University Notices

Notification of Rights under FERPA
(Family Educational Rights and Privacy Act)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, including:

(a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a person serving on an office board or committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

(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, and weight and height of members of athletic teams. The University shall not disclose directory information without the student’s consent.

Statement of Compliance

Western Kentucky University (WKU) is committed to equitably employing students in its educational programs and employment. The University is an Equal Employment Opportunity/Affirmative Action University and a recipient of Federal Financial Assistance.

WKU Undergraduate Catalog: http://www.wku.edu/undergraduatecatalog
WKU Graduate Catalog: http://www.wku.edu/graduate/

Inquiries about alleged discrimination may also be made directly to the Office for Civil Rights, U.S. Department of Education, National Center for Education Statistics, 400军t N. Michigan Ave., 8th Floor, Washington, DC 20202-5600, or by mail to the Office for Civil Rights, U.S. Department of Education, Washington Office Building, 400 Army Blvd., Washington, DC 20202-0476.

WKU Online & On Demand: http://www.wku.edu/ondemand/
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 2018 summer term or fall semester or 2019 winter term/spring semester, or
- Officially admitted or re-admitted for the 2019 summer term.

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

Full Term 16
Half Term 8
Less than Half Term 4

Undergraduate Hours
Graduate Hours

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

Drop/Add
will be assessed a $50 late registration fee.

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

Registration Holds
TopNet will advise you of any holds on your record.

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

Undergraduate Hours
Graduate Hours

Schedule Change Fee
Students may drop or add classes with no financial penalty through the last day to drop or add a course as printed in the 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.

Priority Registration Schedule
Graduate Students March 18
Seniors and Post-Baccalaureate Students (90 or more earned hours) March 19
Juniors (60 - 89 earned hours) March 20
Sophomores (30 - 59 earned hours) March 21
Freshmen (0 - 29 earned hours) March 22

Existing students who initially register on the first day of class of any session are encouraged to consult with their advisors to be assured of appropriate course selections.

Open Registration
Students who did not participate in Priority Registration may register at any time from March 23 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.

Exceptions to using National Student Clearinghouse:
- WKU Enrollment Verification (Current and Future Terms)
  1. Log on to your TopNet account.
  2. Click Student Services, Student Records, Enrollment Verification WKU (Current and Future).
  3. Select Term, Submit Term.
- Good-Student Discounts - Automobile Insurance forms must be provided. Fax to 270-745-4830 or email Rhonda.jones@wku.edu for last names starting with A-K or Laura.dilliha@wku.edu (L-Z).
- Half Time 0.01-5.99
- Less than Half Time 6-11.99
- Full Time 12
- Less than Half Time 0.01-4.49
- Full Time 9
- Half Time 4.5-8.99
- Less than Half Time 0.01-5.99
- Full Time 12
- Less than Half Time 0.01-4.49
- Full Time 4.5-8.99
- Less than Half Time 0.01-5.99
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- Full Time 12
- Less than Half Time 0.01-4.49
- Full Time 9
- Half Time 4.5-8.99
- Less than Half Time 0.01-5.99
- Full Time 12
- Less than Half Time 0.01-4.49
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

Advising and Registration Information

See Your Advisor. Academic advising is essential to fulfilling the teaching and learning mission of Western Kentucky University. At WKU, academic advising is required for all baccalaureate and associate degree-seeking students until graduation.

Change of Major/Minor/Concentration: Baccalaureate degree-seeking students must declare a major before earning junior status (59 plus credit hours). Associate degree-seeking students must declare a major before earning sophomore status (29 plus credit hours). A Change of Major form is accessible to students in TopNet under the Student Services/Student Records menu. All students may use this form except:
  • Graduate students
  • Undergraduate students with a degree program on file (who will be directed to the Office of the Registrar to discuss the steps for changing a program of study after the degree program has been filed)
  • Undergraduate students pursuing MORE than two majors (who will be directed to the Advising

and Career Development Center)
• New incoming freshmen

ICAP (Interactive Curriculum & Academic Progress): Students may use ICAP (available through TopNet) to determine courses needed to complete degree requirements. Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run a “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 completely withdraw from the University for a particular term. Dropping full semester courses during the first 6 days of a regular semester will not show withdrawal grades on the official transcript. Withdrawal after the sixth day of the semester through the withdrawal deadline listed in the Academic Calendar will result in a ‘W’ grade for each course. The official date of the withdrawal is the date the withdrawal is processed on TopNet. After the withdrawal deadline, students must consult with each instructor for a withdrawal grade, which may be a ‘W’ or an ‘F’. Students who cease attending class(es) without an official withdrawal will receive failing grades.

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

Commencement

Students who expect to complete all degree requirements during the 2019 summer term may participate in either the 2019 spring commencement or 2019 fall commencement. Commencement information will be mailed to degree candidates.
## 2019 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 13–May 31 (May Session)</strong></td>
<td>May 13 M3</td>
<td>May 18–May 14</td>
<td>May 15–21</td>
<td>Through May 14—100% May 15—50%</td>
<td>May 13</td>
<td>May 15</td>
<td>May 21</td>
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<td>May 14</td>
<td>May 24</td>
<td>May 31</td>
<td>June 4</td>
</tr>
<tr>
<td><strong>Classes Meeting June 3–June 21 (June I Session)</strong></td>
<td>June 3 A3</td>
<td>June 18–June 4</td>
<td>June 5–12</td>
<td>Through June 4—100% June 5—50%</td>
<td>June 3</td>
<td>June 5</td>
<td>June 12</td>
<td>June 12</td>
<td>June 4</td>
<td>June 14</td>
<td>June 21</td>
<td>June 25</td>
</tr>
<tr>
<td><strong>Classes Meeting June 10–June 28 (June II Session)</strong></td>
<td>June 10 B3</td>
<td>June 18–June 11</td>
<td>June 12–19</td>
<td>Through June 11—100% June 12—50%</td>
<td>June 10</td>
<td>June 12</td>
<td>June 19</td>
<td>June 19</td>
<td>June 11</td>
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<td>June 28</td>
<td>July 2</td>
</tr>
<tr>
<td><strong>Classes Meeting July 8–July 26 (July II Session)</strong></td>
<td>July 8 C3</td>
<td>July 18–July 9</td>
<td>July 10–17</td>
<td>Through July 9—100% July 10—50%</td>
<td>July 8</td>
<td>July 10</td>
<td>July 17</td>
<td>July 17</td>
<td>July 9</td>
<td>July 19</td>
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### Four-Week Courses

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<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 13–June 7 (May Session)</strong></td>
<td>May 13 M4</td>
<td>May 18–May 15</td>
<td>May 16–24</td>
<td>Through May 15—100% May 16—50%</td>
<td>May 13</td>
<td>May 16</td>
<td>May 24</td>
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<td>May 15</td>
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<td>June 7</td>
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<tr>
<td><strong>Classes Meeting June 3–June 28 (June I Session)</strong></td>
<td>June 3 A4</td>
<td>June 18–June 5</td>
<td>June 6–14</td>
<td>Through June 5—100% June 6—50%</td>
<td>June 3</td>
<td>June 6</td>
<td>June 14</td>
<td>June 14</td>
<td>June 5</td>
<td>June 18</td>
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<tr>
<td><strong>Classes Meeting June 10–July 5 (June II Session)</strong></td>
<td>June 10 B4</td>
<td>June 18–June 12</td>
<td>June 13–21</td>
<td>Through June 12—100% June 13—50%</td>
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<td>June 13</td>
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<tr>
<td><strong>Classes Meeting July 8–August 2 (July I Session)</strong></td>
<td>July 8 C4</td>
<td>July 18–July 10</td>
<td>July 11–19</td>
<td>Through July 10—100% July 11—50%</td>
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<td>July 11</td>
<td>July 19</td>
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<td>July 10</td>
<td>July 23</td>
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<td><strong>Classes Meeting July 15–August 8 (July II Session)</strong></td>
<td>July 15 D4</td>
<td>July 18–July 17</td>
<td>July 18–26</td>
<td>Through July 17—100% July 18—50%</td>
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<td>July 18</td>
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<td>July 17</td>
<td>July 29</td>
<td>August 8</td>
<td>August 13</td>
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## 2019 Summer Term Academic Calendar

### Five-Week Courses

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<th>Class Start Date</th>
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<tr>
<td>May 13 M5</td>
<td>March 18–May 15</td>
<td>May 16–May 28</td>
<td>Through May 15—100%</td>
<td>May 13</td>
<td>May 16</td>
<td>May 28</td>
<td>May 28</td>
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<td>June 18</td>
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<td>June 22</td>
<td>July 5</td>
<td>July 9</td>
<td>July 10</td>
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<tr>
<td>July 8 C5</td>
<td>March 18–July 10</td>
<td>July 11–July 24</td>
<td>Through July 10—100%</td>
<td>July 8</td>
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<td>July 27</td>
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### Six-Week Courses

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<tr>
<td>May 13 M6</td>
<td>March 18–May 15</td>
<td>May 16–May 31</td>
<td>Through May 15—100%</td>
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<td>May 31</td>
<td>May 31</td>
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<tr>
<td>June 3 A6</td>
<td>March 18–June 5</td>
<td>June 6–June 21</td>
<td>Through June 5—100%</td>
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<td>March 18–June 12</td>
<td>June 13–June 28</td>
<td>Through June 12—100%</td>
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<td>June 13</td>
<td>June 28</td>
<td>June 28</td>
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<td>July 3</td>
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# 2019 Summer Term Academic Calendar

## Seven-Week Courses

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<th>Start Date</th>
<th>Drop/Add Dates</th>
<th>Withdrawal Dates</th>
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<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>
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<th>Updated GPA on TopNet</th>
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<tbody>
<tr>
<td>May 13 M7</td>
<td>March 18–May 15</td>
<td>May 16–June 4</td>
<td>Through May 15—100%</td>
<td>May 13</td>
<td>May 16</td>
<td>June 4</td>
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<td>May 15</td>
<td>June 10</td>
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<td>July 2</td>
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<tr>
<td>June 3 A7</td>
<td>March 18–June 5</td>
<td>June 6–June 25</td>
<td>Through June 5—100%</td>
<td>June 3</td>
<td>June 6</td>
<td>June 25</td>
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<td>July 2</td>
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<td>June 12</td>
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## Eight-Week Courses

<table>
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<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 13 M8</td>
<td>March 18–May 15</td>
<td>May 16–June 7</td>
<td>Through May 15—100%</td>
<td>May 13</td>
<td>May 16</td>
<td>June 7</td>
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<td>May 15</td>
<td>June 14</td>
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<td>July 10</td>
</tr>
<tr>
<td>June 3 A8</td>
<td>March 18–June 5</td>
<td>June 6–June 28</td>
<td>Through June 5—100%</td>
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<td>June 6</td>
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<td>June 28</td>
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<td>July 5</td>
<td>July 26</td>
<td>July 30</td>
<td>July 31</td>
</tr>
<tr>
<td>June 10 B8</td>
<td>March 18–June 12</td>
<td>June 13–July 8</td>
<td>Through June 12—100%</td>
<td>June 10</td>
<td>June 13</td>
<td>July 8</td>
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<td>June 12</td>
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## Thirteen-Week Courses

<table>
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<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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<tr>
<td>May 13 M13</td>
<td>March 18–May 19</td>
<td>May 20–June 25</td>
<td>Through May 19—100%</td>
<td>May 13</td>
<td>May 20</td>
<td>June 25</td>
<td>June 25</td>
<td>May 19</td>
<td>July 5</td>
<td>August18</td>
<td>August 13</td>
<td>August 14</td>
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## General Registration Information

### Key to Buildings

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

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<tr>
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<td>8-week course</td>
<td>May 13-July 5</td>
<td></td>
</tr>
<tr>
<td>13-week course</td>
<td>May 13-August 8</td>
<td></td>
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<tr>
<td>June I</td>
<td>A (prefix)</td>
<td>Classes beginning June 3</td>
</tr>
<tr>
<td>3-week course</td>
<td>June 3-June 21</td>
<td></td>
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<tr>
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<td>June 3-June 28</td>
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<td>5-week course</td>
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<td>7-week course</td>
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<tr>
<td>8-week course</td>
<td>June 3-July 26</td>
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<tr>
<td>June II</td>
<td>B (prefix)</td>
<td>Classes beginning June 10</td>
</tr>
<tr>
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<tr>
<td>8-week course</td>
<td>June 10-August 2</td>
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<td>July I</td>
<td>C (prefix)</td>
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<td>3-week course</td>
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<td>D (prefix)</td>
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<td>4-week course</td>
<td>July 15-August 8</td>
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### Class Periods

#### Three-Week

**May, June and July Sessions**

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<thead>
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<th>End</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
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<tr>
<td>2nd</td>
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<tr>
<td>3rd</td>
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<tr>
<td>4th</td>
<td>3:30</td>
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</tr>
<tr>
<td>5th</td>
<td>6:00</td>
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</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

#### Four-Week

**May, June and July Sessions**

<table>
<thead>
<tr>
<th>Period</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
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<tr>
<td>2nd</td>
<td>10:30</td>
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<tr>
<td>5th</td>
<td>6:00</td>
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</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

#### Five-Week

**May, June and July Sessions**

<table>
<thead>
<tr>
<th>Period</th>
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</tr>
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<tbody>
<tr>
<td>1st</td>
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<tr>
<td>2nd</td>
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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

#### Six-Week

**May and June Sessions**

<table>
<thead>
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<th>Period</th>
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<tbody>
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</tr>
<tr>
<td>2nd</td>
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<td>6:00</td>
<td>7:35</td>
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</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

**May and June Sessions**

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
<td>9:20</td>
</tr>
<tr>
<td>2nd</td>
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<tr>
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<td>6:00</td>
<td>7:35</td>
</tr>
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</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

**May and June Sessions**

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin</th>
<th>End</th>
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<tr>
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<tr>
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</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
2019 Summer Term at a Glance

### Classes Beginning May 13

- **May 13–May 31**: 3 week
- **May 13–June 7**: 4 week
- **May 13–June 14**: 5 week
- **May 13–June 21**: 6 week
- **May 13–June 28**: 7 week
- **May 13–July 5**: 8 week
- **May 13–August 8**: 13 week

### Classes Beginning June 3

- **June 3–June 21**: 3 week
- **June 3–June 28**: 4 week
- **June 3–July 5**: 5 week
- **June 3–July 12**: 6 week
- **June 3–July 19**: 7 week
- **June 3–July 26**: 8 week

**Meeting Dates & Course Prefix**

**May (M prefix)**
- May 13–May 31: 3 week
- May 13–June 7: 4 week
- May 13–June 14: 5 week
- May 13–June 21: 6 week
- May 13–June 28: 7 week
- May 13–July 5: 8 week
- May 13–August 8: 13 week

**June 1 (A prefix)**
- June 3–June 21: 3 week
- June 3–June 28: 4 week
- June 3–July 5: 5 week
- June 3–July 12: 6 week
- June 3–July 19: 7 week
- June 3–July 26: 8 week
### 2019 Summer Term at a Glance

#### June I (A prefix)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Meeting Dates</th>
<th>Classes</th>
<th>Meeting Dates</th>
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<td>3 week</td>
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<td>University Closed</td>
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</tr>
<tr>
<td>June 10–July 5</td>
<td>4 week</td>
<td>June 10–July 5</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>June 10–July 12</td>
<td>5 week</td>
<td>June 10–July 12</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>June 10–July 19</td>
<td>6 week</td>
<td>June 10–July 19</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>June 10–July 26</td>
<td>7 week</td>
<td>June 10–July 26</td>
<td>University Closed</td>
<td></td>
</tr>
<tr>
<td>June 10–August 2</td>
<td>8 week</td>
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#### Classes Beginning June 10

<table>
<thead>
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<th>Meeting Dates</th>
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</thead>
<tbody>
<tr>
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<td>June 10–June 28</td>
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</tr>
<tr>
<td>June I (A prefix)</td>
<td>June 10–July 5</td>
<td>4 week</td>
<td>University Closed</td>
</tr>
<tr>
<td>June I (A prefix)</td>
<td>June 10–July 12</td>
<td>5 week</td>
<td>University Closed</td>
</tr>
<tr>
<td>June I (A prefix)</td>
<td>June 10–July 19</td>
<td>6 week</td>
<td>University Closed</td>
</tr>
<tr>
<td>June I (A prefix)</td>
<td>June 10–July 26</td>
<td>7 week</td>
<td>University Closed</td>
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<td>June I (A prefix)</td>
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#### Classes Beginning July 8

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</thead>
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<tr>
<td>July I (C prefix)</td>
<td>July 8–August 2</td>
<td>4 week</td>
<td>University Closed</td>
</tr>
<tr>
<td>July I (C prefix)</td>
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#### Classes Beginning July 15

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<tbody>
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<td>July II (D prefix)</td>
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<td>4 week</td>
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Tuition and Fee Information

Tuition and Fee Schedule

2019 Summer Term

<table>
<thead>
<tr>
<th>Program</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Resdent</td>
<td>$442.00</td>
</tr>
<tr>
<td>Military Veteran/Dependent Resident</td>
<td>$442.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$1,104.00</td>
</tr>
<tr>
<td>International</td>
<td>$1,131.00</td>
</tr>
</tbody>
</table>

Tuition Incentive Program

Undergraduate | $573.00

Graduate

Resdent | $607.00
Military Veteran/Dependent Resident | $607.00
Non-Resident (Domestic) | $899.00
Non-Resident (International) | $962.00

Kentucky P-12 Educator

(www.wku.edu/kfeed) | $415.00

Doctor of Educational Leadership

Resdent | $589.00
Military Veteran/Dependent Resident | $589.00
Non-Resident (Domestic) | $873.00
Non-Resident (International) | $962.00

Doctor of Nursing Practice

Resdent | $663.00
Non-Resident | $858.00

Doctor of Physical Therapy

Resdent | $864.00
Non-Resident | $909.00

Doctor of Psychology

Resdent | $607.00
Military Veteran/Dependent Resident | $607.00
Non-Resident (Domestic) | $899.00
Non-Resident (International) | $962.00

Distance Learning Course

Undergraduate | $530.00
Graduate (All Studenld, G and Psy, D) | $707.00

Professional MBA

(per term) | $5,826.00

Active Military | $250.00

Program Fees:

- Educational Leadership Doctoral: $196.00 per credit hour
- Doctorate, Psychology: $202.00 per credit hour
- Doctorate, Nurse Practitioner (MSN to DNP Concentration): $221.00 per credit hour
- Doctorate, Physical Therapy: $300.00 per semester

Note:

1. Occasionally, there is an additional fee charged in relation to a specific course. Refer to the Course Fees chart on the Tuition and Fees Website for specific courses and related fees.
2. Registration fees are assessed based upon the student's classification as an undergraduate, graduate or doctoral student and are not based on the level of courses for which the student registers.
3. Tuition and fees for 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 13 to August 8.

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 2019 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 270-745-6363.

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 at www.refundselection.com.
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 Address

Western Kentucky University
P.O. Box 890784
Charlotte, NC 28289-0784

Payment Processing in the Billings and Receivables Office - Potter Hall Room 208

Office Hours: (Subject to Change)
May 13 to August 9: 7:30 a.m.-4:00 p.m.
Monday-Thursday 7:30 a.m.-12:30 p.m. 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

- Use the Pay Tuition and Fees link on TopNet.
- Telephone directly to TMS at 1-800-722-4867.
- WKU Student ID 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 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.
3. Important Note for Scholarship and Financial Aid Recipients: Approved scholarships, including non-resident graduate scholarships, will be applied to
Students who fail to pay their tuition and fees to the Bursar's Office. All students, including financial aid recipients, are required to submit any balance due payments by the deadline based upon their registration dates.

4. Third Party Billing - For tuition and fees to be paid in-full or in-part by a third party after the stated due date, a written authorization must be submitted to the Billings and Receivables Office and approved before May 1. When such a written authorization is not received and/or approved, the student will be required to make the full payment by the printed due date.

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

Financial Warning: Students who fail to pay their balance in full by the due date will be placed on "Financial Warning." A financial obligation hold will be placed on the student's account which prohibits registration activity and receipt of transcript until balance is paid in full.

6. If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Registrar’s Office in writing to ensure that you will not owe tuition and late payment fees and receive "F" grades.

NOTE: You are responsible for your own enrollment status.

7. The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or to obtain an official transcript until the Registrar has been notified that the obligation has been settled.

8. In the event that any tuition, fees and/or other expenses are not paid when due and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs and/or fees incurred by the University. Delinquent accounts receivables are placed with a collection agency and/or the Kentucky Department of Revenue and collection costs will be added, increasing the amount owed. If an account is placed with an agency or the Kentucky Department of Revenue, the student agrees to reimburse WKU the fees of any collection agency and/or the Kentucky Department of Revenue, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, we incur in such collection efforts. Accounts will also be reported to the National Credit Bureaus.

Other Information

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

2. Appeals - Any student or parent who believes any policy or procedure in this section on Tuition and Fee Information presents a basic unfairness should present their concern in writing to the Chief Financial Officer who will refer the appeal to a University Committee for a decision. The decision of the Committee will be final.

3. IMPORTANT INFORMATION regarding email communication: University policy requires that you use the provided WKU email address for all university email communication. You are strongly advised to access your WKU email account routinely to stay informed of important university business such as information regarding your bill and/or financial aid. You may forward your WKU email address to a personal address; however, you do so at your own risk of not receiving critical university communications. For additional information on your WKU email account, including how to change your WKU email password or how to forward your WKU email address, go to www.wku.edu/accounts.

4. Housing Accommodations

On-campus housing in Western Kentucky University’s residence halls for the 2019 summer term sessions will open on May 12, 2019, 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 12 must pre-register between April 1 and May 10, at 18 Southwest Hall.

The 2019 summer term fees will be based upon the number of weeks in residency, times the weekly rate for the housing option selected. The rates will be $140 per week for a double and $210 per week for a private. There will be a limited number of private rooms available. For more information, contact the Department of Housing and Residence Life in Southwest Hall or call (270) 745-3125.

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

6. FOR MORE INFORMATION:

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

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

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

Residues/WKU Debit Card/BankMobile Card and Collections Office
Potter Hall, Room 208
Phone: (270) 745-5551

Student Financial Aid
Summer term is considered part of the 2018-2019 award year, and eligibility for financial aid requires submission of the 2018-2019 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 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 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 is 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
Billing Information

Fee Payment Schedule—Summer 2019

<table>
<thead>
<tr>
<th>Registration Dates</th>
<th>Bill Date (via-e-bill)</th>
<th>Postmark Date</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through April 30 (students whose schedule includes a May session course.)</td>
<td>May 1</td>
<td>May 9</td>
<td>May 15, 4:00 p.m.</td>
<td>Tuition and fees are due in full for all students enrolled in a May session class</td>
<td>$100 Late Payment Penalty</td>
</tr>
<tr>
<td>May 1- June 2**</td>
<td>June 3</td>
<td>June 11</td>
<td>June 18, 4:00 p.m.</td>
<td>Full payment; Balance for students who have not paid fees in full (including late payment fees)</td>
<td>$100 Late Payment Penalty</td>
</tr>
<tr>
<td>June 3-June 30 (Note 2)**</td>
<td>July 1</td>
<td>July 12</td>
<td>July 16, 4:00 p.m.</td>
<td>Full payment; Balance for students who have not paid fees in full (including late payment fees)</td>
<td>$100 Late Payment Penalty</td>
</tr>
</tbody>
</table>

Note 1: Failure to receive an e-bill does not relieve the student of the obligation to pay tuition and fees by the due date. For questions, please call (270) 745-6381. If you register and decide not to attend, you must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Office of the Registrar in writing to ensure that you will not owe tuition and late payment fees and receive ‘F’ grades. You are responsible for your own enrollment status.

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

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

Refunds and Financial Aid Residuals

Western Kentucky University has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through BankMobile Disbursements.

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

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

NOTE: The university will NOT issue residual/refund checks, so you MUST choose an option for receiving any refund due to you. The funds are sent from the university to BankMobile who then disburses the refunds according to the choice a student has made during the selection process.

BIG RED HAS GONE GREEN!

All bills are E-bills for WKU Students

WKU does not mail paper billing statements to students. All billing is electronic, with students receiving account statements through their WKU email address. As an added service, students can also select a billing email address via TopNet so they can have their account statements sent to another email address, in addition to their WKU email address.

Benefits of e-billing:

- You are notified by email when your bill is ready to view.
- Billing history is available for viewing throughout the semester.
- You will always receive the bill, no worry of bills getting lost in the mail.
- No more paper – environmentally friendly!
Other Learning Opportunities

Regional Campuses

General Information

"Course Cancellation: Course offerings are subject to cancellations or change by the University as enrollment figures/other circumstances dictate. Questions concerning course cancellations should be directed to the appropriate Regional Campus Center (see list on this page).

"Cancellation of Regional Campus Classes: If hazardous weather or other endangering conditions cause the University to close, all Regional Campus classes will be cancelled. Local conditions may necessitate cancellation of classes at specific locations. In either case, University personnel will notify the news media when Regional Campus classes are to be cancelled. When in doubt, call the appropriate Regional Campus or call 270-936-0000 and listen to a recorded message for closings. Closing notices will also be found on 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 for 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 270-659-6991. 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: 270-745-5995
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. - 3:30 p.m. (ET) (F)
Phone: 270-745-2026
270-351-1192
502-942-8381
Fax: 270-745-5079

Glasgow Campus

500 Hillside Campus
Glasgow, KY 42141

Office Hours

8:00 a.m. - 4:45 p.m. (CT), (M-Th)
8:00 a.m. - 4:30 p.m. (CT) (F)
Phone: 270-694-9297
270-745-5095
Fax: 270-684-0104

Russellville and Other Areas

Russellville Campus

1906 College Hills Blvd #1086
Tate Pole Hall, Room 201
Bowling Green, KY 42101-1086

Office Hours

8:00 a.m. - 4:30 p.m. (CT) (M-Th)
8:00 a.m. - 4:00 p.m. (CT) (F)
Phone: 270-694-9297
270-745-5095

Online Learning

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 specifically designed to complete a significant portion of required courses online, offering additional flexibility within any program of study. For a complete list of available degree programs, please visit our website at www.wku.edu/online.

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 contact your office at WKU On Demand in Garrett Conference Center, Room 101.

To learn more:

Visit: www.wku.edu/ondemand

Call: 800-535-6626 or 270-745-4158

Proctored Exams

Web courses may require proctored exams. If proctoring is required in your web course, the DELO Testing Centers (semester-based web courses may be accessed up to 48 hours prior to the first day of classes). To log into Blackboard, you will need your Net ID and Password. For help accessing your Net ID, please refer to http://www.wku.edu/accounts/student-support.

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.

Access Your Course:

Look up Your Net ID:

Purchase Your Textbook(s):

Register for Courses:

Complete Advising:

Feedback:

Access Your WKU Email:

Activate Your WKU Email:

Register for Courses:

Purchase Your Textbook(s):

Look up Your Net ID:

Login to MyWKU:

Access Your Course:

Do you need assistance:

Register for Courses:

Purchase Your Textbook(s):

Look up Your Net ID:

Login to MyWKU:

Access Your Course:

Do you need assistance: