

ADVISING AND CAREER DEVELOPMENT CENTER

Downing Student Union, 2nd Floor - Room 2001 & 2141

Phone: (270) 745-5065, Fax: (270) 745-5421

Website: <http://www.wku.edu/acdc>

The Advising and Career Development Center (ACDC) is one of the most visible examples of WKU's investment in undergraduate student success. Housed in the Downing Student Union, the ACDC provides academic advising, retention services, learning resources, and career development services to support student success and persistence to graduation. The ACDC places a strong emphasis on undergraduate advising, including specialized services for transfer students, those exploring majors, and those in transition, while also offering free tutoring and programs to help undergraduate students be independent and successful learners. Training is also offered for academic advisors through the center.

Advising

Marrissa Bryant, Associate Director of Academic Advising

Downing Student Union, 2nd Floor - Room 2001 & 2141

Phone: (270) 745-5065

Email: academic.advising@wku.edu

Website: <http://www.wku.edu/advising> (<https://www.wku.edu/advising/>)

The Advising and Career Development Center's (ACDC) academic advisors are knowledgeable about undergraduate programs offered on the WKU campus. The center coordinates academic advising initiatives across campus for undergraduate students. All degree-seeking undergraduate students must meet with an academic advisor prior to registering for classes each semester. The academic advisor assists the student in the selection of courses that will provide appropriate preparation for career objectives and assures timely completion of degree program requirements. Academic advisors at WKU will also provide guidance regarding academic resources, internship possibilities, and key information for student success while working toward graduation.

Generally, students with fewer than 60 hours of college credit, including transfer students, will be assigned an academic advisor from the ACDC who works closely with the academic colleges. Students with a declared major and 60 hours or more will be assigned an academic advisor from the academic department that administers their specific program of study. Students can find their academic advisor's contact information on TopNet by clicking the Student Services tab – Registration – View Advisor Information, or by contacting the ACDC at (270) 745-5065.

The Exploratory Program

The Advising and Career Development Center (ACDC) specifically serves undergraduate students who have not selected a major and are exploring their options. The Exploratory Program academic advisors and/or career team lead students on a path of self-discovery, as they work to identify areas of interest, individual strengths, and career goals that align with one or more academic areas of study. Students are enabled to explore the wide array of majors and minors WKU has to offer and make well-informed decisions regarding their academic and career options. Students who utilize this program also cultivate non-academic, executive-functioning skills to support persistence to graduation.

An undergraduate student who has not selected a major (an Exploratory student) is advised by an academic advisor within the ACDC and can continue as an Exploratory student until reaching up to 60 credit hours. A student can be general Exploratory or Exploratory within one of the academic colleges.

Best Expectation Program (BEP)

Heather Stuart, Assistant Director of Retention Programs

Downing Student Union, 2nd Floor - Room 2141

Phone: (270) 745-2327

Email: bep@wku.edu

Website: <http://www.wku.edu/bep> (<https://www.wku.edu/bep/>)

The Best Expectation Program (BEP) is an initiative designed to help students achieve academic success and ultimately graduate from Western Kentucky University. During the program, students will collaborate with team members to develop effective academic skills and strategies. Bowling Green campus students will attend group workshops and individual meetings. Online and regional campus students will complete virtual meetings and modules. BEP is required for students with an academic standing of Academic Probation (AP) or Academic Committee Approval (AA).

The Learning Center (TLC)

Katie Bennett, Specialist, The Learning Center

Downing Student Union, 1st Floor - Room 1082

Phone: (270) 745-5065

Email: tlc@wku.edu

Website: <http://www.wku.edu/tlc>

The Learning Center (TLC) is a service division within the Advising and Career Development Center (ACDC). TLC helps students become better learners by providing tutoring, workshops, and outreach services. All services of TLC are offered at no cost to WKU students. Students may utilize the study space for individual study needs, use the computers to complete academic coursework, or request a tutoring appointment for assistance with difficult course concepts. TLC also facilitates Peer Assisted Study Sessions (PASS) for students enrolled in challenging courses. PASS consists of bi-weekly group study sessions to reinforce key concepts and promote independent learning.

The ACDC encourages students to utilize these services as a source of academic support. TLC helps students enhance their academic performance and sharpen their skills to successfully graduate from WKU.

Transfer Center

Jarrett Murphy, Assistant Director of the Transfer Center

Downing Student Union, 2nd Floor - Room 2135

Phone: (270) 745-2178

Email: transfer@wku.edu

Website: <http://www.wku.edu/transfer>

The Transfer Center is a service division within the Advising and Career Development Center (ACDC). The mission of the Transfer Center is to assist prospective transfer students in completing the transfer process and enrolling in baccalaureate and associate degree programs on all WKU campuses. The Transfer Center serves incoming and prospective transfer students by providing them with course articulation and academic advising. The Transfer Center works with students from all institutions

to provide accurate academic advising to ensure an easy transition to WKU and timely completion of their degree. In addition to helping students, the Transfer Center serves as a contact and support center for faculty and staff at WKU for all things related to transfer. International transfer students are encouraged to visit International Student & Scholar Services on the 3rd floor of the Dixie and Peter Mahurin Honors College/ International Center or email iss@wku.edu.

Additional information on transfer policies is available in the Academic Information section of this catalog entitled "Transfer of Credits." WKU's Transfer Center website (<http://www.wku.edu/transfer> (<https://www.wku.edu/transfer/>)) also provides excellent information, including course-by-course transfer equivalency articulations.

Career Development

Wayne E. Simpson, Associate Director of Career Development

Downing Student Union, 2nd Floor - Room 2001

Phone: (270) 745-3095

Email: careerhelp@wku.edu

Website: <http://www.wku.edu/career> (<https://www.wku.edu/career/>)

Handshake: www.joinhandshake.com (<https://www.joinhandshake.com>)

The Advising and Career Development Center (ACDC) helps students and alumni identify and reach their career and employment goals. The career team assists in preparing students for an ever-changing job market through resume and cover letter reviews, interview tips and skills, job and internship search tips, and career development presentations. Students are able to seek employment opportunities through Handshake, an online employment management software, as well as network with potential employers at career fairs and events offered throughout the academic year. All students are encouraged to utilize the career development services offered throughout their entire WKU experience in order to be prepared for their post-education experience.