Registration Instructions 2016

To register for classes at WMU, you have to access GoWMU. This can be done by going to WMU’s homepage (wmich.edu) and pressing the GoWMU button found at the top of the screen.

OR you can type gowmu.wmich.edu into your browser bar and press enter.

Step 1— Logging into GoWMU

1. Log in to GoWMU.
2. Enter your Bronco NetID and password.
3. Click “Login” or press “Enter.”
4. Click the “Student Home” tab located just under your name in the upper left corner.

Step 2— Address Validation

1. After you have logged into GoWMU, click on the “Course Offerings” link under your Student Home Tab. The address validation information will appear.
2. Click “Update Ethnicity” - optional to fill out but must click the submit button to move forward.
3. Review your address and check the box that you have validated your address and phone numbers.
4. Click “Submit” and click the “Back to Student Home Tab” link in the upper left.

Registration Instructions 2016
Step 3—Register for Classes

1. After address validation, select the triangle button next to the Registration option to open the menu.

2. Then, select “Course Offerings” again.

*You may now see a “Most Visited” drop down, where you can access “Course Offerings”, as well.

3. Select the desired term (Fall 2016) from the drop down menu and select the “Submit” button.

4. Select at least one subject (required).

   **Note:** ANTH = Anthropology
   GRN = Gerontology

5. Click “Course Search.”

6. Locate the course number; click the View Sections button.
Below is an example of how the sections will appear as well as a brief description of its contents.

"CRN" (Course Registration Number) is the unique id for each class. Also it links to a view of detailed class information.

"Cmp" indicates on which site the class meets - M=Main Campus DE=Distance Education

"Select" identifies the availability of a course.

"Sec" defines the type of class.
- A section #100-499 is an all inclusive class.
- A section #500-799 requires registration in a lecture and lab
- A section #950 and above is an online class

"Cred" details how many credits a class is worth - if a class has "0.000" credits, it is likely a lab. Make sure to register for both the lecture AND lab sections.

"WL CAP is the waitlist capacity for each class
WL Act is the number of people already on the waitlist
WL Rem is the number of remaining waitlist seats

"Days" and "Time" tells which days the class meets and during what times
*NOTE* Each day is represented by a single letter (MTWRF)
TR= class on Tuesday AND Thursday
W=Wednesday only class

"Location" identifies the building and room number of each class or if a web class.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse</th>
<th>Sec Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days Time</th>
<th>Cap Act Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>Instructor</th>
<th>Date (MN/DD)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>46215</td>
<td>PHIL 3340</td>
<td>100 M</td>
<td>4.000</td>
<td>Biomedical TR</td>
<td>TR</td>
<td>20 16 4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>SANGN</td>
</tr>
<tr>
<td>42415</td>
<td>PHIL 3340</td>
<td>500 M</td>
<td>4.000</td>
<td>Biomedical TR</td>
<td>TR</td>
<td>50 44 6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>SCHDR</td>
</tr>
<tr>
<td>44069</td>
<td>PHIL 3340</td>
<td>540 M</td>
<td>0.000</td>
<td>Biomedical W</td>
<td>T</td>
<td>25 22 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>DUNBR</td>
</tr>
<tr>
<td>42968</td>
<td>PHIL 3340</td>
<td>950 DE</td>
<td>4.000</td>
<td>Biomedical Ethics</td>
<td>TBA</td>
<td>100 97 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>WEB CLASS</td>
</tr>
</tbody>
</table>
7. Textbook information and other important information related to the class can be found by clicking on the CRN (blue numbers). Click on the CRN to view section comments, restrictions, and additional information.

8. Check the box to the left of the CRN to register for the class.

   If no check box appears, a blank space or letter code indicates:
   
   • **Blank Space**: You are currently registered for course
   • **C**: Closed course section
   • **SR**: Student is restricted from registering
   • **NR**: Course section is not available for registration at this time

9. Click “Register” to immediately add the class to your schedule.

   Or

   Click “Add to Worksheet” if adding multiple courses.

10. Click “Return to Registration Menu” - located at the bottom of the page.
### Lecture/Lab Registration Error

Classes that are lecture and lab classes MUST be registered for at the same time.

If you try to register for only the lecture OR only the lab, you will see this error.

Therefore, make sure you check both a lecture and a lab section before you push the register button.

### Major/Minor Restriction

Some classes are only available to students in specific majors/minors.

If you try to register for one of these classes, you will see this error.

### Prerequisite/Test Score Error

Some classes require a course prerequisite or a required test score.

This error means that there is a prerequisite that you have not met. If you try to register for one of these classes, you will see this error.
CLOSED section
The enrollment in the section has reached its designated capacity. See the department offering the course for questions on alternatives or an override.

COREQUISITE ERROR
Co-requisites are two different courses (with different course numbers) that must be taken during the same semester. When registering for co-requisite courses the CRN's (Course reference numbers) must be submitted at the same time.

DUPL CRSE with SEC – CRN
This error means that registration for two sections of the same course is being attempted. The system does not allow registration in more than one section of the same course, unless the sections are linked together.

CLASS restriction
This error means that the section is restricted by class standing, (freshman, sophomore, junior, or senior) which you do not match.

LEVEL restriction
This error means that the section is restricted by level, either Undergraduate or Graduate, which you do not match.

TIME CONFLICT with CRN
The section is in time conflict with another section on your schedule.

Approval required
Department, Advisor, Instructor, Regional site, or Study Abroad.
See the designated office for assistance. Contact the Registrar’s Office if there are questions.

Campus Restriction
In our system this means that the section is an honors section. The title of all honors courses end in HC. For example, Calculus I – HC, is the honors section of Math 1220.

Course not available for registration at this time
This error means that the section has been canceled, and is not offered this semester.

Not attended since re-admit term
Admission status is not active. Contact the Admission’s Office at (269) 387-2000 for assistance.

You require re-admission prior to registration.
How to print your Concise Student Schedule

After you have finished registering for your classes, Click Back to Student Home Tab.

After returning to the Registration Menu, Select “My Schedule” to view your class schedule.

In order to print your schedule:

1. Click on the stacked lines in the upper right hand corner.
2. Click Print button to view your Print Preview
3. Click the drop down arrow next in the Scale section.
4. Change to between 70-90%.
5. Click “Print” to open up your printing options.

*See the white board in front (or a staff member) to know which printer to print to. Please print two copies.