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THE BFD
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Students find correspondence courses attractive

By JUDY RADFORD

More than 4,000 high school students and 2,000 college students took correspondence courses from Western last year, according to Max Wheat, director of correspondence studies.

Wheat said the courses are especially helpful to persons not doing residence work who desire to take courses giving college credit, persons in service who wish to take additional courses or persons who want to increase their knowledge in a particular field.

He added that persons taking correspondence courses from his office include those in foreign countries, the armed forces and even in prisons.

There are now 41 courses offered by correspondence with the recent addition of four new courses—Math 125 (Algebra and Trigonometry), Recreation 380 (Introduction to Community Recreation), Engineering Technology 230 (Introduction to Environmental Studies) and Sociology 150 (Occupations and Professionals).

Admission requirements and enrollment prerequisites for correspondence are the same for students in residence. However, a student may take no more than six semester hours by correspondence at one time.

Not more than one-fourth of the required credit for a degree or certificate may be earned by correspondence. Where courses are required for a degree, not more than one-half of the work in any field may be completed by correspondence and not more than one-fourth in a major field may be completed by correspondence.

A teacher holding what is considered a full-time teaching position may earn no more than four semester hours per semester or eight semester hours during the regular school year of nine months. All correspondence courses are undergraduate courses.

The minimum time within which one four-hour course may be completed is six weeks; one three-hour course, five weeks; one two-hour course, four weeks; one one-hour course, two weeks; two three-hour courses, one three-hour course and one two-hour course, nine weeks.

A maximum time of months from the date enrollment is given for completion of a course.

Full-time students are permitted to do correspondence work without the written permission of the Office of the Registrar. A student who failed a course at any educational institution is not permitted to remove by correspondencefalling grade without the written permission of his college or university.

Correspondence credit is recorded as having been earned at the time of completion of the course. This credit is counted as a part of the student load of the semester or term in which it is recorded. All correspondence courses must be completed by the middle of any semester or term at the close of which the student expects to receive a degree at Western.
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Self regulation

Correspondence program allows independent study

By VICKIE STEVENS

While recovering from a serious accident, Doug Mounce was unable to attend classes on the Hill last spring. Through the office of independent study, Mounce was able to enroll in several correspondence courses and keep up with his studies at home.

The independent study program offers 53 courses in several areas for correspondence study, Dr. William Nave, director of special programs, said.

Students turn to correspondence study for several reasons, Nave said. A student may take a course to graduate on time, to continue his education when a job prevents classroom study or for something to do during summer.

Nelda Steen, secretary to the dean of Potter College, is taking Biology 148 by correspondence. Because she works full-time she can take only one regular classroom course. Steen said she thinks she will be able to learn as much by correspondence as she could in a classroom.

"I can work at my own speed and really dig into it," she said.

But the difficult part about taking a correspondence course may be finding the time to work on it. "I'm going to try to finish my course in less than the one-year time limit," Steen said. "I had a schedule made out but I've had trouble sticking to it so far."

A student must be "well-disciplined" to study by correspondence, Nave said. "Studying is totally up to the person. Students are so much like people—they procrastinate."

Nave said the 53 percent completion rate is "not good". He said his office tries to motivate students who are not doing their correspondence courses with reminder letters.

The most popular month for enrolling in correspondence courses last year was Biology 148, Nave said.

Many veterans on campus find studying by correspondence convenient. Gary Motley, a part-time student and a veteran, has taken three correspondence courses. VA students have more stringent limitations on their enrollment and completion time.

Motley said he must finish his courses in one semester rather than in a year. Motley works 60 hours a week and is taking one night class, so he uses the weekends to study up on his correspondence courses.

Nave said he tries to emphasize that correspondence courses are not meant to compete with regular classroom courses. "The correspondence courses are for a student's special need. Like our motto says, our students are our reason for being."
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*Independent Learning is a unit of the Division of Extended Learning & Outreach*
DELO adds 7 new courses

By: Emily Ulber

Posted: 10/21/08

Students who may not be able to make it to campus for classes now have a few new independent learning courses to choose from.

The independent learning unit of the Division of Extended Learning and Outreach has added seven new courses this semester, according to a Western press release.

Independent learning is one of the fastest-growing sections of DELO, said Don Swoboda, dean of DELO.

DELO has been around for five years, Swoboda said.

"We wanted to focus and strengthen the outreach of WKU to the community and state we serve and beyond," he said.

Students can enroll in an independent learning course at any day of the year and take it at their own speed, Swoboda said.

"It's that flexibility that makes it attractive," he said.

Independent learning offers more than 70 self-paced courses through e-mail, online, CD-ROM and mail, according to its Web site.

Swoboda said the independent learning unit works with faculty and staff members to identify courses to offer.

He said a lot of requests for courses also come from students.

Any course at Western can be offered through independent learning, said Amanda McGaughey, assistant director of independent learning.

A student can complete the course in as little as eight weeks or as long as a full academic year, she said.

A lot of non-traditional students who are juggling full-time jobs and family responsibilities enroll in independent learning courses for the convenience, McGaughey said.

She said traditional students might also enroll in an independent learning course if a class on campus they want is full or if it conflicts with their schedules.

"It's a very custom-fit program," she said.

Western accounts for 25 percent of all distance learning in the state, said Provost Barbara Burch.
Most other universities have programs like DELO, Swoboda said.

"I'm biased, but I believe we have the most effective program," Swoboda said. "It's the faculty that makes this program the best."

Swoboda was recently awarded the Outstanding Service to Continuing Education Award by the University Continuing Education Association.

"I was very pleased, but also humbled, because this is an award where you get recognized by your peers nationwide," Swoboda said.

Reach Emily Ulber at news@chherald.com.

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Coal prices, natural gas prices and purchasing power affect the cost of fuel, he said.

"Just like gasoline, on any given day, it's up, and it's down," Francis said.

Facilities management makes an estimate for utility costs for the upcoming fiscal year, said Ann Mead, vice president for finance and administration, in an e-mail.

The dramatically fluctuating rate changes are abnormal, Dyer said.

"There's no way you can budget for that," he said. "You do what you can to mitigate it."

Conserving energy can help lower energy costs, Dyer said.

Western is looking at ways to offset the shortfall, Ransdell said.

He declined to elaborate but said he will announce some efficiency measures this week.

"We're looking at ways to conserve," he said.

The Sustainability Committee meets for the first time this week and will address conservation measures too, he said.

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Reach Emily Ulber at news@chherald.com.

New Independent Learning Courses:

- BA 502 — MBA Foundations Modules
- DMA 055C — Intermediate Algebra
- HIST 417 — Age of Renaissance
- MATH 109C — General Math
- SPAN 101C — Elementary Spanish I
- CFS 111 — Human Nutrition
- SPAN 102C — Elementary Spanish II
Rhanda Lee pretty much never goes to class at Western Kentucky University. In fact, it's common to catch her sitting on her computer still wearing her pajamas while other students are making their way up the hill.

But don't think Lee is going to flunk out. Rather, she may just graduate a year early.

The junior is one of thousands of students taking advantage of the independent learning courses offered at Western in a program that saw a 42 percent increase in enrollment last year and 25 percent more already this year.

"I can sit at my computer in my pajamas and not worry about going to class," the Auburn student said. "And I could take on more of a workload because I am able to get my work done at my own pace."

Amanda McGaughey, assistant director of independent learning, said the tremendous growth of the program, formerly known as correspondence studies, is due to the increase in the number of classes offered as well as the spur in awareness among faculty and students.

"A lot of non-traditional students are juggling full-time work, a family and school," McGaughey said. "They are seeing Western taking the initiative to develop programs and offer ways to help them achieve their academic goals."

In the last year, the program has added 20 classes to its 50 already available, and McGaughey said at least seven more will be offered in the spring.

Correspondence Learning is no new program to Western. In fact, Henry Hardin Cherry implemented the program at the school in 1919.

But as the program continues to grow, McGaughey said the ultimate goal is to offer an entire degree.

What is unique about the program is that it allows students to register at any time for the classes and provides them with eight weeks to a year to complete the course. Depending on the professor's setup of the class, students may be able to e-mail or mail in assignments or others complete them entirely on the Internet.

Some professors also are adding CDs with video recordings of their lectures as well as study materials and printable assignments. McGaughey said the program has worked hard to attract the 47 faculty members teaching the classes from 19 departments in an effort to make some of the classes that fill up quickly on campus available to students who are having difficulty registering for them.

She said English 300 and Spanish are some of the most popular classes for that reason.

"A lot of faculty didn't know it was an option to offer courses this way," McGaughey said.
Anyone, including those not enrolled at Western, can pick up the independent learning classes for the current in-state tuition cost of $289 per credit hour. The classes must be paid separately from tuition but can be counted toward a student’s class-hour load for financial aid and insurance purposes. Once the class is complete, it will show up like any other course on the transcript as finished in the semester the student enrolled, rather than when it was actually completed, McGaughey said.

“There is a definite need for it as students are more mobile,” McGaughey said. “I had one student who said with gas prices, they can’t afford to keep driving to campus. So they took courses to supplement their load so they’re not on campus everyday.”

Lee, who also works in the independent learning office, said she has seen a number of women have babies and continue their educations at home while tending to their newborns. Even inmates take the written classes – she pointed out that one star pupil is actually incarcerated.

“It can put you at an advantage, but you definitely have to have self-discipline to get the lessons completed,” said Lee, who is currently working on her third independent study course. “If you’re just looking for an easy way out, I wouldn’t recommend it.”

McGaughey said some out-of-state or out-of-town students take the classes during the summer and winter breaks while visiting family. Others see the advantage of being able to register and complete a spring semester course before the semester begins by picking up the materials after registration in December.

“It can really help if you have a full load,” she said. “They can enroll every day. Every day for us is registration day and every day for us is graduation day because we don’t follow the semester-based format.”

Seventy-two-year-old Albert Skees said he started taking classes in 1998 and completed nearly 32 hours of independent learning classes to help him complete his degree and graduate with his granddaughter in 2006.

Skees said he married right out of high school and never had the chance to attend college while working full time in the life insurance business. He said when he retired he wanted to prove to the company that he was smarter than others who had been promoted ahead of him in the past.

“I can imagine that had I known about (the independent learning classes), I would have taken them while I was still working,” Skees said. “...the convenience and ability to work it into your schedule, if you are disciplined, you can learn as well from that as in the classroom.”

McGaughey said the program should continue to see increasing numbers as more faculty become involved and more students see the opportunity to stay on track with their goals.

“I think it has been a tremendous success because of the high completion rate,” McGaughey said. “Some faculty have told me that the completion rate is higher than face-to-face classes. That speaks highly of the program because it can be more flexible and students can learn at their own pace.”

— For more information about independent learning, visit www.wku.edu/il or call 745-4158.
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*IS: Independent Study
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YES     NO Are you going to have some spare time this summer?
YES     NO Have you just discovered that you need extra hours to graduate as planned?
YES     NO Do you dread a heavy course load this next semester?
YES     NO Does your job require more course work in a specific field?

IF YOUR ANSWER TO ANY OF THESE QUESTIONS IS YES, DON'T fail TO pass THE ENCLOSED INFORMATION REQUEST FORM ON TO US.

Western Kentucky University offers the following general education courses through the independent study by correspondence program:

A. ORGANIZATION AND COMMUNICATION OF IDEAS

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<th>Course</th>
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<tr>
<td>English 101</td>
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<td>Journalism 202</td>
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B. HUMANITIES

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<td>History 305</td>
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C. SOCIAL AND BEHAVIORAL STUDIES

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D. NATURAL SCIENCES - MATHEMATICS

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<td>Mathematics 118</td>
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E. PHYSICAL DEVELOPMENT

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<td>Health 100</td>
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F. ELECTIVES

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<td>Engineering Technology 280</td>
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<td>English 381</td>
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<td>English 382</td>
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<td>Health and Safety 270</td>
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<td>Broadcast Communication 111</td>
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There are others, too!

In addition to the above general education courses, a number of other undergraduate courses, representing 10 academic areas, are available for independent study through correspondence. If you would like further information, see the form on the reverse side.

The cost of printing this publication by Western Kentucky University was paid from state funds KRS 57.375.
HAVE YOU ALMOST PUT THE IDEA OF FINISHING COLLEGE OUT OF YOUR MIND? WELL, PUT IT BACK! WESTERN KENTUCKY UNIVERSITY IS NOW OFFERING CORRESPONDENCE STUDY FOR NON-TRADITIONAL STUDENTS OR THOSE WHO MAY ONLY NEED A HANDFUL OF CREDITS TO COMPLETE THEIR DEGREE. MAYBE YOU STARTED SOMETHING YEARS AGO THAT NOW IS THE TIME TO FINISH. YOU’VE ALREADY MADE THE INITIAL INVESTMENT, AND NOW WITH A LITTLE MORE YOU CAN COMPLETE YOUR ASSIGNMENTS AND GET YOUR DEGREE. YOU CAN ENROLL AND SIGN UP ANYTIME THROUGHOUT THE YEAR AND HAVE UP TO TWELVE MONTHS TO COMPLETE EACH COURSE. YOU CAN WORK AT YOUR OWN PACE AND AT THE TIME CONVENIENT FOR YOU. YOUR MATERIALS CAN COME VIA E-MAIL, MAIL OR FROM THE WEB. IT’S NEVER BEEN EASIER TO EARN CREDIT HOURS AT WESTERN KENTUCKY UNIVERSITY. FINANCIAL AID IS AVAILABLE TO QUALIFIED APPLICANTS. THE CORRESPONDENCE STUDY PROGRAM IS APPROVED FOR VETERANS AND RECIPIENTS OF THE G-I BILL. WHAT ARE YOU WAITING FOR? CORRESPONDENCE STUDY FROM W-K-U. "EDUCATION DELIVERED TO YOUR DOOR". FOR MORE INFORMATION CALL 1-800-535-5926 OR LOCALLY 745-4158... WESTERN KENTUCKY UNIVERSITY’S CORRESPONDENCE STUDY PROGRAM
EARNING A DEGREE
In order for a company to reach its full potential, it is important to make sure employees are being allowed opportunities for growth.
One way to accomplish this is to find ways that employees can further their education together, resulting in a stronger workforce with more opportunities for advancement. Here are some suggestions for determining career growth opportunities:
* Have department supervisors meet with the Human Resource Manager and evaluate the staffing needs the company foresees in the next 3-7 years and determine the educational requirements for these positions.
* Discuss the possibilities of company benefits, such as tuition reimbursement.
* Look for an educational provider that will permit employees to work through degree programs together. This will allow employees to have a support system that they see on a regular basis and will, in turn, provide opportunity for accelerated educational growth.

INDIVIDUAL COURSEWORK OPTIONS
In today's ever-changing world, employee educational backgrounds and technical skills vary tremendously.
While it may not be possible to give every employee the same training at the same time, it is important that all employees have the opportunity to grow at their own pace. Here are some options:
Independent/ Self-Paced
Not everyone has the kind of schedule that allows them to set aside time every day to complete coursework, however, there are a variety of programs available that allow individuals to complete work on their own time. Here are some things to look for in a program:
* Look for a program that allows individuals to maintain their priorities, while balancing family or work responsibilities.
* Find a program that is flexible with completion times, be it at an accelerated pace or extended throughout an entire year.
* Make sure individuals have a contact throughout the course so they do not feel that they have been left to fend for themselves.
Flexible Times Options
Occasionally, employees would like to take a class but find it impossible due to scheduling conflicts. Education has made great strides in the past 5-10 years to ensure flexible scheduling options. These may include:
* Online courses that run on a typical semester schedule but allow coursework to be done at flexible hours.
* Evening/Weekend courses offerings
* Alternate session dates and locations

TRAINING PROVIDERS
In today's global economy, a knowledgeable and skilled workforce is critical to a company's success.
Research indicates that individuals who are trained in the workplace have a 30% higher productivity rate after one year. Clearly training can be quite advantageous to a company's success, so here are some things to consider when choosing a provider:
* Local providers who have a broad knowledge of the needs of business and industry
* Look for a provider who customizes training programs and courses.
* Look for a provider who provides needs analysis and consulting.

NON-CREDIT OPPORTUNITIES
Oftentimes individuals need non-credit opportunities for growth. A non-credit course can give an individual the chance to learn new skills or improve on existing skills. This development may be just what they need to earn a promotion.
While there are many non-credit offerings available, it is important to look for a non-credit provider who:
* Offers flexible and convenient meeting times.
* Offers online options for those who need to be home due to family responsibilities.
* Is reputable and from a credible institution or organization. This helps to ensure quality of delivery and accountability to the customer.
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- Look for an educational provider that will permit employees to work through degree programs together. This will allow employees to have a support system that they see on a regular basis and will, in turn, provide opportunity for accelerated educational growth.

INDIVIDUAL COURSEWORK OPTIONS

In today’s ever-changing world, employee educational backgrounds and technical skills vary tremendously.

While it may not be possible to give every employee the same training at the same time, it is important that all employees have the opportunity to grow at their own pace. Here are some options:

Independent/ Self-Paced

Not everyone has the kind of schedule that allows them to set aside time every day to complete coursework; however, there are a variety of programs available that allow individuals to complete work on their own time. Here are some things to look for in a program:
- Look for a program that allows individuals to maintain their priorities, while balancing family or work responsibilities.
- Find a program that is flexible with completion times, be it at an accelerated pace or extended throughout an entire year.
- Make sure individuals have a contact throughout the course so they have support available.

Flexible Times Options

Occasionally, employees would like to take a class but find it impossible due to scheduling conflicts. Education has made great strides in the past 5-10 years to ensure flexible scheduling options. These may include:
- Online courses that run on a typical semester schedule but allow coursework to be done at flexible hours.
- Evening/Weekend courses offerings.
- Alternate session dates and locations.

TRAINING PROVIDERS

In today’s global economy, a knowledgeable and skilled workforce is critical to a company’s success.

Research indicates that individuals who are trained in the workplace have a 30% higher productivity rate after one year. Clearly training can be quite advantageous to a company’s success, so here are some things to consider when choosing a provider:
- Select local providers who have a broad knowledge of the needs of business and industry and are highly respected.
- Look for a provider who customizes training programs and courses.

NON-CREDIT OPPORTUNITIES

Oftentimes individuals need non-credit opportunities for growth. A non-credit course can give an individual the chance to learn new skills or improve existing skills. This development may be just what they need to earn a promotion.

While there are many non-credit offerings available, it is important to look for a non-credit provider who:
- Offers flexible and convenient meeting times.
- Offers online options for those who need to be home due to family responsibilities.
- Is reputable and from a credible institution or organization. This helps to ensure quality of delivery and accountability to the customer.
Cohort Programs

Want to advance your career?
Combining a college degree with your company's needs and your own goals, could be the key to greater success.

The WKU Cohort Office works quickly and efficiently to create quality college credit programs specifically for your company.

Cohort programs are uniquely designed to allow employees to move through program coursework together, building a strong support system for students.

FOR MORE INFORMATION VISIT:
www.wku.edu/cohort
270-745-2481

Distance Learning

Have the benefit of participating in a WKU course in a way that’s most convenient for you, including:
- Online courses
- IVS
- KET

www.wku.edu/reachu 270-745-2106

Center for Training and Development

Customized training classes to meet your organization's needs.

- Onsite employee development programs
- Customized training programs and courses
- Needs Analysis
- Computer Courses
- Consulting

www.wku.edu/ctd 270-745-1919

Learn New Skills and Improve Existing Ones

Continuing Education

- Courses are open enrollment and non-credit
- Over 100 on-line courses available
- Affordable and Convenient

www.wku.edu/ContinuingEd 270-745-1912

The Carroll Knicely Conference Center

The Carroll Knicely Conference Center is a comprehensive, all-occasion facility and creates the perfect environment for all types of educational and social functions, including:

- Corporate Events
- Trainings
- Meetings
- Workshops
- Retirement Dinners

www.wku.edu/knicelycenter
2355 Nashville Road Bowling Green, KY 42101 (270)745-1908
For further information, you may call or drop by our office, or complete this portion and mail to:

Director of Independent Study
203 Van Meter Hall
Western Kentucky University
Bowling Green, KY 42101 Phone: (502) 745-4158

NAME ____________________________

ADDRESS ____________________________

CITY ____________________________ STATE __________ ZIP __________

480

Everybody's doin' it! U-can-2
You, too, can study at home, or wherever, this summer. EXPLORE THE POSSIBILITY OF EARNING CREDIT THROUGH WESTERN'S INDEPENDENT STUDY BY CORRESPONDENCE PROGRAM.

The following pass/fail exam may give you some ideas worth thinking about.

___ YES ___ NO Are you going to have some spare time this summer?
___ YES ___ NO Have you just discovered that you need extra hours to graduate as planned?
___ YES ___ NO Do you dread a heavy course load this next semester?
___ YES ___ NO Does your job require more course work in a specific field?

IF YOUR ANSWER TO ANY OF THESE QUESTIONS IS YES, DON'T fail TO pass THE ENCLODED INFORMATION REQUEST FORM ON TO US.

Western Kentucky University offers the following general education courses through the independent study by correspondence program:

A. ORGANIZATION AND COMMUNICATION OF IDEAS
   - English 101
   - Journalism 202

B. HUMANITIES
   - English 283
   - English 390
   - History 305
   - History 306

C. SOCIAL AND BEHAVIORAL STUDIES
   - Economics 202
   - Economics 203
   - Geography 471
   - Government 100
   - Government 110
   - Government 252
   - History 119
   - History 120
   - History 140
   - History 141
   - History 335
   - Psychology 100
   - Psychology 199
   - Psychology 350
   - Sociology 110
   - Sociology 250

D. NATURAL SCIENCES - MATHEMATICS
   - Biology 148
   - Mathematics 118

E. PHYSICAL DEVELOPMENT
   - Health 100

F. ELECTIVES
   - Engineering Technology 280
   - English 381
   - English 382
   - Health and Safety 270
   - Broadcast Communication 111

There are others, too!

In addition to the above general education courses, a number of other undergraduate courses, representing 10 academic areas, are available for independent study through correspondence. If you would like further information, see the form on the reverse side.
DEPARTMENT OF CORRESPONDENCE AND EXTENSION

THE TRAINING SCHOOL

In order to provide a closer degree of compactness among the various departments of the institution an arrangement has been effected between President Cherry and Superintendent Cherry of the City Schools whereby entire supervision of the Training School is hereafter assigned to the Western Normal. This action concludes a joint management of fourteen years duration—one that has been congenial and co-operative in every phase. During this dual regime, the Training School has been developed to a standard attained in few instances.

The school will open in September with improved equipment, newly decorated equipment, and a splendid corps of teachers as named below:

Director of Training School—Miss Mattie Hatcher
Critic Teacher, First Grade—Miss Nell Jones
Critic Teacher, Second Grade and Supervisor of Primary Department—Miss Sue Proctor
Critic Teacher, Third Grade—Miss Margaret Carson
Critic Teacher, Fourth Grade—Miss Sally McElroy
Critic Teacher, Fifth Grade and Supervisor Intermediate Department—Miss Minnie Bourland
Critic Teacher, Sixth Grade—Miss Inez Ellis

The Western Kentucky State Normal School Offers You An Opportunity To Increase Your Efficiency By Studying At Home

Junior High School (Seventh, Eighth and Ninth Grades)
Principal—Critic of History and English, D. P. Cherry
Assistant Principal—Critic of Mathematics, Miss Vivian Hustie
Geography—Miss Jeffries, in charge of the department in the Normal.
Physiology, Agriculture, Physics—Mr. Craig, Mr. Ford, and Mr. Page in charge of the departments in the Normal.
Manual Training—Mr. Smith, in charge of the department in the Normal.
Physical Education—Miss Cherry, in charge of the department in the Normal.
Home Economics—Miss Scott, in charge of the department in the Normal.
Pennmanship and Art—Miss Van Houten, in charge of the department in the Normal.
Music—Mr. Strahm, in charge of the department in the Normal.

HIGH SCHOOL GRADUATES

In 1907 there were five high school graduates enrolled in the Western Normal. There are now many hundred. Our gain in thirteen years has been around five thousand per cent.

Mr. W. M. Pearce Who Has Been President of Ogen College for Past Eight Years Will Conduct the Work

Abraham Lincoln is the greatest American citizen of his time. He is great, mainly because he is truly a typical American. Born and reared in poverty, he rose to the highest position in his country, and his name and fame rest secure in the affections of all the people for all time.

But suppose Lincoln had not studied and gotten ready? Could he have become the first citizen of his time?

The typical American citizen is the one who is getting ready for the chance that will surely come—the chance to serve, to build and create great ideals and great forces in his nation.

No obstacle or hindrance stands in the way of the typical American. Poverty is an incentive, hard knocks only serve to arouse inborn greatness, and discouragement is a gilt-edge guarantee of success.

Lincoln used his spare time to study and get ready for his chance. His study was without direction or supervision. His course was not organized. He knew nothing about "credits" and "hours." But he studied and mastered every subject he took up. And in time he became the Master American.

The typical American of today who is getting ready for the chance that is certain to come enjoys the incomparable advantage of studying at school or at home under the direction of trained and competent teachers who understand how to direct organized study. All the ideals, service, and machinery of great educational institutions are placed at his disposal. And all the wonderful resources of splendid schools are carried to the very door and into the home of every citizen in the land. The opportunity to get ready for the big chance in life so long offered by educational insti-
A STAGE FULL OF MUSICIANS

The Chorus of the Oratorio Society and the Russian Symphony Orchestra are shown in the above cut. No greater aggregation of musicians ever appeared in this section.

FOOD AND THE FARM

The farm is for the first time providing food for the students. Tomatoes, beans, potatoes, cabbage, onions, peas, carrots and corn are being grown in quantities sufficient to supply the school’s dining rooms. This indicates a distinct tying-together of the various forces of the school.

PROMINENT FACTORS IN THE MUSICAL FESTIVAL

Left to right—Modest Altschuler, Conductor Russian Symphony Orchestra; Florence Macbeth, Soprano Chicago Grand Opera Company; President H. H. Cherry; Evelyn Kerr, Pupil F. J. Strahm; John Barnas Wells, Concert Tenor; Mary Marks, Soprano, Louisville, and Will Hill, President Oratorio Society.

PROFESSOR F. J. STRAHM

Equally competent as Teacher, Organizer, Accompanist, Director, or Conductor.

The Western Normal School is deeply interested in ways of helping all the people get ready for their chance. This institution is eager to serve in the most effective and helpful way. For this reason, and in response to a very great demand for the work, this institution is offering a wonderful opportunity to all those who can not conveniently take work in residence. A new department, known as the Department of Correspondence and Extension, is now organized and ready to begin work. On this page is given a brief outline explaining the plan. If you wish to make use of your spare time and work off subjects at home—if you are ambitious to prepare yourself for a great and useful life—if you want to begin today to get ready for your chance, read carefully the statements on this page.

WHAT IT IS

In taking a subject by Correspondence, the student remains at home, however distant that may be, and actually becomes a member of a class in the Western Normal School. He does the same character of work that is done in the class room, recites to the same teacher, and receives exactly the same credit. But it is all done by mail. From the time the student enrolls until his successful completion of a subject, he receives the most careful attention and is constantly guided and directed in his work.

By an Extension course is meant the organization of a class of ten or more persons in some study or community center. This class meets at times suited to the convenience of the members and takes work under a competent and trained instructor who is a specialist in that subject. By
this method the same credit is given for the successful completion of all subjects as for work done in daily attendance at the Normal School.

ADVANTAGES

Correspondence and Extension instruction not only offers a great opportunity to every one, but is a means of saving much time and money. In this way and at a nominal cost a person can take one or more subjects and is thus able to complete his education in a less time. At the same time he is able to remain at home and engage in other activities. It serves also to show us how important and valuable our spare time really is. By this method one is given time in which to reflect, meditate, and assimilate, and thereby he becomes stronger and more capable. Self-reliance, perseverance, accuracy, and many other good qualities are encouraged and developed.

Each Correspondence student has the entire attention of his instructor; hence the individual and sympathetic relation between the two is closer than is possible in a large group. Every lesson assignment must be carefully studied before a satisfactory written recitation can be prepared. Thus the student develops initiative and is trained to become master of his work. This method insures thoroughness of scholarship and develops power and ability.

HOW CORRESPONDENCE COURSES ARE CONDUCTED

Any one who desires to pursue Correspondence study should fill out in detail an application blank. This is returned with a registration fee of three dollars. The student is then enrolled and may select any subject offered in this department suitable to his needs and qualifications. When a student is fully enrolled, the department sends him the first two assignments. A course or subject usually consists of fifteen or twenty lesson assignments. The student prepares the first assignment and mails a report on it to this department. This report is corrected, graded, and returned together with the third lesson to the student. In turn other lessons are sent out as reports are received from the student until the subject is completed. In this way a student is never without work to do.

HOW EXTENSION CLASSES MAY BE FORMED

A class will be organized in any subject offered by this department.

FEES

A registration fee of three dollars is charged for enrolling a student in this department. This fee is paid only once. A fee of seven dollars is charged for each subject taken by Correspondence or Extension. All fees are payable in advance.

TIME

Students may begin a Correspondence or Extension course at any time during the year and complete it as rapidly as possible. But a subject must be completed within six months from the time of enrollment. Not more than two subjects may be carried by a student at any one time.

WHO MAY APPLY FOR ENROLLMENT

All persons who seem qualified to pursue any of the subjects offered will be admitted without examination. This department was organized for the purpose of helping those who can not conveniently take work in residence. Everyone, therefore, who is anxious for an education and a thorough preparation for his life work, will be given an opportunity to take any work for which he is prepared.

COURSES

The courses and lesson assignments are prepared by members of the Western Normal Faculty.

COLLEGE COURSES

Education—Advanced Psychology; Educational Problems; History of Education.

English—College Rhetoric (English 3); English Literature, Romantic and Victorian Period, chiefly Wordsworth and Browning.

History—Recent European.

Latin—Livy; Horace.

Mathematics—College Algebra (4); Plane Trigonometry (1).

Modern Languages—An Advanced French Course.

Science—Agricultural Economics.

Home Economics: Household Management; Textiles.

Geography: Geographic Influences. Chemistry.

College Chemistry (Laboratory work to be done here).

Other courses are being prepared in the high school and college groups and will be offered if there is a sufficient demand for them.

For further information concerning any feature of this work, address

PRESIDENT H. H. CHERRY,
Western Kentucky State Normal,
Bowling Green, Kentucky.
returned together with the third lesson to the student. In turn other lessons are sent out as reports are received from the student until the subject is completed. In this way a student is never without work to do.

HOW EXTENSION CLASSES MAY BE FORMED

A class will be organized in any subject offered by this department at some convenient study or community center when ten or more persons express a desire for such a class. An instructor who is a trained specialist in the subject offered will meet this class at regular intervals until the subject is completed. The credit, methods, texts, and work are the same as for work done in residence. Ten or more meetings of an Extension class will equal the work of one term in residence.

CREDIT

One-third of the work required for any certificate or diploma granted by this institution may be done by Correspondence or Extension study. Stated in another way, one-third of the number of units required for the completion of an accredited high school course and one-third of the number of hours in the college course may be done this way.

Two lessons by Correspondence is equal to the work of one week in residence. In this way a term's work can be completed with fifteen or twenty lessons by Correspondence. In Science subjects laboratory work must be done in residence before credit is given. Examinations in all subjects may be given and credit entered at the option of the head of the department in which the subject is taken.

COURSES

The courses and lesson assignments are prepared by members of the Western Normal Faculty, and each course represents a definite amount of work equivalent to that done in residence. The same high standard of scholarship is maintained as is required for work done in residence.

The subjects offered cover a wide range and give sufficient material for the needs of those desiring this work. With the organization of this department, more than forty subjects in high school and college work are open to students by Correspondence and Extension. Full information regarding any of the work will be supplied on request. Fill out the enclosed application blank today and begin a course. The following subjects are offered:

HIGH SCHOOL COURSES

Arts—Drawing 1. Line and perspective Penmanship (2), second half of the course.
Social Science—Sociology, Economics.
English—Composition and Rhetoric (English 1), Elementary American Literature (English 2), Advanced American Literature (English 17), English Literature (English 8), Elizabethan Period.
History—United States History to Jefferson's Administration, Civics (2), Grecian History.
Latin—Cicero, Virgil.
Mathematics—Algebra (2), the second part of first year Algebra. Plane Geometry, Books 3, 4 and 5.

The catalog for 1920-21 will be mailed upon application. It gives full information concerning the work of the school. Persons desiring further information concerning any department of the Western Normal should address

H. H. CHERRY, President
Western Kentucky State Normal School,
Bowling Green, Kentucky

WILLIAM MARLINE PEARCE, A. B.
(Yale)

Mr. Pearce, one of the foremost educational leaders of this country, will, in the future, be a member of the faculty of the Western Normal. He will devote most of his time to the correspondence and extension work, and will be Director of this Department. He has made a brilliant success as a school executive and instructor. The institution is to be congratulated upon securing his valuable services. He is a graduate of Yale University, has taught in the schools of Mississippi, is a graduate of the National Normal University, Lebanon, Ohio; was Superintendent of the Holly Springs (Miss.) Graded Schools for a number of years; was Professor of History, Lowrey-Phillips Schools, Armarillo, Texas. He has been president of Ogden College, Bowling Green, for the past eight years.
EXPENSES.

TUITION, BOARD, FEES, ETC., PAYABLE IN ADVANCE.

Good Board at Reasonable Rates
Our students are getting good board in private homes and in the School Boarding Homes at unusually low rates. Excellent meals are offered at the School Cafeteria for $4.20 a week and at Beeler Boarding Home for $5.00 a week. Furnished room in the School Hall rent for $3.00, $4.00 and $4.20 a month. Furnished rooms in the barracks may be had for $4.00 per month. Meals in the best private homes are offered for $5.00 a week. We shall be glad to give assistance in securing a suitable boarding place to those who desire it. Write us two or three days before you leave home telling us when to expect you so we can meet you at the train and give you any desired assistance. It will be a pleasure to do this.

Tuition Fees
Tuition is free to all students who expect to teach and who secure an appointment from their county superintendent or in any case having appointments will pay the rates indicated below.

For any one term, except the Summer Term.

For the Summer Term.

Tuition Rates

$10.00

For all students pay an incidental fee of $2.50 per term.

The above fee entitles the student to admission to all programs, etc., and to the use of athletic grounds.

Laboratory Fees

Chemistry

$1.00

Physics

$0.50

Agriculture

$0.50

The fees vary from $0.50 to $3.00, according to the classes.

Private lessons in Music 80 cents, 75 cents, $1.00, $1.25 and $1.50 per lesson.

Bring Your Appointment

Students expecting to enter the Western Normal are advised to bring their scholarships with them if they can possibly be obtained before leaving. A certificate of graduation from the eighth grade is not a scholarship in the Western Normal, but county superintendents will declare a scholarship if they know who has

DEPARTMENT OF CORRESPONDENCE AND EXTENSION

The Western Kentucky State Normal School Offers You An Opportunity To Increase Your Efficiency By Studying At Home

Mr. W. M. Pearce Who Has Been President of Ogen College for Past Eight Years Will Conduct the Work

Abraham Lincoln is the greatest American citizen of his time. He was a great, kindly, understanding man, truly a typical American, and his influence in the world has been tremendous. As the typical American citizen he became the greatest American in his generation and this always offered by educational institutions. After attending public schools he went to the university, where he became the first great American in his generation and this always offered by educational institutions.

The typical American citizen is the one who is getting ready for the chance that will surely come— the chance to serve, to build and create great ideals and great forces in his nation.

No obstacles or hindrances stand in the way of the typical American. Poverty is an incentive, hard knocks only serve to arouse inborn greatness, and discouragement is a gift that guarantees success.

Lincoln used his spare time to study and get ready for his chance. His study was without direction or supervision. He worked at his own pace, without the aid of others. He knew what he was doing, what he was going to do, where he was going. He knew that the only way he could succeed was to work hard and to be prepared.

The typical American citizen of today who is going to the university or college is not necessarily going to be a great American, but he is one of those who is destined to be a great American and who is going to make a great contribution to the nation.

The school of the Western Normal has been developed in the dual phase. During this dual phase the Training School has been developed to a standard attained in a few instances.

The school will open in September with improved equipment, newly decorated equipment, and a splendid corps of teachers as named below.

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HIGH SCHOOL GRADUATES

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Physical Education—Miss Cherry, in charge of the department in the Normal.

Home Economics—Miss Scott, in charge of the department in the Normal.

Music—Mr. Strahm, in charge of the department in the Normal.