

*TopNet
for
Faculty*

*Faculty Services Tab
&
Advisors & Student
Data Inquiry Tab*

Revised 2015

Access WKU'S "TopNet" at:
<http://topnet.wku.edu>

Type the address in the address field of your browser – Works best with Internet Explorer but will work with Safari, FireFox and Chrome.



TopNet Login form: Enter WKUID and PIN or NetID and Password (Note Instructions on form to retrieve that information if unknown) as you enter information boxes will appear Click Login Button. Links are supplied on the left and right side of the login area of the form to assist or answer some of your questions. Enter appropriate information to log on to TopNet.



Information asked for when using WKUID (800#) and 6 digit PIN

General Information Admissions Application Status Future Students General Financial Aid Course Catalog	TopNet Login Please use your assigned NetID or WKUID to log in. NetID or WKUID: <input type="text" value="8000"/> ← PIN: <input type="text"/> Forgot Pin? <input type="button" value="Log In"/>	Need Help? Which ID to Use? What is my WKU ID?
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Information asked for when using NetID – Your NetID (8 characters and Password)

General Information Admissions Application Status Future Students General Financial Aid Course Catalog	TopNet Login Please use your assigned NetID or WKUID to log in. NetID or WKUID: <input type="text" value="brb2c"/> ← Password: <input type="text"/> Forgot Password? <input type="button" value="Log In"/>	Need Help? Which ID to Use? What is my WKU ID?
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The first time you login, the system will request that you enter your Old PIN (Personal Identification Number). Your initial PIN has been created with the last 6 digits of your social security number. You will be required to change your PIN the first time you login. Re-enter your current (old) PIN and then enter 6 new digits in New PIN and re-enter the 6 new digits in the Re-enter new PIN box then select the Login button.

WKU / TopNet

TOPNET

TopNet Login PIN Expired

ATTENTION: If this is your FIRST TIME using TopNet, enter the last 6 digits of your social security number (SSN) for your "Old PIN" below. If you do not have a SSN on file, enter the last 6 digits of your WKU ID. Your new PIN must be a 6-digit number and different from your current-PIN.

✖ Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Last web access on May 26, 2015 12:50 pm

You will then be directed to create a Security Question and Answer. The purpose of this information is to help you access TopNet in the future if you forget your Login information.

TOPNET

To create or reset your Security Question Password, fill in the requested information below and click Next to answer your Security Question.

For help, please call the IT Help Desk at (270) 745-7000 or via [online chat](#).

Last Name*

Birth Date (MM/DD/YYYY)*

Last 4 Digits SSN*

*If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)

Enter requested information:

TOPNET

To create or reset your Security Question Password, fill in the requested information below and click Next to answer your Security Question.

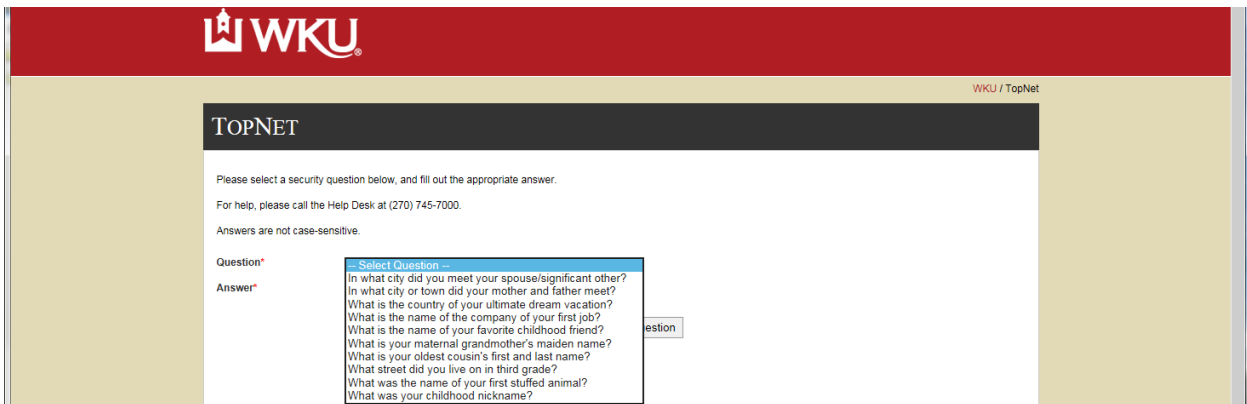
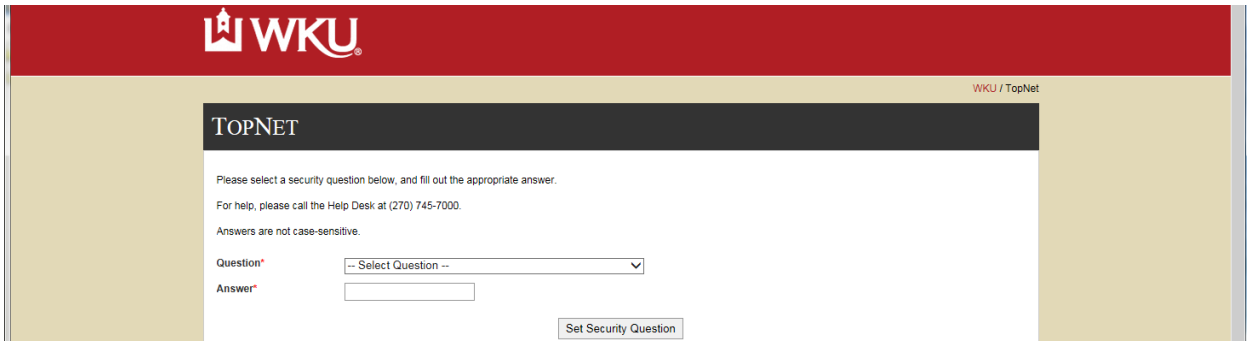
For help, please call the IT Help Desk at (270) 745-7000 or via [online chat](#).

Last Name*

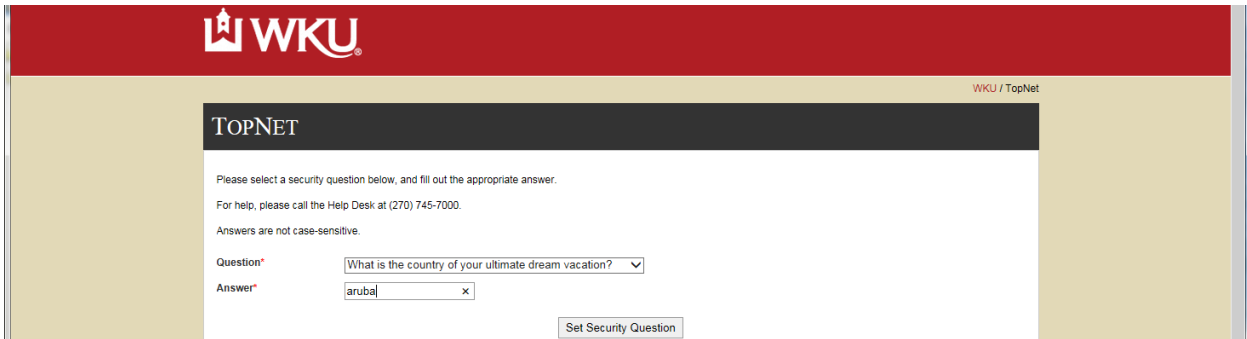
Birth Date (MM/DD/YYYY)*

Last 4 Digits SSN*

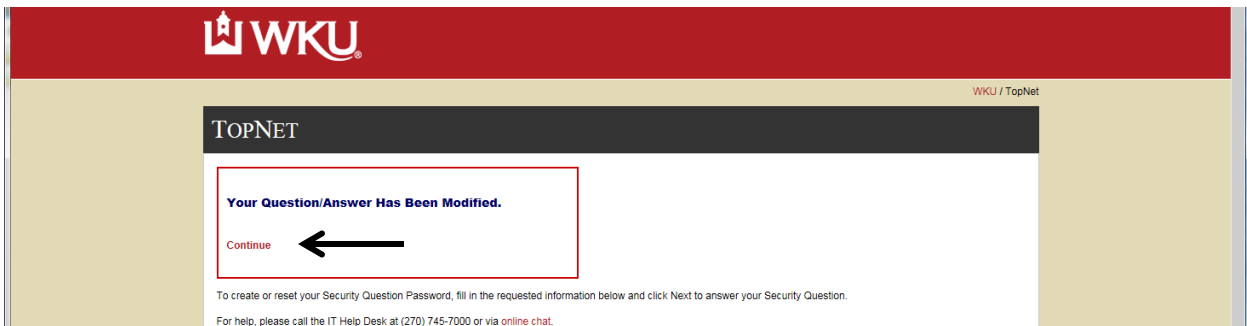
*If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)



Make selection then enter the Answer and select the Set Security Question button.



Return message should be as follows if correct: Select the Continue link to complete the process.



You will receive this message if the original information does not match WKU records try again by selecting the Continue link:

The screenshot shows the WKU TopNet login interface. At the top left is the WKU logo. The page title is 'TOPNET'. A red-bordered box highlights an error message: 'Unable to Verify User. Please make sure you typed your demographic information correctly. If you continue to have problems, you will need to contact the IT Helpdesk at (270) 745-7000 for support. (ID: 881249)'. Below this is a 'Continue' link. Further down, instructions state: 'To create or reset your Security Question Password, fill in the requested information below and click Next to answer your Security Question. For help, please call the IT Help Desk at (270) 745-7000 or via online chat.' The form includes fields for 'Last Name*', 'Birth Date (MM/DD/YYYY)*', and 'Last 4 Digits SSN*'. A note below the SSN field says: '*If you do not have a SSN, you may try to use the last 4 digits of your WKUID (800#)'. A 'Next' button is at the bottom right.

This form will display current TopNet Bulletin Board information. Click the Continue Login button. ****You will only see the TopNet Bulletin Boards that pertain to your role at the university. ****

The screenshot shows a web browser window displaying the 'Topnet Bulletin Board'. The page is split into two columns. The left column, titled 'TopNet Bulletin Board For Faculty and Advisors (Updated March 5, 2013)', contains three sections: 'Privacy of Student Records' (discussing FERPA and Freida Eggleton, Registrar), 'Students' Change of Major or Advisor' (discussing the online form and Academic Advising and Retention Center), and 'Class Attendance Policy' (discussing registration and attendance requirements). The right column, titled 'WKU Employee Bulletin Board', is dated 'Last updated: January 2, 2013' and features a link: '>>> 2012 W-2s are available in TopNet <<<'. Below the columns is a 'Continue Login' button.

TOPNET MAIN MENU

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Faculty Services Advisers & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service Misc Admin

Main Menu

Faculty Services
Obtain a detail schedule, Schedule by day and time, detail class list, summary class list, final grades, drop students for non-attendance, or registration overrides.

Advisors & Student Data Inquiry
Options include: Student Academic Transcript, View Student Information, View Student Schedule, Registration Add/Drop, View Student Address(es) and Phone(s), View Student E-mail Address(es), View / Update Student Advising Holds, Tax Notification.

Employee Services
View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances

Financial Services
Review financial documents

Student Conduct System
Update and maintain student conduct system records

Personal Information
View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name change and/or social security number change. Change your PIN.

Faculty/Staff Purchasing Big Red Dollars
For Faculty/Staff to purchase Big Red Dollars with a Credit Card.

Faculty/Staff Purchasing Dining Dollars
For Faculty/Staff to purchase Dining Dollars with a Credit Card.

Faculty/Staff Meal Plan Registration
For Faculty/Staff to purchase a Meal Plan and pay by credit card.

Miscellaneous Admin Menu
Miscellaneous Administration Menu

WKU On Demand/FAM Term Schedule Update
Update the WKU On Demand/FAM Term Schedule dates.

Study Abroad Maintenance Form
Update Study Abroad codes and student information.

Study Abroad Add Form

Housing Room Request Office Form

Student Check In/Out of Hall
Checking Students In/Out of Hall

ATP Maintenance Form

Faculty/Staff Purchase a Talisman Yearbook
For Faculty/Staff to purchase a Talisman Yearbook with a Credit Card

RELEASE: 8.6

The information available to you in the main menu depends on the *role* you have at WKU. For example, if your *role* is faculty, you would have access to the following four options:

1. “Faculty Services”
2. “Advising and Student Data Inquiry”
3. “Employee Services”
4. “Personal Information”

In some instances an individual may carry several roles at WKU. They may be a faculty member, staff and a student, in which case they would also have access to “Student Services”. Plus there will be other menu links for different roles and processes at WKU as developed.

SELECT THE “FACULTY SERVICES” OPTION

Faculty Services Menu will appear (As applications are developed you will see those links added to your account). It is always best if you select a term when you start the TopNet process.

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Faculty Services Advisers & Student Data Inquiry Employee Services Personal Information Student Conduct Menu Finance Self-Service Misc Admin

Main Menu

Faculty Services
Obtain a detail schedule, Schedule by day and time, detail class list, summary class list, final grades, drop students for non-attendance, or registration overrides.

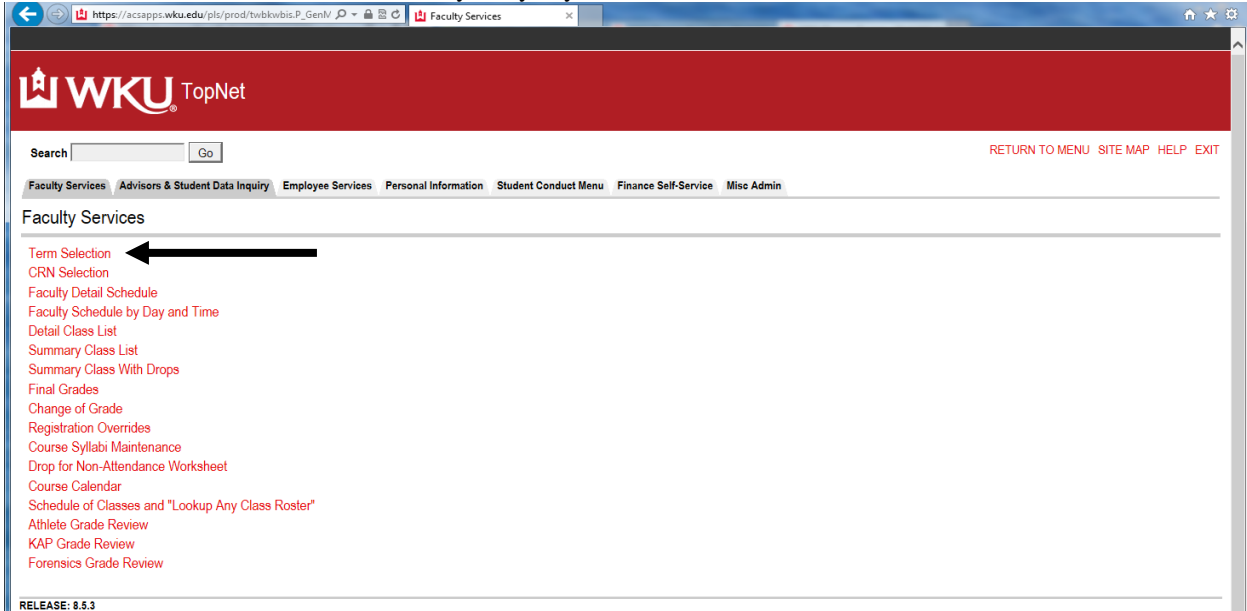
Advisors & Student Data Inquiry
Options include: Student Academic Transcript, View Student Information, View Student Schedule, Registration Add/Drop, View Student Address(es) and Phone(s), View Student E-mail Address(es), View / Update Student Advising Holds, Tax Notification.

Employee Services
View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances

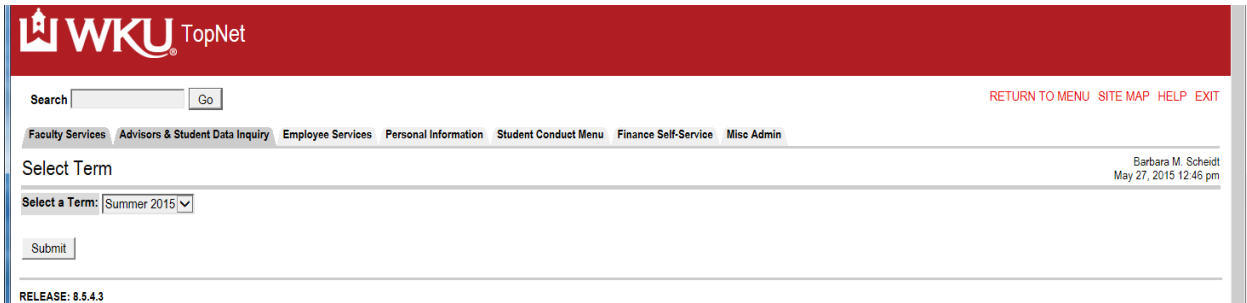
Select Menu

Term Selection

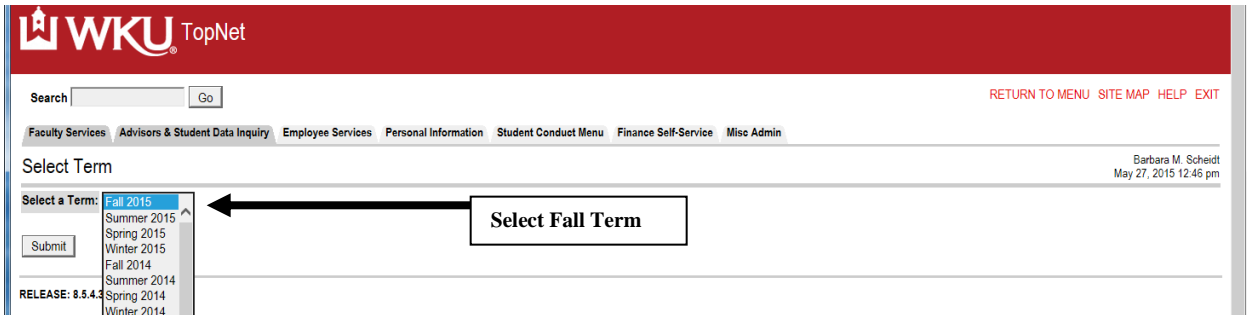
It is best to make a Term Selection before you try any other link.



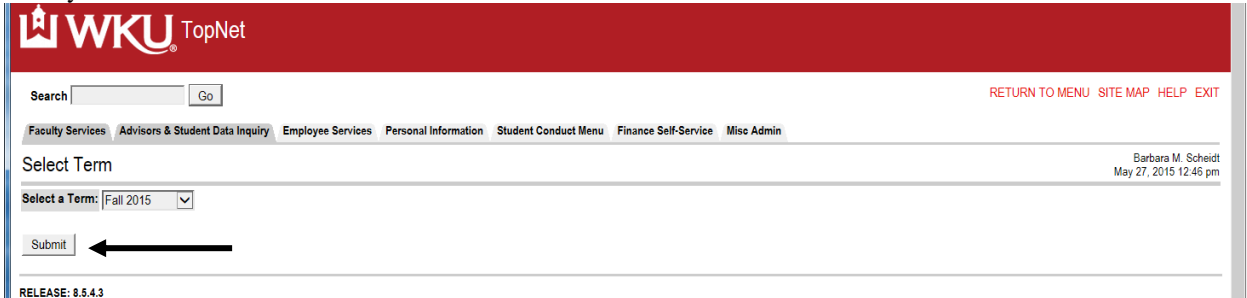
Select Term



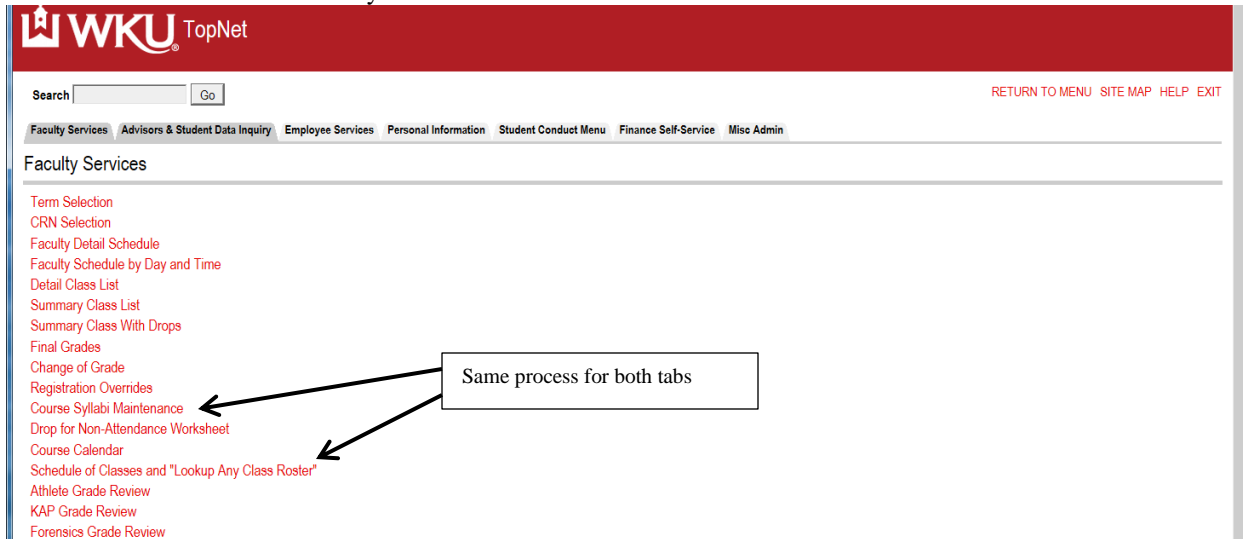
From the drop down box select the term needed. The Registrar's office will change the default term based on their timetable.



Once you select the Term click the Submit Term button.

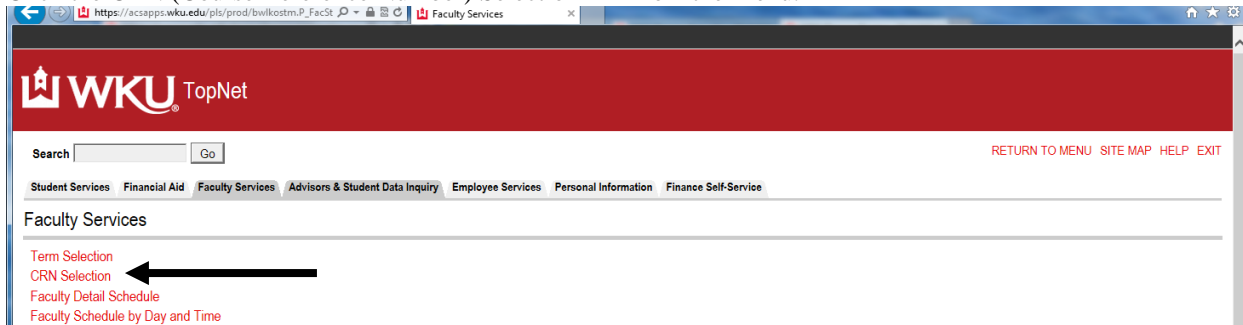


You will be returned to the Faculty Services Menu

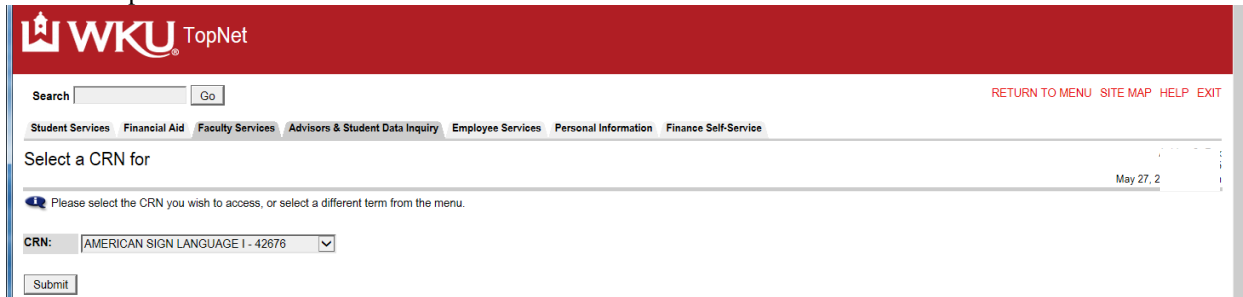


CRN SELECTION

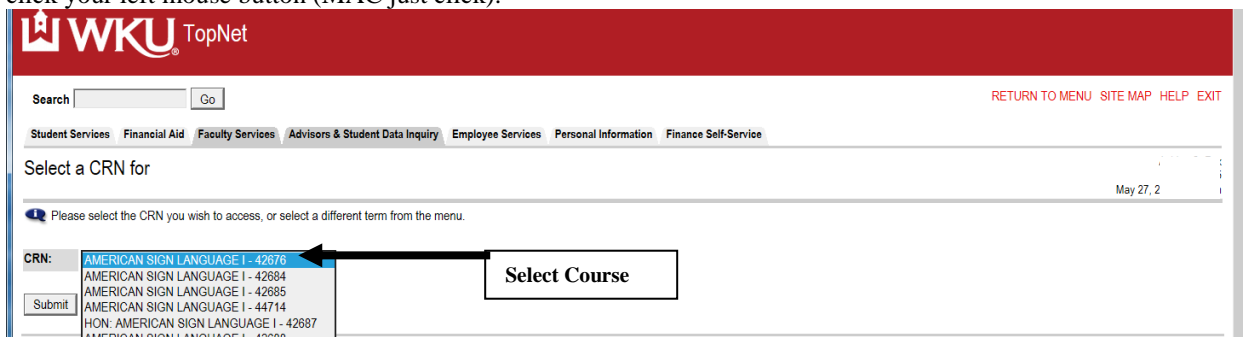
Click the CRN (Course Reference Number) Selection link from the Menu.



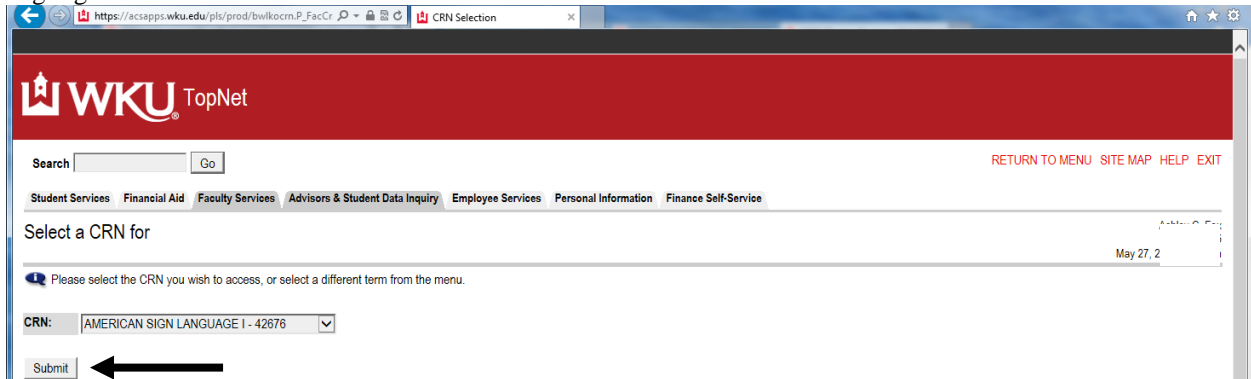
From the Opened Form:



Use the drop down box to select the course you wish to work with from the list of courses you are assigned. (Note: Your Department must enter the information in Banner for you to have access to the CRN.) Highlight the course and click your left mouse button (MAC just click).



Highlight and select. Then click the Submit CRN button.



You will be returned to the Faculty Services Menu.

Faculty Detail Schedule

List of all the information for the courses

AMERICAN SIGN LANGUAGE I - 42676 - ASL 101 - 001

Status:	Open
Available for Registration:	Mar 17, 2015 - Aug 31, 2015
College:	Health & Human Services
Department:	Communication Sci & Disorders
Part of Term:	1
Course Credits:	3.000
Course Levels:	Graduate, Undergraduate
Campus:	Bowling Green
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	18	18	0
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:20 am	TR	Academic Complex 0116K	Aug 24, 2015 - Dec 11, 2015	Lecture	Asst [REDACTED] P)

AMERICAN SIGN LANGUAGE I - 42684 - ASL 101 - 002

Status:	Open
Available for Registration:	Mar 17, 2015 - Aug 31, 2015
College:	Health & Human Services

Return to the Faculty Services main menu by clicking the Faculty Services tab.

Faculty Schedule by Day and Time

Display of courses and there meeting day(s) and times.

WKU TopNet

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Finance Self-Service

Week at a Glance May 27, 2015

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY): Submit

[Previous Week](#) **Week of Aug 24, 2015** (397 of 412) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		ASL 101-001 42676 Class 9:00 am-9:20 am AC 0118K		ASL 101-001 42676 Class 9:00 am-9:20 am AC 0118K			
9am		ASL 101-003 42685 Class 9:35 am-10:55 am AC 0107		ASL 101-003 42685 Class 9:35 am-10:55 am AC 0107			
10am							
11am							
12pm							
1pm		ASL 101-005 42687 Class 12:45 pm-2:05 pm AC 0118K		ASL 101-005 42687 Class 12:45 pm-2:05 pm AC 0118K			

Return to the Faculty Services main menu by clicking the Faculty Services tab.

Detail Class List

Displays information about the class and the student enrolled in the class.

WKU TopNet

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Finance Self-Service

Detail Class List May 27, 2015

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

AMERICAN SIGN LANGUAGE I - ASL 101 001

CRN: 42676

Duration: Aug 24, 2015 - Dec 11, 2015

Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	18	18	0
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
1	A [REDACTED]	8 [REDACTED]	Registered (Web) on Apr 13, 2015	0		2 [REDACTED]

Class: Undergraduate-Non Degree

Credits: 3.000

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
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Return to the Faculty Services main menu by clicking the Faculty Services tab.

Summary Class List

You have two choices for viewing your class list: Summary Class List or Summary Class With Drops. The Summary Class List has many functions attached to that link. We will use that link. Select the Summary Class List link from the Menu –Note: You will have information about the students enrolled in your course and pictures of your student if on file. All or just the one by using the View link. E-mail Entire Class button: This function will allow you to e-mail your entire class. Click the E-mail Entire Class button or select the Student Email link and email that student.

Summary Faculty Class List : Fall 2015

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist:
 1) If the student has more than one major or department in his/her primary or secondary curriculum.
 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.
 You may click on the student's name to view his/her address and phone information.

CRN	Subject	Course	Section	Title	Start	End	Status
42676	ASL	101	001	AMERICAN SIGN LANGUAGE I	Aug 24, 2015	Dec 11, 2015	Open

Enrollment: Maximum 18, Actual 18, Remaining 0

[View Entire Class Pics] [E-mail Entire Class]

Rec.#	ID	Student Name	Pic	Student Email	Level	Degree	Program	Major	Class	CRH	Reg
1	800	Ar	View sa		UG	ND	ND in Exploratory Studies	Not Pursuing A Degree	Undergraduate-Non Degree	3.00	RW
2	800	Ar	View br		UG	BS	BS in Health & Human Services	Family & Consumer Sciences	Junior	3.00	RW
3	800	B	View ca		UG	BS	BS in Health & Human Services	Recreation Administration	Senior	3.00	RW
4	800	Ci	View re		UG	AB	AB in Arts and Letters	History	Senior	3.00	RW
5	800	Ci	View wi		UG	BS	BS in the University College *	Organizational Leadership-Prep *	Senior	3.00	RW
6	800	Cr	View ap		GR	MS	MS in Graduate Studies	Instructional Design	Masters Degree	3.00	AJ
7	800	G	View alr		UG	AB	AB in Arts and Letters	Public Relations (Seeking Adm)	Sophomore	3.00	RW
8	800	G	View ha		UG	BS	BS in College of Business	Marketing	Junior	3.00	RW
9	800	H	View ba		UG	BS	BS in Education & Behav Sci	Elementary Education	Sophomore	3.00	RW
10	800	M	View ttr		UG	BIS	BIS Degree University College	Interdisciplinary Studies(BIS)	Junior	3.00	RW
11	800	O	View ka		UG	AB	AB in Arts and Letters	Anthropology	Senior	3.00	RW
12	800	O	View hs		UG	BS	BS in Education & Behav Sci	Elementary Education	Sophomore	3.00	RW
13	800	Pr	View tet		UG	AB	AB in Exploratory Studies	Exploratory/Undeclared	Freshman	3.00	RW
14	800	R	View wf		UG	BSW *	BSW in Health & Human Serv *	Social Work *	Senior	3.00	RW
15	800	St	View br		UG	BS	BS in Education & Behav Sci	Elementary Education	Senior	3.00	RW
16	800	St	View de		UG	BS	BS in Science and Engineering	Biology	Freshman	3.00	RW
17	800	Ti	View mi		UG	AB	AB in Exploratory Studies	Exploratory/Undeclared	Freshman	3.00	RR
18	800	Vi	View ka		UG	BSN	BSN in Health & Human Services	Nursing (Pre-Nursing)	Freshman	3.00	RW

Download to Excel

[Term Selection | CRN Selection | Detail Class List | Final Grades | Faculty Detail Schedule]

E-mail Entire Class

Complete Subject, Message and you may add attachment – will Blind copy students and you will receive a notice in your email account of success and errors. Select the Send Email button . Will return to TopNet Class List when sent

TOPNET Mailer Utility

Enter the Subject, Message and an optional attachment then click "Send Email".
 To paste data into any box, press "Ctrl + v".

When sending email to multiple recipients, please separate email addresses with a comma.

For technical support, call 745-8812 or email [Barbara Scheidt](#)

Send to: Class list of: ASL 101 001
 asrl
 brlr
 callr
 rebr

From: ashley.fox@wku.edu

Subject:

Message:

Attach:

Note: Only one attachment allowed per email. Attachment filename cannot contain periods and must have an extension (example: filename.txt). The maximum file size allowed is 4MB.

Summary Class List With Drops

This is a list of all students that enrolled in your course(s) active and inactive.

Rows that show in "blue" are the students who have been dropped from the course or withdrawn from course. Check the status under the Reg heading.

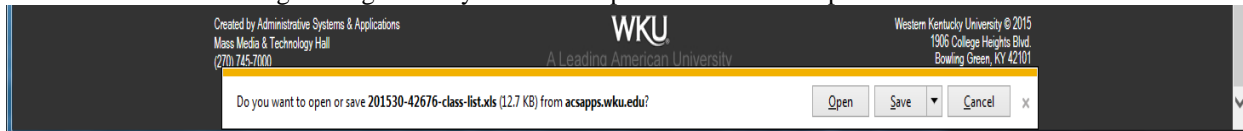
Rec.#	ID	Student Name	Pic	Student Email	Level	Degree	Program	Major	Class	CrHr	Reg	
1	A		View		UG	ND	ND in Exploratory Studies	Not Pursuing A Degree	Undergraduate-Non Degree	3.00	RW	
2	A		View		UG	BS	BS in Health & Human Services	Family & Consumer Sciences	Junior	3.00	RW	
3	B		View		UG	BS	BS in Health & Human Services	Recreation Administration	Senior	3.00	RW	
4	C		View		ku.edu	UG	BS *	BS in College of Business *	Marketing (Seeking Adm) *	Freshman	0.00	DW
5	C		View		UG	AB	AB in Arts and Letters	History	Senior	3.00	RW	
6	C		View		UG	BS	BS in the University College *	Organizational Leadership-Prep *	Senior	3.00	RW	
7	C		View		GR	MS	MS in Graduate Studies	Instructional Design	Masters Degree	3.00	AU	
8	D		View		du	UG	BS	BS in Science and Engineering	Psychological Science	Junior	0.00	DW
9	G		View		UG	AB	AB in Arts and Letters	Public Relations (Seeking Adm)	Sophomore	3.00	RW	
10	G		View		u	UG	BS	BS in College of Business	Marketing	Junior	3.00	RW
11	H		View		u	UG	BS	BS in Education & Behav Sci	Elementary Education	Sophomore	3.00	RW
12	H		View		ku.edu	UG	ASN	Assoc of Nursing - College HH	Nursing (Seeking Adm)	Post-Baccalaureate-Degree Seek	0.00	DW
13	I		View		u	UG	BIS	BIS Degree University College	Interdisciplinary Studies(BIS)	Junior	3.00	RW
14	I		View		u	UG	AB	AB in Arts and Letters	Anthropology	Senior	3.00	RW
15	O		View		UG	BS	BS in Education & Behav Sci	Elementary Education	Sophomore	3.00	RW	
16	P		View		UG	AB	AB in Exploratory Studies	Exploratory/Undeclared	Freshman	3.00	RW	
17	P		View		u	UG	BIS	BIS Degree University College	Interdisciplinary Studies(BIS)	Senior	0.00	DW
18	R		View		UG	AB	AB in Arts and Letters	History	Senior	0.00	DW	
19	R		View		lu	UG	BSW *	BSW in Health & Human Serv *	Social Work *	Senior	3.00	RW
20	S		View		du	UG	ASN	Assoc of Nursing - College HH	Nursing	Senior	0.00	DW
21	S		View		UG	BS	BS in Education & Behav Sci	Elementary Education	Senior	3.00	RW	
22	S		View		edu	UG	BS	BS in Science and Engineering	Biology	Freshman	3.00	RW
23	T		View		edu	UG	AB	AB in Exploratory Studies	Exploratory/Undeclared	Freshman	3.00	RR
24	V		View		UG	BSN	BSN in Health & Human Services	Nursing (Pre-Nursing)	Freshman	3.00	RW	

Download Your Summary Class List to an Excel File

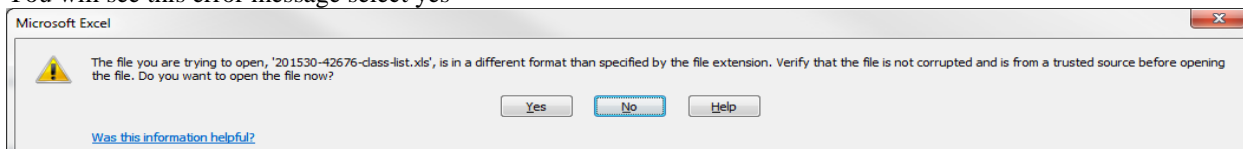
Select the Summary class list that you want to download and then scroll to the bottom of that class roster and select the Download to Excel button to start the download of your class roster.

15	S	View	brit	UG	BS	BS in Education & Behav Sci	Elementary Education	Senior	3.00	RW	
16	S	View	des	lu	UG	BS	BS in Science and Engineering	Biology	Freshman	3.00	RW
17	T	View	mic	lu	UG	AB	AB in Exploratory Studies	Exploratory/Undeclared	Freshman	3.00	RR
18	V	View	kat	UG	BSN	BSN in Health & Human Services	Nursing (Pre-Nursing)	Freshman	3.00	RW	

You will see the following message select your correct option. I will select Open



You will see this error message select yes



Your Excel spreadsheet will appear work with it as you would any spreadsheet

CRN	Subject	Course	Section	Title	Start	End	Status				
42676	ASL	101	1	AMERICAN SIGN LANGUAGE I	24-Aug-15	11-Dec-15	Open				
Enrollment:			Maximum	Actual	Remaining						
			18	18	0						
Rec.#	ID	Student Name	Student Email	Lvl	Degr	Program	Major	Class	CRHr	Reg	Req.#
1	80	sarr		UG	ND	ND in Exploratory Studies	Not Pursuing A Degree	UN	3	RW	2
2	80	bria		UG	BS	BS in Health & Human Services	Family & Consumer Sciences	JR	3	RW	19
3	80	calé		UG	BS	BS in Health & Human Services	Recreation Administration	SR	3	RW	14
4	80	reb		UG	AB	AB in Arts and Letters	History	SR	3	RW	4
5	80	will		UG	BS	BS in the University College *	Organizational Leadership-Prep *	SR	3	RW	3
6	80	apri		GR	MS	MS in Graduate Studies	Instructional Design	MA	3	AU	15
7	80	ale		UG	AB	AB in Arts and Letters	Public Relations (Seeking Adm)	SO	3	RW	26
8	80	han		UG	BS	BS in College of Business	Marketing	JR	3	RW	12
9	80	baill		UG	BS	BS in Education & Behav Sci	Elementary Education	SO	3	RW	22
10	80	tiff		UG	BIS	BIS Degree University College	Interdisciplinary Studies(BIS)	JR	3	RW	18
11	80	katr		UG	AB	AB in Arts and Letters	Anthropology	SR	3	RW	8

Final Grades

Make your term selection and CRN selection (Instructions earlier in booklet). Then select the link Final Grades

Search RETURN TO MENU SITE MAP HELP EXIT

[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Advisors & Student Data Inquiry](#)
[Employee Services](#)
[Personal Information](#)
[Finance Self-Service](#)

Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Summary Class With Drops](#)
- [Final Grades](#) ←
- [Change of Grade](#)
- [Registration Overrides](#)
- [Course Syllabi Maintenance](#)
- [Drop for Non-Attendance Worksheet](#)

Final Grade Worksheet appears

Search RETURN TO MENU SITE MAP HELP EXIT

[Student Services](#)
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[Employee Services](#)
[Personal Information](#)
[Finance Self-Service](#)

Final Grade Worksheet : Summer 2015

- Enter changes to final grades then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

38038 SLP 550 D70 SLP AND COUNSELING

Number of students registered for this course: 8

Welcome to Faculty Final Grade Worksheet on May 27, 2015 at 02:36 PM

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes! !!

Reminder: You may review your grade submission at https://acsapps.wku.edu/pls/prod/wku_gradeprint.P_GradeDisplay

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date For FN Grade MM/DD/YYYY	Rolled	Honors Augmented Contract Requirements Met	Status
1	8	G	3.00	Registered (Web) / Mar 18, 2015	None		No		
2	6	H	3.00	Registered (Web) / Mar 18, 2015	None		No		
3	3	H	A. 3.00	Registered (Web) / Mar 18, 2015	None		No		
4	5	N	E. 3.00	Registered (Web) / Mar 18, 2015	None		No		
5	7	R	3.00	Registered (Web) / Mar 18, 2015	None		No		
6	2	S	3.00	Registered (Web) / Mar 18, 2015	None		No		
7	9	S	3.00	Registered (Web) / Mar 18, 2015	None		No		
8	10	S	3.00	Registered (Web) / Mar 18, 2015	None		No		

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes! !!

Click on the drop down box and select a grade. After entering the grades click submit grades.

TEST ENVIRONMENT

WKU TopNet

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service

Final Grade Worksheet : Summer 2015

Enter changes to final grades then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

38038 SLP 550 D70 SLP AND COUNSELING

Number of students registered for this course: 8

Welcome to Faculty Final Grade Worksheet on May 27, 2015 at 02:36 PM

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

Reminder: You may review your grade submission at https://acsapps.wku.edu/pls/prod/wku_gradeprint.P_GradeDisplay

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date For FN Grade MM/DD/YYYY	Rolled	Honors Augmented Contract Requirements Met	Status
1	8	Gre	3.00	Registered (Web) / Mar 18, 2015	None		No		
2	6	Haj	3.00	Registered (Web) / Mar 18, 2015	None		No		
3	3	Her	3.00	Registered (Web) / Mar 18, 2015	None		No		
4	5	Mei	3.00	Registered (Web) / Mar 18, 2015	None		No		
5	7	Rile	3.00	Registered (Web) / Mar 18, 2015	None		No		
6	2	Soc	3.00	Registered (Web) / Mar 18, 2015	None		No		
7	9	Sm	3.00	Registered (Web) / Mar 18, 2015	None		No		
8	10	Sto	3.00	Registered (Web) / Mar 18, 2015	None		No		

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

[Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) | [Printable Grade Display](#)

RELEASE: 5.0.0.1

Graded – Missing information errors in red

Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service

Final Grade Worksheet : Summer 2015

The changes you made were saved successfully.

Enter changes to final grades then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

38038 SLP 550 D70 SLP AND COUNSELING

Number of students registered for this course: 8

Welcome to Faculty Final Grade Worksheet on May 27, 2015 at 02:44 PM

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

Reminder: You may review your grade submission at https://acsapps.wku.edu/pls/prod/wku_gradeprint.P_GradeDisplay

Caution -- You have MISSING grades highlighted with a RED message

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date For FN Grade MM/DD/YYYY	Rolled	Honors Augmented Contract Requirements Met	Status
1	8	Gre	3.00	Registered (Web) / Mar 18, 2015	A		No		
2	6	Haj	3.00	Registered (Web) / Mar 18, 2015	A		No		
3	3	Her	3.00	Registered (Web) / Mar 18, 2015	B		No		
4	5	Mei	3.00	Registered (Web) / Mar 18, 2015	B		No		
5	7	Rile	3.00	Registered (Web) / Mar 18, 2015	B		No		
6	2	Soc	3.00	Registered (Web) / Mar 18, 2015	None		No		<---Missing Grade
7	9	Sm	3.00	Registered (Web) / Mar 18, 2015	C		No		
8	10	Sto	3.00	Registered (Web) / Mar 18, 2015	B		No		

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

Completed Grade Worksheet no errors – make sure to select the submit button. You may select the Printable Grade Display to print a copy for your records

Final Grade Worksheet: Summer 2015

The changes you made were saved successfully.

- Enter changes to final grades then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

38038 SLP 550 D70 SLP AND COUNSELING

Number of students registered for this course: 8

Welcome to Faculty Final Grade Worksheet on May 27, 2015 at 02:46 PM

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

Reminder: You may review your grade submission at https://acsapps.wku.edu/pls/prod/wku_gradeprint.P_GradeDisplay

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Last Attend Date For FN Grade MM/DD/YYYY	Rolled	Honors Augmented Contract Requirements Met	Status
1	8	Gre	3.00	Registered (Web) / Mar 18, 2015	A		No		
2	6	Hay	3.00	Registered (Web) / Mar 18, 2015	A		No		
3	3	Her	3.00	Registered (Web) / Mar 18, 2015	B		No		
4	5	Me	3.00	Registered (Web) / Mar 18, 2015	B		No		
5	7	Rik	3.00	Registered (Web) / Mar 18, 2015	B		No		
6	2	Soc	3.00	Registered (Web) / Mar 18, 2015	C		No		
7	9	Sm	3.00	Registered (Web) / Mar 18, 2015	C		No		
8	10	Sto	3.00	Registered (Web) / Mar 18, 2015	B		No		

Caution -- You MUST click "Submit Grades" button at bottom of page to SAVE changes!!!

[Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) | [Printable Grade Display](#)

RELEASE: 5.0.0.1

Printable Grade Display: for you to print

TEST ENVIRONMENT

WKU TopNet

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Student Services](#) [Financial Aid](#) [Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Printable Grade Display : Summer 2015

38038 SLP 550 D70 SLP AND COUNSELING

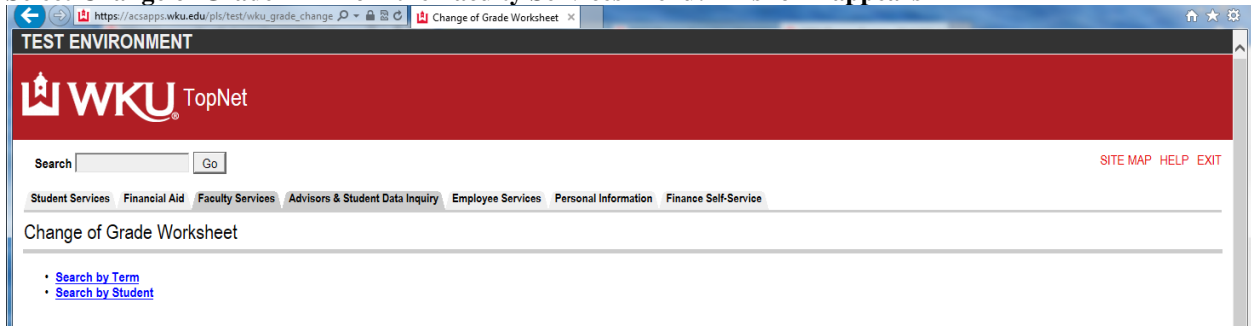
Number of students registered for this course: 8

Faculty Final Grade Printable Display: May 27, 2015 at 02:50 PM

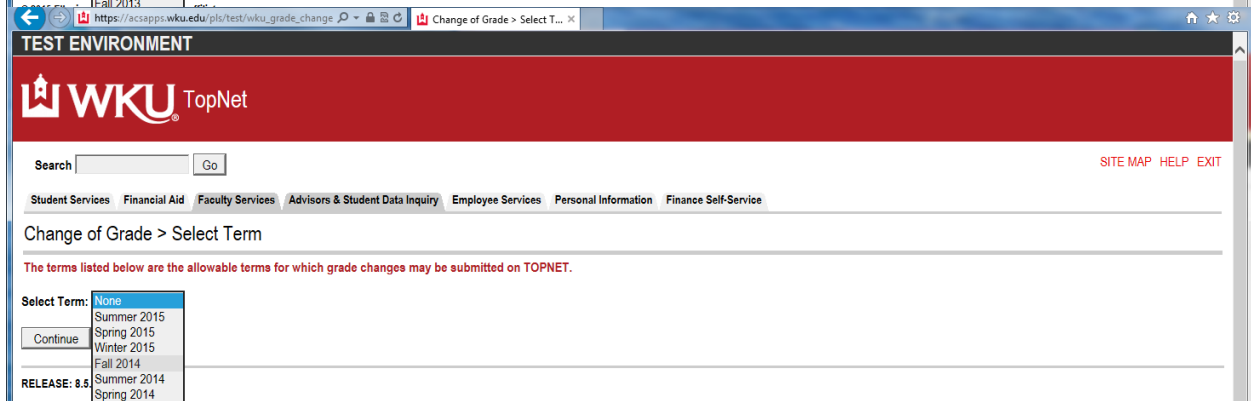
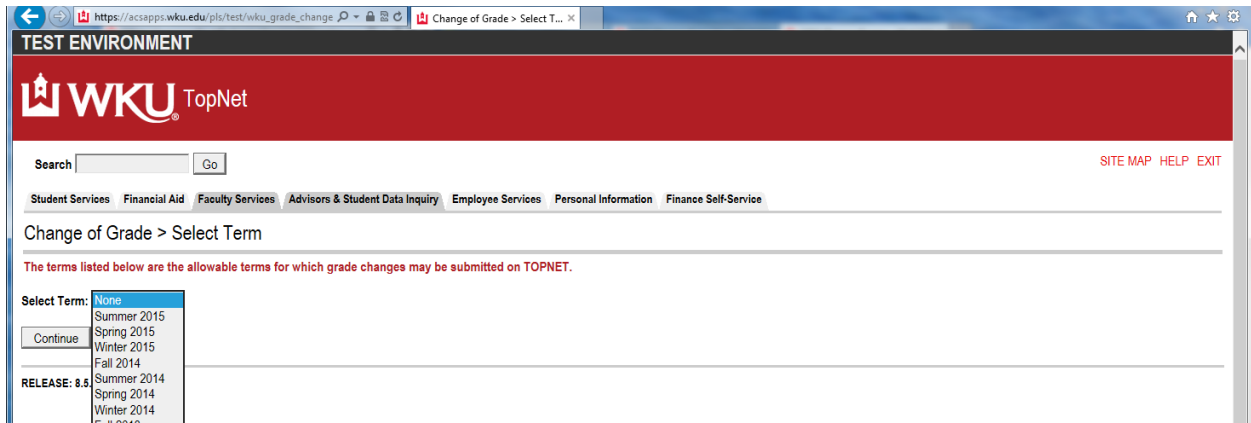
Rec.#	Student Name	Credits	Grade	Last Attend Date - FN Grade	Reg. Status/Date	Rolled
1	Gre	3.00	A		Registered (Web) / Mar 18, 2015	No
2	Hay	3.00	A		Registered (Web) / Mar 18, 2015	No
3	Her	3.00	B		Registered (Web) / Mar 18, 2015	No
4	Me	3.00	B		Registered (Web) / Mar 18, 2015	No
5	Rik	3.00	B		Registered (Web) / Mar 18, 2015	No
6	Soc	3.00	C		Registered (Web) / Mar 18, 2015	No
7	Sm	3.00	C		Registered (Web) / Mar 18, 2015	No
8	Sto	3.00	B		Registered (Web) / Mar 18, 2015	No

RELEASE: 4.1

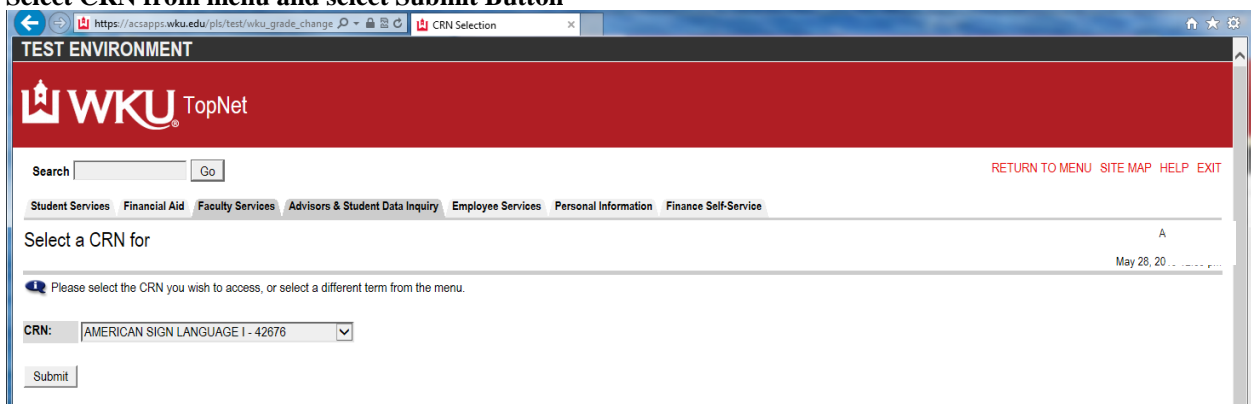
Select Change of Grade link from the Faculty Services Menu: This form appears



Select a term from the change of grade term box and click continue.




Select CRN from menu and select Submit Button



Change of Grade Worksheet.

Change of Grade Worksheet : Spring 2013

-  - This online grade change process is to be used only for assigning final grades to replace X, IP, NR or ER.
 - If the original grade was an IP or X, the date of completion is required.
 - If submitting an FN grade, the last attendance date is required.
 - Enter the change of grade(s), and then click Submit Grades.


34462 COMN 161C 825 BUS & PROFESSIONAL SPEAKING

WKU ID	Name	Credit Hours	Current Grade	Grade Change	Last Attend Date For FN Grade (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)
{	9 B	3	IP	None		
{	6 C	3	IP	None		
{	0 C	3	IP	None		
{	0 C	3	IP	None		
{	3 G	3	IP	None		
{	8 H	3	IP	None		
{	8 H	3	IP	None		
{	7 J	3	IP	None		
{	5 J	3	IP	None		
{	8 Li	3	IP	None		
{	2 L	3	IP	None		
{	7 M	3	IP	None		
{	3 M	3	IP	None		
{	8 M	3	IP	None		
{	9 P	3	IP	None		
{	6 R	3	IP	None		
{	7 R	3	IP	None		
{	5 S	3	IP	None		
{	2 T	3	IP	None		
{	7 V	3	IP	None		
{	0 V	3	IP	None		
{	7 W	3	IP	None		
{	5 W	3	IP	None		

[Grade Change Term](#) | [Change CRN](#)

Select a grade from the drop down box and enter a date if required (see instructions).
 Click on the "Submit Grades" button to complete your transaction.

Change of Grade Worksheet : Fall 2012

-  - This online grade change process is to be used only for assigning final grades to replace X, IP, NR or ER.
 - If the original grade was an IP or X, the date of completion is required.
 - If submitting an FN grade, the last attendance date is required.
 - Enter the change of grade(s), and then click Submit Grades.

35959 PSY 100 822 INTRO PSY

WKU ID	Name	Credit Hours	Current Grade	Grade Change	Last Attend Date For FN Grade (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)
8C	Bk	3	IP	A		01/15/2013
8C	Br	3	IP	B		01/18/2013
8C	EI	3	IP	None		
8C	Fr	3	IP	None		
8C	Gr	3	IP	A		
8C	Hk	na	IP	B		
8C	Ri	3	IP	C		
				D		
				F		
				FN		
				X		

[Grade Change Term](#) | [Change CRN](#)

Registration Overrides

Faculty members will be able to perform Registration Overrides based on the department's policy. Select the Registration Overrides link. (Authority to process registration overrides will be determined by your academic department head. Some departments prefer that all overrides be handled centrally, while other departments will permit faculty to override course limits and to allow students into restricted courses they teach.) Make sure that you have selected the correct term for override from the using the Select Term function.

Perform Student ID and Name Selection: Enter 800# or NetID in first field or Last Name (at least two characters) and First Name optional then select Submit button.

The screenshot shows the 'Student ID and Name Selection' page on the WKU TopNet system. The page has a red header with the WKU logo and 'TopNet' text. Below the header is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. A menu bar contains 'Student Services', 'Financial Aid', 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', and 'Finance Self-Service'. The main content area is titled 'Student ID and Name Selection' and includes a timestamp 'Summer 2015 May 28, 2015 12:50 pm'. It contains instructions: 'You may enter: 1. The WKU ID of the student you want to process, or 2. Partial names for the student you want to process. Then select Submit.' There are input fields for 'Student ID / NetID:', 'Last Name:', and 'First Name:'. A 'Submit' button and a 'Reset' button are at the bottom.

Will return with Student Verification form with name of student or Menu with multiple matches if you are doing the Name Search function (select person from list) then select the submit button.

The screenshot shows the 'Student Verification' page on the WKU TopNet system. It has the same red header and navigation as the previous page. The main content area is titled 'Student Verification' and includes a timestamp 'May 28, 2015 12:51 pm'. It contains instructions: 'Please select Submit if the person listed is correct. If this is incorrect, choose the ID Selection link to try again.' Below this is a line of text: 'Za [redacted] 9) is the name of the student or advisee that you selected.' A 'Submit' button is at the bottom.

Faculty members will only have the ability to enter overrides on their courses. First use the Override drop down box to select the correct override function and then select the correct course from the Course drop down box, then click the Submit Changes button.

The screenshot shows the 'Registration Overrides' page on the WKU TopNet system. It has the same red header and navigation. The main content area is titled 'Registration Overrides for' and includes information for a student with a redacted name. It contains a 'Select Another Student' link and instructions: 'If the word "Confidential" appears next to a student's name, the student's personal information is to be kept confidential. Use the drop down boxes to select the appropriate override for the desired course, then click "Submit Changes" to process the transaction. Click a student's name to view the student's address(es) and phone(s).' There is a table with two columns: 'Override' and 'Course'. Both columns have three rows, each with a 'None' option and a dropdown arrow. A 'Submit' button is at the bottom. Below the table, it says 'There are no current overrides for the selected student and term.' and 'Current Student Schedule' with the note 'No schedule available for selected term.' and a 'Return to Previous' link.

Override	Course
None	None
None	None
None	None

Select the correct Override from drop down menu.

Registration Overrides

Override	Course
None	None
Capacity Override	None
Classification Override	None
Co-req Override	None
College Restriction Override	
Degree Level Override	
Graduate Level Override	
Major Restriction Override	
Pre-req Override	
Restricted Course Approval	

There are no current overrides for the selected student and term.

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

Select the correct course from the Course drop down menu.

Registration Overrides

Override	Course
Capacity Override	38038 - SLP 550 D70
None	38347 - SLP 550 D74
None	38349 - ASL 403 M70
None	None

Submit

There are no current overrides for the selected student and term.

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

Click the Submit Changes button.

Registration Overrides

Override	Course
Capacity Override	38347 - SLP 550 D74
None	None
None	None

Submit

There are no current overrides for the selected student and term.

Current Student Schedule

No schedule available for selected term.

[Return to Previous](#)

Confirm the override by clicking the Submit button

Registration Overrides At
St
May 28, 20

These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Capacity Override	38347	SLP	550	D74	Za: [redacted] r May 28, 2015

Submit

Will return you to the form and show that the override has been entered. (Student will now be able to register for the course.) Make sure that you enter the correct overrides if restricted and at capacity make sure that you enter both overrides.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity Override	38347 - SLP 550 D74	May 28, 2015	W:U_CI

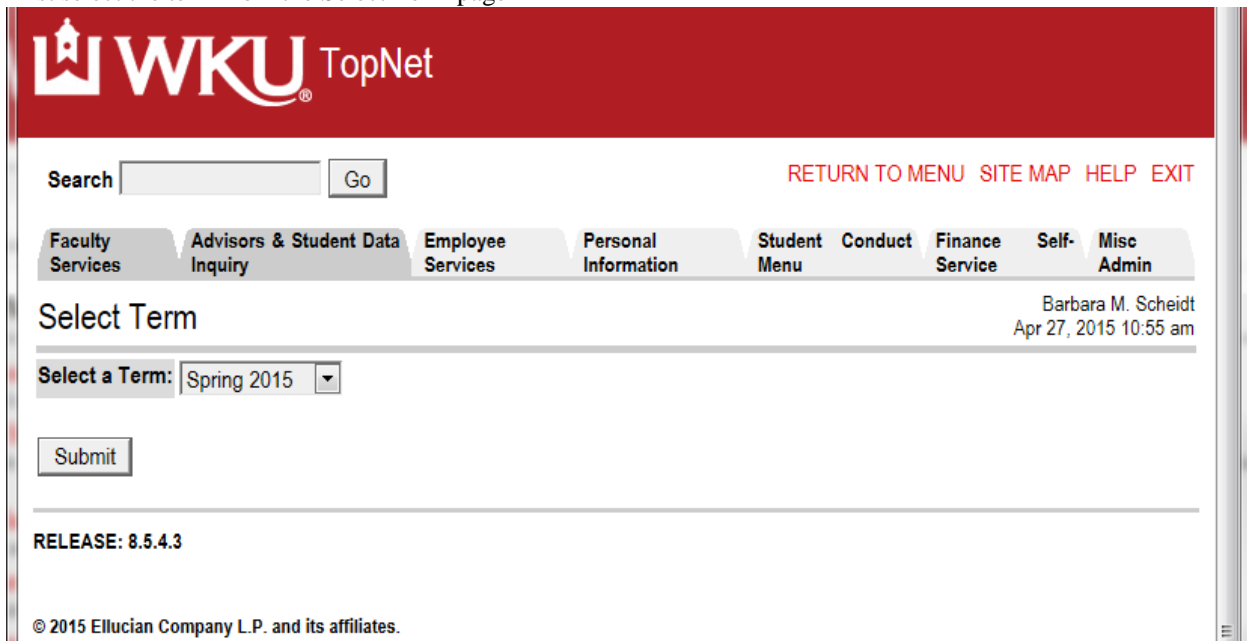
Course Syllabi Maintenance

This web form maintains a centralized link to course syllabi for all courses across the campus and enables students to access the syllabi from several centralized access points in TopNet – Online Schedule Bulletin, Students Summary Course Schedule and Look-up Courses to Add feature.

Select the Term, then select subject Area or Course Number & Section Number or Instructor or CRN then select the Go button.

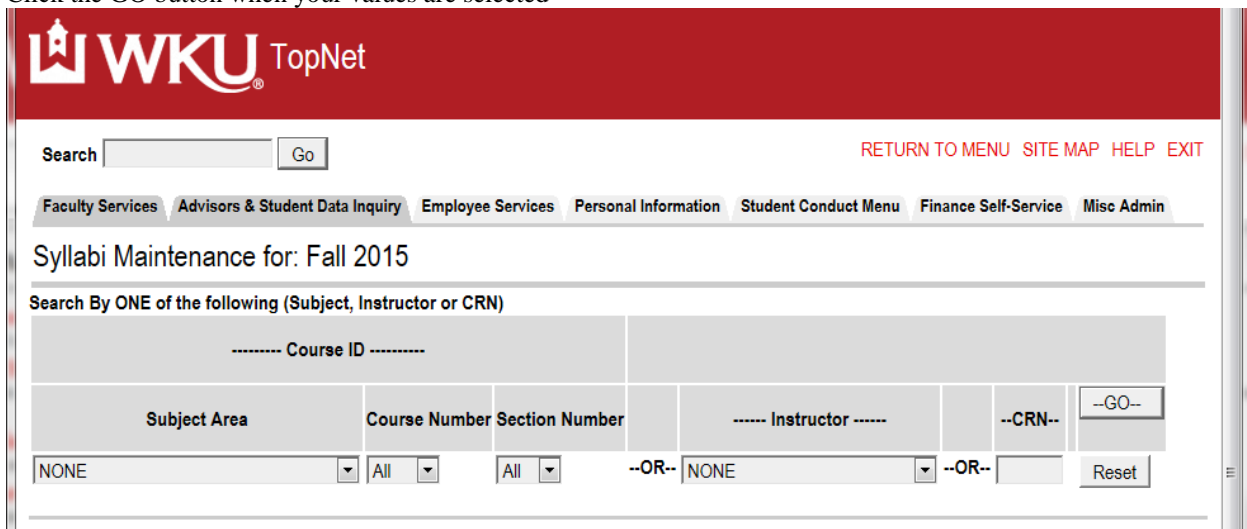
Steps:

First select the term from the Select Term page



Syllabi Maintenance Search form will appear: Make your selection from the drop down menus – broaden selection or narrow selection based on search boxes.

Click the GO button when your values are selected



Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service | Misc Admin

Syllabi Maintenance for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area | Course Number | Section Number | ----- Instructor ----- | --CRN-- |

NONE | All | All | --OR-- NONE | --OR-- |

- NONE
- AGRO -- Agronomy
- AH -- Allied Health (Univ)**
- FASL -- American Sign Language
- ANSC -- Animal Science
- ANTH -- Anthropology (Univ)

Selection will display: Ready for you to either enter URL or upload Syllabi

Syllabi Maintenance for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area | Course Number | Section Number | ----- Instructor ----- | --CRN-- |

NONE | All | All | --OR-- NONE | --OR-- |

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brc		Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Brc	https://intranet.wku.edu/syllabus/201530_prod_AH10	Upload View
43010	AH	109	001	PARAMEDICINE V	Dei	eth J.	Upload View
43011	AH	110	001	PARAMEDICINE V	Dei	eth J.	Upload View
34941	AH	190	001	INTR AH PROF	TB.	https://intranet.wku.edu/syllabus/201530_test_AH19	Upload View

If you have a website for your Syllabus just type or copy your URL in the Syllabi URL field and then select the Save Changes button. Your link is now active for individuals to view from various sites.

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Bi	http://www.wku.edu/it	Upload View

To Upload your Syllabus it first must be in a PDF format – no other format is acceptable for upload. Find the course you wish to upload the syllabi information on and select the Upload Link:

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Brc		Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Brc	https://intranet.wku.edu/syllabus/201530_prod_AH10	Upload View

The following page loads – review information and following instructions: Select the Browse button and find your PDF document where you have it located.

Course: AH 101 101
Title: PARAMEDICINE I

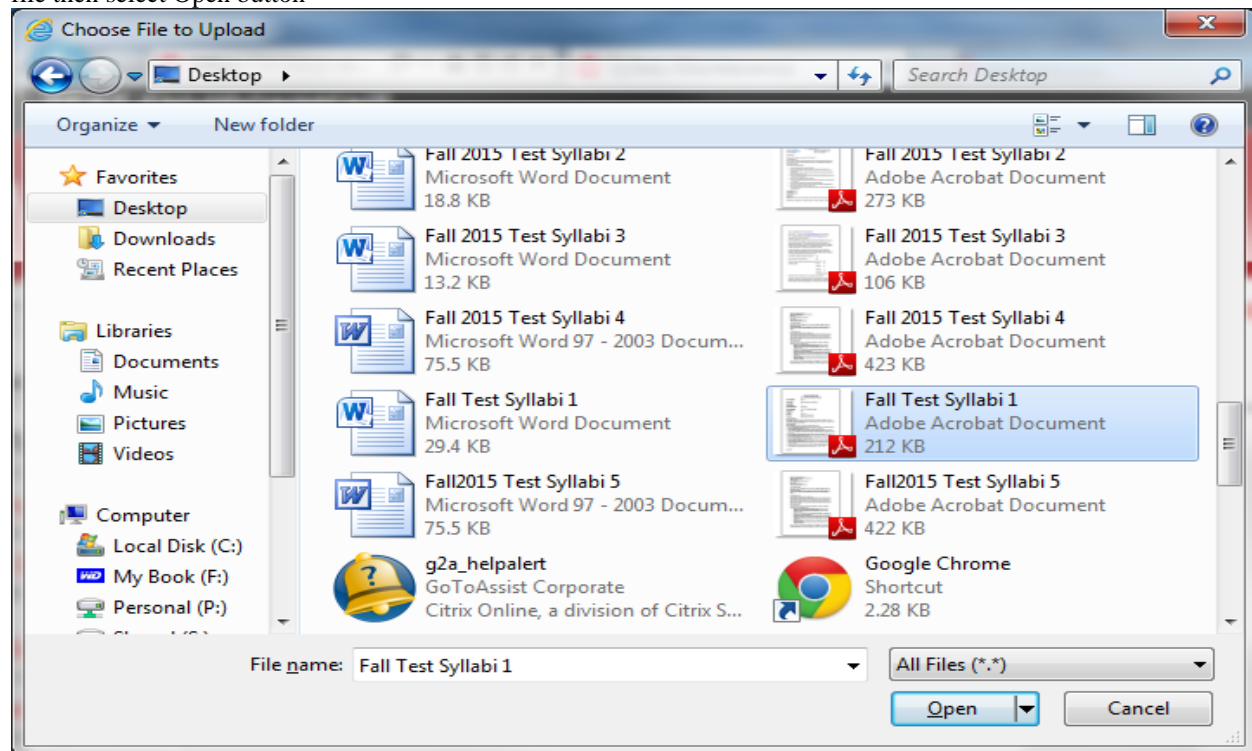
Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.

Syllabus File: Browse...

Upload Clear Form

Choose file upload screen – select file from your list – example uploading document located on desktop. Highlight file then select Open button



Returns to the upload page – note filename information now in field – select the Upload button
Syllabi Maintenance for: Fall 2015

Course: AH 101 101
Title: PARAMEDICINE I

Click the "BROWSE" button and select the file from your local machine which is the syllabus for the course and section listed above. When you have selected the file, click the "Upload" button.

PLEASE NOTE: Beginning May 18, 2015, all documents are required to be in PDF format PRIOR to uploading.

Syllabus File: Browse...

Upload Clear Form

Returns to the display page – Will displays the following when uploaded, make sure to check for the success message.

Syllabi Maintenance for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area	Course Number	Section Number	----- Instructor -----	--CRN--	--GO--
NONE	All	All	--OR-- NONE	--OR--	Reset

Your syllabus was uploaded successfully.

CRN	Subj	Crse	Sec	Title	Instructor	Syllabi URL	-- Actions --
42067	AH	101	101	PARAMEDICINE I	Br	https://intranet.wku.edu/syllabus/201530_test_AH10	Upload View
42068	AH	102	101	PARAMEDICINE LAB I	Br	https://intranet.wku.edu/syllabus/201530_prod_AH10	Upload View
43010	AH	109	001	PARAMEDICINE V	De	th J.	Upload View

Select the view link to view the uploaded information; should display all of your information.

Western Kentucky University
Department of Allied Health
Doctor of Physical Therapy Program

Course Number: DPT 779

Course Title: Physical Therapy across the Lifespan

Credit Hours: 3

Lecture/Lab Hours: 6 hours/week

Weekly Schedule: Tu, Th 1:00-4:00 and select Fridays

If you need to remove the information – highlight the URL – select the delete key on your keyboard and then select the Save Changes button

Drop for Non-Attendance Worksheet

Select the CRN needed for the report

WKU TopNet

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service

Select a CRN for

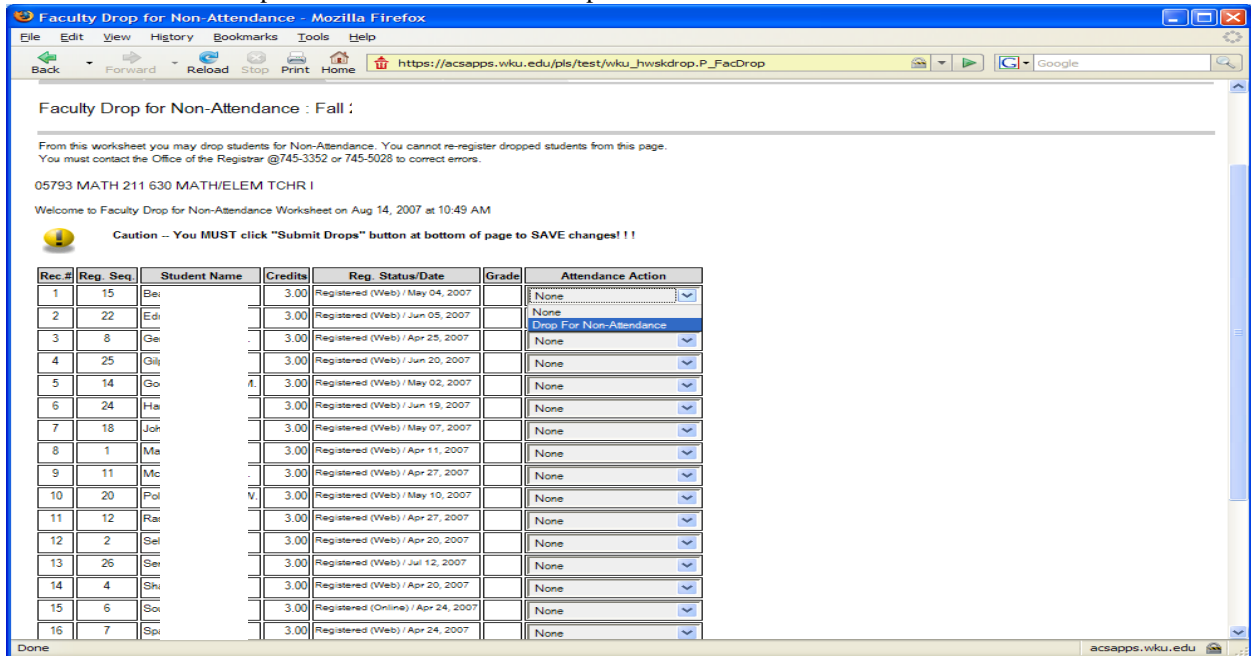
Please select the CRN you wish to access, or select a different term from the menu.

CRN:

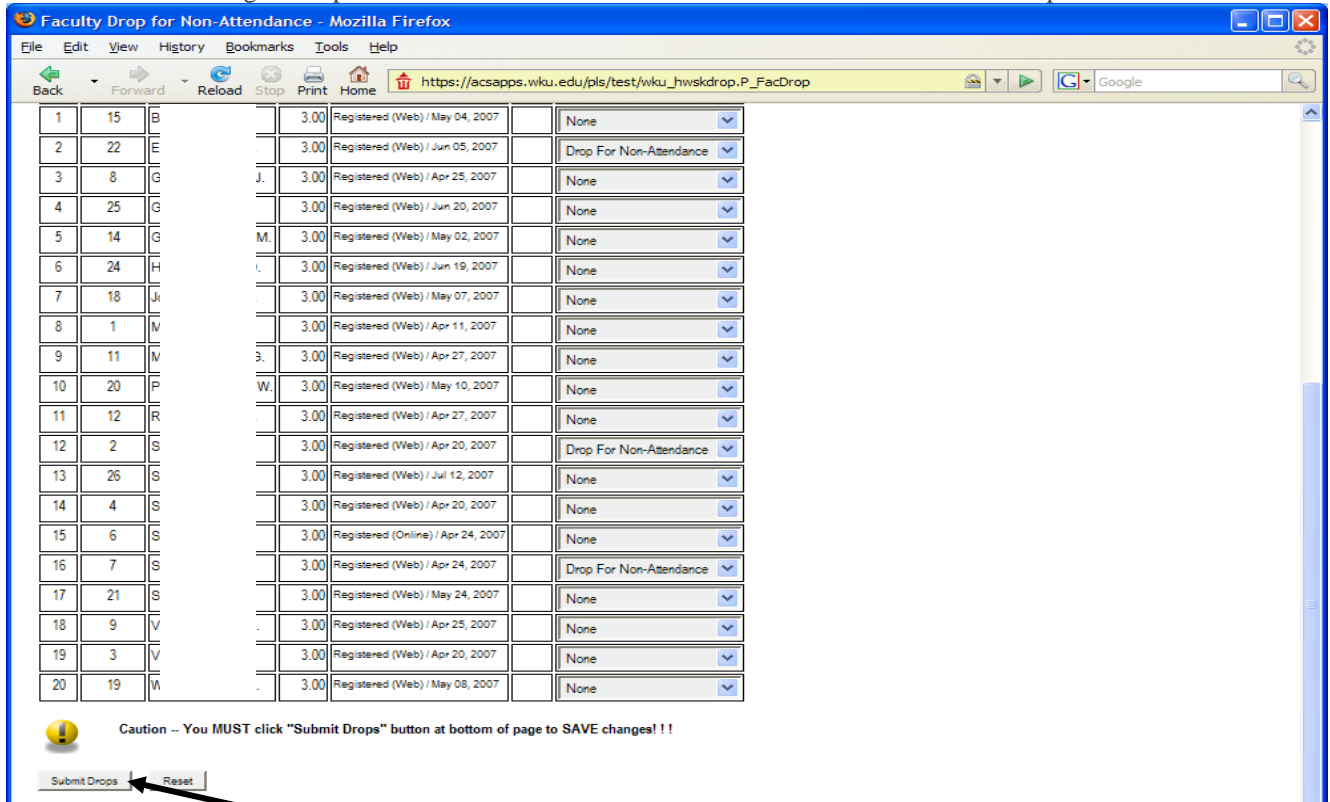
Submit

As
Su
May 28, 2011

Check with the Registrar's office to review this policy. Faculty may drop students from the class after the first two meetings if the student does not attend the class. For those students that need to be dropped find their name on the roster and select the drop down menu and select – Drop for Non-Attendance



When finished marking all drops scroll to the bottom of the form and click the button Submit Drops.



A list of the students that you are planning to drop will appear. You must click the Submit Pending Drops button to actually drop the students from the course.

Keyword Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#)

Confirm Drop for Non-Attendance : Fall

You have selected the following student(s) for enrollment termination in the course listed. Please review carefully before clicking the "Submit" button. Errors must be corrected by the Office of the Registrar (745-3352 or 745-5028). You cannot reverse a "drop for non-attendance" transaction online once it has been processed from this form.

Pending Drops for: 05793 MATH 211 630 MATH/ELEM TCHR I

Reg. Seq.	Student Name	Credits	Pending Action
22	Ed	3.00	Drop for Non-Attendance Pending
2	Se	3.00	Drop for Non-Attendance Pending
7	Sp	3.00	Drop for Non-Attendance Pending

This form will be returned: Shows the students that will be dropped from the course.

[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#)

Faculty Drop for Non-Attendance : Fall

From this worksheet you may drop students for Non-Attendance. You cannot re-register dropped students from this page. You must contact the Office of the Registrar @745-3352 or 745-5028 to correct errors.

05793 MATH 211 630 MATH/ELEM TCHR I

Welcome to Faculty Drop for Non-Attendance Worksheet on Aug 14, 2007 at 11:02 AM



Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!!

Rec.#	Reg. Seq.	Student Name	Credits	Reg. Status/Date	Grade	Attendance Action
1	15	Be...	3.00	Registered (Web) / May 04, 2007		None <input type="button" value="v"/>
2	22	Ed	0.00	Dropped (Non-attendance) / Aug 14, 2007		Dropped, No Further Action Allowed
3	8	Ge	3.00	Registered (Web) / Apr 25, 2007		None <input type="button" value="v"/>
4	25	Gil	3.00	Registered (Web) / Jun 20, 2007		None <input type="button" value="v"/>
5	14	Gc	3.00	Registered (Web) / May 02, 2007		None <input type="button" value="v"/>
6	24	Ha	3.00	Registered (Web) / Jun 19, 2007		None <input type="button" value="v"/>
7	18	Jol	3.00	Registered (Web) / May 07, 2007		None <input type="button" value="v"/>
8	1	Mt	3.00	Registered (Web) / Apr 11, 2007		None <input type="button" value="v"/>
9	11	Mt	3.00	Registered (Web) / Apr 27, 2007		None <input type="button" value="v"/>
10	20	Po	3.00	Registered (Web) / May 10, 2007		None <input type="button" value="v"/>
11	12	Ra	3.00	Registered (Web) / Apr 27, 2007		None <input type="button" value="v"/>
12	2	Se	0.00	Dropped (Non-attendance) / Aug 14, 2007		Dropped, No Further Action Allowed
13	26	Se	3.00	Registered (Web) / Jul 12, 2007		None <input type="button" value="v"/>
16	7	Sp	0.00	Dropped (Non-attendance) / Aug 14, 2007		Dropped, No Further Action Allowed
17	21	Sta	3.00	Registered (Web) / May 24, 2007		None <input type="button" value="v"/>
18	9	Vet	3.00	Registered (Web) / Apr 25, 2007		None <input type="button" value="v"/>
19	3	Vib	3.00	Registered (Web) / Apr 20, 2007		None <input type="button" value="v"/>
20	19	Wri	3.00	Registered (Web) / May 08, 2007		None <input type="button" value="v"/>



Caution -- You MUST click "Submit Drops" button at bottom of page to SAVE changes!!!

Course Calendar

This will show you the meeting dates of your courses. Select a Term then list appears – select link Course Calendar

Search

Student Services Financial Aid Faculty Services Advisors & Student Data Inquiry Employee Services Personal Information Finance Self-Service

Generate Course Calendar for: Fall 2015

Search By ONE of the following (Subject, Instructor or CRN)

----- Course ID -----

Subject Area Course Number Section Number ----- Instructor ----- --CRN-- --GO--

NONE All All --OR-- NONE --OR-- Reset

CRN	Subj	Crse	Sec	Title	Instructor	-- Actions --
42676	ASL	101	001	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
42684	ASL	101	002	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
42685	ASL	101	003	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
44714	ASL	101	004	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
42687	ASL	101	005	HON. AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
42688	ASL	101	006	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar
44715	ASL	101	007	AMERICAN SIGN LANGUAGE I	Fc	Course Calendar

Calendar generated showing meeting days of course and break days

Search

Generate Course Calendar

42685 ASL 101 003 (AMERICAN SIGN LANGUAGE I) Term: 201530

TR (Tuesday Thursday) From: 08/24/2015 To: 12/11/2015

August 25	Tuesday	
August 27	Thursday	
September 01	Tuesday	
September 03	Thursday	
September 08	Tuesday	
September 10	Thursday	
September 15	Tuesday	
September 17	Thursday	
September 22	Tuesday	
September 24	Thursday	
September 29	Tuesday	
October 01	Thursday	Fall Break Day
October 06	Tuesday	

Download to Excel

RELEASE: SYLLABI MAINT 1.0

List is downloadable to and Excel file

Course Roster Lookup

Select link then perform Select Term. Then select either Subject or other possible selection with it or Instructor. Then click Show Me Classes button. Subject – Account (Univ) selected.

Look-Up Classes for Term: Fall 2015 [Instructions to Print Schedule of Classes](#)

Colonnade/General Education Courses

by Subject (Pick 5 Max)

by Instructor

by Course Number

by Title

Part-of-Term

Schedule Type

by Campus

by Session

by Start Time: Hour Minute am/pm

by End Time: Hour Minute am/pm

by Days: Mon Tues Wed Thur Fri Sat Sun

Show Only Open Courses:

By Colonnade (general education) category

By old General Education category

Show Me Classes

List of courses for the Subject area selected below. Click the link ACT and you will see a Summary Class Roster for any class in that term.

Student Services Financial Aid Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Finance Self-Services

You Selected the following Classes: Fall 2015

C in first column denotes a closed course.
 NR in the first column denotes "No Registration" - the registration period for this course has passed.
 SR in the first column denotes "Student Restriction" - clear holds on your account that prevent registration. If no holds exist contact the Office of the Registrar.
 R in second column denotes a restricted course. See department for course pass.
 W in second column denotes the course has waitlisting.

- Special information about a course section will appear in a blue box **beneath** the course section number.
 - To see prerequisite,corequisite,and departmental information, click the section **Title**.
 - Refer to **Mtg Dates** column for class starting and ending dates.
 - To view the class roster for a specific section, click on the hyperlink in the **"Act"** (Actual Enrollment)

To Print the Schedule of Classes:
 1. Go to File->Page Setup, click on Landscape then click OK
 2. Go to View->Text and set text size to Small or Smaller
 3. Go to File->Print

Accounting (Univ)																	
	CRN	Subj	Cree	Sec	Cred	Title	Campus	Fee	Sylbi?	Location	Day(s)	Time	Act	Rem	Instructor	Course Dates	
C	W	00003	ACCT	200	001	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0529	MWF	08:00 am-08:55 am	50	0	Henson, S	08/24-12/11
C	W	00005	ACCT	200	002	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0528A	MWF	09:10 am-10:05 am	38	0	Callahan, R	08/24-12/11
		00007	ACCT	200	003	3.00	HON:INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0526	MWF	09:10 am-10:05 am	19	6	Ross, M	08/24-12/11
Honors Eligibility or 3.2 overall university GPA required Honors eligibility or 3.2 overall university GPA required.																	
	W	00009	ACCT	200	004	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0529	MWF	10:20 am-11:15 am	49	1	Henson, S	08/24-12/11
C	W	00011	ACCT	200	005	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0526	MWF	12:40 pm-01:35 pm	50	0	Callahan, R	08/24-12/11
C	W	00013	ACCT	200	006	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0528A	MWF	01:50 pm-02:45 pm	38	0	Callahan, R	08/24-12/11
C	W	00015	ACCT	200	007	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0529	TR	09:35 am-10:55 am	42	0	Wade, S	08/24-12/11
	W	00017	ACCT	200	008	3.00	INTRO ACCOUNTING-FINANCIAL	Bowling Green	\$45	N/A	GH 0528A	TR	11:10 am-12:30 pm	44	0	Smerly, M	08/24-12/11

Class Roster

Summary Class Roster : Fall 2015

CRN	Subject	Course	Section	Title	Start	End	Status
00003	ACCT	200	001	INTRO ACCOUNTING-FINANCIAL	Aug 24, 2015	Dec 11, 2015	Open

	Maximum	Actual	Remaining
Enrollment:	50	50	0

Rec.#	ID	Student Name	Student Email	Lvl	Degr	Program	Major	Class	CrHr	Req	Req.#
1	80C	Alle	georgi	UG	BS	BS in Health & Human Services	Sport Management-Prep	SO	3.00	RW	32
2	80C	AIM	musta	UG	BS	BS in College of Business	Accounting (Seeking Adm)	FR	3.00	RW	25
3	80C	Am	matth	UG	BS	BS in College of Business	Marketing (Seeking Adm)	FR	3.00	RW	24
4	80C	Bra	jerem	UG	BS	BS in College of Business	Management (Seeking Adm)	FR	3.00	RW	23
5	80C	Bru	cody.t	UG	BS	BS in College of Business	Marketing (Seeking Adm)	SO	3.00	RW	55
6	80C	Bur	emily.i	UG	BS	BS in Health & Human Services	Health Care Admin- Seeking Adm	SO	3.00	RW	54
7	80C	Car	conrac	UG	BS	BS in Health & Human Services	Sport Management	FR	3.00	RW	26
8	80C	Cob	marial	UG	BS	BS in College of Business	Finance (Seeking Adm)	FR	3.00	RW	22
9	80C	Cro	hailee	UG	BS	BS in College of Business	Mathematical Economics-prep	FR	3.00	RW	20
10	80C	Dev	kyle.d	UG	BS	BS in Health & Human Services	Hospitality Mgt & Dietetics	FR	3.00	RW	21

Scroll to the bottom of the list to Download to Excel just like you do the Summary Class list.

Freshman 5-Week Assessment

Click link Freshman 5 Week Assessment: perform Select Term and Select CRN click Submit Button.

Keyword Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information

Select a CRN for Fall :

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

- COLLEGE ALG/TRIG - 05751
- COLLEGE ALGEBRA - 29083
- TRIGONOMETRY - 29084
- INTERMEDIATE ALGEBRA - 35559
- INTERMEDIATE ALGEBRA - 36044

RELEASE: 6.0

Freshman assessment will be processed on any 199 level courses or below on only those students that are classified as freshman. A list of the students that need to be assessed for grade and attendance will appear.

Freshman 5 Week Assessment

Faculty Western

Aug 14, 2

Course Information

COLLEGE ALG/TRIG - MATH 118 001

CRN: 05751

5 WEEK ASSESSMENT LIST OF FRESHMEN ENROLLED IN DEVELOPMENTAL & 100 LEVEL COURSES

Record Number	Student Name	ID	Credits	Registration Status	FR Grade	Excessive Absences Indicator
1	Blain, Justin S.	80	5.000	Registered (Web) Mar 28, 2007	None	No
2	Carp, J.C.	80	5.000	Registered (Web) Mar 08, 2007	None	No
3	Cole, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No
4	Cost, J.	80	5.000	Registered (Web) Mar 31, 2007	None	No
5	Fane, J.	80	5.000	Registered (Online) Apr 10, 2007	None	No
6	Giva, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No
7	Hans, J.	80	5.000	Registered (Web) Jun 05, 2007	None	No
8	Hart, J.	80	5.000	Registered (Web) Apr 05, 2007	None	No
9	Hav, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No

Enter the FR Grade by using the drop down menu. Choices are: None, Pass or D/F

Course Information

COLLEGE ALG/TRIG - MATH 118 001

CRN: 05751

5 WEEK ASSESSMENT LIST OF FRESHMEN ENROLLED IN DEVELOPMENTAL & 100 LEVEL COURSES

Record Number	Student Name	ID	Credits	Registration Status	FR Grade	Excessive Absences Indicator
1	Blain, Justin S.	80	5.000	Registered (Web) Mar 28, 2007	Pass	No
2	Carp, J.C.	80	5.000	Registered (Web) Mar 08, 2007	Pass	No
3	Cole, J.	80	5.000	Registered (Web) Mar 08, 2007	D/F	No
4	Cost, J.	80	5.000	Registered (Web) Mar 31, 2007	D/F	No
5	Fane, J.	80	5.000	Registered (Online) Apr 10, 2007	None	No
6	Giva, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No
7	Hans, J.	80	5.000	Registered (Web) Jun 05, 2007	None	No
8	Hart, J.	80	5.000	Registered (Web) Apr 05, 2007	D/F	No
9	Hav, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No
10	Hou, J.	80	5.000	Registered (Online) May 14, 2007	None	No
11	Hu, J.	80	5.000	Registered (Web) Mar 08, 2007	None	No
12	Ko, J.	80	5.000	Registered (Web) Mar 31, 2007	None	No

Also you must report if they have had Excessive Absences in the other field. Make sure to click the submit button at the bottom of the form.

5 WEEK ASSESSMENT LIST OF FRESHMEN ENROLLED IN DEVELOPMENTAL & 100 LEVEL COURSES

Record Number	Student Name	ID	Credits	Registration Status	FR Grade	Excessive Absences Indicator
1	Blain, Justin S.	800	00	Registered (Web) Mar 28, 2007	Pass	No
2	Carp, J.C.	800	00	Registered (Web) Mar 08, 2007	Pass	No
3	Cole, J.	800	00	Registered (Web) Mar 08, 2007	D/F	Excessive Absences
4	Cost, J.	800	00	Registered (Web) Mar 31, 2007	D/F	Excessive Absences
5	Fane, J.	800	00	Registered (Online) Apr 10, 2007	None	No
6	Giva, J.	800	00	Registered (Web) Mar 08, 2007	None	No
7	Hans, J.	800	00	Registered (Web) Jun 05, 2007	Pass	Excessive Absences
8	Hart, J.	800	00	Registered (Web) Apr 05, 2007	None	No
9	Hav, J.	800	00	Registered (Web) Mar 08, 2007	None	No
10	Hou, J.	800	00	Registered (Online) May 14, 2007	None	No

Submit

You should receive a returned message “ Your Freshman Assessment updates have been submitted!!!”.

Keyword Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information

Freshman 5 Week Assessment Faculty Western
Aug 14, 2

Your Freshman Assessment updates have been submitted!!! ←

Course Information
COLLEGE ALG/TRIG - MATH 118 001
CRN:

5 WEEK ASSESSMENT LIST OF FRESHMEN ENROLLED IN DEVELOPMENTAL & 100 LEVEL COURSES

Record Number	Student Name	ID	Credits	Registration Status	FR Grade	Excessive Absences Indicator
17	Pruj	8004	5.000	Registered (Web) Mar 28, 2007	None	No
18	Rea	8005	5.000	Registered (Online) Jun 05, 2007	None	No
19	Sau	8005	5.000	Registered (Online) Jun 05, 2007	None	No
20	Smi	8004	5.000	Registered (Web) Apr 13, 2007	None	No
21	Spi	8004	5.000	Registered (Web) Mar 08, 2007	None	No
22	Wil	8005	5.000	Registered (Web) Mar 08, 2007	None	No

Submit Reset

Your Freshman Assessment updates have been submitted!!! ←

Course Material Request

Select Term that you need the materials for from the drop down menu and then a List of CRN's in the drop down menu Follow the instructions on the form once you have selected the Course

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information **Student Conduct Menu** Finance Self-Service

Course Material Request

Select the Course you want to list books for

Course Material Request Term: 201005
Courses:

Submit

Athlete Grade Review

Click the menu link and then select your CRN from the drop down box.

Search BACK TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information **Finance Self-Service**

Athlete Grade Review

Select a CRN for Spring

Next

List of athlete's in that course.

Athlete Grade Review

Course Information
 PRIN ECONOMICS-MICRO - ECON 202 002
 CRN: 29486
 Term: Spring 2010
 Review Period: March 19, 2010 - March 26, 2010

Any Questions?
 Please contact the Student Athlete
 Success Center at 745-6022.

Caution -- You MUST click the "Submit Grades" button at the bottom of the page to SAVE your changes!

Student Name	ID	Sport	Class	Grade	Absences	Comment Category	Comments
Fernandez, Sebastian	000000001	Mens' Golf	FR	None	0	NONE	
Freeman, Lunde	000500578	Mens' Tennis	FR	None	0	NONE	
Swing, Jordan	000500506	Mens' Basketball	FR	None	0	NONE	

Submit Grades

Enter the required information if you have any questions contact the Student Athlete Success Center. Once you have entered the information click the submit grades button.

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Finance Self-Service

Athlete Grade Review

Course Information
 PRIN ECONOMICS-MICRO - ECON 202 002
 CRN: 29486
 Term: Spring 2010
 Review Period: March 19, 2010 - March 26, 2010

Any Questions?
 Please contact the Student Athlete
 Success Center at 745-6022.

Caution -- You MUST click the "Submit Grades" button at the bottom of the page to SAVE your changes!

Student Name	ID	Sport	Class	Grade	Absences	Comment Category	Comments
Fernandez, Sebastian	000000001	Mens' Golf	FR	B	3	Papers	This is a test
Freeman, Lunde	000500578	Mens' Tennis	FR	C	0	Other/General	
Swing, Jordan	000500506	Mens' Basketball	FR	C	1	Other/General	

Submit Grades

View Previous Grade Reviews for this course: [February 12, 2010](#)

KAP Grade Review and Forensics Grade Review will be similar to the Athlete Grade Review the timing of each one of these processes will be controlled by the Registrar's Office. You may also see other links enabled during the semesters and new processes added as needed by WKU.

Advisors & Student Data Inquiry Tab

Menu for Tab

The screenshot shows the WKU TopNet interface. At the top, there is a search bar with 'Enter Student ID:' and a 'Go' button. Below the search bar is a navigation menu with 'Advisors & Student Data Inquiry' selected. The main content area is titled 'Advisors & Student Data Inquiry' and contains a list of options under several categories: 'Term Selection', 'ID Selection/Name Search', 'Advising/Administrative Tasks', 'Student Info/Maintenance', and 'Topnet Reports'. Each category has a list of sub-options.

- Term Selection
- ID Selection/Name Search
- Advising/Administrative Tasks
 - Advising Calendar
 - Advising Comments
 - Advisor Contact Information
 - Advisees Eligible to Register
 - Advisee Email List
 - Course Syllabi Maintenance
 - Fifth Week Freshmen Assessment Followup
 - Major/Course Pre-Registration Maintenance
 - SASC (Athlete Advising)
 - Schedule of Classes and Class Roster Lookup
 - WKU Email Utility
- Student Info/Maintenance
 - Academic Transcript
 - Address/Phone
 - Billing Account
 - Change Major, Minor, Concentration, Advisor
 - Colonnade/General Education Crosswalk
 - Electronic Imaged Documents
 - Email Address
 - Final Grades
 - General Student Information
 - Holds - Update
 - Holds - View Only
 - iCAP - Degree Audit
 - iCAP - General Education Audit
 - iCAP - Colonnade Audit
 - Power Enter Course Grades
 - Registration Drop/Add
 - Registration History
 - Registration Overrides (Global)
 - Schedule Summary
 - Tax Notifications
 - Test Scores and Course Eligibility
- Topnet Reports
 - Obtain Official Grade Report
 - View Course Enrollment by Department
 - View Course Enrollment by College
 - View Schedule of Classes
 - View Summer - Schedule of Classes
 - View Freshmen Assessment Report
 - Academic Standing and College Readiness
 - View Student Course History
 - View Student KY GenEd Certifications

Always do a Term Selection before accessing any information. From the drop down box select your term. The Registrar's office will change the default term based on their timetable.

The screenshot shows the 'Select Term' section of the WKU TopNet interface. A dropdown menu is open, showing the following options: Summer 2013, Summer 2013, Spring 2013, Winter 2013, Fall 2012, and Summer 2012. A black arrow points to the 'Spring 2013' option. A 'Submit' button is visible to the left of the dropdown menu.

Once you select the Term click the Submit button.

The screenshot shows the 'Select Term' section of the WKU TopNet interface. The dropdown menu is now closed, and 'Spring 2013' is selected. The 'Submit' button is visible below the dropdown menu.

Advising/Administrative Tasks

To view student's information select the link in the list.

WKU TopNet

Enter Student ID: Submit Reset Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advisors & Student Data Inquiry

Currently Selected Student is: Test Student 1

Term Selection
 ID Selection/Name Search
Advising/Administrative Tasks

- Advising Calendar
- Advising Comments
- Advisor Contact Information
- Advisees Eligible to Register
- Advisee Email List
- Course Syllabi Maintenance
- Fifth Week Freshmen Assessment Followup
- Major/Course Pre-Registration Maintenance
- SASC (Athlete Advising)
- Schedule of Classes and Class Roster Lookup
- WKU Email Utility

Advising Calendar / Scheduling (Contact AARC for additional information if needed.)

WKU TopNet

Search Go SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advising Calendar / Scheduling

- Advising Availability Scheduling
- Advising Calendar Appointments

Advising Calendar Scheduling: Select the link and the following page displays

File Edit View Favorites Tools Help

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Select Term

Barbara M. Sche
Jul 31, 2013 09:20

Select the term in which you wish to schedule your appointment.

Select a Term: Summer 2013 May 13, 2013 - Aug 08, 2013
 Spring 2013 May 13, 2013 - Aug 08, 2013
 Summer 2013 May 13, 2013 - Aug 08, 2013
 Spring 2013 Jan 22, 2013 - May 10, 2013
 Winter 2013 Jan 02, 2013 - Jan 18, 2013
 Fall 2012 Aug 27, 2012 - Dec 14, 2012
 Summer 2012 May 14, 2012 - Aug 08, 2012
 Spring 2012 Jan 23, 2012 - May 11, 2012
 Winter 2012 Jan 02, 2012 - Jan 20, 2012
 Fall 2011 Aug 29, 2011 - Dec 18, 2011
 Summer 2011 May 16, 2011 - Aug 11, 2011
 Spring 2011 Jan 24, 2011 - May 13, 2011

Select your term for scheduling your appointment and your calendar will display.

Search Go SITE MAP HELP EXIT

Faculty Services **Advisors & Student Data Inquiry** Employee Services Personal Information Student Conduct Menu Finance Self-Service

Advising Calendar Scheduling

For Term: Spring 2013 (01/22/2013-05/10/2013)

Select an advising time block: 30 mins

Exchange preferences: Disabled Enabled

Recurring Availability:

- Current week only
- Remainder of the semester (0 weeks).
- Recur for the next weeks.

Previous Week Week of May 06, 2013 (16 of 16) Next Week

Go To: Week of 05/06/2013 Submit Advising Hours

Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thursday 05/09/2013	Friday 05/10/2013
0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM 0900AM-0930AM 0930AM-1000AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM 0900AM-0930AM 0930AM-1000AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM 0900AM-0930AM 0930AM-1000AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM 0900AM-0930AM 0930AM-1000AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM 0830AM-0900AM 0900AM-0930AM 0930AM-1000AM

Advising Calendar Appointments

WKU TopNet

Search SITE MAP HELP EXT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Advising Calendar Scheduling

For Term: Spring 2013 (01/22/2013-05/10/2013)

Select an advising time block: Recurring Availability:

Exchange preferences: Disabled Enabled Current week only.
 Remainder of the semester (0 weeks).
 Recur for the next weeks.

[Previous Week](#) Week of May 06, 2013 (16 of 16) [Next Week](#)

Go To:

Monday 05/06/2013	Tuesday 05/07/2013	Wednesday 05/08/2013	Thursday 05/09/2013	Friday 05/10/2013
0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM	0700AM-0730AM 0730AM-0800AM 0800AM-0830AM

Advising Comments:

WKU TopNet

Search RETURN TO MENU SITE MAP HE

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Advising Comments - General Advising

Click on a course if you have followed up with the student about a specific course. For an overall followup, click on "Overall Followup."

[Click here to select another student.](#)

Za [REDACTED]

Classification: JR
Term: Fall 2013

Course	Credit Hours	Grade
ME 220 001	3	
ME 344 001	3	
PHYS 285 001	4	
PHYS 286 001	1	
PE 101 337	1	
ME 310 001	3	

[Overall Followup](#)

Displaying Fall 2013 comments | [View all comments](#)

Advisor Contact Information: all advisors assigned for the selected term will display.

WKU TopNet

Search SITE MAP HELP EXT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Advisor Detail Information

Primary Advisor

Name: Len [REDACTED]

Phone Number: (270) 745-[REDACTED]

Email Address: jo[REDACTED]@wku.edu

Office Location: Ctr. for Eng. & Bio. Sciences [REDACTED]

Honors College Advisor

Name: Carl [REDACTED]

Phone Number: (270) 74-[REDACTED]

Email Address: ar[REDACTED]@wku.edu

Office Location: Honors Center

[\[Select Another Student \]](#)

Advisees Eligible to Register:

This list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

Error:

Our records indicate you do not currently advise official advisees. We are limiting access to the Advisees Eligible to Register to advisors with advisees assigned to them through Banner.

List of Advisees eligible to register: You may use the Email All Advisees button to email all students or mark the selected students and the use the Email Selected Advisees button.

Advisees Eligible to Register by Term

The Advisees Eligible to Register list shows advisors the students that are assigned to them and whether they are currently enrolled in courses at WKU. This report also includes those students who are not enrolled but are eligible to do so either by signing up for classes or being re-admitted to WKU. This form contains the registration hours allowing the advisor to view if the student is currently registered for courses.

Term Selected : Fall 2013

WKUID	Student	Major	Concentration Minor	Reg Hours Earned	Hours	Class	GPA	Holds	Acad Standing	Last Term	Grad Status	Exp Grad Term	iCAP	Photo	Email
801	M S	750P Photojournalism (Seeking Adm)	423 Music 307 American Sign Language Studies	16	25	FR	2.19	N	GS	201310		201730	iCAP		

Advisee(s) Email List: Select Term View their picture or email them as a group or individually.

Advisee Email Address List for Currently Enrolled Students

The Advisee Email Address list is a list of those currently enrolled students who are assigned to you as an advisor. Only students that are enrolled will be shown on this list. If you would like a more complete list of advisee's eligible to register please visit the Advisees Eligible to Register list available on TopNet.

[[E-mail Advisee List](#)]

Rec #	WKU ID	Student Name	Pic	Student Email	Major	Major Description	Concentration	Class	Class Description	Prim Adv
1	801	Mc Sa	View sa	er.wku.edu	750P	Photojournalism (Seeking Adm)		FR	Freshman	N

Fifth Week Freshman Assessment Follow-up Advising Comments – Freshmen Assessment – View the comment about a freshman after the first five weeks of a semester.

Advising Comments - Freshmen Assessment

Click on a course if you have followed up with the student about a specific course. For an overall followup, click on "Overall Followup."

[Click here to select another student.](#)

Test Student 1 (800723819)
Classification: JR
Term: Spring 2013

Course	Credit Hours	Grade	Absent
Overall Followup			

Displaying Spring 2013 comments | [View all comments](#)

Major/Course Pre-Registration Maintenance

Select link Major/Course Pre-Registration Maintenance and select term

The screenshot shows the WKU TopNet interface. At the top is the WKU logo and 'TopNet' text. Below is a search bar with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'Major/Course Pre-Registration Maintenance'. Below this is a 'Select a Term:' dropdown menu that is open, showing 'Fall 2013' and 'Fall 2012' as options.

Select Continue button

This screenshot is similar to the previous one, but the 'Fall 2013' option is now selected in the 'Select a Term:' dropdown menu. The 'Continue' button below the dropdown is highlighted in blue, indicating it is the next step to click.

Select the Department:

The screenshot shows the 'Pre-Registration for Fall 2013' section. The 'Select your department:' dropdown menu is open, showing a list of departments. The 'Continue' button is highlighted in blue. A link for 'Select another term' is visible at the bottom left.

Drop down list of all Departments highlight your selection

The screenshot shows the department dropdown list expanded. The list includes: Chemistry, Coll AR Interdiscp/Undeclared, Coll BU Interdiscp/Undeclared, Coll ED Interdiscp/Undeclared, Coll HH Interdiscp/Undeclared, Coll SC Interdiscp/Undeclared, Communication Disorders, Computer Information Systems, Computer Information Tech, Computer Science, Economics, Engineering, English, Family and Consumer Sciences, Finance, Folk Studies & Anthropology, Geography and Geology, History, and Honors Academy. The 'History' option is highlighted in blue.

Select the Continue button

This screenshot is similar to the previous one, but the 'History' option is now selected in the 'Select your department:' dropdown menu. The 'Continue' button below the dropdown is highlighted in blue.

Select the major from the menu:

The screenshot shows the WKU TopNet interface for 'Major/Course Pre-Registration Maintenance'. At the top, there is a search bar and navigation links for 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a horizontal menu with options: 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'Major/Course Pre-Registration Maintenance'. Underneath, it says 'Pre-Registration for Fall 2013', 'College: Arts and Letters', and 'Department: History'. A dropdown menu is open for 'Select a major for Pre-Registration:', showing '592 Social Studies' and '695 History'. At the bottom, there are links: 'Select another department' and 'Select another term'.

Complete form

This screenshot shows the same WKU TopNet page, but with the form fields populated. The heading is 'Major/Course Pre-Registration Maintenance'. Below it, it says '592 Social Studies - Fall 2013'. There are five numbered sections: 1. Preferred Courses: with a table for Subject and Course Number; 2. Alternate Courses: with a table for Subject and Course Number; 3. Select one or more General Education Categories: with a grid of checkboxes for categories like English Composition (A1), Social & Behavioral Sciences (C), Foreign Language (A2), Science (D1), Public Speaking (A3), Mathematics (D2), Literature (B1), World Cult & Am Cult Diversity (E1), Electives (B2), Physical Development (F1), Science Lab (DL), and Organ & Comm of Ideas (A4); 4. Select the credit hour range desired: with a dropdown menu; 5. ATP Contact Person (WKU ID): with a dropdown menu. At the bottom, there are links: 'Select another major', 'Select another department', and 'Select another term'.

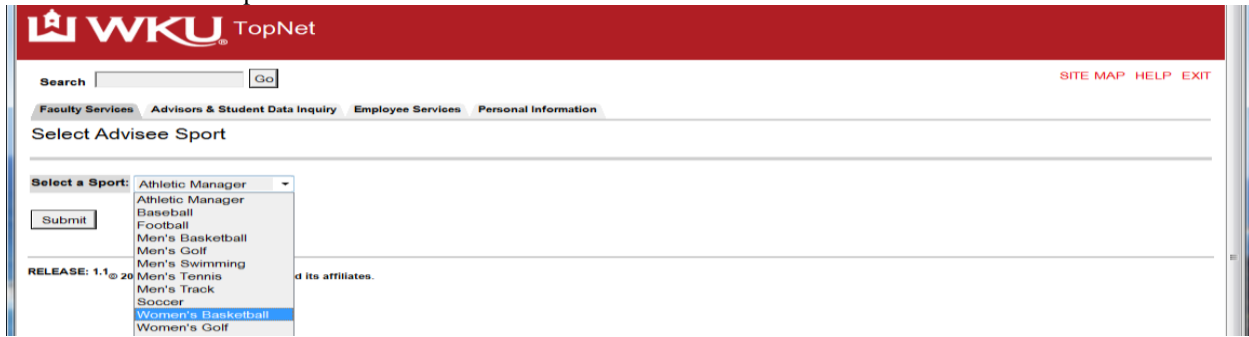
SASC (Athlete Advising) (Only available for selected individuals)

The screenshot shows the WKU TopNet interface for 'SASC'. At the top, there is a search bar and navigation links for 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a horizontal menu with options: 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'SASC'. Below the heading, there are two links: 'Athletes Eligible to Register' and 'Athlete Advising Comments'.

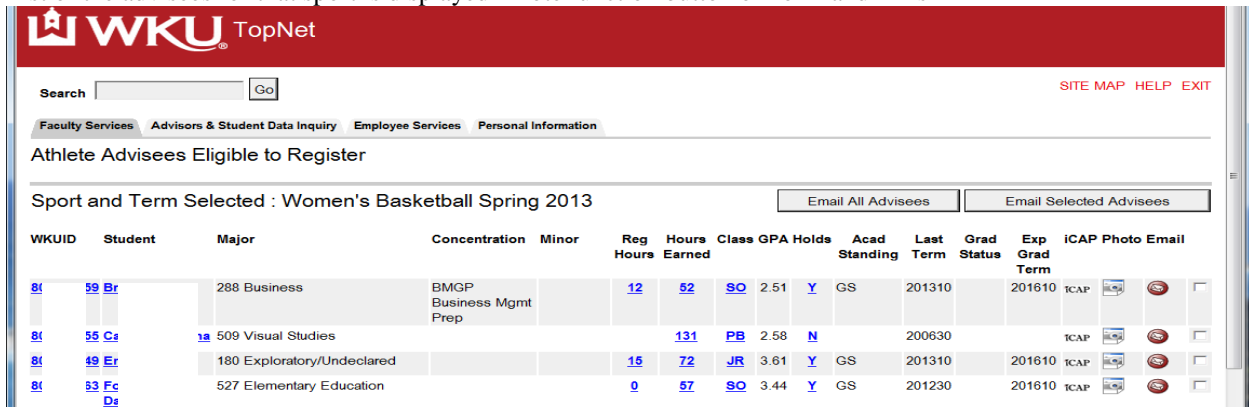
Athlete Advisees Eligible to Register – perform select term

The screenshot shows the WKU TopNet interface for 'Athlete Advisees Eligible to Register'. At the top, there is a search bar and navigation links for 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a horizontal menu with options: 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The main heading is 'Athlete Advisees Eligible to Register'. Below the heading, there is a message: 'This application is restricted to advisors in the Student Athlete Success Center.' At the bottom, there are links: 'Select New Sport' and 'Term Selection'.

Then select Advisee Sport

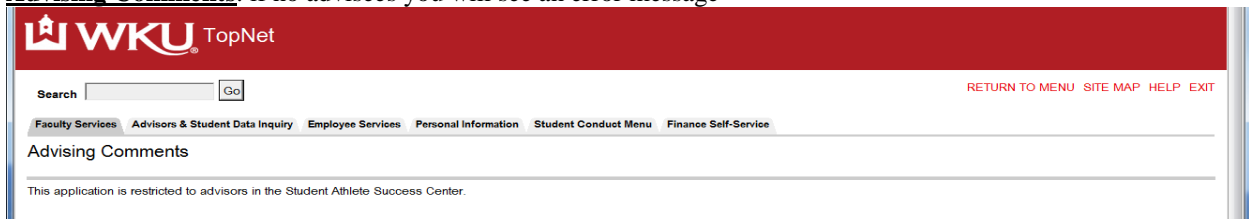


List of the advisees for that sport is displayed – note function button on form and links

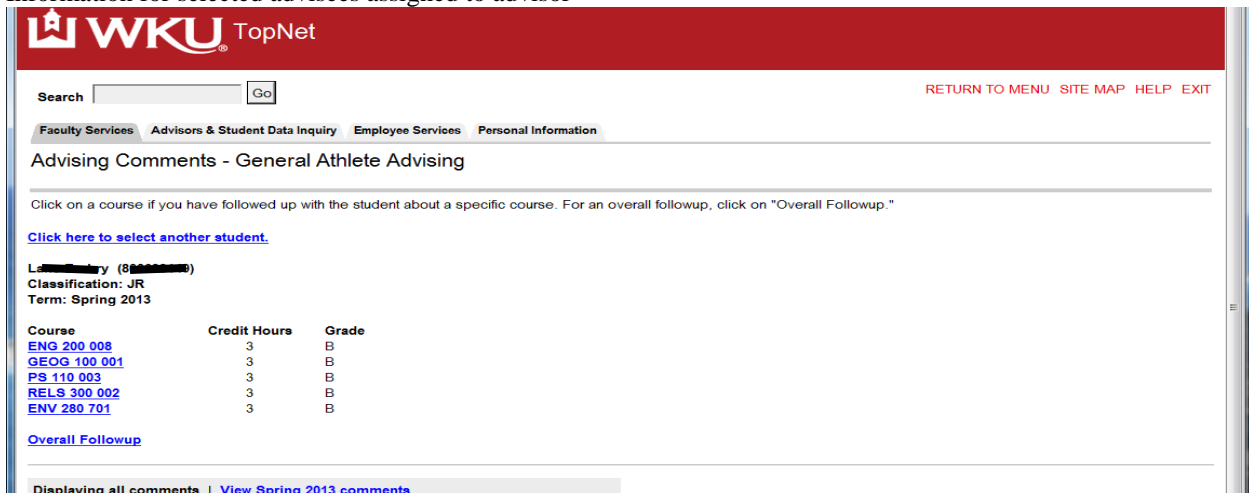


Return to the SASC menu and select Athlete Advising Comments

Advising Comments: if no advisees you will see an error message



Information for selected advisees assigned to advisor



WKU Email Utility: Select the WKU Email Utility link. This will Invoke the Email Utility

The screenshot shows the WKU TopNet homepage. At the top left is the WKU logo. Below it is a search bar with a 'Go' button. To the right are links for 'SITE MAP', 'HELP', and 'EXIT'. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The 'WKU Email Utility' link is highlighted in blue. At the bottom left, it says 'RELEASE: 8.5.3 © 2013 Eliucan Company L.P. and its affiliates.'

Opens form: Enter address(es), Subject, Message, and/or an attachment then click Send Mail.

The screenshot shows the 'TOPNET Mailer Utility' form. It has a red header with the text 'TOPNET Mailer Utility'. Below the header, it says 'Enter the Subject, Message and an optional attachment then click "Send Email". To paste data into any box, press "Ctrl + v".' and 'When sending email to multiple recipients, please separate email addresses with a comma.' There is a link for technical support: 'For technical support, call 745-8812 or email Barbara Scheidt'. The form fields include 'Send to:' (a large text area), 'From:' (pre-filled with 'barbara.scheidt@wku.edu'), 'Subject:' (a text box), and 'Message:' (a large text area). There is an 'Attach:*' section with a 'Browse...' button. A note states: '*Note: Only one attachment allowed per email. Attachment filename cannot contain periods and must have an extension (example: filename.txt). The maximum file size allowed is 4MB.' At the bottom are 'Send Email' and 'Clear Form' buttons.

Student Info / Maintenance

Academic Transcript:

You will be able to view any transcript by selecting the Academic Transcript link. First you must select the Transcript Level and Transcript Type: Select the Display Transcript button. Degree information will be located in the first section, transfer information in following area, and then course work at WKU with GPA information and the last section would have registered and pre-registered course work.

The screenshot shows the 'Academic Transcript' form on the WKU TopNet site. It has a red header with the WKU logo. Below it is a search bar with 'Enter Student ID:', 'Submit', 'Reset', and 'Go' buttons. To the right are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. A navigation menu includes 'Faculty Services', 'Advisors & Student Data Inquiry', 'Employee Services', 'Personal Information', 'Student Conduct Menu', and 'Finance Self-Service'. The form contains a message: 'Select the transcript level and transcript type.' Below this are two dropdown menus: 'Transcript Level:' (set to 'All Levels') and 'Transcript Type:' (set to 'Advising/Unofficial'). At the bottom is a 'Display Transcript' button. In the top right corner, it says 'Barbara M. Scheidt May 20, 2013 09:44 am'.

Transcript will display scroll through to view all information on transcript or use quick links to sections.

Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Faculty Services](#) |
 [Advisors & Student Data Inquiry](#) |
 [Employee Services](#) |
 [Personal Information](#) |
 [Student Conduct Menu](#) |
 [Finance Self-Service](#)

Student Academic Transcript

Barbara M. Scheidt
 May 20, 2013 10:38 am

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [Test Student 1](#)
[Transfer Credit](#) | [Institution Credit](#) | [Transcript Totals](#)

Transcript Data for:

Name: Test Student 1
 WKU ID: 80*****

Curriculum Information

Current Program: _____
 College: Science and Engineering
 Major and Department: Mechanical Engineering-Prep, Engineering

This is NOT an Official Transcript

TRANSFER CREDIT ACCEPTED BY INSTITUTION [-Top-](#)

AP Credit: APP: AMERICAN HISTORY

Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
HIST	EL-L	ELEC-HISTORY-APP2 H-APP2 HIST	CR	6.000		0.00	
Current Term:		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
		0.000	6.000	6.000	0.000	0.00	0.00

Unofficial Transcript

Term: Spring 2013

College: Science and Engineering
 Major: Mechanical Engineering-Prep
 Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
AMS	180	UG	ARCHITECTURE & CIVILIZATION	B	3.000	9.00	
EM	303	UG	WKU MECH DEFORM SOLIDS	B	3.000	9.00	
EM	313	UG	DYNAMICS - UK	B	3.000	9.00	
MATH	331	UG	DIFFERENTIAL EQNS	B	3.000	9.00	
ME	200	UG	SOPHOMORE DESIGN	B	3.000	9.00	
ME	347	UG	MECHANICAL SYSTEMS LABORATORY	B	1.000	3.00	
Term Totals (Undergraduate)		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		16.000	16.000	16.000	16.000	48.00	3.00
Cumulative:		67.000	67.000	67.000	67.000	244.00	3.64

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) [-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	67.000	67.000	67.000	67.000	244.00	3.64
Total Transfer:	0.000	12.000	12.000	0.000	0.00	0.00
Overall:	67.000	79.000	79.000	67.000	244.00	3.64

Unofficial Transcript

Course work will be in order of oldest to most recent. Note semester totals, transfer totals, cumulative, overall GPA's and course work in progress at the end.

ECON	203	UG	PRIN ECONOMICS-MACRO	B	3.000	9.00	
MUS	328	UG	MUSIC HISTORY III	C	3.000	6.00	
MUS	407	UG	ORCH/BAND ARRANGING	A	3.000	12.00	
Term Totals (Undergraduate)		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		12.000	9.000	9.000	12.000	27.00	2.25
Cumulative:		144.000	111.000	111.000	134.000	324.00	2.41

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) [-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	144.000	111.000	111.000	134.000	324.00	2.41
Total Transfer:	3.000	3.000	3.000	3.000	9.00	3.00
Overall:	147.000	114.000	114.000	137.000	333.00	2.43

Unofficial Transcript

COURSES IN PROGRESS [-Top-](#)

Term: Spring 2012

College: Arts and Letters
 Major: Music (Liberal Arts)

Subject	Course	Level	Title	Credit Hours
ECON	302	UG	MICROECONOMIC THEORY	3.000
ECON	303	UG	MACROECONOMIC THEORY	3.000

Student Address/Phone: Displays current active information on file for the student

WKU TopNet

Enter Student ID: Submit Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

View Student Addresses and Phones Barbara M. Scheidt
May 22, 2013 01:30 pm

Information for [Test Student 1](#)

Addresses and Phones

Mailing/Permanent	Phones
Current: Jan 04, 2011 - (No end date)	Primary: 270-724-9999
999 W Bowling Green, Kentucky KY-Warren	42104-0343

Billing Account Information (Special Approval required to view). Will list all charges and receipt information for the student by semester.

WKU TopNet

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

View Student Account Information

Summary for: Test Student 1 (8-)

Enter New Student ID: Term:

IMPORTANT NOTICE TO FINANCIAL AID RECIPIENTS:
If your financial aid has been completely processed by the Office of Student Financial Assistance the aid will appear on your account. "Anticipated" amounts have NOT officially been applied to your account but are shown as projected aid. Federal regulations do not allow Title IV funds to be credited until 10 days prior to the start of a term. Please make sure that you have signed your loan promissory note with the financial aid office. If you have not signed a promissory note, the anticipated financial aid listed will NOT officially apply to your account. KEES awards are not officially credited until 3-4 weeks into the fall or spring semester.

Important Notice for International Students: Western Kentucky University has partnered with peerTransfer to streamline the tuition payment process for our international students. With peerTransfer, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, as compared to traditional banks. You will also be notified via email when your payment is received by the school. Click or go to: wku.peertransfer.com to begin the payment process.

Account Balance: -1,163.00

Spring 2013				
Detail Code	Description	Charge	Payment	Balance
1302	Tuition UG Resident	4,236.00		0.00
2475	A&M Sciences Fee	10.00		0.00
3500	The WKU Store Purchases	36.00		0.00
6015	Refund-Parent Loan	1,440.00		0.00
6H50	Residual-HigherOne-Fin Aid	889.00		0.00
7611	Stdt Hlth Serv-Depend Child		2,118.00	0.00
FDPL	Federal Direct Parent Loan		1,440.00	0.00
FDSL	Federal Direct Subsidized Loan		1,803.00	0.00

Change Major, Minor, Concentration, Advisor: Select the function and complete the form following the instructions on the form completing all steps.

WKU TopNet

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Major, Minor, Concentration, Advisor Change Form

REQUEST CHANGES | CONFIRM | FINAL STEP

Instructions: This form may be used to revise a major, minor, concentration, or advisor. Please remember that one online change of major, minor, concentration, or advisor is permitted per 30 days. Select your requested major, minor, or concentration from the drop down box. Teacher Certification can be selected under "Concentration".

Note: If you plan to pursue more than 2 majors concurrently, you must see Academic Advising and Retention Center for consultation (DUC room A330 phone 745.5065).

ID	Name	Email	Phone	Date
800723819	Test Student 1	zachary.lancaster327@topper.wku.edu	2707242131	05/20/2013

Primary Program of Study

Level: Undergraduate
Degree: Bachelor of Science
College: Science and Engineering

Graduation Status:
Expected Graduation: Spring 2015
Catalog Term: Summer 2011

Note: Students with a major in Broadcasting, Advertising, News/Ed, Photojournalism and Public Relations must have a minor outside the SJ&B, film studies and communication.

Field of Study | Current | Select Changes | C indicates Concentration Required | M indicates Minor or 2nd Major Required

Electronic Imaged Documents: Banner Document Management System (BDMS) will allow you to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below. (This function will not have information for all students.)

WKU TopNet

Search RETURN TO ADVISORS MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Electronic Documents

Here you may use the Banner Document Management System (BDMS) to view the various electronic documents which WKU has on file for the selected student or applicant. Documents of interest to advisors are available here; please choose the document type you would like to view from the menu below.

Currently Selected Student is: **Test Student 1**

- [ID Selection / Student or Applicant Name Search](#)
Choose the student or applicant for whom you would like to view documents.
- [View Graduate Admission Documents](#)
View admission related documents for the selected graduate applicant or student.
- [View Graduate Student Program Documents](#)
If you have selected a graduate student, their program related documents such as the degree program (Form C), admission to candidacy (Form D), course change forms, and so forth will be available here.
- [View Transcript\(s\)](#)
View college transcripts for the selected student or applicant.

RELEASE: 1.0 © 2013 Ellucian Company L.P. and its affiliates.

Email Addresses: Emails on record for the student; multiple types may be listed

WKU TopNet

Enter Student ID: Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Select Student E-Mail Address to View

Barbara M. Scheidt
May 22, 2013 01:31 pm

Information for **Test Student 1**

E-mail Addresses

Personal Address

allencase@insiqh.net

WKU Student Email Address

test.Student1327@topper.wku.edu

Final Grades for selected term: (Additional Approval required for access)

Select Term from Menu:

WKU TopNet

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Select Term

Barbara M. Scheidt
May 20, 2013 10:45 am

Term: Spring 2013

Will display grades for the selected term for student in context:

WKU TopNet

Enter Student ID: Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Final Grades

Barbara M. Scheidt
Spring 2013
May 20, 2013 10:46 am

Final Grades for: **Test Student 1**
WKU ID: 800723819

Student Information

Term:	Spring 2013
Degree:	Bachelor of Science
Major:	Mechanical Engineering-Prep
Level:	Undergraduate
Academic Standing:	Good Standing

Course Work - Undergraduate

CRN	Subject	Crae	Ses	Campus	Title	Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points
20925	AMS	180	001	Main Campus	ARCHITECTURE & CIVILIZATION	B	3.000	3.000	3.000	9.00
34469	EM	303	001	Main Campus	WKU MECH DEFORM SOLIDS	B	3.000	3.000	3.000	9.00
19325	EM	313	001	Main Campus	DYNAMICS - UK	B	3.000	3.000	3.000	9.00
05619	MATH	331	001	Main Campus	DIFFERENTIAL EQNS	B	3.000	3.000	3.000	9.00
16791	ME	200	001	Main Campus	SOPHOMORE DESIGN	B	3.000	3.000	3.000	9.00
34491	ME	347	002	Main Campus	MECHANICAL SYSTEMS LABORATORY	B	1.000	1.000	1.000	3.00

Summary for Undergraduate

	Attempted Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current:	16.000	16.000	16.000	48.00	3.00
Cumulative:	67.000	67.000	67.000	244.00	3.64
Transfer:	0.000	12.000	0.000	0.00	0.00
Overall:	67.000	79.000	67.000	244.00	3.64

General Student Information: will display the information about the student for the selected term

Enter Student ID: Submit Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service | Misc Admin

View of Student Information : Spring 2015

If the word "Confidential" appears beneath a student's name, that student's personal information is to be kept confidential.

Click on a student's name to view address(es) and phone(s).

Student Information For: **Zac [REDACTED]**

Registration Start Date/Time:	11/03/2014	Primary Advisor:	[REDACTED]
Registered this term:	Yes	Advised Hold lifted by:	Barbara M. Scheidt
First Term Attended:	Summer 2011	General Ed Program:	Old General Ed
Last Graded Term:	Spring 2015	Language Proficient:	Y
Residence:	Resident	Connections Eligible:	Y
International:	N	English Placement:	ENG 100 - COMPLETED
Classification:	Senior	Math Placement:	MATH 116 - COMPLETED (MATH 136) - Algebra track major
Student Type:	Continuing Student	Reading Placement:	
Joint Admit Site:		Honors College:	
Graduation Status:	Awarded SCIENCE_BS Degr Audit Complete, Apply Grad	Best Expectation Programs:	
Expected Graduation:	Spring 2015	TRIO-SSS:	N
Academic Standing Status:	Good Standing	Governor School Arts Scholarship:	N
PCC Status:	Approved	High School Foreign Lang:	Spanish 2 Year(s)
PCC Categories:	Click Here <input type="button" value="v"/>		

Curriculum		
	Primary	Secondary
Program:	SCIENCE_BS	
Admit Term:	Summer 2011	
Admit Type:	Good Standing	
Catalog Term:	Summer 2011	
Level:	Undergraduate	
Degree:	Bachelor of Science	
College:	Science and Engineering	
Campus:		
Department:	Engineering	
Major 1:	Mechanical Engineering-Prep	
Major 2:		
Minor 1:		
Minor 2:		
Concentration 1:		
Concentration 2:		
Concentration 3:		

[\[View Test Scores and Course Eligibility \]](#)

Holds - Update Select Term then make sure you have the correct student

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Select Term

Barbara M. Scheidt
May 20, 2013 02:17 pm

Select a Term: Summer 2013
 Summer 2013
 Spring 2013

Update Student Advising Hold: Select your student and click the Update Hold Flag link. If the student must be advised you will see the following selection box. Use the drop down box to change the student from "Not Advised" to "Advised". To do this click down arrow, highlight advised then click "Submit Changes" button. Note: This form will also list other "non-advising" holds if the student has any.

Enter Student ID: Submit Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Update Student Advising Holds Flags

Advising Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount Reason Originator	Holds
Not Advised <input type="button" value="v"/>	SPRING Reg Hold - See Advisor	Sep 27, 2012	Oct 16, 2012		Registration

WKU TopNet

Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Update Student Advising Holds Flags

Advising Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Not Advised	SPRING Reg Hold - See Advisor	Sep 27, 2012	Oct 16, 2012				Registration

Non Advising Holds for: Test Student 1

No Non-Advisor holds exist on student record

Confirms your change

WKU TopNet

Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service | **Misc Admin**

Update Student Advising Holds Flags

Advising Holds for: Zachary B. Lancaster

Your Updates were successful-----> Please Continue.

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Advised	FALL Reg Hold - See Advisor	Feb 11, 2015	May 29, 2015				Registration

Non Advising Holds for: Zachary B. Lancaster

Holds View – only: All active holds on a student will appear.

WKU TopNet

Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

View Student Hold Flags

Administrative Holds for: Test Student 1

Status	Hold Type	From Date	To Date	Amount	Reason	Originator	Holds
Active	SPRING Reg Hold - See Advisor	Sep 27, 2012	Dec 31, 2099				Registration
Active	Hlth Services-Debts - 745-5641	May 20, 2013	Dec 31, 2099				Registration Transcripts

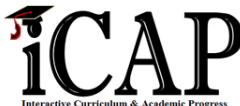
iCAP Degree Audit: select iCAP – Degree Audit Then select Submit Audit Request to process new request or View audit run in the last 14 days

WKU TopNet

Search [RETURN TO ADVISOR MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Degree Audit Reporting System



iCAP
Interactive Curriculum & Academic Progress

iCAP is an acronym for Interactive Curriculum and Academic Progress. Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run "What-If" audits to compare their coursework against other majors.

[Click here](#) to view more information on the iCAP website.

Submit Audit Request
Run an audit for a student.

View Audits
Select an audit from a list of audits that you have submitted.

Runs audit for student in context – You may run for their current Degree Program Audit or What-if or GenEd Audit by selecting the different buttons. Running the Degree Program Audit

Select View Submitted Audits.

Current audits displayed select the View Link

Current Audits			
Audits will automatically be deleted after 14 days			
Refresh the List			
Date	Name	View Link	Delete
May 20, 2013 02:54pm	Test Student 1	Pre-Major in Mechanical Engineering	Delete
Feb 05, 2013 02:52pm	Test2 Student	Major in Computer Science (Seeking Admission)	Delete
Jan 29, 2013 02:57pm	Test3 Student	General Education Requirements	Delete

iCAP audits do not ensure the completion of a degree. Students are responsible for all requirements listed in the catalog or required by the department or college before a degree can be issued. The Office of the Registrar reviews all audits before a degree is processed and notifies students of deficiencies. Students are responsible for completing the deficiencies in a timely manner. The Office of the Registrar will make the final decision for graduation in all circumstances.

For more terms and conditions, [click here](#).

[Request an Audit](#) | [Advisees Eligible To Register](#)

Audit displayed. Close window or tab and return to TopNet

You are here > **Audit** [View Course History](#) [Close Window](#)

PREPARED: 05/20/13 - 14:54
 Student 1,Test
 PROGRAM: HC SCBS543P
 Primary Advisor: Barbara M. Scheidt
 Pre-Major in Mechanical Engineering
 CATALOG YEAR: 201120

Progress Toward Degree

Hours: 4.0
 GPA: 3.64

Unfulfilled In Progress Complete N/A

Categories

Overall: 3.64
 WKU Overall: 3.64
 Major: 3.52

Hours: 0 20 40 60 80
 GPA: 0.0 2.0 4.0

[Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

 THIS IS A REMINDER THAT YOUR APPLICATION
 FOR GRADUATION FEE MUST BE FILED IN THE
 OFFICE OF THE REGISTRAR AFTER
 90 HOURS ARE EARNED.

✓ **Honors College GPA Check:**

EARNED: 3.64 GPA
 + 1) A minimum 3.2 overall cumulative GPA(excluding
 developmental courses) is required to be a graduate of
 the Honors College. Consult an advisor in the Honors
 College, if you have questions.
 67.00 ATTEMPTED HOURS 244.00 POINTS 3.64 GPA

Power Enter Course Grades (Only for selected users)

Select term from term select form – enter CRN

WKU TopNet

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[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

Power Enter Final Grades : Summer 2013

Enter New CRN #:

Select Get CRN Button and enter grades and select the Submit Changes button when finished

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[Faculty Services](#) [Advisors & Student Data Inquiry](#) [Employee Services](#) [Personal Information](#) [Student Conduct Menu](#) [Finance Self-Service](#)

Power Enter Final Grades : Summer 2013

Enter New CRN #:

Current Course: **00003** (ACCT 200 B01 ==> ACCOUNTING-FINANCIAL)
 Instructor: **A:**

Number of students registered for this course: **2**

Welcome to Faculty Final Grade Worksheet on May 22, 2013 at 07:59 AM

Rec.#	Soc Sec#	Student Name	Credits	Grade	Reg. Status/Date
1	800-51-3942	Bet	3.00	B	Registered (Online) / Apr 26, 2013
2	800-83-8012	Brc	3.00	None	Registered (Online) / Apr 26, 2013

Registration Drop/Add link:

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Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Add or Drop Classes Barbara M. Scheidt
Summer 2013
May 22, 2013 08:06 am

TO ADD CLASSES:

1. Enter the course reference number(s) in *Add Classes Worksheet* section. If you do not know the CRN, click *Class Search*, enter at least one of the search criteria and click *Show Me Classes* and make your selection(s).
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.

TO DROP CLASSES:

1. All of the courses for which you have registered appear with a drop-down box to the left of the *Status* column. You may select one of the available options in the drop-down box.
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.
3. [Click Here to View Tuition and Fees Refund Policy](#)
4. If you wish to drop or add an **Independent Learning** course, access the following link for instructions: <http://www.wku.edu/il/>
5. **If you wish to drop a developmental/supplemental course - please contact College Readiness at (270) 745-2547 or email college.readiness@wku.edu**

After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Add Classes Worksheet

CRNs

Enter New Student ID:

Enter CRN(S) and select the Submit Changes Button

After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Add Classes Worksheet

CRNs

00003

Enter New Student ID:

Results returns: You may search for classes by clicking the Class Search button and do the lookup

WKU TopNet

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Add or Drop Classes Barbara M. Scheidt
Summer 2013
May 22, 2013 08:11 am

TO ADD CLASSES:

1. Enter the course reference number(s) in *Add Classes Worksheet* section. If you do not know the CRN, click *Class Search*, enter at least one of the search criteria and click *Show Me Classes* and make your selection(s).
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5. **If you wish to drop a developmental/supplemental course - please contact College Readiness at (270) 745-2547 or email college.readiness@wku.edu**

After you have registered, [To reserve or opt out of your Textbook Reservation Program, please click here.](#)

Information for [Test Student 1](#)

Current Schedule

Action	Status	St	CRN	Course ID	Title	Cr Hrs	Lvl	Days	Times	Location
None	Registered (Web) on May 22, 2013	RW	00003	ACCT 200 -B01	ACCOUNTING-FINANCIAL	3.000	Undergraduate	MTWRF	8:00 am - 10:15 am	TBA

Total Credit Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: May 22, 2013 08:11 am

Add Classes Worksheet

CRNs

[\[ID Selection \]](#) | [\[Term Selection \]](#) | [\[Registration Overrides \]](#) | [\[Register/Drop/Add \]](#) | [\[Summary Student Schedule \]](#)

Once a student has registered changes may be made by using the drop down box.

TO ADD CLASSES:

1. Enter the course reference number(s) in *Add Classes Worksheet* section. If you do not know the CRN, click *Class Search*, enter at least one of the search criteria and click *Show Me Classes* and make your selection(s).
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.

TO DROP CLASSES:

1. All of the courses for which you have registered appear with a drop-down box to the left of the *Status* column. You may select one of the available options in the drop-down box.
2. Click *Submit Changes* and scroll to the bottom of the page to see the result of your transaction. If you have no registration errors, view your summary schedule to assure this transaction is reflected in your schedule.
3. [Click Here to View Tuition and Fees Refund Policy](#)

Information for **Student 1 - Test**

Current Schedule

Action	Status	SI	CRN	Course ID	Title	Cr Hrs	Lvl	Days	Times	Location
None	Registered (Web) on Mar 29, 2010	RW	00003	ACCT 200 - A01	ACCOUNTING-FINANCIAL	3.000	Undergraduate	MTWRF	8:00 am - 9:40 am	GH 0526

Action:
 Audit:
 Dropped (Web):
 Registered (Web):
 Maximum Hours: 15.000

Date: Mar 29, 2010 03:45 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error:	32774	ACCT	300	A01	Undergraduate	4.000	Standard Letter	INTERMEDIATE ACCT G 1
DUPLICATE CRN	00003	ACCT	200	A01	Undergraduate			ACCOUNTING-FINANCIAL

Add Classes Worksheet

CRNs:

Submit Changes Class Search Reset

Registration History will show a list of all registration activity for the student by term – Active and all withdrawal activity made by student or university.

WKU TopNet

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Registration History for Test Student 1

Barbara M. Scheidt
May 20, 2013 10:51 am

Information for **Test Student 1**

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

Spring 2013

CRN	Course	Course Title	Credits	Level	Status
26925	AMS 180	ARCHITECTURE & CIVILIZATION	3.000	Undergraduate	Registered (Web) Jan 22, 2013
34489	EM 303	WKU MECH DEFORM SOLIDS	3.000	Undergraduate	Registered (Web) Oct 29, 2012
19325	EM 313	DYNAMICS - UK	3.000	Undergraduate	Registered (Web) Oct 29, 2012
03935	FLK 280	CULTURAL DIVERSITY IN US	0.000	Undergraduate	Dropped (Web) Jan 22, 2013
05619	MATH 331	DIFFERENTIAL EQNS	3.000	Undergraduate	Registered (Web) Oct 29, 2012
18791	ME 200	SOPHOMORE DESIGN	3.000	Undergraduate	Registered (Web) Oct 29, 2012
34491	ME 347	MECHANICAL SYSTEMS LABORATORY	1.000	Undergraduate	Registered (Web) Oct 29, 2012

Fall 2012

CRN	Course	Course Title	Credits	Level	Status
03037	ECON 150	HON: INTRO ECONOMICS	3.000	Undergraduate	Registered (Web) Apr 11, 2012
20337	EM 221	STATICS - UK	3.000	Undergraduate	Registered (Web) Apr 11, 2012
41887	ENGR 295	INTRO RESEARCH METHOD	1.000	Undergraduate	Registered (Web) Apr 11, 2012
38830	MATH 237	MULTIVARIABLE CALCULUS	4.000	Undergraduate	Registered (Web) Apr 11, 2012
20325	ME 240	MATERIALS/METHODS MANUFACTURI	3.000	Undergraduate	Registered (Web) Apr 11, 2012
36464	ME 241	MATERIALS METHODS OF MFG LAB	1.000	Undergraduate	Registered (Web) Apr 11, 2012

Registration Overrides (Global) (Only for Selected users)

WKU TopNet

Enter Student ID: Submit Reset Search Go

RETURN TO MENU SITE MAP HELP EXIT

Faculty Services | Advisors & Student Data Inquiry | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Registration Permits/Overrides (Global)

Barbara M. Scheidt
Summer 2013
May 22, 2013 09:00 am

Information for **Test Student 1**

If the word "Confidential" appears next to a student's name, the student's personal information is to be kept confidential.

Use the drop down boxes to select the appropriate override for the desired course, then click "Submit Changes" to process the transaction.

Click a student's name to view the student's address(es) and phone(s).

The registration overrides you entered have been saved successfully.

Registration Overrides

Override	CRN
None	<input type="text"/>
None	<input type="text"/>
None	<input type="text"/>

Submit

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity Override	00003 - ACCT 200 B01	May 22, 2013	Barbara Scheidt:2428

Select the override from the drop down menu by highlighting and selecting

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Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Registration Permits/Overrides (Global) Barbara M. Scheidt
Summer 2013
May 22, 2013 08:57 am

Information for **Test Student 1**

If the word "Confidential" appears next to a student's name, the student's personal information is to be kept confidential.

Use the drop down boxes to select the appropriate override for the desired course, then click "**Submit Changes**" to process the transaction.

Click a student's name to view the student's address(es) and phone(s).

Registration Overrides

Override	CRN
None	<input type="text"/>
None	<input type="text"/>
Capacity Override	<input type="text"/>
Classification Override	<input type="text"/>
Co-req Override	<input type="text"/>
College Restriction Override	<input type="text"/>
Degree Level Override	<input type="text"/>
Major Restriction Override	<input type="text"/>
Pre-req Override	<input type="text"/>
Restricted Course Approval	<input type="text"/>

There are no current overrides for the selected student and term.

Then enter the CRN that the override is for and then select the submit button.

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Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Registration Permits/Overrides (Global) Barbara M. Scheidt
Fall 2013
Aug 01, 2013 09:06 am

Information for **Zed [REDACTED]**

If the word "Confidential" appears next to a student's name, the student's personal information is to be kept confidential.

Use the drop down boxes to select the appropriate override for the desired course, then click "**Submit Changes**" to process the transaction.

Click a student's name to view the student's address(es) and phone(s).

Registration Overrides

Override	CRN
Capacity Override	00003
None	<input type="text"/>
None	<input type="text"/>

Current Student Overrides

Override	Course	Activity Date	Entered by
Co-req Override	20354 - ME 220 001	Apr 10, 2013	Robt
Pre-req Override	20354 - ME 220 001	Apr 10, 2013	Robt
Pre-req Override	36649 - PHYS 265 001	Apr 10, 2013	Shar

Returns the form with information loaded -- select the submit button again

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Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Registration Overrides Confirmation (Global) Barbara M. Scheidt
Fall 2013
Aug 01, 2013 09:08 am

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Capacity Override	00003	ACCT	200	001	Z [REDACTED] of Aug 01, 2013

Returns you to the Registration Permits/Overrides (Global) page shows your change and all others

The registration overrides you entered have been saved successfully.

Registration Overrides

Override	CRN
None	<input type="text"/>
None	<input type="text"/>
None	<input type="text"/>

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity Override	00003 - ACCT 200 001	Aug 01, 2013	Barbara Scheidt:2428
Co-req Override	20354 - ME 220 001	Apr 10, 2013	Robt
Pre-req Override	20354 - ME 220 001	Apr 10, 2013	Robt
Pre-req Override	36649 - PHYS 265 001	Apr 10, 2013	Sha

Schedule Summary: This will display the student's schedule for the selected term

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Enter Student ID: Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

View Summary Student Schedule : Summer 2013

Current Summer 2013 Schedule for: Test Student 1 (██████████)

Advisor: Henry Joel Lenoir, Ctr. for Eng. & Bio. Sciences 2118

Honors College: Good Standing

Total Enrolled Credit Hours: 3.00

CRN	CourseID	Course Title	Hours	Days	Time	Date	Location	Instructor	Syllabus	Src
00003	ACCT 200 -B01	ACCOUNTING-FINANCIAL	3.00	MTWRF	8:00 am - 10:15 am	06/10-07/03	TBA	Ashley C. Fox	N/A	RW

[\[ID Selection \]](#)

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Tax Notification

Select the Tax Notification year that you wish to view.

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Faculty Services | **Advisors & Student Data Inquiry** | Employee Services | Personal Information | Student Conduct Menu | Finance Self-Service

Tax Notification (1098-T) for 2012

FILER'S name, street address, city, state, zip code, and telephone number Billings and Receivables Office Western Kentucky University 1906 College Heights Blvd #11022 Bowling Green, KY 42101-1022 270-745-6381	1 Payments received for qualified tuition and related expenses \$ 2 Amounts billed for qualified tuition and related expenses \$ 9483	OMB No. 1545-1574 2012 Form 1098-T	Tuition Statement
FILER'S Federal identification no. 61-6055628 STUDENT'S social security number XXX-XX-7400	3 If this box is checked, your educational institution has changed its reporting method for 2012		
STUDENT'S name ██████████er	4 Adjustments made for a prior year \$ 0	5 Scholarships or grants \$ 11017.5	Copy B For Student
Street address (including apt. no.) ██████████ay	6 Adjustments to scholarships or grants for a prior year \$ 0	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January-March 2013 X	This is important tax information and is being furnished to the Internal Revenue Service
City, state and ZIP code Bowling Green KY 42104-0343			
Service Provider/Account No. (see instr.) ██████████	8 Checked if at least half-time student X	9 Checked if a graduate student	10 Ins. contract reimb./refund \$

Form 1098-T Keep for your records Department of the Treasury - Internal Revenue Service

Select **Test Scores and Course Eligibility**: You will be able to review all test scores, all eligibility scores and all placement scores for students.



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Faculty Services
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View of Student Test Scores

Test Scores for: Test Student 1

Eligibility Statuses

Gordon Ford
College of Business Administration (COBA)

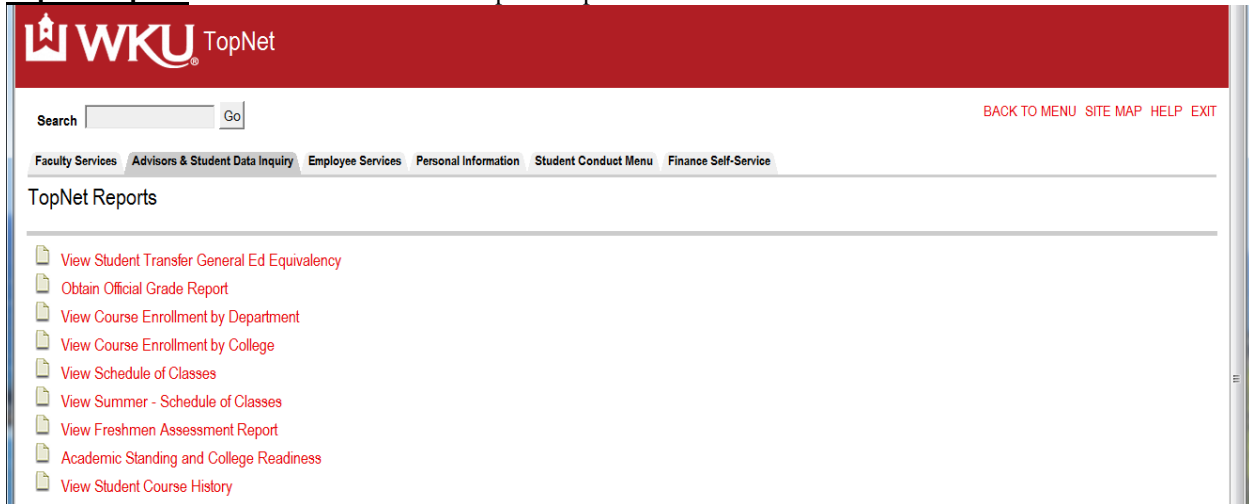
Access to upper level COBA courses may have a minimum COBA status as a pre-requisite requirement for enrollment. Listed are potential COBA status codes that may be assigned to a student. The minimum requirement is determined course by course.

COBA CODE	STATUS
0	Blocked from Upper Division COBA registration by policy
1	Earned Hours + Enrolled Hours < 60
2	Earned Hours + Enrolled Hours >= 60
3	Earned Hours >=60
4	Exception by Appeal
5	Admitted to Gordon Ford Business College
6	Graduate Student Admitted to COBA program
7	Graduate Student Admitted to EMBA program
8	MBA program: GMAT Not Required

HONORS COURSEWORK
A student must have an HonorsCourse Eligibility status of "Y" (Yes) to enroll in an Honors Course.

Test	Description	Score	Date	Expiration Date
A01	ACT English	26	01-MAR-10	
A02	ACT Math	27	01-JUL-09	
A02	ACT Math	27	01-MAR-10	
A03	ACT Reading	29	01-JUL-09	
A03	ACT Reading	24	01-MAR-10	
A04	ACT Science Reasoning	26	01-JUL-09	
A04	ACT Science Reasoning	25	01-MAR-10	
A05	ACT Composite	27	01-JUL-09	
A05	ACT Composite	26	01-MAR-10	
A06	ACT Sum of Standard Scores	102	01-MAR-10	
AP07	United States History	5	01-JAN-10	
AP66	Calculus AB	4	01-JAN-11	
AP78	Physics B	3	01-JAN-11	
COBA	COBA Course Eligibility	2	24-SEP-12	
CPE	CPE - Total	52	21-APR-11	
CPE1	CPE - 9th Grade Algebra	20	21-APR-11	
CPE2	CPE - General Chemistry	19	21-APR-11	
CPE3	CPE - Specific Chemistry	13	21-APR-11	
HON	Honors Course Eligibility	Y	21-SEP-12	
NAG	ACT Norm Alg/Geometry	84	01-MAR-10	
NAL	ACT Norm Art/Literature	64	01-MAR-10	
NEA	ACT Norm Elementary Alg	81	01-MAR-10	
NGT	ACT Norm Plane Geom/Trig	98	01-MAR-10	
NRH	ACT Norm Rhetorical Skills	86	01-MAR-10	
NSS	ACT Norm Social Studies	76	01-MAR-10	
NUM	ACT Norm Usage & Mechanics	78	01-MAR-10	
SAG	ACT Subscore Alg/Geometry	13	01-MAR-10	
SAL	ACT Subscore Arts/Literature	12	01-MAR-10	
SEA	ACT Subscore Elem Algebra	14	01-MAR-10	
SGT	ACT Subscore Plane Geom/Trig	16	01-MAR-10	
SPAN	Spanish Language Test	172	16-MAY-11	
SRH	ACT Subscore Rhetorical Skills	14	01-MAR-10	
SSS	ACT Subscore Social Studies	13	01-MAR-10	
SUM	ACT Subscore Usage & Mech	13	01-MAR-10	

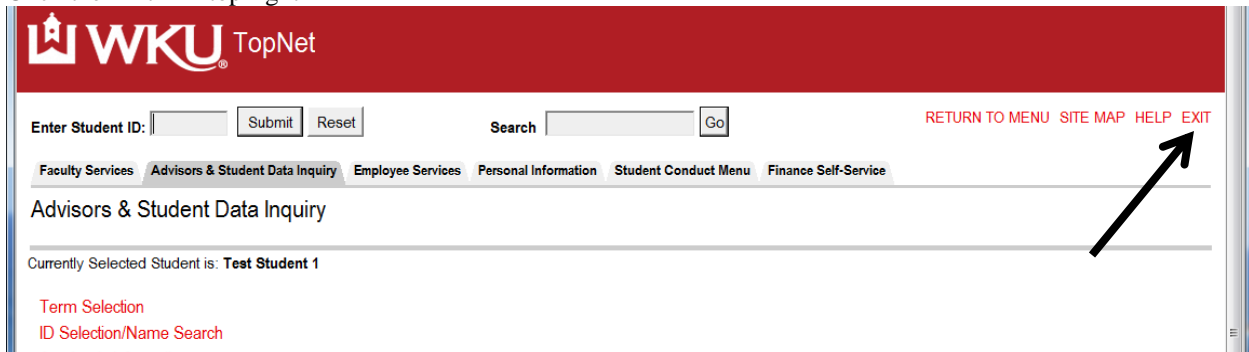
TopNet Reports: Select the Menu link on TopNet Reports to run the information



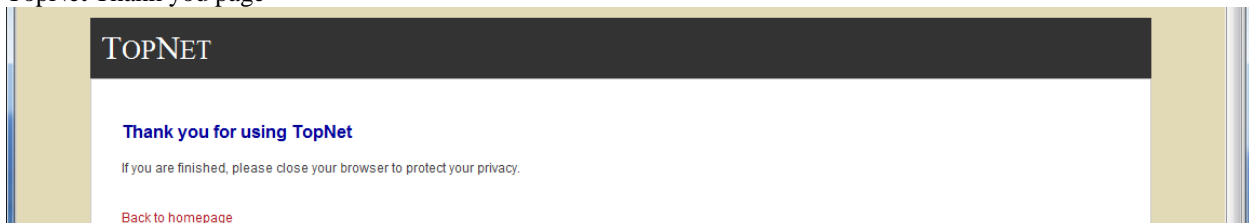
By selecting the link you will be able to run InfoView reports from the TopNet application instead of using InfoView, by selecting and/or entering the Parameters requested in the process. Reports to view student transfer general education equivalency, obtain an official grade report for the student, View course enrollments by department or colleges, schedule of classes for academic year and summer, other reports as developed and needed for campus community.

Exit TopNet

Click the Exit link top right



TopNet Thank you page



Note: Check your links under your menus. We add new applications and remove applications so keep checking to see what has been changed for your role. Call 270-745-8812 if you have questions. If your employment status changes your access may be changed – tabs removed, links removed until you complete new approval forms and they are processed.