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 viewed. If the records are not maintained by the University official to whom the request was submitted, such 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. Students 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 him or her of the 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 (including 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 responsibilities.

(b) FERPA allows the institution to routinely release information described 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, and weight and height of members of athletic teams; dates of attendance; and the most recent previous education agency or institution attended by the student. When a student requests that a directory listing be considered confidential, the University will consider the student’s wishes.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment complaints. If you believe you have experienced discrimination or harassment in such programs, activities, or employment, policies and procedures are available on the following websites: 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/

Statement of Compliance

Western Kentucky University (WKU) is committed to equal opportunity in its educational programs and employment. The University is an equal employment/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.

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WKU Policies: http://www.wku.edu/policies/
WKU Student Handbook: http://www.wku.edu/handbook/
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
- March 17
(90 or more earned hours)

Juniors
- March 18
(60 - 89 earned hours)

Sophomores
- March 19
(30 - 59 earned hours)

Freshmen
- March 20
(0 - 29 earned hours)

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.

Schedule Change Fee
Students may drop or add classes with no financial penalty through the last day to drop a class with a grade of 'W'. Instructor's approval is required for any change in class status. A successful audit is one who enrolls and participates in a course to the first day of classes on TopNet or notify the Office of the Registrar.

Repeating Courses
Students from the responsibility to officially drop any course which they have enrolled and choose not to complete. 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.

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.

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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:
2. Enter WKU ID and PIN, Login.
3. Click Personal Information.
4. Select desired activity.

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

Registration Information
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.

Tuition And Fee Payment
Registration in a course obligates the student to pay for the course and fulfills 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.
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-minute 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.

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.

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.
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 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.

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

<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>
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<tbody>
<tr>
<td>May 18 M3</td>
<td>March 16–May 19</td>
<td>May 20–June 1</td>
<td>Through May 19—100%</td>
<td>May 18</td>
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## Four-Week Courses

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## 2020 Summer Term Academic Calendar

### Five-Week Courses

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### Six-Week Courses

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### 2020 Summer Term Academic Calendar

#### Seven-Week Courses

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<td>May 20</td>
<td>June 14</td>
<td>July 2</td>
<td>July 7</td>
<td>July 15</td>
</tr>
<tr>
<td>June 8 A7</td>
<td>March 16–June 10</td>
<td>June 11–July 10</td>
<td>Through June 10—100%</td>
<td>June 8</td>
<td>June 11</td>
<td>July 10</td>
<td>July 10</td>
<td>June 10</td>
<td>July 6</td>
<td>July 24</td>
<td>July 28</td>
<td>July 29</td>
</tr>
<tr>
<td>June 15 B7</td>
<td>March 16–June 17</td>
<td>June 18–July 17</td>
<td>Through June 17—100%</td>
<td>June 15</td>
<td>June 18</td>
<td>July 17</td>
<td>July 17</td>
<td>June 17</td>
<td>July 13</td>
<td>July 31</td>
<td>August 4</td>
<td>August 5</td>
</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>May 18 M8</td>
<td>March 16–May 20</td>
<td>May 21–June 24</td>
<td>Through May 20—100%</td>
<td>May 18</td>
<td>May 21</td>
<td>June 24</td>
<td>June 24</td>
<td>May 20</td>
<td>June 19</td>
<td>July 10</td>
<td>July 14</td>
<td>July 15</td>
</tr>
<tr>
<td>June 8 A8</td>
<td>March 16–June 10</td>
<td>June 11–July 15</td>
<td>Through June 10—100%</td>
<td>June 8</td>
<td>June 11</td>
<td>July 15</td>
<td>July 15</td>
<td>June 10</td>
<td>July 10</td>
<td>July 31</td>
<td>August 4</td>
<td>August 5</td>
</tr>
<tr>
<td>June 15 B8</td>
<td>March 16–June 17</td>
<td>June 18–July 22</td>
<td>Through June 17—100%</td>
<td>June 15</td>
<td>June 18</td>
<td>July 22</td>
<td>July 22</td>
<td>June 17</td>
<td>August 17</td>
<td>August 11</td>
<td>August 12</td>
<td></td>
</tr>
</tbody>
</table>

#### 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>
</table>
### General Registration Information

#### Class Periods

<table>
<thead>
<tr>
<th>Three-Week</th>
<th>May, June and July Sessions</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td>8:00</td>
<td>11:15</td>
</tr>
<tr>
<td>Afternoon</td>
<td></td>
<td>1:00</td>
<td>4:15</td>
</tr>
<tr>
<td>Night*</td>
<td></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>7:50</td>
</tr>
</tbody>
</table>

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

* Includes a 10-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>
<th>End</th>
</tr>
</thead>
<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>
<td>6:00</td>
<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
2020 Summer Term

Per Credit Hour

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$450.00</td>
</tr>
<tr>
<td>Resident</td>
<td>$450.00</td>
</tr>
<tr>
<td>Military Veteran/Dependent Resident</td>
<td>$1,104.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$1,131.00</td>
</tr>
<tr>
<td>International</td>
<td>$1,131.00</td>
</tr>
<tr>
<td>Tuition Incentive Program</td>
<td>$579.00</td>
</tr>
</tbody>
</table>

Graduate

| Resident       | $607.00   |
| Non-Resident   | $607.00   |
| Military Veteran/Dependent Resident | $607.00 |
| Doctor of Psychology | $953.00 |
| Non-Resident (Domestic) | $917.00 |
| Non-Resident (International) | $953.00 |
| Kentucky P-12 Educator | $415.00 |

Doctor of Educational Leadership

| Resident       | $607.00 |
| Non-Resident   | $858.00 |
| Military Veteran/Dependent Resident | $607.00 |
| Doctor of Physical Therapy | $643.00 |
| Non-Resident   | $909.00 |
| Doctor of Psychology | $607.00 |
| Military Veteran/Dependent Resident | $607.00 |
| Non-Resident (Domestic) | $917.00 |
| Non-Resident (International) | $953.00 |

Distance Learning Course

| Undergraduate | $540.00 |
| Resident      | $607.00 |
| Military Veteran/Dependent Resident | $607.00 |
| Non-Resident (Domestic) | $917.00 |
| Non-Resident (International) | $953.00 |
| Professional MBA (per term) | $5,942.00 |
| Active Military | $250.00 |

Program Fees:
- Doctorate, Psychology - $200.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration) - $221.00 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.

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, 1006 College Heights Blvd #11022, Bowling Green, KY 42102-1022.

• 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. Always allow at least seven to ten business days when payment bymail. 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 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 holds 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 on 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 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 session will open on May 17, 2020, and remain open for all summer sessions.

The 2020 summer term fees will be based upon the number of days in residency, 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) 745-6551

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 not returned 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 regulations could 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.
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 disburse 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 odd-occurring 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 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/Ft 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 270-684-1488.

Elizabethtown/Ft. Knox Campus

Elizabethtown Office
610 College Street Road
Elizabethtown, KY 42701

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 lifestyle 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/studyonline.

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 for 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 ondemand@wku.edu.

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

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 delived 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
Phone: 800-535-5926 or 270-745-4158
Fax: 270-684-9797

Proctored Exams

Web courses may require proctored exams. If proctoring is required in your web course, the DELO Testing Centers (DLC) can help find an approved location near you, so you do not have to travel to campus. Locations are available across the world! The centers are certified through the National College Testing Association (NCTA) and adhere to the professional standards and guidelines provided by the organization. For more information, visit www.wku.edu/testing 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/id/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://www.wku.edu/wkustore.

Activate Your WKU Email: If you're a new student, you will need to activate your WKU email account at http://www.wku.edu/id/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/id/accounts/netid. This is what you will use to login to all of your WKU accounts.

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

Access Your Course: Students taking online semester-based or On Demand courses should 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 learnonline@wku.edu.

Office Hours
8:00 a.m. - 4:30 p.m. (CT) (F)
Phone: 270-745-3570
Fax: 270-745-4351

Regional Campus Course Location

Elizabethtown
CRPEC: Central Regional Postsecondary Education Center
ECT: Elizabethtown Community and Technical College
Ft Knox
FTKNO EDCTR: Ft Knox Education Center
Glasgow
ALBU: Learning Center
GLAS: Glasgow Campus
Owensboro
OWENS: Owensboro Campus, 4821 New Hartford Rd
Russellville and Other Areas
RUSSL: Logan County High School or Russellville High School
BROWN: Edmonson County Adult Education Center or Edmonson County High School
MORGN: Butler County High School

WKU Online

2355 Nashsville Road, Suite 120
Toll Free: 888-4WKUWEB (888-409-9832)
Bowling Green area: (270) 745-5173
Email: learnonline@wku.edu
Visit: www.wku.edu/online.