

welcome!

During your first couple of days, you should receive the following from your department:

- Bronco NetID
- E-mail account
- WIN (Western ID Number)

The Bronco NetID and password are used for access to secure transactions within GoWMU (WMU's portal), e-mail, e-learning, file storage, computer registration and personal Web pages (homepages.wmich.edu).

WMU will never ask for your username and password via e-mail. Your password should never be given to anyone, including WMU staff. Beware of phishing tactics that ask for your private information.

A WMU e-mail address is created at the time of the Bronco NetID creation. This e-mail address is in the format of `firstname.lastname@wmich.edu`. It is the e-mail address used for all official mailings from WMU. All e-mail to students should be sent using the student's `wmich.edu` address.

The Bronco Card® is the University's official identification card, and is obtained and serviced at the Bronco Card Center (located in the Bernhard Center). The Bronco Card® combines many features including building, computer lab, library and rec center access.



class rosters and grading

View and Print Class Rosters:

1. Logon to <http://gowmu.wmich.edu>.
2. Enter your Bronco NetID and Password.
3. On the Faculty/Staff Home tab, select **Summary Class List** in the **My Work** channel.
4. Select the appropriate term from the drop down box.
5. Select the appropriate CRN/Title from the drop down box, click **Submit**.
6. To print the class list, use the print option in your browser, **OR** copy the class list to a spreadsheet.
7. To choose another section, scroll to the bottom of the screen and click on **Return to Faculty & Advisor Menu**.
8. Select **CRN Selection**.
9. Select the appropriate CRN, click **Submit**.
10. Select **Summary Class List**.
11. Follow steps 6 – 10 for additional courses.
12. When you have completed viewing your class rosters, log out of GoWMU and close the browser.

To Submit Grades (First Work, Midterm and Final):

First work and midterm grades are entered in fall and spring semesters only and are available for student viewing as soon as you submit the grade. First work and midterm grades are not part of the student's academic history and do not affect the students GPA.

You can begin submitting your *final grades* on the Monday following the last day to withdraw. **The deadline for grade submission is noon on the Tuesday following the end of the term.** Grades can be changed up until the grade submission deadline. Once a grade is rolled to the student's transcript, you must use the *Removal of Incomplete/Grade Change Form* in order to change a grade (see Grade Changes).

1. Logon to <http://gowmu.wmich.edu>.
2. Enter your Bronco NetID and Password.
3. On the Faculty/Staff Home tab, click on Midterm or Final Grade Work sheet in the **My Work** channel.
4. Select the appropriate term from the drop down box.
5. Select the appropriate CRN/Title from the drop down box, click **Submit**.
6. Enter a grade from the drop down list for each student (if you have a large class, you will have multiple record sets). It is recommended to submit each page before moving to the next. **

7. Click the **Submit** button at the bottom of the page to save your grade entries. You do not have to have all grades entered before submitting. **Note:** You will not receive an e-mail confirmation.
8. To choose another course, scroll to the bottom of the screen and click on **Select a New CRN**.
9. Select the appropriate CRN/Title, click Submit.
10. Select **Final Grade Worksheet**.
11. Follow steps 8-10 for additional courses.
12. When you have graded all of your courses, log out of GoWMU and close your browser.

Grade Changes:

Grade changes can be made within 60 business days after the end of a semester.

1. Logon to <http://gowmu.wmich.edu>.
2. Enter your Bronco NetID and Password.
3. On the Faculty/Staff Home tab, under **My Work** click on the link *Removal of Incomplete/Grade Change Form*.
4. Verify that your name and WMU e-mail are correct. **Note:** Only instructors of record can make a grade change.
5. Choose the type of grade change from the drop down menu.
6. Select the term from the drop down menu.
7. Select the appropriate course from the drop down menu.
8. Select the appropriate student from the drop down menu.
9. Select the appropriate grade from the drop down menu and add any necessary comments.
10. If you are removing an Incomplete, the information will be sent electronically to the Registrar's Office. If you are either changing a grade or re-evaluating a grade, you will be required to print out the paper form, sign it, have it signed by your Chair. It will be sent to the Registrar's Office for processing.

** - If assigning a temporary Incomplete grade, please click on the link *Report Incomplete Grade*, and complete the form to specify what the student needs to complete to remove the incomplete grade. After completion of the form, a copy is sent by e-mail to the Registrar's Office, the student, and the instructor.

ferpa

To avoid violations of FERPA rules, DO NOT:

- display student scores or grades publicly in association with names, SSNs, WINs (or any portion - e.g. last four digits of WINs) or any other personal identifiers. *
 - put papers, exams, or any other graded student work in publicly accessible places. Students are not to have access to the scores and grades of other students.
 - share student education record information, including grades or GPAs with other faculty or staff members unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
 - share information from student education records, including grades or GPAs with parents or others outside the institution, including letters of recommendation, without written permission from the student.
- * Faculty may display grades using a system of unique identifiers known only to the student and the instructor as long as these are then posted non-alphabetically.

Information may be disclosed without a student's written consent:

- To university personnel having legitimate educational interest (e.g. advisors)
- To accrediting organizations
- To comply with judicial order or subpoena
- In a health or safety emergency

Requests to disclose information should always be handled with caution and approached on a case-by-case basis.

Semester or session grades are typically available to students through their GoWMU account within a few hours of the submission deadline. Since access requires the use of the student's Bronco NetID and password, midterm and final grades can be viewed securely.

When in doubt about releasing information, please contact the Registrar's office at (269) 387-4300 or registrar-info@wmich.edu.

concerned?

An online form has been developed for faculty, staff, and students to share their concerns about a student whose behavior is troubling and persists despite efforts to intervene.

Information recorded on the form, which is confidential, goes to the Office of the Associate Dean of Students, who reviews the concerns and determines the next steps to take. Simply log into GoWMU and click on the *Student Concern Form*.

Instructors are strongly encouraged to report students on their class list who are not attending, or students who are attending, but not on the class list. This can be done electronically through GoWMU using the *Report Students Not Attending/Not Registered* link off the Faculty/Staff Home tab. Once this information has been reported, the Registrar's Office will attempt to contact the student to resolve the registration discrepancy.

links to note:

Academic Calendar

www.wmich.edu/registrar/calendar

Academic Catalogs

www.catalog.wmich.edu

Academic Standards

www.wmich.edu/registrar/AcademicStandards

Disability Services for Students

www.wmich.edu/disabilityservices/index.html

FERPA

<http://www.wmich.edu/registrar/ferpa/fac-staff/index.html>

Grades Policy

www.wmich.edu/registrar/grades

Registrar's office

www.wmich.edu/registrar

wmich new faculty



OFFICE OF THE REGISTRAR

www.wmich.edu/registrar

(269) 387-4300

registrar-info@wmich.edu