

**Academic Calendar**  
**Summer 2007**  
*Dates Subject to Change*

**Summer – Full Semester**

**May**

- 7 Classes Begin at 8 AM  
Tuition/Fees are Due
- 11 Last Day to Drop/Add/Change  
Last Day to Receive 100% Tuition Refund
- 16 Last Day to Receive 90% Tuition Refund (for a complete withdrawal)
- 18 Last Day to Receive 50% Tuition Refund (for a partial withdrawal)
- 28 Memorial Day Recess

**JUNE**

- 1 Last Day to Receive 50% Tuition Refund (for a complete withdrawal)
  - 27 Last Day to Receive 25% Tuition Refund (for a complete withdrawal)
- Note:** no refunds after this date
- 30 Commencement

**JULY**

- 4 Independence Day Recess – No Classes
- 9 Last Day to Withdraw

**AUGUST**

- 17 Summer 2007 Semester Ends

**Summer I**

**MAY**

- 7 Classes Begin at 8 AM  
Tuition/Fees are Due
- 11 Last Day to Drop/Add/Change  
Last Day to Receive 100% Tuition Refund
- 18 Last Day to Receive 50% Tuition Refund (for a complete withdrawal)
- 28 Memorial Day Recess

**JUNE**

- 1 Last Day to Receive 25% Tuition Refund (for a complete withdrawal)
- Note:** no refunds after this date
- 4 Last Day to Withdraw
  - 27 Summer I 2007 Session Ends

**Summer II**

**JUNE**

- 28 Summer II 2007 Classes Begin at 8 AM  
Summer II Tuition/Fees are Due
- 30 Commencement

**JULY**

- 4 Independence Day Recess – No Classes
  - 5 Last Day to Drop/Add/Change  
Last Day to Receive 100% Tuition Refund
  - 10 Last Day to Receive 50% Tuition Refund (for complete withdrawal)
  - 23 Last Day to Withdraw  
Last Day to Receive 25% Tuition Refund (for complete withdrawal)
- Note:** no refunds after this date

**AUGUST**

- 17 Summer II 2007 Session Ends

## OFFICIAL NOTICES

### **POLICY ON SEXUAL HARASSMENT AND SEXISM**

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 oppose discrimination because of race, color, sex, sexual orientation, age, religion, national origin, handicap, height, weight, or marital status. Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated behavior at Western Michigan University. It is expected that each member of the University community will consider himself/herself 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.\*

**Sexism:** Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Whether expressed in overt or subtle form such as sex-related jokes or materials, sexism in the classroom or workplace is unacceptable at the University and its elimination shall be the responsibility of the entire University community. Depending upon the seriousness of the misconduct, informal corrective action may be adequate.

#### **Complaint Procedure**

Sexual harassment and sexism constitute 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 (formerly the Department of Affirmative Action). 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 or sexism, 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.

### **FERPA**

Release of Student Directory Information under the 1974 Family Educational Rights and Privacy Act (FERPA), Directory Information, as defined below, is subject to disclosure without the consent of the student unless the student notifies the Office of the Registrar in writing that any or all of the information designated should not be released without the student's prior consent.

#### **Suppression of Student Directory Information**

A student has the right to request in writing that the disclosure of Directory Information be withheld from persons outside the University. To have an address/phone number suppressed from the printed University Directory, complete a Confidentiality form available from the Office of the Registrar. The directory is printed annually, therefore the request for suppression of a printed address/phone must occur during the official drop/add period during the fall semester.

Directory Information Is Defined As Name, address, telephone number, date and place of birth; curriculum and major field of study; dates of attendance/enrollment status (full- or part-time); degree/awards received; most recent previous educational agency or institution attended; participation in officially recognized activities and sports; weight/height of members of athletic teams. Non Directory Information Grade and GPA Release Information regarding grades and grade point averages is released to agencies outside the University only with the written consent of the student or in compliance with FERPA and applicable law. Grade and GPA information is not given out over the telephone. More information about the Family Educational Rights and Privacy Act can be found online at [www.wmich.edu/registrar/](http://www.wmich.edu/registrar/). An exception that permits disclosure without consent is disclosure to a University official with legitimate educational interests. A University official is a person employed by the University as an administrative, supervisor, instructor, or support staff

member (including health or medical staff and law enforcement personnel); a person serving on the Board of Trustees, a person with whom the University has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance hearing, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### **Access to Records**

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of these records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Office of the Registrar has been designated to coordinate the inspection and review procedures for student educational records, which include admissions, personal, academic, and financial files, cooperative education, and placement records. Students may have copies of their records with certain exceptions, (e.g., a transcript of an original or source document which exists elsewhere). These copies are made at the students' expense at the prevailing rate of ten cents per page. Educational records do not include the records of instructional, administrative, and educational personnel, which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing. Students may not inspect and review the following, as outlined in the Act: financial information submitted by their parents, confidential letters and recommendations associated with admission, employment, or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

#### **Amendment of Records**

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the person in charge of the records involved. If the decisions are in agreement with the

students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will also be informed of their right to a formal hearing. The request must be made in writing to the Registrar (Office of the Registrar; 1903 W. Michigan Avenue; Kalamazoo, MI 49008-5256) who, within ten days after receiving such request, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing officer who will adjudicate such challenges will be the Registrar, or a person designated by the Registrar who does not have a direct interest in the outcome of the hearing.

Decisions of the hearing officer will be based solely on the evidence presented at the hearing. Written statements summarizing the evidence and stating the reasons for the decisions will be delivered to all parties concerned. Decisions of the hearing officer are final. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the educational records statements commenting on other information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the students' records, and released whenever the records in question are disclosed.

#### **Miscellaneous**

Revisions and clarification will be published as experience with the law and institutional policy warrants. For purposes of compliance with FERPA, Western Michigan University considers all students independent.

#### **Complaint**

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **IDENTIFICATION (Bronco) CARDS**

The **Bronco Card** will be your University ID for as long as you are a student at WMU. In addition, your Bronco Card is your access card for the library, the dining areas, Student Recreation Center, and computer centers and is a security access card for buildings on campus. See the Bronco ID website at [www.wmudps.wmich.edu/bronco\\_id.htm](http://www.wmudps.wmich.edu/bronco_id.htm). Bronco Cards should be protected and kept separate from keys and other cards.

**LOST BRONCO CARD**

Call (269) 387-SMART immediately if your Bronco Card is lost or stolen. Note: If your card is not reported lost or stolen you may be liable for the use of your Bronco Card. To obtain a replacement, take picture ID to the Bronco Card office in the Bernhard Center. The charge for a replacement card is \$25 (billed to your student account). If your Bronco Card is confiscated, you will be charged \$30 to obtain a new card. Bronco Cards can be printed while you wait.

**TUITION AND FEES**

Information below was effective Fall 2006. Tuition and fees are subject to change and approval by the Board of Trustees.

**Resident (on and off campus)**

**Undergraduate (Lower)**

• \$205.83 per credit hour

**Undergraduate (Upper)**

• \$227.47 per credit hour

**Graduate**

• \$324.01 per credit hour

**Non-Resident (on and off campus)**

**Undergraduate (Lower)**

• \$537.22 per credit hour

**Undergraduate (Upper)**

• \$598.17 per credit hour

**Graduate**

• \$730.18 per credit hour

**Undergraduate /Graduate Tuition**

Tuition for online/distance learning programs will be charged at resident rates. Summer I/Summer II tuition is assessed by the credit hour. Graduate students enrolled in courses at the 5000 level and above will pay 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.

**2006-07 Required Fees (on-campus only per semester)**

**Three (3) or less credit hours**

Enrollment	\$84.75
Student Assessment Fee	\$6
<b>TOTAL</b>	<b>\$90.75</b>

**Four (4) or less credit hours**

Enrollment	\$169.25
Student Assessment Fee	\$12
<b>TOTAL</b>	<b>\$181.25</b>

**Five (5) or more credit hours**

Enrollment	\$333
Student Assessment Fee	\$12
<b>TOTAL</b>	<b>\$345</b>

**Refund Policy**

**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.

**REFUND POLICY**

The University Business Office will grant refunds for student tuition for any decrease in hours according to the following schedule:

<i>Summer – Full Semester</i>	
May 7 - 11	100%
<i>Summer I</i>	
May 7 - 11	100%
<i>Summer II</i>	
June 28 – July 5	100%

**WITHDRAWN COURSES**

Withdrawals appear on the student record with a "W" grade and are subject to the following refund schedule:

**COMPLETE WITHDRAWAL (Withdrawing from all courses)**

Processing a complete withdrawal from all courses, refunds will be awarded as follows:

<i>Summer – Full Semester</i>	
May 12 – 16	90%
May 17 – June 1	50%
June 2 - 27	25%
There are no refunds after June 27	

<i>Summer I</i>	
May 12 – 18	50%
May 19 – June 1	25%
There are no refunds after June 1	

<i>Summer II</i>	
July 6 – 10	50%
July 12 – 23	25%
There are no refunds after July 23	

**PARTIAL WITHDRAWAL**

Processing a partial withdrawal from one or more courses, refunds will be awarded as follows:

<i>Summer – Full Semester</i>	
May 12 – 18	50%

Students are responsible for making payments by the established deadline date. A semester invoice is mailed to all registered students approximately one month prior to the beginning of the semester. Students are responsible for payments regardless of whether or not they have received an invoice. The following will give information about WMU policies on tuition, fees and other related expenses.

### **PAYMENT OF TUITION AND FEES**

Payment of tuition and fees for the Summer – Full Semester and for Summer I 2007 is due May 7 and for Summer II, tuition is due June 28. Enrollment will NOT be cancelled due to nonpayment. Students must officially withdraw by the established deadlines to avoid financial responsibility for tuition and fee charges. 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 and 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. If you modify your schedule, your amount due might change. The amount due includes current registration activity plus outstanding debts. 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 invoice, contact Student Financial Aid at [finaid-info@wmich.edu](mailto:finaid-info@wmich.edu). To pay online, using your Bronco NetID and password, log into GoWMU. From the Home Tab, in the Payment and Account Information channel, click on the link, "Click Here". This opens a new screen. Click "I Agree" to go to the Payment and Account Information website. For other payment options, go to [www.obf.wmich.edu/accountingservices/busfin\\_cashier.html](http://www.obf.wmich.edu/accountingservices/busfin_cashier.html).

### **THIRD PARTY BILLING**

Students sponsored by a third party can visit [www.obf.wmich.edu/accounting-services/busfin\\_cas.html](http://www.obf.wmich.edu/accounting-services/busfin_cas.html) for details.

### **FINANCIAL AID WITHDRAWAL POLICY**

If you are considering a partial or complete withdrawal, it is highly recommended 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](http://www.wmich.edu/finaid).

### **GRADUATION**

Submit a completed application for graduation audit to the Office of the Registrar. A \$45 application fee will be applied to your student account. All required advising slips (e.g. Curricular, Major, or Minor) must be submitted to the Office of the Registrar before your academic record can be audited. Please allow a minimum of six (6) weeks for processing. Visit the Graduation Auditing webpage at [www.wmich.edu/registrar/](http://www.wmich.edu/registrar/) or call Graduation Auditing at (269) 387-4300 for further assistance. Please note: graduation deadlines indicated below apply to undergraduate and graduate students.

Graduation	Last Day to Apply
Spring	December 1
Summer I	February 1
Summer II	February 1
Fall	August 1

### **TIME TICKETING**

Students can register for Summer I and Summer II 2007 courses using the time ticketing registration availability schedule below. Graduate students may register anytime the system is available. Undergraduate students must register by priority. Students may register anytime the system is available after their priority time. Time ticketing is based on earned hours only. Therefore, if you are registered for 16 credit hours this semester and have completed 60 hours, the system will only recognize the 60 hours. If you are trying to access the registration system before your time ticketing allows, you will receive the error message: "You are not permitted to register at this time." Please see the instructions on how to view your

academic/registration status. Students are responsible for their registration and any subsequent withdrawal from courses. If you do not attend or complete your courses without withdrawing by the established deadlines, you jeopardize your record by possibly incurring a failing grade and are responsible for all tuition and fees. A note of caution: Courses are not dropped for non-payment. It is the sole responsibility of the student to officially withdraw if necessary.

**EACH NEW GROUP BEGINS AT 8 AM**

February

19	Graduate students
20	Athletes, Honors, RA's
21	88 credit hours and above
22	56 credit hours and above
23	26 credit hours and above
26	0 credit hours and above

**REGISTRATION INSTRUCTIONS  
SYSTEM REQUIREMENTS**

To log in and use the system effectively, you must be using one of the following Internet browsers: Windows: Internet Explorer 5.5 SP2 and 6.0 SP1; Netscape 7.1 or Mozilla 1.6; Macintosh OS 9: Internet Explorer 5.1.7; Netscape 7.02; Macintosh OS X v 10.3: Netscape 7.1; Mozilla 1.6; Safari 1.1

**SYSTEM AVAILABILITY** [gowmu.wmich.edu](http://gowmu.wmich.edu)

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

**LOGGING INTO THE REGISTRATION SYSTEM**

Log in to GoWMU at [gowmu.wmich.edu](http://gowmu.wmich.edu)

In the Secure Access Box, enter your Bronco NetID (If you have questions about your Bronco NetID and/or password, please see the links in the Secure Access Box)

Enter your Password

Click "Login"

From the "Home Tab," select "Students" in the Academic Services Channel.

Under My Self Service, select "Student, faculty, and advisor menus."

Select "Student Self-Service"

Select "Registration"

**SEARCH AND REGISTER FOR A COURSE**

Select "Course Offerings"

Select the term from drop down menu.

Select at least one subject (required).

- Rather than scrolling through all the subjects, enter the first letter of the subject (e.g. enter a "C" to look at all courses beginning with "C"). If you wish to look at more than one subject, select the first subject, then press the control (ctrl) key, and click on the next subject.

Add any other optional search choices (e.g. level, attribute, etc.). Note: the campus selection defaults to "Main". You may choose to view "All" or a couple campuses at a time by pressing the control (ctrl) key and click on the appropriate campuses.

Click "Class Search"

Check the box to the left of the CRN (course reference number) to register for the class.

- A "C" in place of the box indicates a section is closed
- An "SR" in place of the box indicates a student restriction (e.g., program restriction, pre-requisites, etc.)
- An "NR" in place of the box indicates the section is not available for registration at this time
- A box will not appear if you are already registered for a section or it is too late to register

Click "Register" to immediately add the class 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.

Click "Return to Registration Menu."

**ADD COURSES USING CRN**

If you do not know the CRNs of the courses you wish to add, follow the instructions under "Search and Register for a Course". If you already know the course reference numbers, follow the instructions below.

From the registration menu, select "Course Registration"

Select the term from drop down menu.

Enter the CRN(s) in the fields on the Add Class worksheet. Note: entering a CRN on the worksheet does not reserve the seat until you click on "Submit Changes" and receive a confirmation. If the course is a linked lecture/lab combination or has a co-requisite, the CRNs need to be submitted at the same time.

Select "Submit Changes"

After reviewing course availability, the system will indicate "web registered" on your Current Schedule for the courses for which you successfully registered. Note: Error messages for courses that cannot be added will show below the current schedule.

For example, cancelled courses will show the error message, "Course is not available for registration at this time."

Select "Return to Registration Menu"

**CHANGE COURSE OPTIONS (variable credit/grade mode)**

Click "Course Options"

If a course is offered as a variable credit hour course, you may change the credit hours by entering the appropriate

number of credit hours in whole numbers only. The university does not recognize half credit numbers.

To change grade mode, select the grade mode from the drop down box.

Courses required in a major/minor must be taken for a Letter Grade. Please see your advisor if you have questions.

Click "Submit Changes"

Verify your changes and click "Return to Previous."

#### **DROP OR WITHDRAW FROM COURSES**

Click "Course Registration"

Select "Drop or Withdraw" from the drop down box in the "Action column" located next to the section you wish to drop or withdraw. Note: The "Drop" option is available during the official drop and add period, which extends five days into the semester/session. "Drops" do not appear on the student's record and are granted a 100 % refund. The "Withdraw" option is available after the official drop and add period is over. "Withdrawals" do appear on the student record with a "W" grade and are subject to the university's refund policy. If the course meets for the first time after the official drop and add period ends, students have up to one business day after the first meeting to process a "drop". You may process the drop at the Office of the Registrar or your local branch campus.

Click "Submit changes"

Click "Return to registration menu"

#### **VIEW OR PRINT YOUR COURSE SCHEDULE**

Click on either "Student Detail Schedule" or "Week at a Glance."

If you are registered for more than one semester/session, you will be required to select a term from the drop down box.

To print your schedule, click on the Print button on your browser toolbar

#### **VIEW OR PRINT REGISTRATION FEE ASSESSMENT**

The tuition and fee assessment is subject to change by the Board of Trustees or a change in your academic level (e.g. changing from lower level to upper level, or undergraduate to graduate).

Click "Registration Fee Assessment"

Select the term from the drop down menu

Click the Print button on your browser toolbar

Select "Return to Registration Menu"

#### **VIEW/PRINT FINAL GRADES/UNOFFICIAL TRANSCRIPTS**

Final grades are due the Tuesday following the end of the session. Final grades will be available online that evening at GoWMU.

Select "Final Grades"

Select the term from the drop down menu

Click on "Select another Term" if you want to view grades for another term.

Click on "Unofficial Transcript" if you want to view your unofficial transcript.

Click the Print button on your browser toolbar.

#### **VIEW/PRINT ENROLLMENT VERIFICATION CERTIFICATE**

After the drop/add period, logon to GoWMU

From the "Home Tab", select "Students" in the Academic Services Channel

Under "My Self-Service", select "Student, faculty, and advisor menus"

Select "Student Self-Serve"

Select "Academic Services"

Select "Enrollment Verification Certificate"

#### **STUDENT ACTIVE REGISTRATION**

This view reflects all registered courses that have not been completed or graded.

#### **TIME TICKETING**

If you are trying to access the system before your priority time, you will receive the error message: "You are not permitted to register at this time."

#### **REGISTRATION TIPS**

When registering for a co-requisite or linked courses (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.

#### **CHANGE/UPDATE**

- your Address
- your Phone
- your Emergency Contact Information

Logon to GoWMU

From the "Home Tab", select "Students" in the Academic Services Channel

Under "My Self-Service", select "Student, faculty, and advisor menus"

Select "Student Self-Serve"

Select "Personal Information"

Select Appropriate Link

## ONLINE RESOURCES

### **ADVISING OFFICES**

Academic Advising

[www.wmich.edu/registrar/advising.html](http://www.wmich.edu/registrar/advising.html)

College of Arts and Sciences

[www.wmich.edu/cas/](http://www.wmich.edu/cas/)

College of Aviation

[www.wmich.edu/aviation/](http://www.wmich.edu/aviation/)

College of Business

[www.hcob.wmich.edu/](http://www.hcob.wmich.edu/)

College of Education

[www.wmich.edu/coe/](http://www.wmich.edu/coe/)

College of Engineering and Applied Sciences

[www.wmich.edu/engineer/](http://www.wmich.edu/engineer/)

College of Fine Arts

[www.wmich.edu/cfa/](http://www.wmich.edu/cfa/)

College of Health and Human Services

[www.wmich.edu/hhs/](http://www.wmich.edu/hhs/)

Lee Honors College

[www.wmich.edu/honors/](http://www.wmich.edu/honors/)

University Curriculum

[www.wmich.edu/unv/](http://www.wmich.edu/unv/)

Office of International Student Services

[www.wmich.edu/oiss/](http://www.wmich.edu/oiss/)

### **RECORDS INFORMATION**

Class Schedule

[gowmu.wmich.edu/](http://gowmu.wmich.edu/)

Confidentiality

[www.wmich.edu/registrar/](http://www.wmich.edu/registrar/)

Transcript Request

[www.wmich.edu/registrar/transcripts.html](http://www.wmich.edu/registrar/transcripts.html)

Transfer credits (from another institution)

[www.wmich.edu/admi/transfer/index/html#CREDIT](http://www.wmich.edu/admi/transfer/index/html#CREDIT)

### **ADMISSION APPLICATION PROCESS**

Admissions and Orientation

[www.wmich.edu/admi/](http://www.wmich.edu/admi/)

### **REGISTRATION INFORMATION**

Academic Calendar

[www.wmich.edu/registrar/calendar.html](http://www.wmich.edu/registrar/calendar.html)

Academic Catalogs

[catalog.wmich.edu/](http://catalog.wmich.edu/)

Academic Standards

[www.wmich.edu/registrar/AcademicStandards.html](http://www.wmich.edu/registrar/AcademicStandards.html)

e-learning courses

[www.atis.wmich.edu/](http://www.atis.wmich.edu/)

Financial Aid

[www.wmich.edu/finaid/](http://www.wmich.edu/finaid/)

General Education Courses

[www.wmich.edu/registrar/GenEd-F2006.html](http://www.wmich.edu/registrar/GenEd-F2006.html)

Grades Policy

[www.wmich.edu/registrar/grades.html](http://www.wmich.edu/registrar/grades.html)

Procedures and Tips

[www.wmich.edu/registrar/registration/html](http://www.wmich.edu/registrar/registration/html)

Registration Definitions

[www.wmich.edu/registrar/registrationdefinitions.html](http://www.wmich.edu/registrar/registrationdefinitions.html)

VA Services

[www.wmich.edu/registrar/](http://www.wmich.edu/registrar/)

Verify Enrollment

[www.wmich.edu/registrar/verification.html](http://www.wmich.edu/registrar/verification.html)

### **FINANCIAL INFORMATION**

Campus Apartments

[www.wmich.edu/apartment/](http://www.wmich.edu/apartment/)

Bill Pay

[www.obf.wmich.edu/accountingservices/busfin\\_cashier.html](http://www.obf.wmich.edu/accountingservices/busfin_cashier.html)

Dining Services

[www.wmich.edu/dining/options.html](http://www.wmich.edu/dining/options.html)

Financial Aid

[www.wmich.edu/finaid](http://www.wmich.edu/finaid)

Parking

[www.parking.wmich.edu/](http://www.parking.wmich.edu/)

Residency Policy

[www.obf.wmich.edu/documents/docs/residency.pdf](http://www.obf.wmich.edu/documents/docs/residency.pdf)

Residence Hall Room and Board

[www.reslife.wmich.edu/contract/rates.html](http://www.reslife.wmich.edu/contract/rates.html)

Tuition

[www.wmich.edu/registrar/tuition.html](http://www.wmich.edu/registrar/tuition.html)

### **ACADEMIC RESOURCES**

Academic Skills

[www.wmich.edu/asc/](http://www.wmich.edu/asc/)

Academic Support Program

[www.wmich.edu/casp/](http://www.wmich.edu/casp/)

Bookstore

[www.wmubookstore.com/](http://www.wmubookstore.com/)

Disabled Student Resources

[www.dsrs.wmich.edu/](http://www.dsrs.wmich.edu/)

English as a Second Language

[www.wmich.edu/celcisaw/](http://www.wmich.edu/celcisaw/)

Library

[www.wmich.edu/library/](http://www.wmich.edu/library/)

Study Abroad

[www.wmich.edu/studyabroad/](http://www.wmich.edu/studyabroad/)

### **STUDENT LIFE**

Bus Routes

[www.wmich.edu/auxiliary/busroute/](http://www.wmich.edu/auxiliary/busroute/)

Greek Life

[www.greeks.wmich.edu/](http://www.greeks.wmich.edu/)

Housing/Apartments

[www.wmich.edu/apartment/](http://www.wmich.edu/apartment/)

International Students

[www.wmich.edu/oiss/](http://www.wmich.edu/oiss/)

Miller Auditorium

[www.wmich.edu/miller/](http://www.wmich.edu/miller/)

Multicultural Affairs

[www.multicultural.wmich.edu/](http://www.multicultural.wmich.edu/)

Residence Hall Life

[www.reslife.wmich.edu/](http://www.reslife.wmich.edu/)

Student Employment

[www.broncojobs.wmich.edu/](http://www.broncojobs.wmich.edu/)

Student Government

[www.wsa.wmich.edu/](http://www.wsa.wmich.edu/)

Student Organizations

[www.rso.wmich.edu/](http://www.rso.wmich.edu/)

Student Recreation

[www.src.wmich.edu/](http://www.src.wmich.edu/)

Student Events Calendar

[www.salp.wmich.edu/events/ViewCalendar.asp](http://www.salp.wmich.edu/events/ViewCalendar.asp)

### **HEALTH RESOURCES**

Alcohol and Substance Abuse

[www.uctc.wmich.edu/usas/](http://www.uctc.wmich.edu/usas/)

Counseling Resources

[www.uctc.wmich.edu/](http://www.uctc.wmich.edu/)

Sindecuse Health Center

[www.wmich.edu/shc/](http://www.wmich.edu/shc/)

Unified Clinics

[www.wmich.edu/hhs/unifiedclinics/](http://www.wmich.edu/hhs/unifiedclinics/)

### **SPECIAL NEEDS**

Daycare

[www.wmich.edu/childrensplace/](http://www.wmich.edu/childrensplace/)

Disabled Student Resources

[www.dsrs.wmich.edu/](http://www.dsrs.wmich.edu/)

Office of Student Conduct

[www.osc.wmich.edu/](http://www.osc.wmich.edu/)

Ombuds

[www.wmich.edu/ombuds/](http://www.wmich.edu/ombuds/)

Sexual Harassment/Complaint

[www.wmich.edu/oie/](http://www.wmich.edu/oie/)

### **TECHNOLOGY**

Bronco NetID and Password

[www.wmich.edu/oit/students/accounts.html](http://www.wmich.edu/oit/students/accounts.html)

Change Password

[www.wmich.edu/changepassword/](http://www.wmich.edu/changepassword/)

Computer Labs

[www.wmich.edu/oit/students/labs.html](http://www.wmich.edu/oit/students/labs.html)