

# STUDENT SERVICES

## Campus Recreation & Wellness (<https://www.wku.edu/crw/>) (CRW)

preston.center@wku.edu

Raymond B. Preston Health & Activities Center, Office 20a

(270) 745-6060

Operating Hours: M-F, 8:00-4:30

The Department of Campus Recreation & Wellness is located in the Raymond B. Preston Health and Activities Center. "Recreation, Fitness, and Fun...Steps To Life Long Activity" expresses the philosophy of this office and one that is implemented by providing recreational and healthy lifestyle opportunities for the university community.

The Raymond B. Preston Health and Activities Center is a 126,000 square foot facility that opened in 1992. It houses 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 classroom, a Health and Fitness Lab, an Outdoor Recreation and Adventure Center, a pro-shop, a bike repair shop, and the Campus Recreation & Wellness Office.

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. Summer memberships are also available.

The Department of Campus Recreation & Wellness provides students, faculty and staff an opportunity for participation in constructive recreational activities. These programs consist of men's and women's competitive sports, co-recreational sports, faculty/staff activities, recreational free-play, outdoor recreation, sport club activities, instructional programs, fitness services, nutritional education and fitness classes.

The men and women's intramural sport programs are designed to give each student the opportunity to compete in sports and games of his / her choice. Typical activities included in these programs are badminton, basketball, battleship, college football pick'em, corn hole tournament, dodgeball, flag football, foot golf, futsal, March Madness bracket challenge, pickle ball, soccer, softball, table tennis, tennis, 3-point challenge, 3 on 3 hoops tournament, ultimate Frisbee, and volleyball. The faculty and staff at WKU may participate in the intramural sport program.

The sport club programs help students develop a higher skill level in a particular sport or activity. Each club must be organized and motivated through students' interests and has a faculty advisor. Active sport clubs include badminton, basketball, disc golf, fencing, golf, lacrosse, spike ball, rugby, soccer, sports officials, swimming and diving, tennis, volleyball and wrestling. Other sports can be represented if there is sufficient student interest.

The Hattie L. Preston Intramural Sports Complex, located two miles from campus on the corner of Campbell Lane and Industrial Drive, presents a significant addition to the Campus Recreation & Wellness facilities. Twenty-four acres were developed and include eight flag football fields, four softball fields and a combination soccer, rugby, field hockey, and

lacrosse field. In the Fall of 2000, state of the art lighting, scoreboards and irrigation systems were added. The centerpiece of the Sports Complex is the two-story field house, which has administrative offices, a lounge, scorekeeping areas, a concessions area, restrooms and a storage area.

The Health & Fitness Lab, located in the Preston Center, provides clinical and educational services to students, faculty and staff of WKU. The Health & Fitness Lab is staffed by degreed and certified fitness professionals, and trained students who are eager to help you address your personal health & fitness needs. The Lab provides all the fitness programming in the Preston Center including group fitness classes and various fitness assessments, exercise prescriptions, weight training orientations, and nutritional counseling and education services. Other programs offered are personal training, massage therapy, and instructional programs such as yoga, dance lessons, self-defense courses, boot camp programs, and much more! Stop by room 20a in the Preston Center to learn more or sign up for any of their services, or check out their website at <https://www.wku.edu/crw/healthfitnesslab/>. (A separate fee is required for these services).

WellU (<https://www.wku.edu/awellu/>)® is the student wellness program at WKU that collaborates with other student services and programs on campus. It is designed to help students engage in services that promote healthy habits and success in the classroom and life in general. The Mission of the WellU® program is to unify student health promotion efforts at WKU. The WellU® program gives away \$15,000 in scholarships and prizes every year to students for active participation. The Student Wellness Program is located in the Health Services Building (GGC@WKU) on campus adjacent to the Preston Center.

Hilltopper Nutrition is to educate and motivate WKU students, while collaborating with the community, concerning the importance of maintaining wholesome nutrition for their health. Hilltopper Nutrition provides the WKU campus with educational information covering a wide variety of nutrition-related topics and events. Students have access to healthy options all over campus to complement their demanding schedule. The Hilltopper Nutrition program works to provide healthier alternatives to everyday food choices, and provide students with the necessary information to make smarter, healthier choices while on campus. Look for the Healthier Eating Guide all over campus to help identify healthier options with a meal swipe. Don't forget to check out our blog, Hilltopper Nutrition, for information on our favorite nutrition topics. Hilltopper Nutrition is located in the Health Services Building (GGC@WKU) on campus.

The WKU Health Education & Promotion Program (HEP), located in the Health Services Building (GGC@WKU), 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 awareness is offered through a variety of services and programs allowing students to be successful at WKU and beyond. For more information about programs and services, please visit our website at: <http://www.wku.edu/hep/>, or email us at [healthed@wku.edu](mailto:healthed@wku.edu) (%20healthed@wku.edu).

The program targets other campus stakeholders/departments, peer health educators, interns, and community organizations to partner in providing educational forums/presentations, workshops, referrals, individual appointments, training programs, and resource materials to educate students. Topics include but are not limited to: alcohol, stress and time management, sleep management, healthy relationships, sexual health, men's and women's health, cold and flu prevention, cancer,

nutrition, exercise, mental health issues, tobacco and other drugs, and healthy body image/eating disorders. The program incorporates theory and an evidence-based approach including multi-level prevention strategies such as research and data management, advocating for health environmental changes, providing free HIV testing and prevention counseling services, online alcohol and marijuana self-assessments, quit tobacco services, health communication campaigns/publications and more.

The Outdoor Recreation Adventure Center (ORAC) at Western Kentucky University offers a variety of outdoor programs for the university community at minimal cost to participants. Our goal is to enrich the campus experience through outdoor and cultural immersion experiences for a lifetime of fun and healthy living. Our main offering is our outdoor trips. We offer both local and nation-wide trips taking participants to places such as the Great Smoky Mountains, Rocky Mountain National Park, and the Buffalo National River. The activities we participate in are unique on campus and include rock climbing, canoeing, back packing, mountain biking, and dog sledding. Aside from our trips, we provide the campus community with a wide selection of outdoor rental equipment for those who wish to plan their own adventures. Last, but certainly not least, we provide the campus with a full-service bike repair shop fully showcasing our commitment to enriching the campus experience. For more information please contact our office at 270-745-6545. Our friendly staff is there Monday, Tuesday, Thursday, and Friday 12-6pm.

The ORAC manages the WKU Challenge Course which features both high and low ropes elements. The WKU Challenge Course is located at the WKU Agricultural Farm. The WKU Challenge Course provides team-building experiences to foster group cohesiveness and self-empowerment. Activities at the course range from ground based problem-solving to traversing high course elements or zip lining 40 feet in the air. With 10 low course elements and 12 high course elements, the sky is the limit for what you can accomplish at the course. You can experience the Challenge Course either by scheduling a group or by taking an academic course. Visit <https://www.wku.edu/challengecourse/> for more information!

Student employment opportunities are available through the Department of Campus Recreation & Wellness in the following areas: receptionists, front desk attendants, facility supervisors, fitness center attendants, lifeguards, group exercise instructors, office assistants, personal trainers, health & fitness lab assistants, ORAC attendants, Bike Shop repairs, challenge course facilitators, intramural supervisors, sport club supervisors, and sport officials. We also have employment in the areas of website design, data programming, public relations, and marketing.

## Career Development (<https://www.wku.edu/career/>)

### Advising and Career Development Center (ACDC)

[wku.joinhandshake.com](mailto:wku.joinhandshake.com) (<https://wku.joinhandshake.com/>)  
[careerhelp@wku.edu](mailto:careerhelp@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](mailto:graduate.school@wku.edu)) for additional graduate student service information.

## Center for Innovative Teaching & Learning (<https://www.wku.edu/citl/>) (CITL)

[citl@wku.edu](mailto:citl@wku.edu)  
 Honors College & International Center  
 (270) 745-2106

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.

## Counseling Center (<https://www.wku.edu/heretohelp/>)

[counseling.center@wku.edu](mailto:counseling.center@wku.edu)  
 Potter Hall 409  
 (270) 745-3159

The Counseling Center at WKU provides the following services without assessing a fee or billing insurance: 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.

## Division of Extended Learning and Outreach (<https://www.wku.edu/delo/>) (DELO)

[delo@wku.edu](mailto:delo@wku.edu)  
 Knicely Conference Center, Office 105  
 2355 Nashville Road  
 Bowling Green, KY 42101  
 (270) 745-1901

The Division of Extended Learning & Outreach (DELO) at WKU is made up of units that connect the educational resources of WKU to our community. We are the academic outreach arm of the university, partnering with faculty and departments to provide credit and non-credit learning opportunities to students, and we work with businesses and organizations to provide customized workforce training, to plan special events, and to develop programs that meet their specific needs.

DELO units:

- WKU Online
  - Online Student Services
  - Online Program Development
  - DELO Testing Center
  - On Demand
  - Online Recruiting
- Cohort Programs
- Continuing & Professional Development
  - Career & Workforce Development
  - Lifelong Learning
  - Training Resources & Event Planning Services
  - Conference Services
- Dual Credit (Undergraduate Only)
- Regional Campuses
- Summer and Winter Sessions Support

### WKU Online (<https://www.wku.edu/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 classes in the on demand format.

There are more than 1,700 courses available each year, and over 80 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.

WKU Online also offers an on demand option that provides flex-paced, asynchronous online courses for students to pursue educational experiences outside the traditional college classroom. On demand courses 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. Over 100 web courses are available and WKU faculty teach all courses.

#### Online Student Services

(270) 745-3028

Online Student Services provides students with access to support designed to help them succeed in reaching their educational goals. WKU staff answer questions about online degrees and web courses, assist with the admission and course registration process, and connect students to needed resources. Services for online students 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.

#### Online Program Development

(270) 745-5305

Online Program Development extends support to academic departments to facilitate the development and offering of online learning courses and programs. OPD offers marketing and promotion and guidance on state authorization and federal regulation compliance. Using data-driven solutions, OPD serves faculty and supports online courses that have a measurable, positive impact on WKU students.

#### DELO Testing Center (<https://www.wku.edu/testing/>)

(270) 745-5122

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 academic placement and workforce certification exams.

#### On Demand (<https://www.wku.edu/ondemand/>)

(270) 745-4158

[ondemand@wku.edu](mailto:ondemand@wku.edu) (%20ondemand@wku.edu)

WKU Online also offers an on demand option that provides flex-paced, asynchronous online courses for students to pursue educational experiences outside the traditional college classroom. On demand courses 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. Over 100 web courses are available and WKU faculty teach all courses.

Students may register for on demand courses any day of the year and may complete 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 on demand courses can be found on our website or by viewing WKU's schedule of classes and searching by campus "On Demand."

#### Online Recruiting

(270) 745-5173

[learn.online@wku.edu](mailto:learn.online@wku.edu)

WKU offers an orientation and other information for online learners. For a complete list of online degree programs, please visit our website (<https://www.wku.edu/online/>).

#### Cohort Programs (<https://www.wku.edu/cohort/>)

(270) 745-2162

[delo.cohorts@wku.edu](mailto:delo.cohorts@wku.edu)

Cohort Programs works with academic departments to provide quality college credit programs designed for a specific number of students, a cohort, who will move through the coursework together. We partner with businesses and industry to develop customized certificates and degree programs that meet the needs of WKU partners.

#### Continuing & Professional Development (<https://www.wku.edu/cpd/>)

(270) 745-1902

CPD oversees four non-credit areas:

- Career & Workforce Development (CWD) – provides training in communication skills, team building, supervision, and more to help develop the workforce in our community
- Lifelong Learning (LL) – coordinates professional development learning opportunities and oversees the Continuing Education Unit (CEU) process
- Training Resources & Event Planning Services (TREPS) – facilitates training and events for individuals and organizations through the region, as well as the WKU campus community
- Conference Services - provides meeting support for WKU and public events at the Knicely Conference Center and Augenstein

Alumni Center. The Office of Conference Services coordinates accommodations for events including conferences, corporate trainings, trade shows, receptions, awards banquets, and social gatherings.

## Regional Campuses (<https://www.wku.edu/regionalcampuses/>)

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 locations bring the University to each region through academic programs, workforce development opportunities, and resources designed to meet the unique needs of each community.

Financial assistance (<https://www.wku.edu/financialaid/>) and transfer scholarships (<https://www.wku.edu/financialaid/scholarships/transfer.php>) are available for qualified students.

### WKU in Glasgow (<https://www.wku.edu/regionalcampuses/glasgow/>)

glasgow@wku.edu  
500 Hilltopper Way  
Glasgow, KY 42141  
(270) 861-6900

WKU in Glasgow offers a variety of courses and degree programs designed to meet the unique needs of adult learners within the region. Classes are offered face-to-face, online, and using live-stream technology or through a hybrid of these formats.

WKU in Glasgow staff provide hands-on support, including academic & transfer advising, financial aid counseling, tutoring, writing assistance, testing, and much more. Students also have access to the WKU in Glasgow Learning Commons – a space dedicated for students that includes quiet study areas, computers & printing stations, open workspaces and reading nooks, as well as an area for students to work collaboratively.

### WKU in Elizabethtown (<https://www.wku.edu/regionalcampuses/etown-ftknox/>)

etown-ftknox@wku.edu  
610 College Street, CRPEC 130  
Elizabethtown, KY 42701  
(270) 769-7930

WKU in Elizabethtown is located on the Elizabethtown Community and Technical College campus and also offers courses at the Hardin County Schools Early College & Career Center (EC3). WKU in Elizabethtown provides a variety of courses and degree programs designed to meet the unique needs of adult learners within the region. Students have access to academic & transfer advising, military student services, financial aid counseling, computer labs, tutoring, writing assistance, testing, and other resources to encourage success. Classes are offered face-to-face, online, and using live-stream technology or through a hybrid of these formats.

### WKU at Ft. Knox (<https://www.wku.edu/regionalcampuses/ftknox/>)

etown-ftknox@wku.edu  
31 Warehouse Street, Building 65  
Layaou Hall, Room 103  
Fort Knox, KY 40121  
(270) 745-2626

WKU has an office located on the Fort Knox command post which offers a variety of courses and degree programs designed to meet the unique needs of military students and their families. Classes are offered face-to-face, online, and using live-stream technology or through a hybrid of these formats. Students have access to academic & transfer advising, military student services, financial aid counseling, computer labs, tutoring, writing assistance, testing, and other resources to encourage success.

### WKU in Owensboro (<https://www.wku.edu/regionalcampuses/owensboro/>)

owensboro@wku.edu  
4821 New Hartford Road  
Owensboro, KY 42303  
(270) 684-9797

WKU in Owensboro provides a variety of courses and degree programs designed to meet the unique needs of adult learners within the region. WKU staff provide hands-on support, including academic & transfer advising, financial aid counseling, tutoring, writing assistance, testing, and much more. Classes are offered face-to-face, online, and using live-stream technology or through a hybrid of these formats.

### WKU in Somerset (<https://www.wku.edu/regionalcampuses/somerset/>)

stephanie.prichard@wku.edu  
University Center of Southern Kentucky  
808 Monticello Street  
Somerset, KY 42501  
(606) 451-6667  
(270) 861-6920

Through a partnership with the University Center of Southern Kentucky at Somerset Community College, WKU offers a variety of courses and degree programs designed to meet the unique needs of adult learners within the Somerset region. WKU staff provide academic & transfer advising, financial aid counseling, tutoring, writing assistance, and more. Classes are offered face-to-face, online, and using live-stream technology or through a hybrid of these formats.

## Summer Sessions (<https://www.wku.edu/summer/>) and Winter Sessions (<https://www.wku.edu/winter/>) Support

(270) 745-1901  
summer.sessions@wku.edu (:summer.sessions@wku.edu)  
winter.session@wku.edu (:winter.session@wku.edu)

The Division of Extended Learning and Outreach provides administrative, marketing, and student support for Summer and Winter Sessions. DELO advertises for both Summer and Winter Session course offerings, while offering students guidance with admissions requirements, course selection, and registration assistance. These are optional terms offering short, intensive courses on campus, online, and 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.

## Global Learning & International Affairs (<https://www.wku.edu/international/>) (GLIA)

Honors College and International Center (HCIC)

(270) 745-5334

Global Learning and International Affairs (GLIA) works on campus and around the world to offer WKU students transformative global learning experiences. GLIA consists of four units: *International Recruitment and Admissions*; *International Student and Scholar Services*; *International Student Progress*; and *Study Abroad and Global Learning*. *International Recruitment and Admissions* leads WKU's efforts to recruit a diverse and qualified population of students from around the world. *International Student and Scholar Services* support prospective and current WKU students with immigration and visa compliance, as well as organizing programming to integrate international students into the US and WKU community. *International Student Progress* will develop the University's non-credit English as a Second Language program for non-native English speakers, as well as the credit-bearing International Student Progress Pathway. *Study Abroad and Global Learning* is WKU's one-stop shop for students seeking credit-bearing study off-campus in the US and worldwide. SAGL now includes the Office of Faculty Led and Study Away. WKU faculty and SAGL collaborate to build affordable, discipline-focused short-term off-campus study opportunities. All GLIA units are housed in the Honors College and International Center building.

### International Recruitment and Admissions (IRA)

International Recruitment and Admissions (IRA) uses right-fit recruiting to bring a diverse, talented pool of international students to WKU's campus. This includes setting and ensuring adherence to admission standards, liaising with academic departments and colleges to establish fruitful international partnerships in support of student recruitment, and awarding scholarships to eligible international students.

IRA also provides critical outreach to a wide-range of constituents—both internal and external. Through the creation and dissemination of timely and useful information, IRA provides key support for international student recruitment and retention, as well as the overall communication needs of GLIA.

### International Student and Scholar Services (<https://www.wku.edu/international/>) (ISSS)

iso@wku.edu

Honors College and International Center (HCIC)

(270) 745-4857

International Student & Scholar Services (ISSS) 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, ISSS 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. ISSS 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. ISSS serves as WKU's official liaison and primary point of contact for these federal offices. Based on their directives and regulations, ISSS advises students and visiting scholars on matters related to maintaining and or changing immigration statuses, transferring to and from WKU, student and scholar visa matters, work authorization, and other issues related to navigating life and studies in the United States.

Once students and visiting scholars have arrived on campus, ISSS offers orientation, workshops and programming to promote acculturation, adaptation, and personal adjustment to WKU and the Bowling Green

community. Additionally, ISSS 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. ISSS works closely with several student-run organizations to help foster interactions between domestic and international students.

### Study Abroad and Global Learning (<https://www.wku.edu/studyabroad/>) (SAGL)

study.abroad@wku.edu

Honors College &amp; 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 off-campus study 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.

The National Student Exchange and domestic faculty-led programs provide similar study, internship, volunteer and research options without the need for a passport.

Students who wish to take advantage of off-campus opportunities should start planning early to ensure the most affordable and academically enriching 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 at another university or 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 (<http://www.wku.edu/studyabroad/>), but a brief overview of each type of program follows.

- WKU Faculty Led Programs – WKU faculty members offer courses for WKU students that are taught elsewhere in the U.S. or in a different country. 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 International 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.
- The National Student Exchange – This program allows students to study in another U.S. university for a semester or year while paying WKU tuition. It gives WKU students the opportunity to specialize in an area WKU cannot offer.

- **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 Enhancing Diversity in Global Education (EDGE) grant. While the World Topper Scholarship is intended to support any WKU student planning to study abroad, the EDGE 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. (<http://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 Student Conduct will be notified of any serious disciplinary violations that occur during an education abroad experience.

## Health Services (<https://www.wku.edu/healthservices/>)

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

Graves Gilbert Clinic Health Services is a fee for 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, 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, wellness services and physical therapy. 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 Sports 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, health services will provide services for a cash price which is due at the time of registration. 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.

Student health insurance is also available -- visit Health Services (<https://www.wku.edu/healthservices/>) for more information.

## Housing and Residence Life (<https://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, provides a premier living/learning experience that promotes student success. We offer 15 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, and desk assistants 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 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 on or after the first day of classes for either the fall or spring semester agree to submit the \$150 housing deposit to the Department of Housing and Residence Life. The full semester, prorated semester, or full bi-term housing fee is also payable at the business office at the time the Housing Agreement is submitted and accepted.

### **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 online through the Department of Housing and Residence Life (<https://www.wku.edu/housing/>) website.

### **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.

### **Residence Hall Rooms**

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.

### **Reservations**

Students should submit the completed Residence Hall Housing Agreement with their \$150 deposit immediately after being admitted to the University. Students may apply online through the Housing Portal with credit/debit card.

## **ID Center (<https://www.wku.edu/idcenter/>)**

Downing Student Union 2125  
(270) 745-2417

All full-time and part-time students are issued a personal identification card (WKU ID Card). The ID card contains a photo image, the student's name, and WKU ID number. The ID card entitles the full-time student to admission to campus athletic events, use of recreational facilities in the Student Union at student rates, admission to the Preston Center, check-out privileges at the library, and other general University services. It can also be used as a debit card at all Restaurant Group facilities, the WKU Store, WKU Postal Services, Student Health Services, selected vending machines, laundry machines, and more. The ID card for part-time students provides similar privileges as received by full-time students detailed above with the exception of admission to some recreational activities unless an additional fee is paid. The ID card is not transferable and is valid for the duration of one's college career at WKU. Students are expected to carry their ID card at all times and to present the card upon request by University Officials. The WKU ID Card must be surrendered upon demand if revoked by a University Official. The University is not responsible for any loss or expenses resulting from the loss, theft, or misuse of this card. If the card is lost or stolen, it must be replaced at a cost to the student. Application for replacement of an ID card should be made at the ID Center. The ID card is the property of Western Kentucky University.

## **Information Technology Services (<https://www.wku.edu/its/>)**

Jody Richards Hall 224  
(270) 745-7000 Service Desk

Information Technology Services (ITS) is a unit in the Division of Finance and Administration. The goal of ITS is to provide WKU students, faculty, and staff with superior customer service; reliable and timely technical support; state-of-the-art technology tools; technology training; and convenient access to computing and communications resources. ITS continually places specific emphasis on the use of information technology in student learning, faculty teaching, and staff productivity.

ITS services include: providing instructional delivery and support leveraging a variety of technologies to support face-to-face and distance education; delivery of information through a mobile app for key systems and services such as email, course schedules, meal plan management, campus maps, and bus schedules; support of Student Technology Center locations (open labs), providing computers and printing services available to all WKU students, faculty, and staff; and support of departmental labs/classrooms.

In addition, WKU ITS provides a number of user support services including both a centralized ITS Service Desk and TopperTech, a complimentary repair service for student computers, and where students and employees can checkout technology equipment for academic or WKU-sanctioned purposes.

## **Intercultural Student Engagement Center (<https://www.wku.edu/isec/>) (ISEC)**

isec@wku.edu (:isec@wku.edu)  
Dero Downing Student Union 2041  
(270) 745-5066

The Cynthia and George Nichols III Intercultural Student Engagement Center (ISEC) 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 ISEC 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.

## Kentucky Museum (<https://www.wku.edu/kentuckymuseum/>)

1444 Kentucky Street  
(270) 745-2592

The Kentucky Museum has its origins in the establishment of the Kentucky Building in 1939 as a place for “Kentuckians to know Kentucky.” Today, the Kentucky Museum continues this charge while increasing interdisciplinary knowledge of, appreciation, and respect for a collection representative of South Central Kentucky. As a teaching museum, we conduct research, preservation, and interpretation in a variety of fields, with special emphasis on fine, decorative, and folk arts; clothing and textiles; toys; political memorabilia; and other culturally significant items from our community.

### Mission Statement

The Kentucky Museum enhances the academic mission of Western Kentucky University and provides quality educational and cultural experiences for our campus and community.

### Vision Statement

The Kentucky Museum is a teaching museum with premier cultural collections utilized to complement, support, and challenge the academic experience. We also provide a gathering place for our campus and community to come to know and celebrate who they are as individuals and Kentuckians in the 21st century.

## Military Student Services (<https://www.wku.edu/veterans/>)

military@wku.edu  
Gary Ransdell Hall 2052  
(270) 745-2180

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/](http://www.wku.edu/veterans/) to discover services and programs available, a few of which are:

- 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 Kentucky, 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.
- The Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments directs instructors to be flexible and offer accommodations for assignments missed due to official military duties or VA medical appointments.

WKU also supports and complies with the U.S. Department of Education Readmission policy ([https://www.ecfr.gov/cgi-bin/text-idx/?SID=39e00d2cf51750ff02f3872015b89388&mc=true&node=se34.3.668\\_118&rgn=di](https://www.ecfr.gov/cgi-bin/text-idx/?SID=39e00d2cf51750ff02f3872015b89388&mc=true&node=se34.3.668_118&rgn=di))

### 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 ([http://www.ecfr.gov/cgi-bin/text-idx/?SID=39e00d2cf51750ff02f3872015b89388&mc=true&node=se34.3.668\\_118&rgn=di](http://www.ecfr.gov/cgi-bin/text-idx/?SID=39e00d2cf51750ff02f3872015b89388&mc=true&node=se34.3.668_118&rgn=di))

## Office of International Programs (<https://www.wku.edu/oip/>) (OIP)

internationalization@wku.edu (internationalization@wku.edu)  
Honors College & International Center, Suite 3027  
(270) 745-5334

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), Bosnia and Herzegovina (2017-18), and Cuba (2018-19). *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 Research and Creative Activities (<https://www.wku.edu/research/>) (ORCA)

research@wku.edu

Wetherby Administration Building 209  
(270) 745-4652

The mission of the Office of Research & Creative Activity at Western Kentucky University is to provide outstanding support for the research, service, creative, and scholarly endeavors of our faculty, staff, and students. Our staff is dedicated to partnering with the university community to increase external support for these activities, while ensuring compliance with federal, state, and institutional regulations.

Our unit includes the Office of Sponsored Programs and the Office of Research Integrity. The Office of Sponsored Programs (<https://www.wku.edu/sponsoredprograms/>) is a service unit that assists the faculty and staff at WKU in obtaining and administering external funds. The Office of Research Integrity (<https://www.wku.edu/compliance/>) provides guidance in the protection of the rights, welfare, and security of faculty, staff, and students involved in activities throughout the WKU campus system and supporting communities to ensure compliance with federal, state, and local requirements.

We also oversee a variety of programs and initiatives that provide support for research, creative, and other scholarly enterprises at WKU

## Office of Scholar Development (<https://www.wku.edu/osd/>) (OSD)

osd@wku.edu

Honors College & International Center 1045  
(270) 745-5043

The Office of Scholar Development (OSD) challenges students to dream big and assists them in making those dreams attainable. OSD staff members help students apply for nationally competitive scholarships by assisting students in finding opportunities to be engaged in their chosen fields beyond the classroom and aiding them in the process of finding the right programs, making important contacts, developing strong proposals, and revising numerous drafts. The office works with students in all majors and degree programs as well as recent graduates.

## Fulbright Faculty and Student Programs

Anthony Harkins (anthony.harkins@wku.edu), Faculty Contact  
(270) 745-3841

Melinda Grimsley (melinda.grimsley@wku.edu), US Student Contact  
(270) 745-5043

International Student Contact (:iso@wku.edu)  
(270) 745-4857

The Fulbright international exchange of scholars provides opportunities for selected WKU and foreign university professors to teach and conduct research abroad for up to a full academic year.

Fulbright student grants for study, research, or teaching abroad are available to well-qualified applicants holding a bachelor's degree or the equivalent before the beginning date of the grant. Selection is based on academic record, validity of the proposed study, language preparation, and personal qualifications.

## Parking and Transportation Services (<https://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 (<https://www.wku.edu/transportation/>). 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 (<https://www.wku.edu/police/>)

wkupolice@wku.edu

Parking Structure 2  
(270) 745-COPS (2677)

(270) 745-2548

Emergency Number 911

Western Kentucky University Police department is committed to building and fostering partnerships through community policing across campus and in the Bowling Green-Warren County area. We believe our relationships with the community reduce crime and enhances the quality of life for students, faculty, staff and guests. Our police department is accredited through the Kentucky Association of Chiefs of Police (KACP) and is committed to providing quality service to the WKU community and its guest.

Our mission is to create a safe, interactive environment that is conducive to learning. We are dedicated to building strong relationships across campus and within the local community to ensure that WKU students, faculty, staff and visitors feel safe, secure, and informed. We seek to accomplish this mission by strengthening relationships within the community, developing and evaluating effective responses to identified problems, and maintaining order.

## Restaurant Group (<https://www.wku.edu/wkurg/>)

wkurg@wku.edu (:wkurg@wku.edu)  
Downing Student Union 1045  
(270) 745-2416

WKU Restaurant Group offers a wide variety of dining options...many that will fit your wants and needs. We offer economical and convenient Meal Plans for all students. For additional information or to sign up for a Meal Plan or Dining Dollars account, visit the Restaurant Group (<https://www.wku.edu/wkurg/>), stop by our office in Downing Student Union Room 1045 or call (270) 745-2416.

### Top of the Hill

- **DaVinci's in Snell Hall** - A Panera Bread style restaurant, DaVinci's offers fresh baked muffins, stuffed croissants, wraps, bagels, and hot bagel breakfast sandwiches each morning; easy for the student that is on the go. The lunch menu includes a wide variety of soups, salads, gourmet chips, signature selection sandwiches and wraps made to order. The original menu provides a diverse selection of convenient ready-to-go salads and sandwiches, making it especially well-suited for customers on a tight schedule. The options at DaVinci's are available for breakfast and lunch as well as for a mid-morning or afternoon snack. Located in Snell Hall.

#### WKU Commons at Helm Library

- **Bene Pizzeria** – Offering personal size pizzas and pastas
- **Moe's Southwest Grill** - Welcome to Moe's! A Mexican restaurant with a Southwest twist. Every hour, we cook all-natural proteins on the grill. And every day, our seasonal salsas and pico de gallo are freshly made in house.
- **Panda Express** - Panda Express features Mandarin and Szechwan wok-cooked entrées. Entrées include favorites like broccoli beef, orange chicken, and Kung pao chicken.
- **Restaurant Rotation** – a location that rotates its menu throughout the semester to continually give guests something new to look forward to.
- **Rising Roll** – offers unique gourmet sandwiches, salads, soups and breakfast dishes made from the freshest ingredients right in our restaurant every day.
- **Spencer's Coffee** - Spencer's has been southcentral Kentucky's destination for world-class coffee and espresso drinks. But coffee is only the beginning. We specialize in all things tasty, including handmade breakfast and lunch fare, including-scratch pastries. This is a local favorite for a quick, delicious lunch - we start with simple recipes, made with great ingredients.

### Center of Campus

- **Hilltopper Hall** – Hilltopper Hub offers all-you-care-to-eat options for all of the campus community. Located in the residential hall, Hilltopper Hall. Offering favorites like made-to-order flatbread pizzas

and rotating home-style meals, Hilltopper Hub is sure to become your happy place.

- **P.O.D. Market @ Bates Runner Hall** - Provisions on Demand (P.O.D.) offers a variety of fresh food, produce and everyday essentials that deliver quality, selection and value. Quite simply, P.O.D. is committed to giving people the stuff they want when they want it. Located in Bates Runner Hall and connected to the SUBWAY @ Bates.
- **Subway @ Bates Runner Hall** - SUBWAY® is located on the ground floor of Bates Runner Hall. It offers a delicious variety of foot long and 6-inch sandwiches, salads and wraps that are made with a wide assortment of meats, cheeses, vegetables and toppings. All SUBWAY® sandwiches are made on freshly baked bread and are prepared right before your eyes, just the way you like it.
- **Fresh Food Company** – Providing our guests with the highest quality foods prepared right before your eyes, The Fresh Food Company offers one of the most exciting dining experiences on campus. It features authentic upscale foods from 'mini-restaurants' – Deli, Dessert, Home, Mongolian Grille, Oven, The Produce Market, Sauté and Simple Selections. Our chefs are ready to serve you a changing menu of specialties including daily vegan/vegetarian options, home-style comfort foods, hand-tossed pizza, made-to-order pasta, a full salad bar, deli offerings, fresh whole fruits and gluten friendly items just to name a few. Simple Selections is an allergen-conscious food station, vegan/vegetarian friendly, Gluten and dairy-free options, items made from scratch and is intended for everyone eating in Fresh Food Company. The Fresh Food Company is a great place to get what you crave and catch up with your friends. Continuous dining from 7 a.m. to 8 p.m. most nights! Located on the Downing Student Union first floor.
- **DSU Food Court** - Whether you're in the mood for a burger, chicken or pizza, the DSU Food Court has something for everyone. Papa John's, Steak 'n Shake and Chick-fil-A are all conveniently located in the heart of campus.
- **RedZone** – WKU's sports themed restaurant, RedZone has something for everyone from wings, nachos and amazing queso to salads and sandwiches. No matter what you are craving you can find it here! Located on the DSU first floor behind the DSU Food Court.
- **Burrito Bowl** - Authentic. International. Bold. Located in the Downing Student Union, Burrito Bowl is one of the hippest restaurants on campus! Whether you are health-conscious or you want to try food from around the world, Burrito Bowl has you covered! From Sweet and Spicy Korean to Cajun Rice Bowls, Burrito Bowl has it all.
- **Starbucks** – Starbucks is one of the hottest spots on campus! Enjoy one of the famous coffee beverages, teas, pastries or sandwiches any time throughout the day. Located on the Downing Student Union first floor.

### Bottom of the Hill

- **Einstein Bros. Bagels** – with its generous selection of freshly-baked bagels, bagel sandwiches and premium gourmet coffee, as well as, made to order sandwiches, salads, fresh fruit, blended drinks and healthy snacks, this popular brand provides a pleasant start to the day or an afternoon break from the campus routine. Einstein Bros. Bagels' "Darn Good Food" menu selection also offers many low-fat and low-carb options to appeal to customers' desires for healthier options. Located in Jody Richards Hall.
- **The Den by Denny's @ Tower Court** – This is a place with a vibe. Where you step right up to the counter and order from a wide array of items. The menu is breakfast all-day, plus sandwiches, burritos, salad – all made the way we eat today. Saucy, spicy, slightly unruly,

proudly old-schooley. (Hand mixed shakes, anyone?) This is “The Den”. Located next to Pearce Ford Tower.

- **Pit Stop Convenience Store** – Offers a variety of everyday essentials for snacks on the go or for your room. Located next to Pearce Ford Tower.

### **First Year Village – Regents Hall**

- **The Spread – Wicked Good Subs** – Our chef-inspired signature subs are infused with our epic house-made spreads, toasted to perfection and finished your way. Our subs are bold, fierce, simple....wicked good.
- **Java City** – Java City offers a high-quality, beverages from signature drinks to Cold brew and Nitro coffee, teas and smoothies. Also offered are food offerings to capture all morning and afternoon dayparts including premium snacks and pastries. 100% of Java City coffee & espresso is Rainforest Alliance certified, ensuring that farms and cooperatives that meet rigorous standards for environmental conservation as well as social responsibility and fair labor practices. We serve the smoothest coffee in a relaxing, welcoming environment—staying true to our values of being authentic, honest, friendly, accessible and continuously curious.

## **Student Accessibility Resource Center (<https://www.wku.edu/sarc/>) (SARC)**

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

Students with disabilities sometimes need assistance to ensure an adequate academic and social environment while attending the University. This assistance is usually provided through the Student Accessibility Resource Center (SARC). SARC coordinates its activities through individual faculty members, other campus offices, and public agencies. Students with disabilities receive accommodations specific to their individual disability and/or impairment. These accommodations may include: note takers, testing accommodations, alternative text formats, priority in academic advising/registering, etc. Particular attention relates to assuring accessibility in classroom, laboratory, housing, distant learning, and online environments. Interpreting and captioning services are available for Deaf and Hard-of-Hearing students. If a student with a disability has concerns or needs before they attend the University, if they need accommodations while participating in university services/activities, or if any concerns arise while they are enrolled on campus, they are encouraged to contact the SARC office. 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 (<https://www.wku.edu/studentconduct/student-code-of-conduct.php>) are outlined in this catalog and in the WKU Student Handbook (<https://www.wku.edu/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.

## **Dero Downing Student Union (<https://www.wku.edu/dsu/>)**

dsu.operations@wku.edu  
Downing Student Union 1053  
(270) 745-5793

The Downing Student Union is truly the crossroads of WKU! Located on the ground floor are The WKU Store, Postal Services, Print Center & The Passport Office. 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, administrative offices for the WKU Restaurant Group, a Study Lounge, the Recreation Room, Nite Class, and a 633-seat Auditorium. Located on the second floor are the Office of the Dean of Students, The Advising and Career Development Center, Transfer Center, Student Government Association (SGA), Offices for Student Activities and Leadership & Volunteerism Program, The Intercultural Student Engagement Center, The Gallery, The Pride Center, 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](http://www.wku.edu/dsu). (<https://www.wku.edu/dsu/>)

### **Lost and Found**

The Downing Student Union Operations Office maintains campus-wide lost and found. A valid picture ID must be provided to claim an item.

## **Campus Activities Board (CAB)**

The WKU Campus Activities Board (<https://www.wku.edu/cab/>) (CAB) seeks to enrich the educational experience of students at WKU through the support of the overall mission of Western Kentucky University by offering a wide range of cocurricular experiences for students. Through these experiences, the Campus Activities Board strives to bring students together to enhance student involvement and create a campus atmosphere that addresses student needs outside of the classroom. In addition, CAB seeks to provide opportunities for group collaboration with other campus organizations, as well as opportunities for professional growth.

## Leadership and Volunteerism

The Leadership and Volunteerism office provides a variety of opportunities to students 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, and Student United Way.

### Dynamic Leadership Institute (DLI)

WKU students are invited to apply for admission to 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.

## Registered 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 (<https://www.wku.edu/studentorgs/>), ranging from departmental, campus ministries, general clubs, honor societies, intramural recreation, professional, service, student representative and Greek life (fraternity and sorority).

## Student Government Association (SGA)

The Student Government Association (<https://www.wku.edu/sga/>) of Western Kentucky University represents and advocates for the entire WKU student body. Whether campus safety, college affordability, campus sustainability, campus inclusion, or other endeavors, SGA is committed to advancing WKU as the best and most welcoming university it can possibly be on behalf of all Hilltoppers.

## Suzanne Vitale Clinical Education Complex (<https://www.wku.edu/wkucec/>) (CEC)

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 undergraduate and graduate students' educational experiences through an interdisciplinary teaching approach.

## Communication Disorders Clinic

The CDC, a Kentucky licensed rehabilitation clinic, provides outpatient services to individuals with communication disorders, offering evaluation

and treatment services supervised by certified and licensed faculty in language, articulation, voice, fluency, hearing and swallowing disorders.

## Vickie and Dan Renshaw Early Childhood Center

The Renshaw ECC provides multidisciplinary services to children with developmental delays and disabilities as well as typically developing children in a group setting. The RECC provides training for university students in early childhood education and related fields. It is also a center for research and collaboration with community partners and early childhood professionals.

## Family Resource Program

The FRP is a service/resource program staffed with social work faculty and students. Staff are available to meet with family members and significant others to provide information, resource materials, screening services, case management services, support and referrals. Programming is focused on individuals and families with special needs.

## Kelly Autism Program

KAP provides programming and services for individuals ages 7 through adult who have been diagnosed with autism spectrum disorder (ASD) and other disabilities. KAP focuses on developing: social, communication, sensory, executive functioning, transition, community, and academic skills. KAP also provides a Circle of Support program for individuals with ASD who are attending WKU.

## WKU Libraries (<https://www.wku.edu/library/>)

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

The University Libraries of WKU invites you to discover success with outstanding personnel, facilities, support services, and information resources to foster a dynamic learning and research environment through which our community can effectively explore, access, and use information. The University Libraries serves as a regional lighthouse by:

### Creating Environments

Multiple collaborative and independent spaces are available for all to use and gather in an environment that harnesses active learning and creates a culture of innovation to power the intellectual. University Libraries offers both physical and electronic collections and support services to meet the needs of each student whether on campus, at home or on-the-go. Helm Library is currently undergoing renovations, expected to re-open in 2021, to transform its facility into an innovative, intellectual hub with a modern, multipurpose, student-centered space.

### Connecting People

The library faculty and staff are committed to helping individuals achieve their academic goals. Through individual consultation, classroom instruction, online chatting, and phone conversations, University Libraries professionals connect with all so individuals may become independent thinkers, lifelong learners, and global citizens.

### Collaborating with Communities

The Libraries are continuously challenged to balance the resources of the present, while preserving the past, and preparing for the future. Technology, digital resources, and a plethora of information have

transformed library services. The Department of Library Special Collections houses a wealth of primary research materials in physical and digital format, most relating to the university and the state of Kentucky. TopSCHOLAR® –the open, scholarly and creative database of WKU – provides access to WKU intellectual assets to researchers from around the world. Our University Libraries also collaborates with institutions across Kentucky and globally to effectively deliver Interlibrary Loan resources.

Visit the University Libraries (<https://www.wku.edu/library/>) for research guides, news, and information.

## WKU Mail Services (<https://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, mailbox 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.

## WKU Store (<https://www.wku.edu/wkustore/>)

Downing Student Union, Ground Floor  
(270) 745-2466

The WKU Store, voted BG's best place for WKU Gear, is the official stop for Hilltopper shoppers. WKU students can enjoy textbooks/course materials in a variety of formats at competitive pricing. The store is an Apple authorized seller featuring Macbooks, iMacs, iPads and accessories as well as Dell and other brands. The WKU Store is also the only place where students can bill textbooks and supplies to their University Bill at the beginning of each Fall and Spring term.

Visit the Main Campus Store on the ground floor of Downing Student Union. Thanks for shopping your WKU Store!