**STUDENT SERVICES**

**Career Development Services**

*Advising and Career Development Center (ACDC)*

www.wku.edu/career/
www.wku.edu/topjobs
career.services@wku.edu
Downing Student Union 2001
(270) 745-3095

Career development services for graduate students are provided by the Advising and Career Development Center. All other ACDC services are specifically for undergraduate students. Contact the Graduate School (graduate.school@wku.edu) for additional graduate student service information.

**Counseling Center**

www.wku.edu/heretohelp
ctc@wku.edu
Potter Hall 409
(270) 745-3159

The Counseling Center at WKU provides: individual, couples, and group counseling services for currently enrolled students; educational programs for classes, organizations, and departments; consultation to faculty and staff regarding student behavior; referrals to psychiatrists, psychologists, and counselors outside of the university; and, crisis/emergency assistance for situations that arise on campus or in our community.

**Dero Downing Student Union**

https://www.wku.edu/dsu/
dsu.operations@wku.edu
Downing Student Union
(270) 745-5793

The Downing Student Union is truly the crossroads of WKU. Located on the ground floor are The WKU Store, Post Office & Print Center. On first floor, visitors will find the Downing Student Union Operations Office, Fresh Food Company, the Food Court, The Red Zone, Starbucks, Burrito Bowl, Student Accessibility Resource Center, a Study Lounge, the Recreation Room, and a 633-seat Auditorium. Located on the second floor are the Office of the Dean of Students, The Center for Career and Professional Development, Academic Advising & Retention Center, Transfer Center, Student Government Association (SGA), Offices for Student Activities and Leadership & Volunteerism Program, The Intercultural Student Engagement Center, The Gallery, administrative offices for the WKU Restaurant Group, the Spirit Masters Office, and the ID Center. And, the third floor has various sizes of meeting and multipurpose rooms. To reserve space in the Union please visit www.wku.edu/dsu.

**Division of Extended Learning and Outreach**

www.wku.edu/delo
delo@wku.edu
Knicely Conference Center 105
2355 Nashville Road
Bowling Green, KY 42101

(270) 745-1900

The Division of Extended Learning & Outreach (DELO) at WKU is made up of several units that take the educational resources of WKU to the citizens of Kentucky and around the world. We are the outreach arm of the university, offering both credit and non-credit classes to students of all ages. We partner with University faculty and departments to offer convenient and flexible learning opportunities to students. We work with businesses and organizations to provide customized training, to plan special events, and to develop degree programs that meet their specific needs.

DELO units work both separately and together to support the mission of the University:

- Academic Outreach (includes WKU Online, Online Program Services, Online Program Development, DELO Testing Centers, Dual Credit, Cohort Programs, and Summer Sessions/Winter Term)
- WKU Regional Campuses
- Continuing & Professional Development (includes Career & Workforce Development and Lifelong Learning)
- The Center for Innovative Teaching and Learning
- WKU Conference Services

**Academic Outreach**

**WKU Online**

WKU offers flexible pathways to degree attainment, allowing students to earn a complete degree online or choose to take a combination of face-to-face and online courses. Courses are delivered on the web in semester-based Online classes and non-semester based On Demand web classes. Support staff are located in Garrett Conference Center, Office 101.

There are more than 1,700 courses available each year, and over 90 degree programs and certificates at the graduate and undergraduate levels. In addition, there are several degree programs that allow students to complete a significant portion of required courses online, offering additional options for flexibility within their program of study. For a complete list of online degree programs, please visit our website at wku.edu/online. To contact a representative, call (270) 745-5173 or 1-888-4WKUWEB (888-495-8932) or email learn.online@wku.edu.

WKU Online also offers an On Demand (https://www.wku.edu/ondemand) option that provides flex-paced, asynchronous online courses for students to pursue educational experiences outside the traditional college classroom. WKU On Demand opportunities are offered to help undergraduate and graduate students who, because of distance or time constraints, cannot participate in traditional on-campus or semester-based online courses. WKU On Demand is uniquely qualified to serve students living across the state, across the country, and around the world. WKU On Demand offers over 100 web courses and WKU faculty teach all courses.

Students may register for on demand courses any day of the year. Students may complete WKU On Demand courses in as little as 7 weeks or take up to 9 months. Admission to the university is not required to enroll in on demand options; however if students intend to pursue a degree, they must be formally admitted. All registrations are considered in-state for tuition purposes. A list of available WKU On Demand courses can be found on our website at wku.edu/ondemand or by viewing WKU's Schedule of Classes and searching by the campus, “On Demand.” To contact a representative, call (270) 745-3815 or 1-800-535-5926 or email ondemand@wku.edu.
Online Program Services (OPS)
Online Program Services provides students with access to support designed to help them succeed in reaching their educational goals. OPS professionals are on staff to answer questions about online degrees and web courses, assist with the admission and course registration process, and connect students to needed resources! Services include an online orientation, library services, research support, an online writing center, and online tutoring. In addition to one-on-one support provided by OPS, live and recorded webinars are also available on a variety of topics. Services are accessible with a single click through the Student Resource Portal at www.wku.edu/online/srp. For additional information on services available and online degree programs, please visit wku.edu/online or call (270) 745-5173.

Online Program Development (OPD)
OPD extends programmatic support to academic departments to facilitate the development and offering of online learning courses and programs. OPD offers marketing and promotion, financial support for online course development, and guidance on state authorization compliance. Using data-driven solutions, OPD serves faculty and supports online courses that have a measurable, positive impact on WKU students. For more information, call (270) 745-5305.

DELO Testing Centers (DLTC)
The DLTC provides testing services to students taking online courses through WKU and other higher education institutions. The centers are certified through the National College Testing Association (NCTA) and adhere to the professional standards and guidelines provided by the organization. Additionally, DLTC administers a number of academic placement and workforce certification exams. For more information, check out our website: wku.edu/testing or contact our office at 270-745-3628.

Dual Credit
Dual Credit is a unit within WKU’s Division of Extended Learning and Outreach (DELO) that serves qualified high school students with the opportunity to earn university credit as part of their high school curriculum. The program provides enrichment opportunities to academically talented students who are ready for the challenge of university coursework.

High school administrators recommend students for participation in Dual Credit based on the student’s potential for academic success in a college level program; however, it is not a “gifted and talented” program. Students receive both high school and university credit upon successful course completion.

Dual Credit students are registered and enrolled in WKU as a "non-degree seeking student prior to high school graduation." Participation in a Dual Credit course does not guarantee admission to WKU as a "degree-seeking freshman." Grades received in Dual Credit courses are recorded as part of the student’s official university transcript with WKU and will transfer to most colleges and universities throughout the United States. Courses are offered at a substantially reduced tuition rate and provide a means of preparing college bound students to make a successful transition to post-secondary education.

Dual Credit partners to provide courses at area high schools and also offers students the opportunity to participate in a variety of online offerings. Western Kentucky University and Dual Credit support the Kentucky Council on Postsecondary Education’s Dual Credit policy that supports a seamless path of education and training for students. For more details, visit cpe.ky.gov/policies/ (http://cpe.ky.gov/policies). For more information about WKU Dual Credit, visit wku.edu/dualcredit, call (270) 745-2386, or email dual.credit@wku.edu. Dual Credit is located in the Office of Academic Outreach at the Knicely Conference Center, Room 118.

Summer Sessions and Winter Term
The Division of Extended Learning and Outreach provides administrative support for Summer Sessions and Winter Term. These are optional terms offering short, intensive courses on campus, online, and through Study Abroad. Winter and Summer sessions are excellent opportunities for students to move more quickly toward graduation, lighten Fall/Spring semester load, or catch up after changing majors. For more information, check our website wku.edu/summer or wku.edu/winter or contact our office at (270) 745-2478.

Regional Campuses
Western Kentucky University is designated by the Kentucky Council on Postsecondary Education as a regional university that is responsible for the needs of students in the designated service area (DSA), which consists of 27 counties.

Under the direction of the Division of Extended Learning and Outreach (DELO), WKU regional campuses bring the resources of the University to each region, enhance academic offerings with a combination of in-person, online and hybrid delivery formats and provide academic programs to meet the unique needs of each community. Students may qualify for transfer scholarships (https://www.wku.edu/financialaid/scholarships/ transfer.php) and financial assistance (https://www.wku.edu/ financialaid).

WKU Elizabethtown-Ft. Knox Campus
www.wku.edu/etown-ftknox (etown-ftknox@wku.edu)
etown-ftknox@wku.edu
Elizabethtown
610 College Street, CRPEC 130
Elizabethtown, KY 42701
(270) 706-8870
Fort Knox
31 Warehouse Street, Building 65
Fort Knox, KY 40121
(270) 706-8870
Hardin County Schools Early College and Career Center (EC3)
200 University Drive
Elizabethtown, KY 42701
(270) 706-8870

In 1964, WKU began offering graduate classes in Elizabethtown for teachers and school administrators within the region. In 1976, WKU partnered with the Army Continuing Education Center to offer classes at Fort Knox. Today, WKU Elizabethtown/Ft. Knox has offices at the Elizabethtown Community and Technical College, at Fort Knox and at the Hardin County Schools Early College & Career Center (EC3).

WKU Elizabethtown-Fort Knox provides students throughout the region with access to a variety of courses and degree programs, as well academic & transfer advising, financial aid counseling, computer lab, writing assistance, testing center, military student services, career & workforce development and other recourses to help them succeed.

WKU Glasgow Campus
www.wku.edu/glasgow (glasgow@wku.edu)
glasgow@wku.edu
500 Hilltopper Way
The Center for Innovative Teaching and Learning (CITL) supports the teaching and learning mission of the university. CITL collaborates with faculty to design content and courses that promote an active learning environment for students enrolled in traditional face-to-face instruction, flipped classrooms, blended/hybrid courses, and online courses and degree programs.

CITL identifies current and emerging instructional technologies and works with faculty and staff to incorporate these tools and innovations into curricular and co-curricular activities to promote student learning and engagement. CITL also offers an extensive array of professional development opportunities for the university community centered on teaching effectiveness, student learning and engagement, and the use and assessment of high impact practices. These training opportunities are delivered via professional learning communities, seminars, webinars, workshops, and more personalized training events for departments and units.

English as a Second Language International (ESLi)

www.wku.edu/esli/esli@wku.edu
Tate Page Hall 317-328
(270) 745-8871

ESLi partners with universities in the U.S. and Canada to offer students opportunities to learn English, gain admittance to their field of study, and assist them in achieving their academic goals. This intensive language program includes 25 hours of instruction each week in reading, writing, listening, speaking, grammar, and vocabulary. The program also provides cultural context through academic excursions, conversation partners, and recreational activities.

Health Services

www.wku.edu/healthservices
ggc.wkuhealthcare@wku.edu
1681 Normal Drive
(270) 745-CARE (2273)

Graves Gilbert Clinic Health Services is a full service primary care center dedicated to providing the WKU campus and community with quality medical care and health promotion services. On site services include physician and nurse practitioner office visits, psychiatric mental health, women’s and men’s health, ECG, laboratory, x-ray, allergy shot administration, immunizations, STI testing/treatment, contraceptives, physicals, drug screenings, occupational health, health education and wellness services. In addition, Graves Gilbert Clinic is a multi-specialty group with access to a broad array of in-depth health care services.

The staff includes Board Certified Medical Doctors (Family Medicine and Internal Medicine), Nurse Practitioners, registered medical assistants, x-ray and lab technicians. The Clinic is a provider for many insurance plans and will be listed in your group’s provider list if we are participating in your plan. Patients need to bring a current copy of their health insurance card, photo id, and applicable co-pay for each visit. Failure to present your insurance card(s) at registration may result in you being considered a self-pay patient with the accompanying expectation of payment at the time of service. If you do not have insurance coverage, at least a partial payment will be expected at the time of service. If charges are not paid in full on the date of service, you will be requested to provide the Financial Counselor with credit or debit card information. We accept BIG RED CARD for co-pays and payments.

As a courtesy, we will file insurance when appropriate or bill the patient directly. Our current hours for the fall/spring semester are Monday through Thursday 8am-6pm and Friday 8am-4:30pm. Physicians will be providing after hour call coverage with access to Graves Gilbert Clinic Walk In Care and Emergency Room Services if needed.

Domestic students that are interested in purchasing the student health insurance plan should contact Steve Rey (steve.rey@wku.edu), (270) 745-6060. International students that are interested in...
purchasing the student health insurance plan should contact Toni Dye (toni.dye@wku.edu), (270) 745-4857.

Housing and Residence Life
www.wku.edu/housing
hrl@wku.edu
Southwest Hall, Room 18
(270) 745-4359

The Department of Housing and Residence Life, in partnership with the student and the university community, will provide a premier living/learning experience that promotes student success. We offer 16 residence halls with a variety of living options to accommodate the needs and preferences of our student population. Several of the amenities include the following: cable television, Internet connections and wifi capability in each bedroom, and laundry facilities in each hall. Apartment living is also available to juniors, seniors, and graduate students.

Leadership is provided in each hall by live-in professional staff members. Additionally, community advisors, resident assistants, desk clerks and night clerks work to provide services in the halls that include a 24-hour information/security desk operation. Residence hall rooms are equipped to accommodate two students and each room is furnished with beds, chests of drawers, bookshelves, closet space, desks and chairs.

Housing Deposit and Fee Payment
The Residence Hall Housing Agreement requires an accompanying $150 deposit. This deposit will remain on file throughout the resident’s term of occupancy and serves as a combination room reservation, damage, cancellation and room checkout deposit. It does not apply to the semester housing fee, and may be carried over to subsequent academic years. Students may apply online with credit/debit card or by mail with check or money order. Completed Residence Hall Agreement forms should be sent to the Department of Housing and Residence Life, 1906 College Heights Blvd. #11093, WKU, Bowling Green, Kentucky 42101-1093. Make checks or money orders payable to Western Kentucky University.

Students who submit a Residence Hall Housing Agreement and deposit prior to the first day of classes for either fall or spring semester will be billed their appropriate housing fee by the business office. Payment must be made in full by the date specified on the bill. Students who submit a Residence Hall Housing Agreement and deposit on or after the first day of classes for either the fall or spring semester must remit the full semester, prorated semester, or full bi-term housing fee at the business office at the time the Housing Agreement is submitted and accepted.

Room Assignments
Room assignments are made based upon the date of receipt of the Housing Agreement. Returning residents who renew their housing agreement prior to the established deadline are given “priority status” and are reassigned first. Incoming freshmen and transfer students are assigned next based upon their date of receipt. Although there are no guarantees, special consideration is given to the indicated preferences. Roommate preferences are made based on availability and mutual requests. It is recommended that residents wishing to room together should submit their Agreements together when possible.

Cancellations and Refund Policy
The Residence Hall Housing Agreement is for the full academic year. Students who submit written notice of cancellation to the Department of Housing and Residence Life prior to the beginning of the academic year may receive a partial refund of the advance deposit based upon the following dates:

- Cancellations received by July 1 for an agreement beginning fall semester or November 15 for spring semester only, students will receive 2/3 refund of deposit or $100.00.
- Cancellations received between July 2 and August 1 for an agreement beginning fall semester or between November 16 and December 15 for spring semester only, will result in a 1/3 refund of deposit or $50.
- For cancellations received after August 1 for fall semester or December 15 for spring semester only, students do not receive a refund of the advance $150 deposit. Exceptions to this policy include only those students who are denied admission to the University or not assigned due to lack of residence hall space.

Residents who cancel their Residence Hall Housing Agreement at any time during the academic year, and subsequently continue full-time enrollment, will be assessed a $750 contract termination fee, will not receive any refund of their housing deposit and may be assessed housing fees for all applicable semesters. Requests for Exemption from the Contract Termination fee are available in the Department of Housing and Residence Life.

Extended Living
Extended living is offered at Barnes-Campbell Hall, Hilltopper Hall, and Northeast Hall, which allows students to remain in their rooms during the Thanksgiving, semester and spring break periods. All other halls close for these periods which makes this a good option for those who cannot travel during the breaks, need to work in town during breaks or need to be here for university related activities.

ID Center
www.wku.edu/idcenter
Downing Student Union 2125
(270) 745-2417

All full-time and part-time students are issued a personal photo identification card (WKU ID Card). The ID card is valid for one year and entitles the full-time student admission to campus athletic events, use of recreational facilities including Preston Center, library privileges, and other university services. It can be used as a debit card at all restaurant group facilities, the WKU Store, WKU Postal Services, Student Health Services, selected vending and laundry machines. Part-time student ID Cards provide similar privileges with the exception of admission to some recreational activities unless an additional fee is paid.

Information Technology
www.wku.edu/it
www.wku.edu/it/helpdesk
Mass Media and Technology Hall 224
(270) 745-7000 Help Desk

The Division of Information Technology supports the university’s mission through the application of computing and communications resources. The division is organized into five departmental areas: Academic Technology, Enterprise Systems, Enterprise Applications and Programming, Technical Support Services, and Communication Technologies.

The institution provides a full complement of state of the art academic and administrative systems and services which target the evolving needs of students, faculty, staff, and alumni. Some of these IT services
include fully wired and wireless network access on the main and regional campuses; instructional delivery using interactive television and web-based distance learning; mobile device app support for key systems and services such as email, course schedules, meal plan management, campus maps, and bus schedules; 15 student technology center locations (open labs), including South Campus and all extended campuses, providing 554 computers available to all WKU students, faculty, and staff, and support of 158 departmental labs/classrooms with a total of over 2800 computers. All open labs have free laser printing.

The WKU IT infrastructure is robust and provides high speed, high bandwidth connectivity and utilizes the Internet2 research network where appropriate. In addition, WKU IT provides a number of user support services including an IT Help Desk with extended hours, Resnet Services for repair of student computers and devices, and a Student Technology Resource Center where students can create audio/video media and check out digital devices.

**Intercultural Student Engagement Center**

www.wku.edu/studentaffairs  
Dero Downing Student Union 2041  
(270) 745-5066

The Intercultural Student Engagement Center promotes a culturally inclusive campus environment, cultural awareness and competence, inter-group dialogue, engagement and intercultural interaction, and supports lifelong learning about self and others. The office serves as a hands-on recruitment and retention resource for the many cultural, religious/spiritual, and identity groups reflected within the WKU community. The Center provides student support services to foster academic success and sponsors culturally based celebratory events. Staff within the Intercultural Student Engagement Center carry out programmatic initiatives designed to increase the cultural competency of students, faculty, and staff. Additionally, Center staff manages respectful spaces for students to learn about themselves and others through meaningful experiences, dialogues, and opportunities for growth.

**International Student Office**

www.wku.edu/iso  
iso@wku.edu  
Honors College and International Center (HCIC)  
(270) 745-4857

The International Student Office (ISO) welcomes and assists international students and visiting scholars through advisement, programming, and support services. As the primary point of contact for prospective students and visiting scholars, ISO generates immigration documents necessary for them to secure the appropriate F-1 or J-1 visa that is required to study or work at Western Kentucky University. ISO is responsible for ensuring WKU’s compliance with U.S. federal laws and regulations that pertain to immigration requirements of the U.S. Department of Homeland Security (DHS), the U.S. Department of State (DOS), and other federal agencies. ISO serves as WKU’s official liaison and primary point of contact for these federal offices. Based on their directives and regulations, ISO advises students and visiting scholars on matters related to maintaining and or changing immigration statuses, transferring to and from WKU, student and scholar visa issues, work authorization, and other issues.

Once students and visiting scholars have arrived on campus, ISO offers orientation, workshops and programming to promote acculturation, adaptation, and personal adjustment to WKU and the Bowling Green community. Additionally, ISO manages the International Student Diplomat Program which provides mentoring to current and prospective international students to assist them in achieving their personal, educational, and professional goals. ISO works closely with several student-run organizations to help foster interactions between domestic and international students.

**Intramural Recreational Sports (IMREC)**

www.wku.edu/intramurals  
preston.center@wku.edu  
Raymond B. Preston Health & Activities Center  
(270) 745-6060

The Department of Intramural-Recreational Sports is located in the Raymond B. Preston Health and Activities Center, a 126,000 square foot facility housing six basketball/volleyball/badminton courts, six racquetball courts, two indoor tennis courts, a swimming pool, a fitness center containing cardiovascular, selectorized strength and free weight equipment, a suspended indoor running track, a dance studio, separate faculty/staff and student locker rooms, a multipurpose room, a smart class room, a Health and Fitness Lab (https://www.wku.edu/healthfitnesslab), an Outdoor Recreation and Adventure Center (https://www.wku.edu/orac), a pro-shop, and a bike repair shop.

Preston Center membership fees for all full-time students are included in their tuition during the fall and spring semesters. Part-time students carrying three or more hours may choose to pay for membership ($35.00) on a semester basis. Memberships are available for students’ spouses and their children. All students must pay the $35 membership fee during the summer semester.

The WKU Health Education & Promotion Program (http://www.wku.edu/hep) (HEP), located in the Health Services Building adjacent to the Preston Center, provides health education and promotional programming to the student population by assisting in making behavioral changes that enhance all dimensions of health and wellness. Health Education and Student Wellness awareness is offered through a variety of services and programs allowing students to be successful at WKU and beyond.

**Kentucky Museum**

www.wku.edu/kentuckymuseum  
1444 Kentucky Street  
(270) 745-2592

The Kentucky Museum is located in the Kentucky Building on the campus of Western Kentucky University. The Museum houses six major permanent exhibits and several changing exhibits. There is a variety of partnerships, services, opportunities, workshops, camps and other outreach provided to the public each year. In addition, the Museum works closely with WKU students and faculty to enhance instruction through a variety of tours, activities and programs. The Museum also works with area K-12 teachers offering both tours and other educational resources. Make plans to visit the Kentucky Museum.

**Lost and Found**

Dero Downing Student Union 1053  
(270) 745-5793

**Military Student Services**

www.wku.edu/veterans  
military@wku.edu
Western Kentucky University is committed to providing exceptional and affordable options to our military students. The Office of Military Student Services leads initiatives and offers unique programs to ensure the educational success of our total military student population including active duty, guard and reserve members, veterans, and their family members. Visit www.wku.edu/veterans to discover services and programs available, a few of which are:

- A Veterans Resource Center located in Tate Page Hall 410.
- Free textbook loans to eligible students through the Textbooks For Troops program.
- Discounted Tuition Rate for active duty, reserve, and National Guard members.
- Federal Tuition Assistance help for all active duty service members from all branches. WKU participates in GoArmyEd, the AI portal for Air Force personnel and the Navy and Marine Corps TA programs.

Since 1972 WKU has provided educational opportunities on post at Ft. Knox. WKU also offers the only Veterans Upward Bound program in KY, an award winning Army ROTC, an Air Force ROTC program, and so much more.

Western Kentucky University is committed to ensuring flexibility toward obtaining a degree to service members, as stated in the Higher Education Relief Opportunity for Students (HEROES) Act of 2003. Several WKU policies apply specifically as mentioned below:

- The Military Withdrawal policy permits an active duty service member the ability to withdraw from a course or the entire schedule of classes, and receive a tuition and fee refund.
- A degree term extension is available.
- Active duty service members may request a grade of incomplete if a relatively small amount of work is not completed, allowing an extension due to deployment.

Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments
Instructors are expected to show flexibility to Military and Veteran students who have required absences due to military duties or Veteran Administration medical appointments. These absences are mandated and beyond the students’ control. Instructors should not penalize absences of this type in any way. Accommodations and specific time frames to make up all missed assignments, quizzes, and tests will be given and mutually agreed upon by the instructor and student. Students are responsible for notifying faculty members of absences as far in advance as possible, when possible, and for ensuring that their absence is documented. Absences can be verified by official orders, appointment notifications, or through the Office of Military Student Services. Students called to duty for an extended amount of time should be referred to the Military Withdrawal policy.

WKU also supports and complies with the U.S. Department of Education Readmission policy.

Office of International Programs (OIP)
https://www.wku.edu/oip/
internationalization@wku.edu (internationalization@wku.edu)
Sofia-Downing International Center
1536 State Street

(270) 745-3975

The Office of International Programs (http://www.wku.edu/oip) (OIP) supports the internationalization agenda of the university by creating opportunities for faculty and staff development in a global context and supporting the development of meaningful co-curricular programming for student, campus, and community audiences.

Global Programming
OIP develops and coordinates programming and events that foster WKU's international aspirations. OIP facilitates the International Year Of... program, a unique, annual initiative designed to internationalize the WKU campus and surrounding community through a yearlong exploration of a single world region or country. For the International Year Of... (IYO) program, OIP partners with academic and non-academic units to create opportunities for students, faculty, staff and the larger community to engage with and explore a country’s diverse cultural, historical, political, and geographical landscapes—all without a passport. Past country spotlights include Ecuador (2014-15), South Africa (2015-16), South Korea (2016-17), and Bosnia and Herzegovina (2017-18). The IYO will shift its focus to Cuba for the 2018-19 academic year. International Education Week, another OIP-led program occurring every fall, is a week-long celebration inviting students, faculty, staff, and community members to engage in activities and events that facilitate global learning and constructive dialogue.

Partnerships
OIP assists with the development of active and sustainable international agreements that create opportunities for faculty mobility, collaborative research, and global engagement. WKU currently maintains active partnerships with more than fifty universities and organizations around the world.

Office of Scholar Development (OSD)
www.wku.edu/osd
osd@wku.edu
Honors College & International Center 2039
(270) 745-5043

The Office of Scholar Development (OSD) works with students on all WKU campuses and in all majors and degree programs, challenging them to dream big and working with them to make those dreams attainable. OSD staff members help students apply for nationally competitive scholarships by assisting students in the process of finding the right programs, making important contacts, developing strong proposals, and revising numerous drafts.

Parking and Transportation Services
www.wku.edu/transportation
transportation@wku.edu
578 Campbell Lane
(270) 745-2361

Parking and Transportation Services issues parking permits for vehicles on campus and provides a variety of additional transportation services. Free Topper Transit is available between locations on Main Campus, South Campus, and to various off-campus shopping destinations. PTS also provides disability para-transit services, Nextbus arrival information, airport shuttle service, discounted GO bg city bus passes, Enterprise CarShare program, bike share services, bicycle racks throughout campus, motorcycle parking, and ride matching services.
PTS encourages students to leave their cars at home as parking on Main Campus is limited. If you do have a car on campus, you will need to buy a permit. All parking lots are zoned for specific permits. Housing permits are for students living in a residence hall on campus. Commuter Permits are for students living off-campus. You will park in the zone that matches your permit. Permits may be ordered online at www.wku.edu/transporation. Main Campus permits are limited and sold on a first come, first served basis. A waitlist will be available for each lot after that permit sells out. Please follow us on Facebook, Twitter, and YouTube.

**Police Department (WKUPD)**

www.wku.edu/police
wkupolice@wku.edu
Parking Structure 2
(270) 745-2548
Emergency Number 911

The Western Kentucky University Police Department is a professional full service agency operating 24 hours a day, 365 days a year. Officers have police powers, including arrest powers, under Kentucky Revised Statute 164.975. Our agency consists of 22 sworn police officers, 7 communications officers, 2 student workers, and 1 office associate. The department provides services to the Main Campus and owned or operated property by Western Kentucky University; which includes South Campus, The Center, Lost River Cave and The WKU AG Center.

The mission of the Western Kentucky University Police Department is to strengthen relationships within the community, develop and evaluate effective responses to identified problems, and maintain order.

**Postal Services**

www.wku.edu/postal
College Heights Post Office (U.S. Postal Service)
Downing Student Union, Ground Floor
(270) 745-3093

The College Heights Post Office is open 8:30 a.m. to 4:30 p.m., Monday through Friday. This full-service U.S. Post Office offers passport services (https://www.wku.edu/passport), fax services, mail box rentals, and packaging items. WKU Mail Services provides collection and distribution of campus mail, as well as delivery and processing of incoming and outgoing U.S. Mail.

**Restaurant Group**

www.wku.edu/wkurg
wkudining@wku.edu
Downing Student Union 1045
(270) 745-2416

WKU Restaurant Group offers a wide variety of dining options and economical, convenient Meal Plans for all students and employees. Visit our website for more information or to sign up for a Meal Plan.

**Student Accessibility Resource Center**

www.wku.edu/sarc
sarc.connect@wku.edu
Downing Student Union 1074
(270) 745-5004 or TTY (270) 745-3030

The Office for Student Disability Services (SDS) provides accommodations for students with disabilities specific to their individual disability and/or impairment and coordinates activities through individual faculty members, other campus offices, and public agencies. These accommodations may include note takers, extended time on tests, a distraction-free testing area, textbooks on CDs, priority in academic advising/registering, etc. SDS assures accessibility in classrooms, laboratories, and housing. Interpreting and captioning services are available for deaf and hard of hearing students. Students with disabilities are encouraged to contact the SDS office with any special concerns or needs prior to or while attending WKU. Both consultation and technical assistance are available.

**Student Activities**

https://www.wku.edu/sao/
Downing Student Union 2059
(270) 745-2459

Western Kentucky University students have a significant role in the internal governance of the University. Elected or appointed representatives of the student body serve with members of the faculty and administration on policy-recommending councils and committees. Student members of internal governance councils and committees are selected by the Student Government Association. For more information about the membership and function of these committees and councils contact the Student Government Association Office, DSU 2045, (270) 745-4354.

**Student Life Policies**

All university citizens enjoy the rights and liberties assured by the constitutions of the Commonwealth of Kentucky and the United States of America. Likewise, they are subject to the responsibility and obligation to accord respect to the rights of others. Student Life policies are intended to foster student development and responsibility. Guided by these principles, the Department of Student Activities and Division of Enrollment and Student Success maintain the mission of the university by ensuring that students are afforded opportunities for civic engagement with respect to the rights of others. Students’ rights, responsibilities, and the Student Code of Conduct (http://catalog.wku.edu/archives/2018-19/graduate/student-conduct) are outlined in this catalog and in the WKU Student Handbook. Student organizations, activities, and leadership programs make a great contribution to student life at WKU. All students are encouraged to become involved in organizations whose purposes and activities will contribute to their personal growth and development.

**Leadership and Volunteerism**

The Leadership and Volunteerism office provides a variety of opportunities to student that allow them to engage in developmental activities. This office engages students in numerous service projects including Midnight on the Hill for St. Jude's Hospital. Alternative Spring Breaks, Red Cross blood drives, Relay for Life activities and Student United Way.

**Dynamic Leadership Institute (DLI)**

WKU students are invited to apply for admission in the Institute. The Institute consists of four phases. Each phase is a semester with six workshops or activities that address a variety of leadership topics. Students are selected to represent a diverse group of ages, interests, and levels of leadership ability. Applications are available at the Leadership & Volunteerism office, DSU 2059.
Volunteer Initiative Program (VIP)
The VIP exists to provide students with information about community service and volunteer opportunities in the Bowling Green area. Students have the opportunity to volunteer their time to local service agencies and get involved in the community. Volunteer opportunities range from one day events to semester long activities. There is something out there for everyone and the experience is priceless. The program is open to all WKU students, faculty and staff.

Student Organizations
The Office of Student Activities works to provide co-curricular activities for those students who want to become involved at WKU. We have over 300 registered student organizations, ranging from departmental, campus ministries, general clubs, honor societies, intramural recreation, professional, service, student representative and Greek life (fraternity and sorority).

Study Abroad and Global Learning (SAGL)
www.wku.edu/studyabroad
study.abroad@wku.edu
Honors College & International Center 1014
(270) 745-5334

The Office of Study Abroad & Global Learning (SAGL) serves the WKU community by engaging students, faculty, and staff in diverse educational and cultural experiences through faculty-led, exchange, consortia, and other study abroad opportunities.

Study abroad programs at WKU offer students the opportunity to incorporate international academic, professional, and cross-cultural experiences into their education. WKU offers a wide variety of international education opportunities for a range of academic disciplines and budget needs. Students can choose to study, intern, volunteer, student teach, or conduct research abroad during any academic term.

Students who wish to study abroad should start planning early to ensure the most affordable and academically enriching experience. When planning a study abroad experience, each student should be aware of the university’s academic requirements and regulations contained in this catalog. It is recommended that students work closely with their academic departments and the SAGL office to carefully select a program that meets their academic needs, fulfilling specific degree requirements through courses offered on the program.

Types of Study Abroad Programs
WKU students wishing to study in another country have a variety of options from which to choose including short-term faculty-led programs, exchange programs, WKU partner programs, and provider programs. More detailed information on all study abroad options can be found on the SAGL website, but a brief overview of each type of program follows.

• WKU Faculty Led Study Abroad Programs
  Many WKU students who study abroad do so by taking a course in another country on a program personally led by a WKU faculty member. These courses are typically 1-7 weeks in length and carry 3-6 credit hours, and they generally occur during the winter or summer terms.

• WKU Exchange Programs
  WKU has formal agreements with more than a dozen institutions of higher education outside the United States. Exchange programs are typically for a semester or an academic year, and they offer students the opportunity to become fully integrated into a foreign university. Shorter-term opportunities exist with some exchange partners.

• WKU Partner Programs
  WKU has close partnerships with several programs and study abroad consortia. The two on-campus consortia partners—the Kentucky Institution for International Studies (KIIS) and the Cooperative Center for Study Abroad (CCSA)—offer affordable short-term program options with both undergraduate- and graduate-level course offerings, several of which are taught by WKU faculty members.

• Provider Programs
  WKU has affiliation agreements with a variety of study abroad program providers which offer a plethora of short-term, semester, and academic year programs in numerous countries around the world. Students who are unable to find a program that meets their academic needs through faculty-led, exchange programs, or WKU partner programs can certainly find good options through affiliate providers.

Financing Study Abroad
Scholarships and financial aid are available for most study abroad programs. Students who are eligible for financial aid and/or are receiving scholarships can typically use those awards towards the cost of a study abroad program. The Office of Study Abroad and Global Learning, the Student Financial Assistance Office, and the Office of Scholar Development can help students plan financially for this important investment in their college education.

WKU has created several significant study abroad scholarships to support WKU students who pursue international opportunities. These scholarships include the World Topper Scholarship and the Diversity Abroad Grant (DAG). While the World Topper Scholarship is intended to support any WKU student planning to study abroad, the DAG is intended to provide significant financial support for diverse students. For more information about these and other scholarship opportunities available through WKU and external organizations, visit the SAGL webpage (www.wku.edu/studyabroad).

Safety & Code of Conduct
The safety of our students is of paramount importance. Students are provided with information pertaining to insurance requirements, emergency procedures, and health and safety abroad during the pre-departure process, both in writing through SAGL’s online application and enrollment tracking system, and in person at the mandatory pre-departure orientation session. Additional on-site orientation is provided upon arrival in the destination country. Students are also required to register with the U.S. State Department’s Smart Traveler Enrollment Program (STEP) prior to departure, which enables the State Department to reach students directly when security-related information is issued or updated. While abroad, WKU students are held to the standards set forth in the university’s Student Code of Conduct. The Office of Judicial Affairs will be notified of any serious disciplinary violations that occur during an education abroad experience.

Study Away
www.wku.edu/studyaway
study.away@wku.edu
Tate Page Hall 121
(270) 745-4512
Study Away programs offer a great way to earn credit through off-campus, practical learning to domestic destinations (within the United States and U.S. territories). We provide programs during Winter Term and Summer Sessions programs led by WKU faculty and partners that take students beyond the classroom into new learning experiences. For-credit programs include at least one WKU credit-bearing course. Study Away also works in partnership with Study Abroad and Global Learning providing faculty-led study abroad programs for WKU students.

**Suzanne Vitale Clinical Education Complex (CEC)**

www.wku.edu/wkucec  
cec@wku.edu  
104 Alumni Avenue  
(270) 745-4232

The Suzanne Vitale Clinical Education Complex (CEC) houses the Communication Disorders Clinic, the Renshaw Early Childhood Center, the Family Resource Program, and the Kelly Autism Program. The CEC provides applied research opportunities for both graduate and undergraduate students and valuable services to the community at large. This complex is a comprehensive clinical setting for education and health and human services professionals. The CEC builds upon a strong tradition at Western Kentucky University to meet community needs, fill service delivery gaps, provide opportunities for applied research, and enrich both graduate and undergraduate students’ educational experiences through an interdisciplinary teaching approach.

**University Libraries**

www.wku.edu/library/  
library.web@wku.edu  
Helm-Cravens Library  
(270) 745-6125

WKU Libraries supports the informational, research and curricular needs of students, faculty and staff by selecting, acquiring, organizing and providing access to print, non-print, and electronic library resources. The Helm-Cravens Library houses a research collection of over a million items, is a federal depository for US government documents, and offers an extensive collection of books, access to e-books, databases, streaming videos, and foreign and independent films. The Educational Resources Center (Gary Ransdell Hall), the Visual & Performing Arts Library (Cravens 2nd floor) and campus libraries in Glasgow, Owensboro and Elizabethtown-Fort Knox have additional collections and access to all electronic resources. Distance learning students are served through Distance Education Library Services which delivers materials electronically. The library also manages TopSCHOLAR (https://digitalcommons.wku.edu), the research and creative activity database at WKU, which provides access to student and faculty work.

The Commons at Cravens offers a variety of study spaces and 30 lab computers and houses the circulating book collection, offices, conference rooms, and graduate student study carrels, as well as collections in music, theatre, dance, art, photography, costumes, educational and popular DVDs, CDs and vinyl records. Special listening and viewing areas, soundproof rooms, and a large-scale digital scanner are provided. The Helm building hosts the reference collection, journals, microforms, periodicals, and interlibrary load services. The Student Technology Center in Helm includes computers and presentation rooms for student use. The building contains the federal depository documents collection, selected Kentucky state documents, and the law collection.

The Department of Library Special Collections, located in the Kentucky Building, houses a wealth of primary research material in various formats including rare books, newspapers, sheet music, and photographs, as well as non-print items including motion picture films, audio recordings, university records and memorabilia. Much of this research collection relates to Kentucky history and life. These materials are non-circulating and must be used in the building; however, many examples from the collection are now available online.

**WKU Store**

www.wkustore.com (http://www.wkustore.com)  
Downing Student Union, Ground Floor  
(270) 745-2466

The WKU Store has been owned and operated by Western Kentucky University since 1923. The store provides a large selection of WKU merchandise and the largest in-town selection of used and rental textbooks—including custom texts and digital formats. Textbook reservation is available for fall and spring semesters. Students are able to bill textbooks and supplies to their university account at the beginning of each term. The WKU Store is an Apple authorized seller featuring MacBooks, iMacs, iPads and accessories, as well as Dell, Acer and other brands.