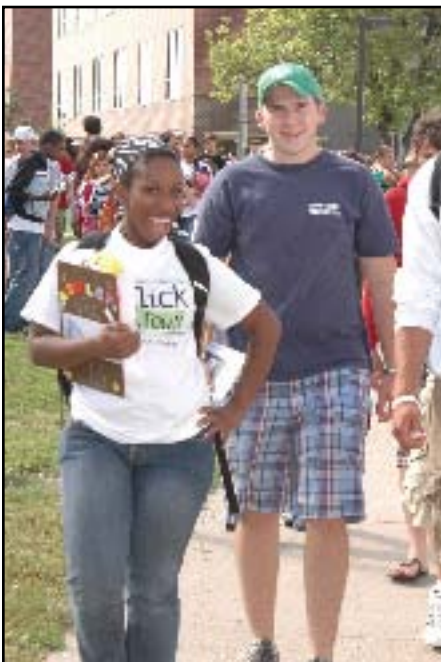


W estern Michigan University

First Year Success Guide 2010



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Photos by: WMU University Relations and Laura M. Thomas

GRAB THE REINS.

CREATE AN AUTHORIZED USER

From the Authorized User tab, you can give parents, employers, etc. the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial and academic records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. You may also give authorized users access to certain academic and financial aid information.



Step I: Set up Authorized User

1. Open your favorite internet browser.
2. Go to GoWMU: <http://gowmu.wmich.edu>.
3. Login using your Bronco NetID and Password.
4. From the Student Home Tab, click "Add Authorized User".
5. Click the "Add an Authorized User" button.
6. Enter the e-mail address of the person you have chosen to be an Authorized User:
 - Click Yes or No to allow the person access to view the billing statement.
 - Click Yes or No to allow the person access to view the payment history.
7. Click "Add User".
8. Click "I Agree".
9. Click the "Continue" button.

You will receive the following message: "Thank you. We have sent an e-mail notification to this person". (Note: Authorized users have their own login ID's and passwords).

10. Follow steps 5 - 9 to add additional authorized users.

Please note: By entering into this agreement, you understand that you are still primarily responsible for ensuring that all your accounts are paid on time and in full. When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or repeating payments by that person that have not already been applied will be cancelled. As a WMU student, you may also grant authorized users access to view certain academic and financial aid information. To grant access to certain academic and financial aid information, follow the "Step II: Grant/Revoke Access for an Authorized User" instructions below:

Step II: Grant/Revoke Access for an Authorized User

From the menu, click the "Grant/Revoke Access for an Authorized User" link.

1. Choose user from drop-down box, click "Submit".
2. Select the level of access by enabling the box next to the links. Note:
You can grant access to different items to different users.
(You can view the information you are granting access to by clicking on the link. This is the same information those you grant access to will see).
3. Click Submit to save your selections. You can revoke this access at any time by disabling the boxes next to the links. It is your responsibility to communicate with your designated 'authorized users' regarding the access you have given.



**Contact the Office of the Registrar
with any questions:**

(269) 387-4300

registrar-info@wmich.edu

www.wmich.edu/registrar

Congratulations for making the decision to attend Western Michigan University! This booklet is designed to assist you during your first year. You may find you have a lot of questions during your first semester on campus. Keep this booklet handy throughout the year and refer to it often as it outlines quite a bit of important information, including: drop/add deadlines, when to see your advisor, how to determine your GPA, when to register and when to apply for graduation. As with any publication, we might not cover each question. If that is the case, feel free to e-mail us at registrar-info@wmich.edu or contact us by phone at (269) 387-4300.

2010 - 11 CALENDAR

Dates are subject to change. Please refer to www.wmich.edu/registrar for verification.

Event	2010	2011		
	Fall	Spring	Summer I	Summer II
Online Course View Opens	Mar 1	Oct 4	Jan 31	Jan 31
Registration Begins**	Mar 15	Oct 18	Feb 14	Feb 14
Advising Day(s)	Sep 3	Jan 3-7	N/A	N/A
Classes Begin (at 8 am)	Sep 7	Jan 10	May 9	Jun 30
Last Day to Drop/Add	Sep 13	Jan 14	May 13	Jul 7
Last Day to Receive 100% Tuition Refund+	Sep 13	Jan 14	May 13	Jul 7
Late Add Fee Begins*	Sep 15	Jan 19	May 17	Jul 11
Last Day to Receive 90% Tuition Refund for a Complete Withdrawal+	Sep 16	Jan 20	N/A	N/A
Last Day to Receive 50% Tuition Refund for a Partial Withdrawal+	Sep 20	Jan 24	N/A	N/A
Last Day to Receive 50% Tuition Refund for a Complete Withdrawal+	Oct 1	Feb 7	May 20	Jul 12
Last Day to Receive 25% Tuition Refund for a Complete Withdrawal+	Oct 27	Mar 7	Jun 3	Jul 25
Last Day to Withdraw	Nov 8	Mar 21	Jun 6	Jul 25
Final Exam Week	Dec 13 - 17	Apr 25 - 29	N/A	N/A
Semester Ends	Dec 18	Apr 30	Jun 29	Aug 19
Grades Due***	Dec 21	May 3	Jul 5	Aug 23

2010 - 11 HOLIDAYS AND RECESSES

September 6	Labor Day Recess
November 24	Thanksgiving Recess begins at noon
December 24	Winter Recess (University Closed)
January 17	Dr. Martin Luther King Jr. Day Recess, Convocation and Activities
February 25	Spirit Day Recess
February 28 - March 6	Spring Break (no classes)
May 30	Memorial Day Recess
July 4	Independence Day Recess

- + For a definition of the difference between dropping and withdrawing and what it means to your GPA, please see the "Drop/Add Policy" section on page 10.
- * Classes cannot be added after the drop/add registration period ends except for extenuating circumstances as determined by the instructor. If the instructor decides that the late add should be granted, and you are not registered for any other class, there is an assessment of \$100 per course. The late add form can be found online at <http://www.wmich.edu/registrar/services.html>.
- ** WMU uses a priority registration system. Please go to <http://www.wmich.edu/registrar/timeticket.html>
- *** Grades may be viewed online through your GoWMU account. Please refer to the Grades and Grading section on page 10.

Dear Parents and/or Guardians:

I am happy to welcome you and your student to the Western Michigan University community. Sending your child off to college can cause intense emotions - you may be proud of your college bound student, but you may feel sadness over the fact that your child is growing up and moving away. Rest assured that all of us at WMU are committed to providing the very best service to all of our students and we are dedicated to ensuring that your student feels comfortable, safe and succeeds in his or her classes. This booklet is meant to provide an overview of dates, policies and other general information to help all students get started at WMU, and to give you, the parents, that same information.

Of particular importance:

- Strongly encourage your student to give us their emergency contact information. This can be done at any time through GoWMU. We certainly hope that we never have to use it, but we do need to know who to call just in case!
- We cannot release information about your student, including even a class schedule, without the written consent of the student. Information on how your student can give you access is on the inside front cover.
- The semester calendar can be found on page 3.
- The Parent and Family Programs Office is an excellent resource for parents and family members. As a parent or family member of a WMU student, you are automatically a member of the WMU Family Connection. The regular newsletters will help to keep you informed. I encourage you to activate your membership today!
- All undergraduate students at WMU can chart their progress toward their degree using our online degree audit system. This is an excellent tool for students to not only track progress toward their degree, but to see what courses they may need if they decide to change their major. This does not take the place of academic advising.
- Speaking of advising - we recommend that all students schedule an appointment with their advisor at least once per academic year.
- The Bronco Express Service Center (BEST), located on the main floor of the Bernhard Center is the place to go for questions on **financial aid, billing,**

and to make payments. This office can be reached by phone, (269) 387-6000.

As a parent of a college student, it's crucial for you to remain supportive but still foster an environment where your child will learn how to become an independent adult.

Because of our commitment in keeping your student safe, there are a few things that you should be aware of when sending your child off to college. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student education records. This is probably the most difficult change for parents. Parents are used to parent/teacher conferences and having grades or attendance e-mailed. According to FERPA, student records of those who are currently enrolled, regardless of age or parental dependency status are protected. What does this mean to you? Information, such as GPA, individual course grades or even a student's schedule of classes cannot be released to you without the express written consent of your student.

WMU does have a way for your student to grant this permission online. By your student creating an authorized user and granting access to certain academic and financial aid information, you can go online anytime to pay your student's tuition bill – or even get enrollment verification for insurance purposes. See the **inside front cover** to learn how to have your student create an authorized user. Changing your parental role when your child goes off to college can be hard to do, but it is important in order to maintain a good relationship with your student. Since your child is growing up and becoming an adult, he/she will still need you to be a partner and sometimes even a mentor to them while they are becoming their own person and experiencing life at college.

If you have any questions, either now or any time in the future, please feel free to contact me directly.

E-mail: barbara.mckinney@wmich.edu
Phone: (269) 387-4336

Again, welcome!

Barbara McKinney
Registrar

PARENT RESOURCES:

As a parent, sometimes you have questions that need immediate answers - or you may simply need to speak with someone if you have a concern. Below is a list of campus resources that may assist you in a variety of ways.

All phone numbers have the area code of (269):

Academic Skills Center	387-4442
Alcohol and Drug Program	387-8230
Alpha Program	387-4410
Admissions	387-2000
Advising	see page 7
Bookstore	387-3929
Counseling/Testing Svcs	387-1850
Dean of Students	387-2150
Disabled Student Svcs	387-2116
Financial Aid	387-6000
GEAR UP	387-3328
Intellectual Skills Program	387-4411
MLK Academy	387-4420
Multicultural Affairs	387-4421
Ombudsman	387-0718
Parking Services	387-4609
Parent and Family Programs	387-4820
Public Safety	387-5573
Registrar's Office	387-4300
Residence Life	387-4735
Sindecuse Health Center	387-3287
Student Conduct	387-2160
Student Support Program	387-4440
Study Abroad	387-5890
Waldo Stadium Tix Ofc	(888) 4-WMU-TIX
Western Herald	387-2092
Writing Center	387-4615

As the parent or family member of a WMU student, you are automatically a member of the

WMU Family Connection!

To find out more, visit us at Faunce Student Services or call (269) 387-4820. To activate your membership, go online to www.wmich.edu/parents/.

TO THE STUDENTS:

Start your freshman year off the right way!

The first semester of your freshman year in college is the most critical because it usually sets the pace for how the rest of your college experience will be. If you start off your first year the right way, you will be more inclined to stay on track and get your degree. Below are tips that we feel will help you along the way to enjoy your experience at WMU.

Attend all classes. It's very tempting to skip that 8 A.M. lecture, especially if it's a big class! However, if you get into the habit of skipping classes, your grades will really suffer. Instructors often test you on information from their lectures rather than on info from textbooks. Since you are paying for a college education, you need to attend all of your classes and soak up as much information as possible. Otherwise – you will not get the full benefit of each class.

Get to know your instructors. WMU has some of the best college instructors around. They want you to be successful! Take advantage of every opportunity to meet with your instructors, so you can get to know them and vice versa. Go to their office hours or meet up with them after class. You never know when you will need to ask them to be your reference or write letters of recommendation for you.

Make at least two friends in each class. This will pertain to you throughout your college career. It's always good to make at least two friends in each class in case you miss a meeting and have to copy notes. You don't have to become best friends with these people but engaging in small talk about the class will help you form a tiny bond. It's just always easier asking someone you know for a favor than it is asking a complete stranger.

Learn how to manage your time. As an entering college freshman, you may at first, have difficulty with time management because your schedule is more flexible than it was in high school. So, the earlier you learn how to balance your college schedule, the better off you will be. Just remember that time management is all about prioritizing your goals and sticking to the schedule you have laid out.

Get involved in at least one student organization. By being involved in at least one or two clubs, you will have the opportunity to meet tons of other students while being active in something that you enjoy.

Take advantage of support and services. *Having trouble in a class?*

Western offers tutoring in several areas. Contact the Academic Skills Center located in Moore Hall. Or, scope out their website at <http://www.wmich.edu/asc/index.html>.

Can't decide on a major? You may want to visit Student and Career Employment Services to discuss the up-and-coming careers. Student and Career Employment Services is located in Ellsworth Hall.

Learning disabled? Contact Disabled Student Resources and Services. DSRS is located in the Woodlawn Place right in the heart of campus.

Keep your finances in check. Your freshman year of college is probably the first time you will be managing your money without the supervision of your parents. You will need to create a college budget and stick to it. As a freshman, you will also be showered with credit card applications, so it's crucial for you to learn skills early on that will help you make responsible financial decisions throughout college and on.

Respect your roommate. Respect and communication are the two most important factors when it comes to successfully living with a roommate. You will not agree with everything that your roommate says or does. If you show respect and communicate openly about issues that bother you, then problems should be resolved easily and quickly. And remember – your RA is there to help as well.

Stay healthy. Transitioning from high school to college can sometimes be stressful for students, so you may turn to food for comfort. It's very common for students to gain between 10 to 15 pounds during their freshman year. Stay active! You can always find a game of touch football or sand volleyball somewhere. And there is always the Student Recreation Center (Rec Center) – refer to the SRCs website at <http://www.src.wmich.edu/index.html> for open hours. If you do become ill,

Sindecuse Health Center is available for check-ups, vaccines and emergencies. Call for an appointment: (269) 387-3290.

UNIVERSITY LINGO – or in other words – VOCAB YOU SHOULD KNOW

Your freshman year of college is an exciting time. You are starting a new adventure, and the next four years are probably going to be some of the best ones of your life. College is a time to expand your mind and learn new ideas

along the way, but it can be overwhelming for a first-year student. As an entering freshman, you will be hearing several new words that you probably haven't heard before. So, to help you sound like a college veteran, we have included some more common vocabulary. This way you won't be lost when your professor tells you to buy a blue book or your advisor tells you that you still need to satisfy a gen ed.

Academic Standing: All undergraduate students must earn an overall grade point average of at least 2.0 (see grades and grading for an explanation of grades and GPA) for an undergraduate to remain in good standing. If you fall below a 2.0 GPA, you may run the risk of being placed on probation or dismissal.

Advanced Placement: Credit granted for examination programs or for transfer work.

Advisor: Staff or faculty members who assist students in planning their college courses and help them determine their academic goals. For more on advising, please see the "Advising" section.

Bachelor's degree: A degree granted after completing a specified amount of academic credits.

Blue Book: A blank booklet that many professors require for an essay test. It can be purchased at the WMU bookstore located



inside the Bernhard Center.

Bronco Card: The Bronco Card is your photo identification card

at WMU. You will receive your Bronco Card during orientation with no cost to you. Not only will it serve as your university ID as long as you are a student at Western, it is also your access card to the library, dining areas, Student Recreation Center, and computer labs. Your Bronco Card also enables you to ride the Metro Bus Service on any route around the Kalamazoo area.

Your Bronco Card has the size, look and feel of a credit card and has your picture and signature on the front. It has a magnetic strip and your student ID number on the back. If your Bronco Card is lost or stolen, call (269) 387-HELP immediately. If your card is not reported as lost or stolen, you may be liable for the use of your Bronco Card. If your card is lost or stolen, there is a \$25 replacement fee (billed to your student account). If your Bronco Card is confiscated, you will be charged \$30 to obtain a new card. The Bronco Card Center is located in room 109 in the Bernhard Center. Cards can be printed while you wait.

Class standing: A classification based on the number of credit hours earned which indicates the level of a student:

Freshman	0–25
Sophomore	26–55
Junior	56–87
Senior	88 and above

College: An administrative division of the University housing one or more academic departments or schools.

Core Classes: Required courses that students must take that pertain to their major.

Corequisite: A course that must be taken at the same time as another course.

Course numbering system: The course numbering system is limited to four digits. Undergraduate courses are numbered from 1000 through 4999. Graduate courses are numbered 6000 through 7999. Courses numbered 5000 through 5999 are for graduate and advanced undergraduate students.

Numbers Levels

0000–0089	Non-credit courses
0090–0099	Terminal course credit that may not be applied toward degree programs
1000–1999	Primarily for first-year students
2000–2999	Primarily for Sophomores
3000–3999	Primarily for Juniors and Seniors
4000–4999	Primarily for Seniors
5000–5999	For graduate students and advanced undergraduate students
6000–6999	For graduate students only
7000–7999	Graduate seminars, theses, independent research, etc.

Credit Hour: Courses taken in college are measured in terms of credit hours. To earn **one** credit hour, a student must attend a class for **one** classroom hour (usually 50 minutes) per week for the whole semester. For instance, a three-credit hour class will typically meet three times per week for 150 minutes.

Distribution requirement: A General Education requirement. Each undergraduate candidate must complete at least one course in each of eight (8) distribution areas:

1. Fine Arts
2. Humanities
3. United States: Cultures and Issues
4. Other Cultures and Civilizations
5. Social and Behavioral Sciences
6. Natural Science with Lab
7. Natural Science and Technology
8. Health and Well-Being

Finals: Exams given at the end of the semester to determine the final grade given in the class.

Full Time Student: An undergraduate student taking at least 12 credit hours in a semester.

Gen Eds: General Education courses are those required courses that “round out” a student’s schedule. This is an excellent way to try different classes that may sound interesting to you.

GoWMU: GoWMU is the WMU portal which allows you to register for classes, search the course catalog, drop and/or add classes, view or print your class schedule, view or print your unofficial transcript, view your final grades, obtain an enrollment verification certificate, view or update your address/phone number and emergency contact information. GoWMU also allows you to view your account information, semester invoice, monthly statements and financial aid information.

Grade Report: Final semester grades that can be viewed online through your GoWMU account. WMU does not mail grade reports. See the “Grades and Grading” on page 10.

Hold(s): A hold may be placed on a student’s account for a variety of reasons...anything from not paying a tuition bill to a parking ticket. Some holds will not allow you to register – be sure to review and take care of any hold(s) prior to registration time.

Major: A concentration of related courses generally consisting of a minimum of twenty-four semester hours of credit.

Midterm Exams: Tests given halfway through the semester to determine students’ progress.

Midterm Grades: Midterm grades are posted by some instructors as a way to calculate how well you are performing in the course. This should help you to decide whether to secure a tutor – or officially withdraw from the course.

Minor: A concentration of courses generally consisting of a minimum of twenty semester hours of credit.

Multi-topic or “umbrella” course: A variable topic, variable credit course that focuses on a current or a special interest in a specific field or academic area. The course may be repeated for credit with different topics.

Ombudsman: A university ombudsman’s role is to provide confidential advice and nonpartisan assistance in solving problems and resolving disputes. An ombudsman is independent of the university’s formal administrative structure and cannot impose solutions, but can identify options and strategies for resolution. The four guiding principles of an ombudsman are confidentiality, independence, neutrality and informality.

Plagiarism: Using someone’s ideas or phrases as your own. Make sure to use your own words when writing papers or taking essay tests. For more information on student conduct, see <http://osc.wmich.edu/>.

Resident Advisors (RA):

Upperclassmen who live in dorms and enforce housing rules. These advisors also assist students with any problems they may have.

Resident Director (RD): Main person in charge of dormitory housing. Resident directors are usually not undergraduate students. Resident advisors report to the RD.

Registrar’s Office: School office that maintains student academic records, maintains academic calendars, publishes course offerings and catalogs as well as applies graduation requirements.

Residence requirement: The requirement that a minimum of 30 semester hours of course work for the bachelor’s degree be completed at Western Michigan University. In addition, 10 of the last 30 credits must be completed at WMU.

Semester: A unit of time, 15 weeks long, in the academic calendar.

Session: A unit of time, 7-1/2 weeks long, in the academic calendar.

Transcript: A document that shows Western Michigan University courses and grades.

Once you have completed a semester, you will be able to view your unofficial transcript online through your GoWMU account. You can request an official transcript as well.

Transfer credit: Credit earned at another accredited institution and accepted towards a Western Michigan University degree. Grades earned at another institution do not transfer and hence do not affect the WMU GPA.

Transfer credit evaluation: An official statement which indicates the number and type of transfer credits awarded.

WIN: Your Western Identification Number (WIN) is your student number. Each student has a unique identification number. This number is printed on your Bronco ID Card.

ADVISING

As you work toward deciding on a program of study, a major and a minor, there will be many people here to assist you. We recognize that the decision on what degree you pursue takes some time and that you may make changes along the way. The Advising staff at WMU are ready to help. As you begin your undergraduate studies at WMU, we invite you to become familiar with the advising structure here.

Academic advising is a responsibility shared between you and your advisor; each of you plays an important role in the success of this relationship.

As an undergraduate student here you will receive assistance from a college advisor as you plan your courses for your first year. Each of the colleges has an office staffed with professional advisors. These offices, their locations and phone numbers are listed below:

College of Arts and Sciences
2318 Friedmann Hall
(269) 387-4366

College of Aviation
2210 Kohrman Hall
(269) 387-0347

Haworth College of Business
2130 Schneider Hall
(269) 387-5075

College of Education and Human Development
2504 Sangren Hall
(269) 387-3474

College of Engineering & Applied Sciences
E102 CEAS Building
(269) 276-3270

College of Fine Arts
2132 Dalton Center
(269) 387-4672

College of Health and Human Services
2125 CHHS Building
(269) 387-2656

Carl and Winifred Lee Honors College
Lee Honors College
(269) 387-3230

University Curriculum
2041 Moore Hall
(269) 387-4410

To receive a bachelors degree from WMU, you will complete all General Education requirements as well as at least one major and one minor. Some students have multiple majors and/or minors. Some majors require specific minors and some programs have additional requirements. Your college advisor will answer your questions, help you choose the best courses for you, and ensure that you are on track toward successful completion of a degree from WMU.

As you select a major and minor, you will meet with faculty advisors within the departments offering your chosen major and minor. These faculty advisors will complete your major and minor slips with you and will help you to plan the sequence of courses required in your area. Many courses do have prerequisites, so careful planning is important.

College Advisors assist you in working to meet all university requirements. The Faculty Advisors provide assistance with the specific requirements in your major and minor. Both play an important role and have a depth of knowledge to share with you. Together they will ensure that you make the most of the opportunities available to you at WMU!

UNDERGRADUATE CATALOG

As you plan for your first semester of courses, you may find the online undergraduate catalog to be a valuable source of information. You can access the catalog at: <http://catalog.wmich.edu> or by clicking the catalog icon in the GoWMU portal.

Select 'Undergraduate Catalog 2010-11 from the drop down menu at the top right. This completely searchable catalog includes all programs at WMU as well as all requirements and all academic policies.

Use it to find out what is available in areas of interest to you. For example, if you are interested in Biology, select 'Entire content' in the first field under Catalog Search, and Biology in the second field. A list of all courses, programs, departments, which include 'Biology' will be returned. The list can be narrowed by choosing programs or courses from the first field, then Biology in the second.

Use the portfolio feature to save programs and course information of interest to you. Information saved in your portfolio is for your benefit and can be deleted or added to at any time.

THE WESTERN EDGE = STUDENTS FIRST

Western Michigan University is committed to putting students first. The Western Edge is a commitment to helping students save money. Yet, no matter how much we contain costs and keep tuition affordable, nothing will save money for students and their families as much as earning a degree quickly. Every semester we can shave off of a student's time in college is an automatic savings in tuition and living expenses and a chance to be earning money in the work force or headed to graduate school. There are five key components to the Western Edge.

1. Students who maintain a 3.0 or better GPA who earn 30 credits from WMU in their first year on campus will receive a \$500 scholarship when they return the following fall to WMU. That financial incentive, coupled with the University's commitment to keep tuition affordable, can keep students in school.
2. Enhanced academic advising will help mitigate the impact of major changes and move students smoothly and quickly through their degree programs.
3. Graduation compacts will help to ensure courses are available when students need them to prevent delays in completing programs.
4. For students who opt to stay in campus residence halls, room and board costs will remain the same for up to four years.
5. A number of other for-credit opportunities will be offered to help students graduate with the skills and experience they need and will help keep them academically involved and excited about preparing for their future.

GRADUATION COMPACT

Does the idea of spending more than four years in college make you cringe? WMU pledges that you will have the courses available to you to graduate in four years (or five years for students in highly rigorous professional majors and programs) if you meet the following requirements:

1. Meet with an advisor every semester in order to develop and monitor your graduation course plan. Register on time for the courses that fit your plan.

2. Complete at least 30 credit hours or more in good standing per academic year, which may include summer school.
3. Select a major and minor before or upon completing your first 30 credit hours and stick with them (or earlier for highly structured programs), then maintain the grade point averages and other academic standards required by the major, the college, and the University.
4. Be committed and be flexible. You may need to take a class at a time that isn't desirable, or be willing to substitute a course for one that is unavailable during a given semester or time of day.

Do note that this program does not guarantee that you will be admitted into limited admission majors, programs, departments or colleges, and assumes adequate high school preparation and successful completion of major course requirements. Some programs also require a separate application process to be eligible for admission. For more information on the Edge and the Graduation Compact, go online to <http://www.wmich.edu/edge/>.

Other ways to save time and money:

Take gen ed requirements early.

You should take general education courses during your freshman and sophomore years, especially if you're not certain about picking a major. This will ensure that you are taking credits that will count toward your degree.

General education courses are courses that all students must take in order to graduate.

They include courses in writing, mathematics or quantitative reasoning, fine arts, humanities, cultures and issues, social and behavioral sciences, natural sciences, natural science and technology, and health and well-being.

Pick a major and stick with it. This does not mean that if you switch majors, you won't be able to graduate in four years. It will just be easier for you to graduate "on-time" if you declare a major by the time you complete 30 credit hours and stick with it. To decide on a major, you should start exploring your options early. Talk to people about their jobs (i.e. skills required, likes, dislikes, salary), volunteer in areas of interest, etc.

Focus on academics. To make sure that you don't fall behind in your courses, you should attend all of your classes, study hard, and complete all assignments. Repeating courses to meet requirements or raise your GPA will only slow you down and may prevent you from graduating in four years.

Take appropriate number of credits every semester. You will need a minimum 122 credit hours to graduate. This means that you should take 15 - 16 credits every semester in order to graduate in four years.

Attend summer classes. Western offers a variety of courses throughout the summer months. This is a way to make up credit hours or lighten the load during the fall and spring semesters.

Work closely with your advisor.

Your academic advisor can help you lay out a four-year plan and help you with any changes or problems that may arise along the way. Continue with your advising meetings at least once a semester to ensure you are staying on track. For each meeting, be sure to bring along a list of possible courses you would like to take – not just for the next semester, but courses that you might like to take throughout your college career. Other information that is helpful is knowledge of your high school foreign language grades and any courses that you took at a community college or university while you were still in high school.

Polish your time management

skills. In order to graduate early or "on-time", you need to be able to handle a busy schedule. Purchase a calendar and get organized early.

Once you know your class schedule, enter the times in your calendar. That way, you will know when you have time to study, work and play.

Estimated Cost of Attendance

The cost of attending college varies and there is more to consider than tuition.

Are you a resident of Michigan? Where will you live? Do you require extra supplies in addition to your books? What personal items will you need?

To help you better estimate your semester expenses, go online to www.wmich.edu/registrar/tuition/coa/index.html. While this is not all inclusive, it is designed to help you plan your budget for the year.

If you do have any questions about your finances, representatives at Bronco Express (located in the Bernhard Center) are ready to help.

STUDENT COSTS (effective with Fall 2010)

The tuition rate for Western Michigan University is set by the Board of Trustees and is due the first day of the semester or session. **The tuition rate listed is effective with fall 2010.** We encourage you to go online to www.wmich.edu/tuition for current tuition and fees information. Tuition and fees are subject to change and approval by the Board of Trustees.

Undergraduate/Graduate Tuition

Students whose classification changes from sophomore to junior status after their initial registration for the semester, up through the end of the semester will be billed for the difference between the lower and upper division tuition and fees.

Resident Tuition (Main Campus)

Freshman/sophomore (0 - 55 credit hours)

Per credit hour*: \$282.92

Flat rate**: \$4,091

Junior/senior (56 + credit hours)

Per credit hour*: \$312.68

Flat rate**: \$4,520

Graduate

Per credit hour rate: \$429.32

Non-Resident Tuition (Main Campus)

Freshman/sophomore (0 - 55 credit hours)

Per credit hour*: \$694.04

Flat rate**: \$10,035

Junior/senior (56 + credit hours)

Per credit hour*: \$772.78

Flat rate**: \$11,174

Graduate

Per credit hour rate: \$909.31

* Assessed for 1 - 11 credit hours **and** for in excess of 16 credit hours.

** Assessed for 12 - 16 credit hours.

Student Fees Per Semester *

(Main campus only)

Five (5) or more credit hours	
Enrollment	\$383
Student Assessment Fee	\$21
Sustainability Fee	\$8
TOTAL SEMESTER FEES	\$412

Four (4) or less credit hours	
Enrollment	\$223.25
Student Assessment Fee	\$21
Sustainability Fee	\$8
TOTAL SEMESTER FEES	\$223.25

One-time fees not included*Extended University Programs (includes e-learning)**

EUP offers courses that fit any schedule. You can take courses through any regional site (see list below), online, hybrid courses (a combination of face-to-face and online), or Compressed Video or Open Learning (up to six-month online course).

- Online Education (e-learning courses)
- Battle Creek – Kendall Center
- Grand Rapids – Beltline
- Grand Rapids – Downtown
- Lansing
- Muskegon
- Southwest (located in Benton Harbor)
- Traverse City

Courses delivered by Extended University Programs are not part of the flat rate structure.

For more information, please visit our website at <http://atis.wmich.edu> or call (269) 387-4216.

PAYMENT OF TUITION AND FEES

Monthly statements can be found online at GoWMU after the 15th of each month. **These statements are not mailed to you.** It is your responsibility to check each month online. If you believe the amount due does not reflect financial aid awards, or you have other questions about your account, contact Bronco Express at (269) 387-6000.

Remember to review the calendar to withdraw by the established deadlines to avoid financial responsibility for tuition and fees. If you modify your schedule, your amount due might change. The amount due includes current registration activity plus outstanding debts.

Failure to pay an account balance on time may result in the inability to register for future courses, receive a transcript and/or diploma. All amounts that are delinquent beyond 30 days of the due date will be assessed a service charge of 1.5% per month (18% annually). Further collection action will be taken on delinquent balances which may include referring the account to a collection agency. In the event that an account is referred to a collection agency, it is understood and agreed that, in addition to the tuition and fees, the student will be responsible for any collection costs, collection fees, and collection charges and/or legal fees incurred in collecting the account balance.

Payment of tuition and fees is due the first day classes meet for the semester/session. A semester invoice is mailed to all registered students approximately one month prior to the beginning of the semester. However – you are still responsible for payments regardless of whether or not you have received an invoice. Enrollment will NOT be canceled due to nonpayment. The University accepts online payments using electronic transfer from a checking or savings account. You will need to provide your ABA routing number, account number and the name on the account. You may pay by credit card using Discover, MasterCard and Visa. Beginning August 11th, you may pay online using American Express, MasterCard or Discover debit or credit cards, which are subject to a 2.75% convenience fee by a third-party payment service (No VISA card accepted).

Online: Login to GoWMU using your Bronco NetID and password. From the Home Tab, click on the Payment and Account Information link. For other payment options, go to http://www.obf.wmich.edu/accounting-services/busfin_cashier_pymnt.html.

Financial Aid: Payment of accepted financial aid begins at the beginning of each semester for students who are enrolled full-time and have turned in all requested documents to the financial aid office. If your enrollment is less than full time, some or all of your financial aid may not pay until the end of the drop and add period or until you notify the financial aid office that you will be enrolled less than full time. Less than full time enrollment may reduce the amount of your financial aid awards. You must be enrolled at least half-time to be eligible for most financial aid programs. Accepted financial aid will pay only tuition, fees and residence hall charges unless you have authorized the payment of other charges, by answering “yes” on a Federal Financial Aid Payment Authorization Form.

Michigan Education Trust (MET): MET will pay tuition for a designated number of credit hours, the enrollment fee, the student assessment fee and part of the orientation fee. The estimated amount will be included on the semester bill and monthly statement. If you are a financial aid recipient, MET is identified as a “qualified education benefit” and the refund value is to be included in the parent asset section of the FAFSA. The benefit would be reported as a parental asset if the parent (or step-parent) is the owner of the plan. Adjustments may be made to the payment amount depending upon information received by the State regarding your eligibility. Be sure to notify MET on the web or call 1-800-638-4543 and let them know you will be attending WMU.

Third Party Billings: Third party billing is when the University bills a company, embassy or other organization that has agreed to pay a student’s tuition and fees. Any student who is sponsored by a third party must submit a letter of authorization on the company/organization’s letterhead. The authorization must include:

- Student’s name
- Social security number
- Semester/years covered; specific classes covered (or the amount or maximum credit hours they will pay)
- Address and phone number of the third party payer

Please send the authorization to: Accounts Receivable, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5210. The letter of authorization must be received no later than three weeks prior to the start of the semester.

DROP/ADD POLICY

The official registration drop/add period extends five business days into a semester/session. In addition, a 24-hour grace period will be provided to students who drop or add a course that meets for the first time on or after the final day of the drop/add period (late fees may apply). Instructors are not obligated to update students who add a course after the first class meeting. Students are responsible for obtaining the work missed.

TO DROP OR WITHDRAW . . .

Students have the ability to “drop” a class or “withdraw” from a class. So what is the difference?

A dropped class is one that a student drops during the drop and add period - the first five days of every semester or session. A dropped class does not show on a transcript and is not assessed tuition and fees.

A withdrawn class is one that a student withdraws from after the drop and add period. A withdrawn class will appear on the student's record (transcript) with a “W” grade. A “W” grade does not affect the grade point average (GPA).

A **complete** withdrawal is withdrawing from ALL courses for the term. A **partial** withdrawal means withdrawing from one or more courses but NOT the entire schedule of classes.

REFUND POLICY

The University Business Office will grant refunds for student tuition for any decrease in hours according to the published dates. Please see the calendar on page 3 for the 2010 - 11 schedule.

Students are responsible for their registration. Courses are not dropped for non-payment. It is the sole responsibility of the student to drop or officially withdraw if necessary. Students who sign payment agreements are subject to the rules stated in that agreement.

FINANCIAL AID WITHDRAWAL POLICY

If you are considering a partial or complete withdrawal, we highly recommend that you discuss your situation with a financial services specialist before you withdraw. If you drop some of your courses during the drop/add period (or indicate you never attended some of your courses), you may lose some or all of your financial aid eligibility. If you drop all of your courses prior to the start of the semester or session (or indicate you never attended), you are no longer eligible for financial aid for that semester or session.

All scholarship, grant, and loan payments (and refunds of financial aid) must be returned to Western Michigan University. If you are a Federal financial aid recipient and you completely withdraw from all your courses after the beginning of the semester or session, the law requires that the amount of Federal aid earned up to that point is determined by a specific formula. If you receive more Federal aid than you have earned, the excess Federal aid must be returned. The amount of Federal aid you have earned is determined on a prorated basis. That is, if you complete 30% of the semester or session, you earn 30% of the Federal aid you received. If you are a Federal financial aid recipient and you receive all “X” grades or a combination of “X/W” grades, this is considered an “unofficial withdrawal” per Federal regulations and up to 50% of the Federal financial aid you have received may need to be returned.

In accordance with Federal and State regulations, the financial aid office must also monitor your academic progress on an annual basis (at the end of spring semester). If you withdraw from any of your courses, this may cause you to be in unsatisfactory academic progress for financial aid purposes. Students not meeting these standards of academic progress may lose financial aid eligibility for future semesters. Reinstatement of financial aid may be considered by filing an Academic Progress Appeal or by taking courses during summer sessions to make up credit hour deficiencies. See details online at www.wmich.edu/finaid.

GRADES AND GRADING

Instructors submit their grades by noon on the Tuesday immediately following the end of the semester or session. Once all grades have been submitted, they are posted to your student record. You can generally view your final semester grades online through your GoWMU account around 5 p.m. on that Tuesday. Be sure to check with your instructor if your grade does not appear as expected. You will receive one grade for each course taken. Grades combine the results of course work, projects, tests and final exams. Grades are indicated by letters, but each letter grade is assigned an honor point per credit – see the table below:

Letter Grade	Credit Hours			
	1	2	3	4
A	4	8	12	16
BA	3.5	7	10.5	14
B	3	6	9	12
CB	2.5	5	7.5	10
C	2	4	6	8
DC	1.5	3	4.5	6
D	1	2	3	4
E	0	0	0	0
X	0	0	0	0

E = failure
X = unofficial withdrawal

Calculating your GPA

In order to calculate overall GPA, take the total honor points earned and divide it by the total hours attempted (not earned). See example below:

Course	Credit Hours	Grade	Honor Points
SOC 2000	3	A	12
ENGL 1050	4	BA	14
PHIL 2000	4	B	12
HPER 1110	2	E*	0
Total	13 <small>(attempted)</small>		38

38 honor points / 13 credit hrs = 2.92 GPA

*Because a grade of “E” was earned in the HPER 1110 course, only 11 of the 13 hours will count toward the total hours needed for graduation.

Keep in mind that a letter grade of “X” (unofficial withdrawal) is the same as an “E” (failed) in calculating the GPA.

- An ‘I’, (Incomplete) is not figured in the GPA **until** it is replaced with a grade.
- Courses taken Credit/No Credit do not affect the GPA in any way.
- The repeat policy at WMU uses only the most recent grade for a repeated course in calculating a student’s grade point average.
- There is an online GPA calculator at: www.wmich.edu/registrar/gpacalc.html.

Incomplete Grade

This is a temporary grade which the instructor may give to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. This grade may not be given as a substitute for a failing grade.

A grade of “I” must be removed by the instructor who gave it or, in exceptional circumstances, by the department chairperson. If the unfinished work is not completed and the “I” grade removed within one calendar year of the assignment of the “I”, the grade shall be converted to an “E” (failure). **Students who receive an incomplete grade in a course must not reregister for the course in order to remove the “I”.**

Credit/No credit

You may elect for “Credit/No Credit” on any course approved for General Education or General Physical Education credit, as well as other courses not counting toward your major or specified in your curriculum as defined in the University Undergraduate Catalog. Again, note that courses required for a major cannot be taken for credit/no credit. It’s a good idea to check with your advisor if you have any question on this.

Also note:

- Credit will be given for a grade of ‘C’ or better in a course taken for credit/no credit.
- No credit will be given for any grade below a ‘C’ in a course taken for credit/no credit.
- Your instructor will not know whether or not you have registered for the course on a credit/no credit basis or for a letter grade.
- You may change from a letter grade status to credit/no credit, or from credit/no credit to a letter grade **only during the drop/add period** of the semester or session.

Note that the number of times a course can be repeated is limited to three, unless otherwise specified. Grades of ‘W’, ‘Credit’, or ‘No credit’ are not counted as attempts. Also be aware that a repeated course **will not** be removed from your transcript. All grades earned are shown on your transcript from WMU.

Dean’s list

To gain a place on the Dean’s List for a semester, an undergraduate student must:

- Be registered for at least 12 credit hours during **fall** or **spring** for a letter grade and/or be registered for at least 6 credit hours during **summer I/II** for a letter grade
- Have a grade point average of at least 3.50 for the term

Grade changes

If you believe that an error has been made in the assignment of a grade, contact the instructor involved within sixty business days of the end of the semester for which the grade was assigned. Failure to act within the sixty day time period may disqualify you from further consideration of the matter.

Academic standards

All students must earn an overall grade point average of at least 2.0 for undergraduate; 3.0 for graduate, specialist, and doctoral students to satisfy degree requirements. The scholarship policy is intended to encourage satisfactory progress toward that end.

Repeating a course (undergrads):

The most recent grade for a repeated course is used in calculating your GPA at Western. If you receive a letter grade in a course and then take the course over and receive a grade of ‘W’, ‘Credit’, or ‘No credit’, then the old grade will remain in your GPA.

Academic Standing Definitions

Good Standing: An undergraduate student is in good standing whenever the student’s overall grade point average is at least 2.00 (3.00 for graduate students)

Warning: A warning is issued to the undergraduate student whenever the grade point average for any enrollment period is less than 2.0 (3.00 for graduate students), but the overall grade point average is 2.0 or above (3.00 for graduate students).

Probation: The undergraduate student will be placed on probation whenever the student’s overall grade point average falls below 2.0 (3.00 for graduate students).

Extended Probation: The undergraduate student will be placed on extended probation when following a semester on probation their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Final Probation: The undergraduate student will be placed on final probation when, following a semester on extended probation, their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Dismissal: Undergraduate students on probation, or extended probation, who fail to achieve at least a 2.00 (3.00 for graduate students) grade point average for the enrollment period; or students on final probation who fail to achieve a 2.00 (3.00 for graduate students) overall grade point average will be dismissed from the University.

Admitted on Probation: A student who is admitted to the University on academic probation and receives at least a .01 grade point average their first semester will be placed on final probation. A first semester GPA of 0.00 will result in academic dismissal.

Did you know?

WMU’s campuses encompass more than 1,200 acres, 50 buildings, 23 miles of roadways, 39 miles of walkways, 6.59 miles of water lines, and 6.94 miles of sewer lines.

REGISTRATION DEFINITIONS

Listed below are actions and terms you may encounter while using the student registration system. Understanding these definitions will make using the system easier. Access to the system is through GoWMU at <http://gowmu.wmich.edu>.

Add/Drop:

The period of time that you can add, drop or change your courses. The official drop/add period begins with the beginning of registration to 11:59 PM on the fifth day of each semester/session. You can add a course to your schedule anytime the registration system is available (after your priority registration time) by accessing GoWMU.

Change Course Options:

You may change grade mode or variable credit hours anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session.

Closed/Cancelled Courses:

When a course receives the maximum number of registrations allowed, the system will close the section. Also, courses may be cancelled by the department for other reasons. Western Michigan University reserves the right to add or delete courses from its offerings and to change meeting times, locations and instructors.

Co-Requisites and Linked Courses:

Co-requisites are two different courses (e.g. ED 2000 and ED 3000) that must be taken during the same semester/session. Linked courses are two different sections (e.g. MATH 1090) of the same course that must be taken concurrently. When registering for co-requisite or linked occurs, the CRNs must be submitted at the same time.

Courses Requiring Permission:

Certain courses require permission by the department or advisor before they may be elected. If you do not obtain prior permission, you will receive the error message "Course requires department approval. Please contact the department."

Drop a Course:

The official registration drop/add period extends five business days into a semester/session. In addition, a 24-hour grace period will

be provided to students who drop a course that meets for the first time on or after the final day of the drop/add period. Please see page 10 for the university refund policy.

Duplicate Courses:

The registration system will not permit students to enroll in more than one section of the same course. In those cases where enrollment in duplicate sections is appropriate, (e.g. multi-topic courses), the student must contact the department for approval.

Grade Mode:

The grade mode for most courses may be letter grade, credit/no credit or audit. Most courses, except mandatory credit/no credit courses will default to letter grade. If a grade mode can be changed, once you register for your courses, simply click on the grade mode link (Letter Grade). Select the appropriate grade mode in the drop down box next to the course you wish to change and submit the change.

You may change the grade mode anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session.

A student may elect for "credit/no credit" any course approved for General Education or General Physical Education credit, as well as other courses not counting toward his/her major or specified in his/her curriculum as defined in the University Undergraduate Catalog.

Invalid Course CRN (Course Reference Number):

If you enter an invalid CRN, you will receive an error message "CRN does not exist". Check the number by selecting the link to "Course Search".

Late Add a Course:

The official registration drop/add period extends five business days into a semester/session. In addition, a 24-hour grace period will be provided to students who add a course that meets for the first time on or after the final day of the drop/add period (late fees may apply). Instructors are not obligated to update students who add a course after the first class meeting. Students are responsible for obtaining the work missed.

Time Conflicts:

The registration system will not allow registration in courses that create a time conflict. However, if you have an exception, please contact the appropriate department or regional site to register.

University Holds:

Certain circumstances will prevent you from registering (e.g. if you have an outstanding balance). If there is a University hold on your account, the registration system will instruct you to call the specific office involved.

Variable Credit:

If a course offers variable credit hours, once you register for your course, select the credit hours link (3.00 – 12.0) which will open a screen with all your registered courses. Locate the course you wish to change and enter the appropriate number of credit hours in the credit hour field. You may change credit hours anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session. This designation may not be changed after the fifth (5th) day of the semester/session.

Waitlisting:

Waitlisting allows you to reserve your place in line in closed sections of a course. Waitlisting will not guarantee you a seat, but if a seat becomes available you will be notified through your wmich.edu e-mail account.

Withdraw From a Course:

You may withdraw from a course through the Monday of the tenth week of the fall semester anytime the system is available by accessing GoWMU. A non-punitive "W" grade (Official Withdrawal) will be reflected on your transcript. Students may not withdraw from any courses beyond the last day to withdraw.

Students who have a genuine hardship, such as illness or death in the immediate family and who are passing the course may file a written appeal for a late withdrawal. The forms may be obtained online at <http://www.wmich.edu>. registrar or in person from the Office of the Registrar.

GoWMU SYSTEM REQUIREMENTS

To login and use the system effectively, you must be using one of the following internet browsers: **Windows:** Firefox, Internet Explorer, Mozilla or Netscape **Macintosh:** OS 9, Netscape 7.0, OS X, Firefox, Mozilla, or Safari. GoWMU does not support MSN Explorer or SBC Yahoo! Browsers. If you experience technical problems you cannot resolve while registering for courses, contact the Help Desk:

- Phone: (269) 387-HELP (4357) option 1
- E-mail: helpdesk@wmich.edu
- In person: 2nd floor UCC Building

System availability

The registration system is available twenty-four hours Monday through Saturday and Sunday from noon until midnight.

When to register

You may begin registration at or after your priority time during published days for registration. You are encouraged to register during your assigned day to maintain your priority into courses.

You may not register if you...

- do not have current admission status
- have been academically dismissed
- attempt to register before your priority time
- have a University hold

Registration

- Logon to <http://gowmu.wmich.edu>
- Enter your Bronco NetID and password
- Under the "Self-Service" heading, select one of the following options:

Registration

Course Offerings
Add/Drop classes
My Schedule
My Holds
Academic Calendars

Payment and Account Information

Add Authorized User
Grant/Revoke Authorized User Access

Academic Services

My Mid-term Grades
My Final Grades
My Unofficial Transcript
Progress to Degree
Enrollment Verification Certificate
Graduation Ceremony RSVP

Financial Aid

Requirements
Award Amounts
Award Payment Schedule
and more . . .

REGISTRATION SCHEDULE

Students can register for courses using the priority registration schedule. The schedule is posted online at www.wmich.edu/registrar several weeks prior to the start of registration. As an undergraduate, you may register any time the system is available after your priority registration time.

The priority registration schedule is based on **earned hours only**. So, if you are registered for 16 credit hours this semester, and have completed 60 hours, the system only recognizes the 60 hours. If you are trying to access the registration system before your time allows, you will receive the error message: "You are not permitted to register at this time." Remember, you are responsible for your own registration. Please make sure that you are aware of important dates for dropping or withdrawing. If you do not attend your class or do not withdraw by the deadline, you will jeopardize your record (GPA) by possibly receiving a letter grade of "X" or "E". (See Grades and Grading section).

Spring 2011 Registration Schedule

Each group begins at 8 AM.

Month	Day	Level	Min Cr. Hrs.
October	18	Graduate Students	
	19	Athletes, Honors, and RAs	
	20	Seniors	122
	21	Seniors	104
	22	Seniors	88
	25	Juniors	77
	26	Juniors	66
	27	Juniors	56
	28	Sophomores	47
	29	Sophomores	38
November	1	Sophomores	30
	2	Sophomores	26
	3	Freshmen	18
	4	Freshmen	14
	5	Freshmen	11
Freshmen with 0 credit hours will register according to the first initial of their last name.			
	8	<i>Last day to withdraw for fall semester- no new groups</i>	
	9	Freshmen	A - F 0
	10	Freshmen	G - L 0
	11	Freshmen	M - R 0
	12	Freshmen	S - Z 0

Bronco Express Service Center

The Bronco Express Service Center is ready to answer your basic billing, financial aid, cashiering and registration questions. Bronco Express is located on the main floor of the Bernhard Center. This permanent service area is a response to student requests for a convenient year-round spot to take care of everyday university business. Call the help line at (269) 387-6000 or visit us online at <http://www.wmich.edu/finaid/broncoexpress.html>. Students can:

- apply for financial aid or pick up the appropriate forms
- check on the status of a financial aid application
- confirm dates of financial aid disbursements
- make appointments to see a financial aid counselor
- receive unofficial transcripts and ask basic registration questions
- check account balances and get clarification on charges
- make payments
- pick up checks for account refunds

Hours:

Monday 8 a.m. - 5 p.m.
Tuesday 8 a.m. - 5 p.m.
Wednesday 10 a.m. - 5 p.m.
Thursday 8 a.m. - 5 p.m.
Friday 8 a.m. - 5 p.m.

No appointment is necessary.

Did you know?

When registering for a co-requisite or linked sections (e.g. lecture and lab combination), the CRNs must be entered at the same time.

The registration system enforces the following:

- prerequisites
- co-requisites
- time conflicts
- duplicate courses

Questions regarding prerequisites should be directed to the department offering the course.

REGISTRATION INSTRUCTIONS

Step 1 - Logging into GoWMU

1. Login to GoWMU at <http://gowmu.wmich.edu>.
2. Enter your Bronco NetID and password.
3. Click "Login" or press "Enter".
4. Click the "Student Home" tab.

Step 2 - Address Validation

After you have logged into GoWMU, click on the "Course Offerings" link. The address validation information will appear. You will be asked to validate your address each fall and spring semesters.

1. Scroll down to "Update Ethnicity".
This information is optional; however, you do need to click on the link in order to progress through the rest of the steps.
2. Click "Submit" regardless of your choice.
3. Scroll up - click the large blue link at the top of the screen.
4. Review your address(es); update as necessary.
5. Check the box that you have validated your address and phone numbers.
6. Click "Submit".
7. Click the "Back to the Student Home Tab" link in the upper left corner.

Step 3 - Register for Classes

1. Select "Course Offerings (under "Registration).
2. Select the term from the drop down menu.
3. Select at least one subject (required).
4. Click "Class Search".
5. Check the box to the left of the CRN (course reference number) to register for the class.
 - ~ A "C" in the place of the box indicates the section is closed (see "Waitlisting")
 - ~ A "SR" in the place of the box indicates a student restriction (e.g. program restriction, prerequisite, etc), see your advisor.
 - ~ A box will not appear if you are already registered for that section - or it is too late to register.
6. Click "Register" to immediately add the class to your schedule or click "Add to Worksheet" if adding multiple courses.
Please note: entering a CRN on the worksheet does not reserve the seat until you click on "Register" and receive a confirmation web registered and the date. If the course is a linked lecture/lab combination or has a co-requisite, the CRNs need to be submitted at the same time.
7. Click "Return to Registration Menu".

Step 4 - Print Your Schedule

1. Click "Week at a Glance".
2. Click the "Print" button on your browser bar.

WAITLISTING

Waitlisting is not available for all sections. To join a waitlist you must:

1. Attempt to add the section to your schedule in GoWMU by entering the CRN to the worksheet and click "Submit".
If the course is closed, you will see an error message, "Closed - # waitlisted", where the # represents the number of students already on the waitlist.
2. Using the drop down under action, change the status to "Waitlisted" and click "Submit Changes". **Please note:** You will only be permitted to join a waitlist if you satisfy all course restrictions and prerequisites. If the time of the course conflicts with a course already on your schedule or if it conflicts with a course you have previously waitlisted, you will not be allowed to join the waitlist.
5. *Waitlisting will not guarantee you a seat, but if a seat becomes available an e-mail will be sent to your wmich.edu e-mail account letting you know that the section you have waitlisted is open and you can register through GoWMU.*
6. **You will not automatically be registered for the course.** The e-mail notification you receive will contain instructions on how to register for the course in GoWMU.
7. Once notified that a seat is available, the course will be held for you for 24 hours. After that time frame, you will automatically be removed from the waitlist and the course offered to the next student in the waitlist queue.
8. If at any point you wish to be removed from the waitlist, you can do so through GoWMU by going into Add/Drop Course and changing the waitlist status to Drop Course.

PROGRESS TO DEGREE

This online tool is designed to give students the ability to view their progress to degree completion. Accessible through GoWMU, this feature compares student's completed coursework with their declared program of study and provides a report listing which degree requirements have been met and which are unmet.

analysis. Students who are contemplating switching their majors and/or minors can see what impact the changes will make in their requirements toward a degree.

Any questions on the Progress to Degree evaluation should be directed to the Office of the Registrar, registrar-progress@wmich.edu.

The progress to degree resource is an aide to complement, but not replace, academic advising and the graduation audit process. Students will still need to file an audit to apply for graduation.

An additional feature of this system provides students with the ability to do a 'what-if'

**EXAMINATION WEEK
SCHEDULE**

1. Regularly scheduled classes will not be held during the examination week.
2. For courses having both lectures and labs or discussions, the time of the examination will be determined from the time of the first lecture period of the week. For courses having labs only, the examination will be determined from the time of the first lab period. Examination times for classes, which begin on the half hour or before, will be the same as the times for classes, which begin at the previous full hour. Where all sections of a given class are given at one time (such as Accounting) the exam will be given during the mass examination time in the schedule per faculty instructions.
3. Examinations for arranged classes are to be scheduled during the examination week at the convenience of the instructor and the student.
4. The exam time for a course not covered by the exam schedule will be arranged by the instructor. Please contact the instructor for location and time.
5. If any student is assigned four examinations during the same day, University policy will allow the student to request one exam to be given at the make-up time.
6. Students should receive early notification from their instructors as to the times and places of their examinations.
7. A "mass exam" may be scheduled when multiple sections of the same course take the same exam at the same time. Permission to offer a mass exam may be granted by the chairperson of the department if certain criteria are met and if space is available as determined by the Registrar.

This exam schedule does not apply to courses in Extended University Programs.

Regular Schedule Class Time	Day of Exam	Date of Exam	Time of Exam
All Monday 8 a.m. classes	Thursday	Dec 16	10:15 am - 12:15 pm
All Monday 9 a.m. classes	Monday	Dec 13	8:00 am - 10:00 am
All Monday 10 a.m. classes	Wednesday	Dec 15	8:00 am - 10:00 am
All Monday 11 a.m. classes	Tuesday	Dec 14	10:15 am - 12:15 pm
All Monday 12 noon classes	Monday	Dec 13	2:45 pm - 4:45 pm
All Monday 1 p.m. classes	Tuesday	Dec 14	12:30 pm - 2:30 pm
All Monday 2 p.m. classes	Wednesday	Dec 15	2:45 pm - 4:45 pm
All Monday 3 p.m. classes	Thursday	Dec 16	12:30 pm - 2:30 pm
All Tuesday 8 a.m. classes	Monday	Dec 13	10:15 am - 12:15 pm
All Tuesday 9 a.m. classes	Wednesday	Dec 15	10:15 am - 12:15 pm
All Tuesday 10 a.m. classes	Tuesday	Dec 14	8:00 am - 10:00 am
All Tuesday 11 a.m. classes	Thursday	Dec 16	8:00 am - 10:00 am
All Tuesday 12 noon classes	Thursday	Dec 16	2:45 pm - 4:45 pm
All Tuesday 1 p.m. classes	Tuesday	Dec 14	2:45 pm - 4:45 pm
All Tuesday 2 p.m. classes	Monday	Dec 13	12:30 pm - 2:30 pm
All Tuesday 3 p.m. classes	Wednesday	Dec 15	12:30 pm - 2:30 pm
All Monday 4:00-5:29 p.m. classes	Monday	Dec 13	5:00 pm - 7:00 pm
All Monday 5:30 p.m. & after classes	Monday	Dec 13	7:15 pm - 9:15 pm
All Tuesday 4:00-5:29 p.m. classes	Tuesday	Dec 14	5:00 pm - 7:00 pm
All Tuesday 5:30 p.m. & after classes	Tuesday	Dec 14	7:15 pm - 9:15 pm
All Wednesday 4:00-5:29 p.m. classes	Wednesday	Dec 15	5:00 pm - 7:00 pm
All Wednesday 5:30 p.m. & after classes	Wednesday	Dec 15	7:15 pm - 9:15 pm
All Thursday 4:00-5:29 p.m. classes	Thursday	Dec 16	5:00 pm - 7:00 pm
All Thursday 5:30 p.m. & after	Thursday	Dec 16	7:15 pm - 9:15 pm
Mass Exams	Friday	Dec 17	8:00 am - 10:00 am
Make-Up Exams	Friday	Dec 17	10:15 am - 12:15 pm

Did you know?

You can easily change or update your:

- address
- phone numbers (cell, home, etc)
- emergency contact information

Login to GoWMU at <http://gowmu.wmich.edu>

Click on the "View/Update my Personal Information"

It is important that we have updated information about you in the event that we need to contact you or your designated contact.

Undergraduate Programs and Majors

College of Arts and Sciences

Liberal Education

Africana Studies
Anthropology
Biochemistry
Biology
Biomedical Sciences
Business-Oriented Chemistry
Chemistry
Communication Studies
Community and Regional Planning
Criminal Justice
Earth Science
Economics
English
Film, Video, and Media Services
French
Gender and Women's Studies
Geochemistry
Geography
Geology
Geophysics
German
Global and International Studies
History
Hydrogeology
Interpersonal Communication
Journalism
Latin
Mathematics
Organizational Communication
Philosophy
Physics
Political Science
Psychology
Public History
Public Relations
Religion
Sociology
Spanish
Statistics
Telecommunications and Information Management
Tourism and Travel

Pre-Professional Programs

Pre-Dentistry
Pre-Law
Pre-Medicine

Coordinate Majors

Environmental Studies

College of Aviation

Aviation Flight Science

Aviation Flight Science

Aviation Maintenance Technology

Aviation Maintenance Technology

Aviation Science and Administration

Aviation Maintenance Administration

Haworth College of Business

Pre-Professional Administration

Elect from Business Administration Curriculum

Business Administration

Accountancy
Advertising and Promotion
Computer Information Systems
Economics
Electronic Business Design
Finance
Food and Consumer Package Goods Marketing
General Business
Human Resource Management
Integrated Supply Management
Management
Marketing
Personal Finance Planning
Sales and Business Marketing
Telecommunications and Information Management

College of Education

Career and Technical Education

Family and Consumer Science

Teacher Education

Industrial Technology
Industrial Education in Business
Secondary Education in Marketing

Dietetics

Dietetics

Elementary Education

Elementary Group Minors

Family Studies

Child and Family Development
Family Studies

Food Service Administration

Food Service Administration

Health, Physical Education and Recreation

Athletic Training
Community Health
Exercise Science
Recreation

Industrial Education Teaching

Industrial Technology
Technology and Design

Interior Design

Interior Design

Secondary Education

Art Education
Biology
Chemistry
Earth Science
English
Family and Consumer Science
French
Geography
German
Health Education Teaching

History
Industrial Technology

Latin

Mathematics

Physics

Political Science

Secondary Education in Business

Secondary Education in Marketing

Spanish

Social Studies

Physical Education

Health Education School

Physical Education – Teaching/Coach

Special Education – Learning

Disabled and Emotionally Impaired

Elementary

Secondary

Special Education – Learning

Disabled and Cognitively Impaired

Elementary

Secondary

Textile and Apparel Studies

Textile and Apparel Studies

College of Engineering and Applied Sciences

Aeronautical Engineering

Aeronautical Engineering

Chemical Engineering

Chemical Engineering

Civil Engineering

Civil Engineering

Computer Engineering

Computer Engineering

Computer Science – General

Computer Science – General

Computer Science – Theory and Analysis

Computer Science – Theory and Analysis

Construction Engineering

Construction Engineering

Electrical Engineering

Electrical Engineering

Engineering Graphics and Design Technology

Engineering Graphics and Design Technology

Engineering Management Technology

Engineering Management Technology

General Applied Science

General Applied Science

Imaging

Imaging

Industrial Engineering

Industrial Engineering

Manufacturing Engineering

Manufacturing and Entrepreneurial Engineering

Manufacturing Engineering Technology

Manufacturing Engineering Technology

Mechanical Engineering

Mechanical Engineering

Paper Engineering

Paper Engineering

Paper Science

Paper Science

College of Fine Arts

Art

Art
Art Education
Art History
Graphic Design

Dance

Dance

Music

Music
Music Composition
Music Education
Music – Jazz Studies
Music Performance

Music Therapy

Music Therapy

Theatre

Theatre Studies
Theatre

Music Theatre Performance

Music Theatre Performance

College of Health and Human Services

Interdisciplinary Health Services

Interdisciplinary Health Services

Nursing

Nursing
Nursing (RN)

Occupational Therapy

Occupational Therapy

Social Work

Social Work

Speech Pathology and Audiology

Speech Pathology and Audiology

Extended University Programs

General University Studies

Occupational Education Studies
Non-Degree Seeking
Student Planned Curriculum

Lee Honors College

Lee Honors College

Any Undergraduate Major

University Curriculum

Guest Student
High School Student
Non-Degree Seeking
University Curriculum

Course Prefixes

A-S College of Arts and Sciences
AAE Aeronautical Engineering
ACTY Accountancy
ADA Alcohol and Drug Abuse
AFS Africana Studies
ANTH Anthropology
ARAB Arabic
ART Art
AVS Aviation Sciences
BCM Business Information Systems
BIOS Biological Sciences
BLS Blindness and Low Vision Studies
BUS Business
CCE Civil and Construction Engineering
CECP Counselor Education and Counseling Psychology
CHEG Chemical Engineering
CHEM Chemistry
CHIN Chinese
CIS Computer Information Systems
COM Communication
CORP Community and Regional Planning
CS Computer Science
CTE Career and Technical Education
DANC Dance
ECE Electrical and Computer Engineering
ECON Economics
ED Teaching, Learning and Leadership
EDLD Educational Leadership
EDT Educational Technology
EMR Evaluation, Measurement and Research
ENGL English
ENGR Engineering
ENVS Environmental Studies
ES Educational Studies
EVAL Evaluation Center
FCL Finance and Commercial Law
FCS Family and Consumer Sciences
FIN Finance and Commercial Law Finance
FREN French
FYE First Year Experience
GEOG Geography
GEOS Geosciences
GER German
GRAD Graduate College
GREK Greek
GWS Gender and Women's Studies
HIST History
HNRS Honors College
HOL Holistics Health Care
HPER Health, Physical Education and Recreation
HSV Health Services

ID Industrial Design
IHS Interdisciplinary Health Sciences
IMAG Paper Science and Imaging
IME Industrial and Manufacturing Engineering
INTL International and Global Studies
ITAL Italian
JPNS Japanese
JRN Journalism
LANG Languages
LAT Latin
LAW Finance and Commercial Law - Law
LS Literacy Studies
MATH Mathematics
MDSC Medical Science
MDVL Medieval Institute
ME Mechanical Engineering
MFE Manufacturing Engineering
MGMT Management
MKTG Marketing
MSE Materials Science and Engineering
MSL Military Science
MUS Music
NUR Nursing
OT Occupational Therapy
PADM Public Affairs and Administration
PAPR Paper/Chemical Engineering
PEGN Physical Education General
PHIL Philosophy
PHYS Physics
PSCI Political Science
PSY Psychology
REL Comparative Religion
RUSS Russian
SCI Science Education
SIGN American Sign Language
SOC Sociology
SPAN Spanish
SPED Special Education
SPPA Speech Pathology and Audiology
STAT Statistics
SWRK Social Work
THEA Theatre
UNV University Curriculum

Western Michigan University reserves the right to add or to delete courses from its offerings and to change the meeting times, locations and instructors.

College Advising Offices and Trial Schedule Form

Arts and Sciences

2318 Friedman (269) 387-4366
 Aviation
 2210 Kohrman (269) 387-0347
 Business (Haworth)
 2130 Schneider (269) 387-5075
 Education
 2504 Sangren (269) 387-3474
 Engineering and Applied Sciences
 E-102 CEAS (269) 276-3270

Fine Arts

2132 Dalton Center (269) 387-4672
 Art
 2104 RCVA (269) 387-2440
 Dance
 3123 Dalton (269) 387-5845
 Music
 2132 Dalton (269) 387-4672
 Theatre
 1103 Gilmore Theatre Complex
 (269) 387-3210

Health and Human Services

2125 CHHS (269) 387-2656
 Lee Honors College
 LHC (269) 387-3230
 University Curriculum
 2041 Moore (269) 387-4410

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
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4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					

OFFICIAL NOTICES

Policy on Sexual Harassment

Western Michigan University is committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to prohibit discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight or marital status. Therefore, in that same perspective, sexual harassment will not be tolerated behavior at Western Michigan University. It is expected that each member of the University community will consider he/she responsible for the proper observance of this policy.

Definitions

Sexual Harassment: Sexual harassment is defined as unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex related statements, unwelcome touching, sexually explicit comments, and/or graphics. All persons should be sensitive to situations that may affect or cause the recipient discomfort or humiliation or may display a condescending sex based attitude towards a person. Sexual harassment is illegal under both state and federal law. In some cases, it may be subject also to prosecution under the criminal sexual conduct law. Conduct will be defined as sexual harassment when any or all three of the following conditions exist:

- the sex-related situations are unwelcome by the recipient.*
- a specific or implied connection with employment or student status is involved.
- the sexual harassment continues after the recipient has made clear that the conduct is unwelcome.*

Complaint Procedure

Sexual harassment constitutes acts of misconduct. Therefore, whenever such acts are reported and confirmed, prompt disciplinary

action will be taken, up to and including discharge. However, to enable the University to act through these formal procedures, employees and students are encouraged to report such incidents. Employees and students should report such conduct to the Office of Institutional Equity. The Office of Institutional Equity shall establish appropriate procedures to implement this policy. The Office of Institutional Equity shall also investigate thoroughly any complaints of alleged sexual harassment, and then report the results of such investigations to the President of the University.

*In cases of overt physical sexual contact, a blatant threat if sexual favors are not given, or promised reward in exchange for sexual favors, no notice that the conduct is unwelcome shall be necessary and a finding of sexual harassment may be based on a single occurrence.

For further information, contact the Office of Institutional Equity at (269) 387-6316.

Family Education Rights and Privacy Act (FERPA)

General Information:

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law.

FERPA also authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act.

Western Michigan University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records.

Furthermore, in accordance with the Act, WMU has specifically defined "Directory Information" and provides annual notification to students

of their rights in the Registration Instruction booklet published online each semester and session.

What are education records?

Education records are records that are directly related to a student and maintained by an educational agency.

What is personally identifiable information?

Personally identifiable information includes but is not limited to: the student's name; the name of the student's parent(s) or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or Western Identification Number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable.

How is compliance monitored?

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by WMU to comply with the requirements of the Act. Failure to comply may result in a loss of federal funding for financial aid and educational grants and/or civil litigation.

To file a complaint with the FPCO contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

To whose records does FERPA apply?

FERPA applies to the education records of persons who are or have been in attendance, regardless of their age or status in regard to parental dependency. FERPA also includes students in cooperative programs, study abroad, or study elsewhere.

To what records does FERPA apply?

FERPA applies to all educational records in whatever medium which are maintained by WMU or by a party acting for the University, and directly related to a student.

Is prior consent always necessary before releasing information from a student's education record?

Prior consent is not necessary to release or confirm "Directory Information" from a student's education record unless the student has placed a "non disclosure" or "confidential hold" request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is WMU's policy that information from a student's education record be released only by the Registrar's Office and within constraints.

Upon request, WMU may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

Where can I get a copy of the law?

A full text of the law is available at: <http://www.ed.gov/policy/gen/guid/fpc/index.html>.

Directory Information

Directory information may be disclosed by the University without the student's prior consent under the conditions set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA).

Directory Information is defined as: Name, address, telephone number, WMU e-mail address, curriculum and major field of study; dates of attendance/enrollment status (full- or part-time); degree/awards received; most recent previous education agency or institution attended; participation in officially recognized activities and sports; weight/height of members of athletic teams.

Note: Directory information is information that WMU may disclose, but it is not required to do so. It is the policy of WMU to refrain from actively disclosing addresses, and telephone numbers. However, this information is routinely verified. WMU does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions nor the number of credits enrolled in a given semester or session.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students may complete the "Invoke Privacy of Directory Information" online at www.wmich.edu/registrar/FERPA. The form may be submitted

at any time throughout the year and will immediately affect prospective disclosures. To withhold information from the printed directory (published annually), please complete the form during the fall drop and add period.

Western Michigan University assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure. The following two categories of directory information may be withheld for current students, upon receipt of the "Invoke Privacy of Directory Information":

Telephone Directory

Prevents the listing of student name, address, telephone number, major, and e-mail address in the Western Michigan University Telephone Directory.

Requests to withhold your information from the campus directory must be submitted to the Registrar's Office by 5:00 p.m. on Friday of the first week of classes of the fall semester to have information withheld in time for the publication of that academic year's Western Michigan University Telephone Directory.

Confidential hold

Prevents the disclosure of all Directory Information including name, address, telephone number, WMU e-mail address, curriculum and major field of study; dates of attendance/ enrollment status (full- or part-time); degree/awards received; most recent previous education agency or institution attended; participation in officially recognized activities and sports; weight/height of members of athletic teams.

Students who elect this category must conduct all university business in person with a picture ID. Please note: Students' names will not be published in the commencement program unless the student revokes the confidentiality request in writing. Students in this category will continue to be able to use GoWMU to drop/add courses, request transcripts, make payments, etc.

Important note:

The Registrar's Office is the keeper of all education records and treats the student's education record with the utmost confidentiality. The University Registrar is responsible for all education records and will share non-directory

information about individual students with other school officials only on a need-to-know basis.

This information has been developed by the Registrar's Office to give general information about FERPA and to acquaint students, parents, faculty and staff with some of the privacy issues surrounding students' educational records. This information is not intended, nor is it a substitute for legal advice on any particular issue.

Please contact the Registrar's Office with any questions regarding FERPA at (269) 387-4300 or see www.wmich.edu/registrar/FERPA.

Now is the time to visit your academic advisor!

College of Arts and Sciences

2318 Friedman (269) 387-4366

College of Aviation

2210 Kohrman (269) 387-0347

Haworth College of Business

2130 Schneider (269) 387-5075

College of Education

2504 Sangren (269) 387-3474

College of Engineering and Applied Sciences

E-102 CEAS (269) 276-3270

College of Fine Arts

2132 Dalton Center (269) 387-4672

Art

2104 RCVA (269) 387-2440

Dance

3123 Dalton (269) 387-5845

Music

2132 Dalton (269) 387-4672

Theatre

1103 GTC (269) 387-3210

College of Health and Human Services

2125 CHHS (269) 387-2656

Lee Honors College

LHC (269) 387-3230

University Curriculum

2041 Moore (269) 387-4410

Call today!

ONLINE RESOURCES

ADVISING OFFICES

Academic Advising
www.wmich.edu/advising
College of Arts and Sciences
www.wmich.edu/cas/
College of Aviation
www.wmich.edu/aviation/
College of Business
www.wmich.edu/business
College of Education
www.wmich.edu/coe/
College of Engineering and Applied Sciences
www.wmich.edu/engineer/
College of Fine Arts
[http://.www.wmich.edu/cfa](http://www.wmich.edu/cfa)
College of Health and Human Services
www.wmich.edu/hhs/
Lee Honors College
www.wmich.edu/honors/
University Curriculum
www.wmich.edu/unv/
Office of International Student Services
<http://international.wmich.edu/>

RECORDS INFORMATION

Class Schedule
<http://gowmu.wmich.edu/>
<https://www.wmich.edu/classlookup/>
Confidentiality
www.wmich.edu/registrar/ferpa
Transcript Request
www.wmich.edu/registrar/records/transcripts
Transfer Credits (from another institution)
www.wmich.edu/admissions/transfer

ADMISSION APPLICATION PROCESS

Admissions and Orientation
www.wmich.edu/admissions/

REGISTRATION INFORMATION

Academic Calendar
www.wmich.edu/registrar/calendars/
Academic Catalogs
<http://catalog.wmich.edu/>
Academic Standards
www.wmich.edu/registrar/academic_standards/
E-learning Courses
www.atis.wmich.edu/
Financial Aid
www.wmich.edu/finaid/
General Education Courses
www.wmich.edu/registrar/faculty-staff_advisors/gened/index.html

Grades Policy
www.wmich.edu/registrar/records/grades/
VA Services
www.wmich.edu/registrar/veterans-services/
Verify Enrollment
www.wmich.edu/registrar/records_verification

FINANCIAL INFORMATION

Campus Apartments
www.wmich.edu/apartment/
Bill Pay
<http://gowmu.wmich.edu>
Dining Services
www.wmich.edu/dining/options.html
Financial Aid
www.wmich.edu/finaid
Parking
www.parking.wmich.edu/
Residency Policy
www.obf.wmich.edu/documents/docs/ResidencyApplication.pdf
Residence Hall Room and Board
www.wmich.edu/housing/
Tuition
www.wmich.edu/registrar/tuition

ACADEMIC RESOURCES

Academic Skills
www.wmich.edu/asc/
Academic Support Program
www.wmich.edu/casp/
Bookstore
www.wmubookstore.com/
Disabled Student Resources
www.dsr.wmich.edu/
English as a Second Language
www.wmich.edu/celcisaw/
Study Abroad
<http://international.wmich.edu/content/section/7/160/>
University Library
www.wmich.edu/library/

STUDENT LIFE

Bus Routes
www.wmich.edu/broncotransit/
Greek Life
www.wmich.edu/greeks/
Housing/Apartments
www.wmich.edu/apartment/
International Students
<http://international.wmich.edu/>
Miller Auditorium
www.millerauditorium.com

Multicultural Affairs
www.multicultural.wmich.edu/
Residence Hall Life
www.wmich.edu/housing/
Student Employment
www.wmich.edu/career/
Student Government
www.wsa.wmich.edu/
Student Organizations
www.rso.wmich.edu/
Student Recreation
www.wmich.edu/rec/
Student Events Calendar
<http://studentworld.wmich.edu/>

HEALTH RESOURCES

Alcohol and Substance Abuse
www.wmich.edu/counseling/
Counseling Resources
www.wmich.edu/counseling/
Sindecuse Health Center
www.wmich.edu/shc/
Unified Clinics
www.wmich.edu/hhs/unifiedclinics/

SPECIAL NEEDS

Daycare
www.wmich.edu/childrensplace/
Disabled Student Resources
www.wmich.edu/disabilityservices/
Office of Student Conduct
www.wmich.edu/conduct/
Sexual Harassment/Complaint
www.wmich.edu/oie/
University Ombudsman
www.wmich.edu/bernhard/ombudsman.html

TECHNOLOGY

Bronco NetID and Password
www.wmich.edu/oit/students/bronconetid.html
Change Password
www.wmich.edu/changepassword/
Computer Labs
www.wmich.edu/oit/students/labs.html



WMU License Plates

What better way for you to display your BRONCO pride than with a WMU license plate!

To replace your current license plate with a Western Michigan University License plate (WMU), or to purchase a sample plate, fill out the application found online at http://www.wmich.edu/wmuplates/Assets/pdf/orderform_wmu_16242_7.pdf.

How much does it cost?

The original fee to replace a valid license plate with a university license plate is \$35. The university will receive \$25.

How long does it take to receive my new plate?

Your university license plate will be mailed within 14 days.

Personalize your WMU license plate!

Your university plate can be personalized for an additional \$30. Original personalized license plates must be ordered at a Secretary of State branch office. You can check the availability of a personalized plate with the department's online service, Plate it Your Way at www.Michigan.gov/sos.

To Purchase by mail

Complete the University License Plate Request Form. If paying by check or money order, make payable to State of Michigan. If paying by credit card, complete the credit card section and then mail the completed application to:

Michigan Department of State
Distributed Services Unit
Lansing, MI 48918

To Purchase by FAX

If purchasing by FAX you must pay by credit card. Fax your completed University License Plate Request Form to (517) 322-1063 - 24 hours a day, 7 days a week.

Fastest Way To Get Your Refund

Electronic Refunds

**for Student
Accounts**

**Sign Up
Online at
GoWMU**

**Sign Up
Online**

It's Easy

1. Go to gowmu.wmich.edu
2. Under the Student Home tab select **Payment and Account Information**
3. Select **My Profiles**
4. Select **Payment Profiles**
5. Add or Select Refund Payment Method
6. Click on the Refund Box and Save

Checking or Savings account is required for Electronic Refunds

You will need to enter your bank routing and account number

Questions? Call Bronco Express (269) 387-6000