REGISTRAR UPDATES

FALL 2022

DROP FOR NON-ATTENDANCE

DEADLINE TO SUBMIT DROP FOR NON-ATTENDANCE VIA TOPNET: TUESDAY, AUGUST 29

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.

Non-attendance 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.

Instructors have the right to drop non-attending students during the drop/add period to allow other students to register for the course, thus cutting down on waitlists and bottlenecks.

Please review your course roster(s) to make sure those on the list have attended your classes. If a student has not attended any of your class meetings, please complete a drop for non-attendance through TopNet. You may find instructions here:
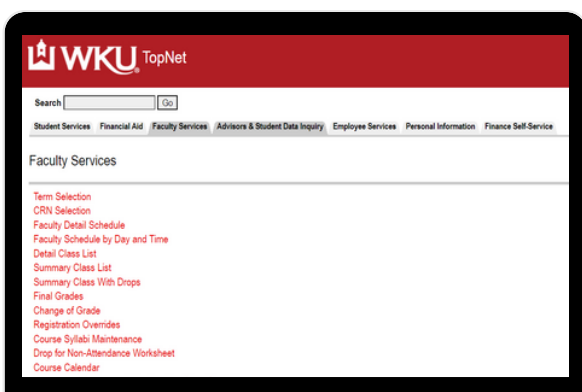
WHAT'S INSIDE

ATTENDANCE POLICY

Registration in a course obligates the student to be regular and punctual in class attendance. Students should make certain their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see the error is corrected in the Office of the Registrar.

Instructors may create guidelines for attendance in each course. The instructor must notify students of the attendance policy in writing within one week of the start of the pertinent semester/term/summer session. It is recommended that this information be included in the course syllabus.

Students' role in class attendance may be accessed via the Academic Catalogs found here: https://catalog.wku.edu/undergraduate/academic-information/academic-requirements-regulations/#text

FALL 2022 GRAD FAIR
MONDAY, OCTOBER 24 AND TUESDAY, OCTOBER 25
10:00 AM - 6:00 PM
DOWNING STUDENT UNION, 3RD FLOOR

Grad Fair is WKU's beginning to the graduation celebration. It is the place to take care of graduation planning and check out graduation-related services. Students can:

- Pick up their cap and gown
- Pick up a graduation schedule of events for their college
- Take their graduation photo
- Order their personalized graduation announcements and class ring from Jostens

COLLEGE RECOGNITION CEREMONIES
FRIDAY, DECEMBER 9
E.A. DIDDLE ARENA

Each of WKU's colleges will host a special recognition ceremony to celebrate their Fall 2022 graduates. The College Recognition Ceremonies will take place in Diddle Arena.

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

The College Recognition Ceremony times are forthcoming.

2022-2023 ACADEMIC CATALOGS
AVAILABLE NOW

The 2022- 2023 Academic Catalogs are now live. Faculty, Staff and Students can access the catalogs here: https://catalog.wku.edu/.

The WKU Catalogs, published annually, provide information about the programs of Western Kentucky University to students, prospective students, and faculty and staff of the University. Included is information concerning requirements for admission, services available to students, course offerings, and listings of the administrative offices.

FALL 2022 SURVIVAL GUIDE
BOOKMARK THESE HELPFUL QUICK LINKS

RREGISTRAR | WWW.WKU.EDU/REGISTRAR
REGISTRATION GUIDE | WWW.WKU.EDU/REGISTRATIONGUIDE
FALL 2022 FINAL EXAM SCHEDULE | WWW.WKU.EDU/REGISTRATIONGUIDE
DEGREE WORKS | WWW.WKU.EDU/DEGREEWORKS
DEGREE CERTIFICATION | WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION
UNDERGRADUATE CATALOG | WWW.CATALOG.WKU.EDU/UNDERGRADUATE
GRADUATE CATALOG | WWW.CATALOG.WKU.EDU/GRADUATE

FALL 2022 IMPORTANT DATES

Monday, August 22
First day of classes

Monday, August 29
Last day to add/drop a full semester course

Monday, August 29
Last day to receive a 100% refund for a full semester course

Tuesday, August 30
$50 Schedule change fee begins for full semester courses

Monday, September 5
Labor Day (University closed)

Monday, September 5
Last day to receive a 50% refund for a full semester course

Monday, September 12
Last day to receive a 25% refund for a full semester course

Monday, October 10
Priority Registration for Winter 2023 begins

Thursday-Friday, October 13-14
Fall Break (University closed)

Monday, October 17
Priority Registration for Spring 2023 begins

Monday, October 31
Last day to withdraw from a full semester course

Wednesday-Friday, November 23-25
Thanksgiving Break (University closed)

Monday-Thursday, December 5-8
Finals week

Tuesday, December 13 at Noon
Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK FALL 2022

Time	Monday, Dec 5	Tuesday, Dec 6	Wednesday, Dec 7	Thursday, Dec 8
Day Classes				
8:00 a.m. to 10:00 a.m.	Classes meeting first at 8:00 Tuesday	Classes meeting first at 9:10 Monday	Classes meeting first at 11:10 Tuesday	Classes meeting first at 8:00 Monday
10:30 a.m.to 12:30 p.m.	Classes meeting first at 10:20 Monday	Classes meeting first at 12:45 Tuesday	Classes meeting first at 11:30 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed
1:00 p.m. to 3:00 p.m.	Classes meeting first at 9:35 Tuesday	Classes meeting first at 12:40 Monday	Classes meeting first at 2:20 Tuesday	Classes meeting first at 3:25 Mon/Wed
Late Afternoon and Night Classes				
3:45 p.m. to 5:45 p.m.	Classes meeting at 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple Sections of MATH 205, 308; CHEM 222, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur;	Classes meeting at 4:00 Wed only; 4:30 Wed only; 4:30 Mon/Wed	Classes meeting at 4:00 Thur only; 4:30 Thur only; 4:30 Tue/Thur
6:00 p.m.to 8:00 p.m.	Classes meeting at 5:00 Mon only; 5:30 Mon only; 6:00 Mon only; 6:30 Mon only; 7:00 Mon only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tues only; 5:30 Tues only; 6:00 Tues only; 6:30 Tues only; 7:00 Tues only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur

NOTE:

- All final examinations for Main Campus and South Campus courses must be administered according to this schedule.
- Final examinations for regional campus courses are administered at the regular class meeting time during finals week.
- Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department head.
- Final grades are due by noon on Tuesday, December 13.

CONNECT WITH OUR TEAM

Adam Ashby
Coordinator, Student Records and Registration

5-2722

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

Jessica Dorris
Assistant Registrar

5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Degree Works (GR)
Registrar Websites

Jennifer Hammonds
University Registrar

5-5030

Student Schedule Exception Fee Appeals
CourseLeaf Questions
FERPA Questions
Merging Blackboard Courses

Dana Jones
Degree Certification Officer (A-K)

5-5447

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

John Paul Lack
Coordinator, Student Records and Registration

5-2675

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

Marleen Murphy
Scheduling Coordinator

5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray
Associate Registrar

5-6451

Committee on Credits and Graduation
International Student Verification
Residency Determinations
Medical and Military Withdrawals
Scholar of the College
Ogden Foundation Scholar Award
Misc. Registration Issues

Leslie Vanderpool
Coordinator, NCAA Compliance

5-5411

Name Changes
Application for Graduation
NCAA eligibility
Diplomas – duplicates and/or damaged
Confidential flag
Preferred name
Complex transcript issues

Marsha Wagoner
Degree Certification Officer (L-Z)

5-2406

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

Ryan Wilson
Curriculum Coordinator

5-6967

Degree Works (UG)
Undergraduate Catalog
Registrar and Commencement Budget