



REGISTRAR UPDATES

SPRING 2025

JANUARY 2025 • ISSUE 8 • VOLUME 1

TOPPER WALK

**THURSDAY, MAY 8 AT 6:30PM
FACULTY AND GRADUATES BEGIN
TO LINE UP AT 6:00 PM**

Western Kentucky University's Commencement Ceremony begins as all graduates join together representing their colleges to take their final walk across campus before the conferral of their degrees.

Students will receive their red towels to wave as they Topper Walk from the KY Building into L.T. Smith Stadium. Family and friends can watch the procession into the stadium.

Commencement will begin immediately following the seating of students into L.T. Smith Stadium. This event will be held outdoors, rain or shine.



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COMMENCEMENT

**IMMEDIATELY FOLLOWING TOPPER
WALK ON THURSDAY, MAY 8**

WKU will celebrate Spring 2025 graduates representing WKU's five academic colleges at the Spring 2025 Commencement Ceremony.

Western Kentucky University's Commencement Ceremony will begin once students have been seated in L.T. Smith Stadium on Jimmy Feix field from the Topper Walk. During the Commencement Ceremony, each college will acknowledge their graduates, and President Timothy C. Caboni will present the graduates to the Board of Regents for the conferral of degrees.

BIG RED BASH

**IMMEDIATELY FOLLOWING
COMMENCEMENT ON THURSDAY, MAY 8**

Graduates and guests are invited to South Lawn to enjoy music and food vendors. Graduates will be invited to participate in a celebratory toast. We encourage everyone to stay and enjoy the fireworks!



COLLEGE RECOGNITION CEREMONIES FRIDAY, MAY 9

Each of WKU's colleges will host a special recognition ceremony to celebrate their Spring 2025 graduates. Students will be individually recognized for their achievement. The College Recognition Ceremonies will take place in Diddle Arena.

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

The College Recognition Ceremony times are as follows:

- 8 AM | Gordon Ford College of Business
- 10:30 AM | Potter College of Arts & Letters
- 1 PM | Ogden College of Science and Engineering
- 3:30 PM | College of Education and Behavioral Sciences
- 6:30 PM | College of Health and Human Services

SPRING 2025 SURVIVAL GUIDE BOOKMARK THESE HELPFUL QUICK LINKS

REGISTRAR | WWW.WKU.EDU/REGISTRAR

REGISTRATION GUIDE | WWW.WKU.EDU/REGISTRATIONGUIDE

2025-2025 ACADEMIC CALENDAR | WWW.WKU.EDU/REGISTRATIONGUIDE

DEGREE WORKS | WWW.WKU.EDU/DEGREEWORKS

DEGREE CERTIFICATION | WWW.WKU.EDU/REGISTRAR/DEGREE_CERTIFICATION

ACADEMIC CATALOGS | WWW.CATALOG.WKU.EDU

APPLICATION FOR GRADUATION

| Submitting an application for graduation is a crucial step for graduating students. The application for graduation notifies the Registrar and Graduate Studies of a student's expected graduation term, triggers alerts about missing requirements, and initiates communication about Grad Fair and commencement activities. The deadlines to apply for graduation are as follows:

Spring 2025: November 1, 2024

August 2025: November 1, 2024

Fall 2025: April 4, 2025

Spring 2026: November 7, 2025

Students applying for August graduation will have the option to select their preferred ceremony (May or December).

GRAD FAIR | Grad Fair is scheduled to take place March 25, 26, and 27 from 10AM to 6PM in DSU, Rooms 3023-3025.

Please remind any May and August 2025 graduates to attend Grad Fair to get their cap and gown.

Orders for regalia will need to be placed through WKU Store's approved vendor, Herff Jones. Orders will be placed via the Herff Jones ordering site. Students will receive details about regalia ordering soon.

ACADEMIC CALENDAR |

Changes to the academic calendar are on the horizon. The fall 2025 calendar will incorporate reading days to allow students to prepare for their exams or complete assignments without having regular classes or lectures.



SPRING 2025 IMPORTANT DATES

Tuesday, January 21

First day of classes

Tuesday, January 28

Last day to add/drop a full semester course

Tuesday, January 28

Last day to receive a 100% refund for a full semester course

Wednesday, January 29

\$50 Schedule change fee begins for full semester courses

Monday, February 3

Last day to receive a 50% refund for a full semester course

Monday, February 10

Last day to receive a 25% refund for a full semester course

Tuesday, February 25

Five-Week Session I grades due by noon

Monday, March 3

Priority Registration for Summer 2025 begins

Tuesday, March 11

First Bi-Term grades due by noon

Monday-Friday, March 17-21

Spring Break (WKU Offices Closed March 19-21)

Monday, March 24

Priority Registration for Fall 2025 begins

Thursday, April 3

Last day to withdraw from a full semester course

Tuesday, April 8

Five-Week Session II grades due by noon

Monday-Thursday, May 5-8

Finals week

Tuesday, May 13 at Noon

Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due

FINALS WEEK SPRING 2025

Time	Monday, May 5	Tuesday, May 6	Wednesday, May 7	Thursday, May 8
Day Classes				
8:00 a.m. to 10:00 a.m.	Classes meeting first at 9:10 Monday	Classes meeting first at 8:00 Tuesday	Classes meeting first at 8:00 Monday	Classes meeting first at 11:10 Tuesday
10:30 a.m. to 12:30 p.m.	Classes meeting first at 12:45 Tuesday	Classes meeting first at 10:20 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed	Classes meeting first at 11:30 Monday
1:00 p.m. to 3:00 p.m.	Classes meeting first at 2:20 Tuesday	Classes meeting first at 12:40 Monday	Classes meeting first at 9:35 Tuesday	Classes meeting at 4:00 Thur only; 4:30 Thur only; 4:30 Tue/Thur
Late Afternoon and Night Classes				
3:45 p.m. to 5:45 p.m.	Classes meeting at 3:25 Mon/Wed; 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed Multiple Sections of MATH 205, MATH 308, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tue/Thur; Multiple Sections of MATH 206	Classes meeting at 4:00 Wed only; 4:30 Wed only; 4:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur
6:00 p.m. to 8:00 p.m.	Classes meeting at 5:00 Mon only; 5:30 Mon only; 6:00 Mon only; 6:30 Mon only; 7:00 Mon only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tues only; 5:30 Tues only; 6:00 Tues only; 6:30 Tues only; 7:00 Tues only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	

NOTE:

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

MEET OUR *Team*

Adam Ashby

Coordinator, Student Records and
Registration
5-2722

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

Jessica Dorris

Assistant Registrar
5-5432

Course and Program Inventory
Registration Guide
Graduate Catalog
Colonnade Course Inventory
Registrar Websites
Grad Fair
Commencement/College Recognition
Ceremonies

Jennifer Hammonds

University Registrar
5-5030

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

Dana Jones

Degree Certification Officer (A-K)
5-5447

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

John Paul Lack

Coordinator, Student Records and
Registration
5-2675

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

Marleen Murphy

Scheduling Coordinator
5-5401

Scheduling questions
Crosslisting questions
Attributes for course sections

Jordan Ray

Associate Registrar
5-6451

Committee on Credits and Graduation
Residency Determinations
Medical and Military Withdrawals
Scholar of the College
Ogden Foundation Scholar Award
Misc. Registration Issues
NSC Enrollment Reporting

Leslie Vanderpool

Coordinator, NCAA Compliance
5-5411

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

Marsha Wagoner

Degree Certification Officer (L-Z)
5-2406

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

Ryan Wilson

Curriculum Coordinator
5-6967

Degree Works Programming
Undergraduate Catalog
Registrar and Commencement Budget