



Western Michigan University

Success Guide 2012 - 2013



GRAB THE REINS.



What's Inside?

- Academic Standing Information..... 11
- Advising Information 4
- Advising Offices..... 4
- Calendar 3
- Creating an Authorized User 2
- Enrollment Verification..... 2
- FERPA..... 12
- Final Exam Schedule..... 10
- Grades and Grading 5
- Online Resources 16
- Progress to Degree 9
- Registration Definitions..... 6
- Registration Instructions..... 9
- Textbook Information 11
- Time-Ticketing Registration Schedule (**Spring 2013**) ... 8
- Transcript Information..... 16
- Western Edge..... 4



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

1. From the menu, click the "Grant/Revoke Access for an Authorized User" link.
2. Choose user from drop-down box, click "Submit".
3. 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).
4. 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.

Enrollment Verification

Enrollment verification serves as documentation that a student is currently enrolled at the University for a particular semester(s) as a full-time, half-time, or less than half-time student. *This form is frequently requested to prove enrollment for loan deferments, for employers, or for verifying student status to insurance companies.*

Fall/Spring

Undergraduate students must be enrolled in at least 12 credit hours to be considered full time and enrolled in at least 6 credit hours in order to be half time. Enrollment in 1-5 hours is considered less than half time.

Summer I/Summer II

Undergraduate students must be enrolled in at least 6 credit hours to be considered full time and enrolled in at least 3 credit hours in order to be half time. Enrollment in 1-2 hours is considered less than half time.

Online enrollment verification is available for students with an active Bronco NetID. To get a copy of the enrollment certificate follow these steps:

- login to GoWMU using your Bronco NetID
- click on Enrollment Verification Certificate under Academic Services on the My Self Service tab

Contact the

Office of the Registrar

with any questions:

(269) 387-4300

registrar-info@wmich.edu

www.wmich.edu/registrar

2012 – 13 Important Dates

Calendars are subject to change. Dates and events are added or changed as information becomes available.

	Fall 2012	Spring 2013
Course offerings open for viewing	Feb 27	Oct 1
Registration begins*	Mar 12	Oct 15
Advising Day	Aug 31	Jan 4
One- Stop Convenience Center	Aug 27 – Sep 7	Jan 4 – 9
Fall Welcome	Aug 28 – 31	N/A
Classes begin	Sep 4	Jan 7
Tuition and fees due	Sep 4	Jan 7
Last day to drop/add classes	Sep 10	Jan 11
Census	Sep 11	Jan 14
\$100 Late add fee begins	Sep 12	Jan 15
Begin recording withdraws as “W” on transcript	Sep 12	Jan 15
Last day to withdraw from classes	Nov 5	Mar 18
Final Exam Week	Dec 10 – 14	Apr 22 – 26
Refunds		
Last day to receive 100% refund	Sep 10	Jan 11
Last day to receive 90% refund for a complete withdrawal+	Sep 13	Jan 17
Last day to receive 50% refund for a partial withdrawal+	Sep 17	Jan 21
Last day to receive a 50% refund for a complete withdrawal+	Sep 28	Feb 4
Last day to receive a 25% refund for a complete withdrawal+	Oct 24	Mar 1
Grades		
First work grades due	Oct 1	Feb 11
Midterm grades due	Oct 28	Mar 10
Final grades due**	Dec 18	Apr 30
Holidays and Recesses		
Labor Day	Sep 3	
Thanksgiving Recess	Nov 21 at noon through Nov 23	
Dr. Martin Luther King Jr. Day recess, convocation and activities		Jan 21
Spirit Day		Mar 1
Spring Break		Mar 4 – 8

* WMU uses a priority registration system. See <http://www.wmich.edu/registrar/calendars/index.html>

** Grades may be viewed online through the students GoWMU account after 5 PM on the due date.

+ A complete withdrawal is withdrawing from all classes listed on the students schedule. A partial withdrawal is withdrawing from one or two classes listed on the students schedule.

Calendars are subject to change. Dates and events are added as information becomes available. Please visit <http://www.wmich.edu/registrar/calendars/index.html> for updated information.

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. 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 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

3117 Dalton (269) 387-5834

Music

2132 Dalton (269) 387-4672

Theatre

1103 GTC (269) 387-3210

College of Health and Human Services

2125 CHHS (269) 387-2656

Exploratory Advising

1275 Ellsworth (269) 387-4410

Lee Honors College

LHC (269) 387-3230

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 2012-13" 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 several 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 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. Career Edge is an intentional effort to encourage each WMU student to engage beyond the classroom in their learning; specifically to develop the skills and competencies needed to be competitive in careers beyond college.
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.

Other ways to save time and money:

Take general education 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.

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 example 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: <http://www.wmich.edu/registrar/records/gpacalc.html>.

COMMONLY ASKED QUESTIONS. . .

How can I obtain a copy of my grades?

You can view your most recent grades through GoWMU. This online grade report is a "snapshot" of grades from the last semester or session. If a grade is not there, it is because the instructor has not submitted it. If you have a grade change, that change will only appear on your transcript, not on the final grade sheet.

What are the requirements for inclusion on the Dean's List?

Complete at least twelve semester hours (Fall or Spring) or six semester hours (Summer I or II) of work for letter grade and have a grade point average of at least 3.50 for the semester.

Can I get a copy of my Dean's List letter or certificate?

All letters or certificates are generated by the dean's office in each college 4-6 weeks after the end of the semester. If you do not receive the letter after that time, please contact your college dean's office.

Do you send Dean's List information to our hometown newspaper?

The Dean's List is now online for news agencies to easily obtain this information for publication. See <http://www.wmich.edu/registrar/deans-list/index.php> for an updated list.

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.

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”.**

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.

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.

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.

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".

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. See instructions on page 8.

**Withdraw From a Course:**

You may withdraw from a course through the Monday of the tenth week of the fall/spring semester and the fifth week of Summer I/ Summer II sessions. Withdrawals can be processed online through 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 may file a written appeal for a late withdrawal. The forms may be obtained online at <http://www.wmich.edu/ombudsman> or in person from the Office of the Ombudsman.

Check the Important Dates on page 2 for deadlines to receive a refund.

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).

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.

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) 387-4357 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

Academic Services

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

Financial Aid

Requirements
Award Amounts
Award Payment Schedule

View/update My Personal Information Course/Instructor Evaluation System

(ICES online)

User Information Lookup Vehicle Registration

and more. . .

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 the waitlist if you satisfy all course restrictions and prerequisites.
3. 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.
4. *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.
5. **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.
6. 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.*
7. 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.

*If you miss the 24-hour deadline and the course is offered to the next person on the list, you will need to add yourself back to the waitlist.

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.

SPRING 2013 REGISTRATION TIME-TICKETING SCHEDULE

Day	Date	Level	Credit Hours or above	Last Name	Time
Monday	October 15		Graduate Students		8 a.m.
Tuesday	October 16		Athletes, DSS, Honors, RAs, Trio		8 a.m.
Wednesday	October 17	Seniors	122		8 a.m.
Thursday	October 18	Seniors	104		8 a.m.
Friday	October 19	Seniors	88		8 a.m.
Monday	October 22	Juniors	77		8 a.m.
Tuesday	October 23	Juniors	66		8 a.m.
Wednesday	October 24	Juniors	56		8 a.m.
Thursday	October 25	Sophomores	47		8 a.m.
Friday	October 26	Sophomores	38		8 a.m.
Monday	October 29	Sophomores	30		8 a.m.
Tuesday	October 30	Sophomores	26		8 a.m.
Wednesday	October 31	Freshmen	18		8 a.m.
Wednesday	October 31	Freshmen	11		Noon
Thursday	November 1	Freshmen	0	A - M	8 a.m.
Thursday	November 1	Freshmen	0	N - Z	Noon

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 semester.

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.

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.

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 not met.

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

Fall 2012 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	Wednesday	Dec 12	10:15 am - 12:15 pm
All Monday 9 a.m. classes	Wednesday	Dec 12	08:00 am - 10:00 am
All Monday 10 a.m. classes	Thursday	Dec 13	10:15 am - 12:15 pm
All Monday 11 a.m. classes	Monday	Dec 10	08:00 am - 10:00 am
All Monday 12 noon classes	Thursday	Dec 13	2:45 pm - 4:45 pm
All Monday 1 p.m. classes	Monday	Dec 10	2:45 pm - 4:45 pm
All Monday 2 p.m. classes	Wednesday	Dec 12	2:45 pm - 4:45 pm
All Monday 3 p.m. classes	Tuesday	Dec 11	12:30 pm - 2:30 pm
All Tuesday 8 a.m. classes	Tuesday	Dec 11	10:15 am - 12:15 pm
All Tuesday 9 a.m. classes	Tuesday	Dec 11	8:00 am - 10:00 am
All Tuesday 10 a.m. classes	Monday	Dec 10	10:15 am - 12:15 pm
All Tuesday 11 a.m. classes	Thursday	Dec 13	8:00 am - 10:00 am
All Tuesday 12 noon classes	Tuesday	Dec 11	2:45 pm - 4:45 pm
All Tuesday 1 p.m. classes	Monday	Dec 10	12:30 pm - 2:30 pm
All Tuesday 2 p.m. classes	Wednesday	Dec 12	12:30 pm - 2:30 pm
All Tuesday 3 p.m. classes	Thursday	Dec 13	12:30 pm - 2:30 pm
All Monday 4:00-5:29 p.m. classes	Monday	Dec 10	5:00 pm - 7:00 pm
All Monday 5:30 p.m. & after classes	Monday	Dec 10	7:15 pm - 9:15 pm
All Tuesday 4:00-5:29 p.m. classes	Tuesday	Dec 11	5:00 pm - 7:00 pm
All Tuesday 5:30 p.m. & after classes	Tuesday	Dec 11	7:15 pm - 9:15 pm
All Wednesday 4:00-5:29 p.m. classes	Wednesday	Dec 12	5:00 pm - 7:00 pm
All Wednesday 5:30 p.m. & after classes	Wednesday	Dec 12	7:15 pm - 9:15 pm
All Thursday 4:00-5:29 p.m. classes	Thursday	Dec 13	5:00 pm - 7:00 pm
All Thursday 5:30 p.m. & after	Thursday	Dec 13	7:15 pm - 9:15 pm
Mass Exams	Friday	Dec 14	8:00 am - 10:00 am
Make-Up Exams	Friday	Dec 14	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.

ACADEMIC STANDING POLICY

N = 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)

W = Warning: A warning is issued to the undergraduate student whenever the grade point average for any enrollment period is less than 2.00 (3.00 for graduate students), but the overall grade point average is 2.00 or above (3.00 for graduate students).

P = Probation: The undergraduate student will be placed on probation whenever the student's overall grade point average falls below 2.00 (3.00 for graduate students).

EP = 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.

FP = 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.

D = 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.

AP = 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.

Undergraduate students who are dismissed are not allowed to re-enroll at WMU for at least one full fifteen week semester. Before returning, the student must obtain approval from their college advising office.

Graduate students who are dismissed are not allowed to re-enroll at WMU for at least one full fifteen week semester or two 7 ½ week sessions. Exceptions to this policy are granted only in special circumstances through an appeal process. Following the fifteen week waiting period, the dismissed student must reapply to the university through the normal admissions process.



Don't forget that you will need textbooks. There are three easy ways to get them. . .

ON CAMPUS

Two locations: Textbook Alley & University Bookstore.

Bring your class schedule with you! You need it to find your books.

Need extra help? Stop by our Book Information desk—we're happy to help.

TEXTBOOKS ONLINE

Order online and have your books shipped to you!

You select the titles you want online.

You choose between having your order shipped or in-store pick up.

Payment required when order is placed online.

RENT TEXTBOOKS

Save money when you rent! Many books available in store or online.

Get your books TODAY with in-store rental options — no waiting, no shipping costs!

Choose to have your rental books shipped right to you.



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/fpco/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.

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

Please see page 2 for instructions regarding how students can create an authorized user as well as grant access to certain academic and financial information.

GLOSSARY

Academic advisor: A faculty or professional staff member trained to help students select courses and plan programs.

Academic dismissal: Dismissal from a college or program for not maintaining the required grade point average (GPA). Dismissal indicates that a student is no longer a member of the University community.

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

Audit: Registering for and attending class(es) regularly without being held responsible for the work required for credit. Not eligible to sit for examinations. No credit hours are earned, and full tuition must be paid. The grade "AU" appears on the record.

Baccalaureate-level writing requirement: An upper-division requirement for all students. Each academic department designates courses to fulfill this requirement.

Bachelor's degree: A degree granted after completing a specified amount of academic study beyond the completion of high school and fulfilling all graduation requirements.

Board: A term used for the meal plan (as in, room and board) at the University.

Class or credit hour load: The number of credit hours carried by a student each semester or session. A first semester freshman may not enroll for more than eighteen hours of work except by special permission, which is seldom granted unless the curriculum demands it. This regulation applies to total credit for work taken by extension or in some other institution, in addition to credit earned in residence at Western. The normal maximum load for the Summer I or Summer II session is nine hours.

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

Freshman: A student credited with 0–25 hours inclusive

Sophomore: A student credited with 26–55 hours inclusive

Junior: A student credited with 56–87 hours inclusive

Senior: A student credited with 88 or more hours

Cognate: A course, or courses, related in some way to courses in a major. Cognates may be, and often are, courses outside the department of the degree program.

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

College-level writing requirement:

A lower-division writing requirement for all students. On the basis of test scores a basic writing course may be required as a prerequisite.

Coordinate major: A major—often interdisciplinary—that must be taken in conjunction with another 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: A unit of academic credit measurement. One credit hour usually represents one hour of class time per week. The total number of credits for which a student registers during a semester or session is the credit load.

Curriculum: A complete program of studies, as defined by a college, leading to a baccalaureate (undergraduate) degree.

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

- ◆ Fine Arts
- ◆ Humanities
- ◆ United States: Cultures and Issues
- ◆ Other Cultures and Civilizations
- ◆ Social and Behavioral Sciences
- ◆ Natural Science with Lab
- ◆ Natural Science and Technology
- ◆ Health and Well-Being

Drop: An official procedure for withdrawing from individual classes without removing registration from all classes. The deadline for the last day to drop a course without academic penalty (grade of "W" is on the transcript) is noted each semester or session in the Registration Information booklet. Students who do not follow the official procedure when dropping a class will earn the grade of "X" for that course; the "X" grade carries no honor points and affects the GPA in the same manner as an "E" or failing grade. See also "late drop."

Elective: A course which will count as credit toward a degree but is not a specific program requirement.

Full-time student: An undergraduate student who enrolls for twelve credit hours during Fall or Spring or for six credit hours during Summer I or Summer II. The University does allow full-time status to some co-op and intern classes, when it is the only class allowed a student during a semester or session. University Housing has its own regulations on the definition of hours needed to be eligible for housing contracts. Students should contact the University Housing Office for this information. The above definitions are Western Michigan University regulations and may or may not be accepted by other agencies.

Good standing: A designation that signifies that a student is eligible to continue, to return, or to transfer elsewhere. It implies good academic standing; that is, an overall GPA of 2.00 or better.

Grade point: The numerical value given to letter grades. For example an "A" is equivalent to 4 points per semester hour, a "BA" to 3.5 points, a "B" to 3 points and so on. No points are earned for an "E" grade. Also referred to as "honor points."

Grade point average (GPA): A student's scholastic average computed by dividing total grade or honor points by total credit hours attempted.



Graduation audit: A formal, required evaluation of the student's academic record and program of study to determine the student's eligibility for graduation. The audit, initiated by a student's application for graduation, determines whether all University, degree, and program requirements have been met satisfactorily. Deadlines for all degree recipients to apply for graduation are:

August 1	Fall graduation
December 1	Spring graduation
February 1	Summer I graduation
February 1	Summer II graduation*

Students who change a graduation date need to complete a new application for graduation. No fee for the change is required. The Registrar's Office will not change a student's graduation date unless the student submits this new application for graduation.

*There is no ceremony held Summer II.

Guest student: A degree student from another college who is taking courses at Western Michigan University for one semester. The credits earned are usually transferred back to the student's home institution. A guest student may also wish to enroll in WMU courses for reasons other than seeking a degree. Guest student status does not constitute admission to a degree or certificate program.

Hold: A barrier placed on a student's ability to register for classes as a result of an unfulfilled monetary obligation or other action by the University.

Honors: Designation indicated on the college degree and transcript to reflect outstanding scholarship. Honors are conferred upon graduating students who have displayed a high level of performance during their university career.

Recipients of honors receive their degrees:

Cum laude:	3.50 to 3.69
Magna cum laude:	3.70 to 3.89
Summa cum laude:	3.90 to 4.00

To be eligible for honors, students must have earned at least fifty-six semester hours of credits at WMU, fifty of which, must be graded by a letter grade and computed into the final cumulative grade point average.

Independent studies or readings courses: Independent studies or readings courses are courses in which a contract is developed between a faculty member and a student to complete research in, or readings on, a specific topic. The student is responsible for proposing the topic and contacting the appropriate faculty member.

Intellectual skills requirements: The requirement that all students demonstrate entry-level competency in reading, writing, and mathematics by test or course.

Interdisciplinary: Designating a combination of subject matter from two or more disciplines within a course or program.

Internship: Work in a firm or agency related to a student's major program and/or career plans. Usually involves earning college credit and may involve receiving payment.

Late drop: An official procedure for withdrawing from individual classes without removing registration from all classes that takes place after the last day to drop a course without academic penalty.

Major: A concentration of related courses generally consisting of thirty to fifty semester hours of credit.

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

Multi-topics 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.

Part-time student: An undergraduate student who takes fewer than twelve hours during a semester or fewer than six hours during a session.

Prerequisite: A requirement, usually the completion of another course, which must be met before a student may register for a course.

Proficiency: A General Education requirement. Each undergraduate candidate must show proficiency in four (4) areas:

- college-level writing
- baccalaureate-level writing
- college level mathematics or quantitative reasoning
- enhanced proficiency (one of six options)

Readmission: An appeal procedure for a student who has been dismissed or suspended. Consult your college advising office to begin the procedure. Readmission must be sought in the area of intended study.

Registration: The process of enrolling in and paying tuition and fees for courses each semester or session.

Residence requirement: The requirement that a minimum of 30 semester hour 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.

Scholarship: Financial assistance to students awarded on the basis of academic achievement. Financial need may or may not be a factor.

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.

Teachable major/minor: A state-approved major/minor program for teacher certification at the secondary and/or elementary level.

Transcript: A copy of a student's permanent academic record at a particular institution.

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.

Tuition: The amount of money which must be paid for courses based on the number of credits for which the student registers.

Withdrawal: An official procedure for withdrawing from the University for at least the remainder of the current semester or longer. The deadline for the last day to withdraw from all courses without academic penalty (grade of "W" is on the transcript) is noted each semester or session online at www.wmich.edu/registrar/calendars. Students who do not follow the official procedure when withdrawing from the University will earn the grade of "X" for all courses; the "X" grade carries no honor points and affects the GPA in the same manner as an "E" or failing grade.



Need a transcript?

Request your Western Michigan University transcript online today!

Western Michigan University has partnered with Docufide to make ordering a WMU transcript easier, secure and fast!

Docufide™

Go to <http://www.docufide.com/>

or

<http://www.wmich.edu/registrar/records/transcripts.html>



THE SECURE, EASY, CONFIDENT WAY TO TRANSFER ACADEMIC RECORDS

Students, schools, colleges, state agencies: they all rely on Docufide's trackable, privacy-protected, dependable delivery of student records and transcripts.

From K-12 through grad school, you can be ready to send, receive, and track information in minutes (with no ongoing maintenance or hardware/software costs) through the nation's largest network for electronically transferring academic records. Students or their schools simply complete an online request form, and they can all then monitor the progress of every request — online and on-demand.



- Create an account (initial visit only) with a valid email address; complete your profile and choose a password.
- Complete your registration through the confirmation email sent by Docufide.
- Select destinations to receive your transcripts.
- Sign user agreement and pay online.

Questions? Visit <http://www.docufide.com/> to search the site and FAQ, or contact registrar-info@wmich.edu.