REGISTRATION AND STUDENT ACADEMIC RECORDS

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The Office of the Registrar provides a variety of academic services to the university community.

Degree Certification and Commencement

The Office of the Registrar is responsible for determining all degree requirements have been met.

Two commencement ceremonies are held annually. A May ceremony recognizes students who complete all degree requirements at the end of the spring semester or who demonstrate all requirements can be fulfilled during the summer term. A ceremony is held in December for students who complete all degree requirements at the end of the fall semester.

Enrollment Verification

The Office of the Registrar provides enrollment verification services to students and external agencies.

Name and Address Changes

Biographical / demographical information about each student is collected and updated through this office. It is the responsibility of each student to keep the Office of the Registrar informed of the correct local, permanent and billing address; changes may be made on-line through TopNet. A name change will be processed based on the marriage certificate, divorce decree, court order, birth certificate, and / or passport that verifies the correct name; changes must be submitted in writing to this office.

Registration

Registration services and drop/add activities are available through TopNet. TopNet, which is accessed using a Net ID or WKU ID and password, can also be used to access the student's class schedule and to obtain grades at the end of each term. Details regarding registration policies and procedures are published in the Registration Guide each term and are available on the Office of the Registrar website at http://www.wku.edu/registrar (http://www.wku.edu/registrar/).

Student Academic Records

The Office of the Registrar is the permanent repository for the official academic record of each student. Online access to academic records is secured through the use of a Net ID or WKU ID and password and in accordance with the Family Educational Rights and Privacy Act. Electronic academic records are backed up nightly, and all permanent academic records created prior to 1990 are backed up with both microfilm and digital imaging. Official transcripts are released only upon written request from the student. Information about transcript requests is available on the Office of the Registrar website at http://www.wku.edu/registrar/transcript_request.php. A $13.00 fee is charged for an official transcript.