getting started, or at anytime, please contact WKU Online at learn.online@wku.edu or 270-745-5173.