



FIRST-YEAR SUCCESS GUIDE 2023-24

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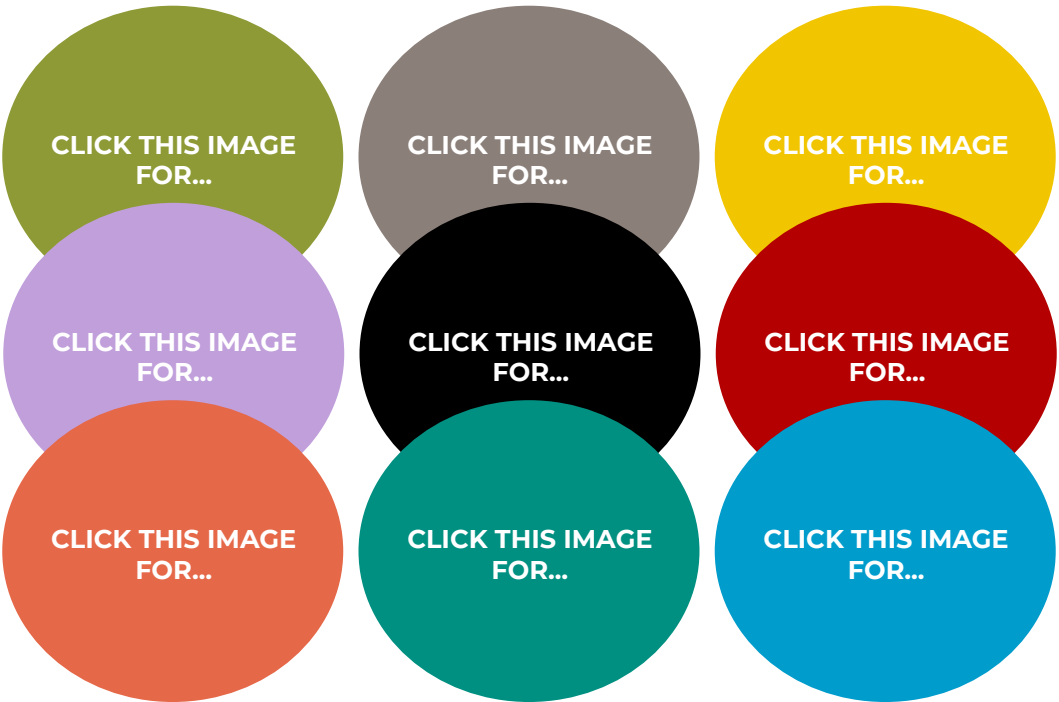
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How to use this guide

Welcome to the First-Year Success Guide! The guide, created by the Registrar’s Office, is intended to serve as a quick reference for advising-related information, as well as provide many helpful tips regarding registration, Degree Works, important dates and University procedures/policies.

Throughout the guide, you will find hyperlinks to help you dive a bit deeper into various topics. These hyperlinks are marked with blue text and underlined. You will also see a handful of interactive photos, each marked by the following icon:



These icons signify that by clicking on the corresponding photo, you will be able to find additional information on a WMU web page.

If you have any questions while reading the guide, please email the Registrar’s Office at registrar-info@wmich.edu. Go Broncos!



ABOUT WMU

The Western Michigan University commitment

As a premier, comprehensive, public research University, WMU strives to add value to the lives of its learners and continuously improve the quality of its programming to meet the needs and expectations of the communities it serves.

The University's strategic plan reflects a campus-wide commitment to academic rigor, service, inclusivity, collaboration, economic development, sustainability and good stewardship of institutional resources. Learners will be part of a setting in which discovery and innovation are used to enhance the economic vitality of the communities served and make the world a better and more hospitable place.

Mission

Western Michigan University is a learner-centered, research university, building intellectual inquiry and discovery into undergraduate, graduate and professional programs in a way that fosters knowledge and innovation, and transforms wisdom into action. As a public university, WMU provides leadership in teaching, research, learning and service, and is committed to enhancing the future of our global citizenry.

Vision

Nationally and internationally recognized, the University aspires to distinguish itself as learner centered, discovery driven and globally engaged.

Learner centered

Western Michigan University is a university where every member of our community is responsive to and responsible for the education of our students. We challenge and engage all members of our community with a university experience that creates skilled, life-long learners.

Discovery driven

Western Michigan University offers experiences that enable discovery, and promote creativity and research. We are committed to pursuing inquiry, disseminating knowledge and fostering critical thinking that encourages life-long learning. Our scholarship creates new knowledge, forms a basis for innovative solutions, leads to economic development and makes substantial contributions to society.

Globally engaged

Western Michigan University impacts the globe positively. We are a community of learners committed to human dignity, sustainability, social responsibility and justice. Our

campus embraces a diverse population of students, faculty and staff who develop learners and leaders who are locally oriented and globally competent, culturally aware and ready to contribute to world knowledge and discovery.

Tobacco-free policy

Effective Sept. 1, 2014, the use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. The policy can be read in its entirety at wmich.edu/tobaccofree.



**CLICK THIS IMAGE
TO VIEW THE 2023-
24 ACADEMIC
CALENDAR!**

OFFICIAL NOTICES

Non-discrimination policy

Western Michigan University prohibits 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, disability, protected veteran status, height, weight, or marital status (revised April 2006).

Prohibited discrimination and harassment

The University prohibits all forms of protected class discrimination and harassment listed in the Non-Discrimination Policy, as well as retaliation for engaging in a protected activity. Unlawful protected class discrimination is prohibited by a number of federal and state regulations, including but not limited to Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973 and the Elliott-Larsen Civil Rights Act of 1976.

Sex or gender-based discrimination

Unlawful sex or gender-based discrimination, including sexual harassment, sexual violence and other forms of sexual misconduct, is prohibited by Title IX of the Education Amendments of 1972. Title IX applies to all of the University's program and activities, and prohibits the University from discriminating in such a manner. In addition, the University's response to sexual assault, intimate partner violence and stalking are governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA). The WMU sexual and gender-based, harassment and violence, intimate partner violence, and stalking policy and procedures (Policy) prohibits sexual discrimination, harassment, violence, and stalking committed by or against WMU community members of any gender, gender identity, gender expression, or sexual orientation. The Policy, available at wmich.edu/sexualmisconduct, provides definitions of the prohibited behaviors and detailed reporting and resolution options.

Relationships in violation of policy

Sexual or other intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are prohibited. In general, this includes all sexual or other intimate relationships between students and their employers, supervisors, professors, coaches, advisors, or other non-student University employees. Similarly, University employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

University response to prohibited discrimination and sexual misconduct

When an allegation of prohibited conduct is brought to the attention of Institutional Equity, a designated Responsible Employee, or any University resource or support unit that is not designated as confidential, the University will take prompt action in response to the report. Such steps may include imposing reasonably available interim measures designed to protect the parties involved. Individuals who are found responsible for violating these may face sanctions up to and including expulsion from the University (if a student) and/or termination of employment (if an employee).

The University prohibits retaliation against any person or group who makes a good faith complaint, cooperates with an investigation, or participates in a grievance or related processes. Retaliation should be reported promptly to Institutional Equity for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying prohibited conduct.

Confidential resources

- Counselors at Counseling Services in Sindecuse Health Center: wmich.edu/healthcenter/counseling or (269) 387-1850.
- Counselors at Center for Counseling and Psychological Services in Sangren Hall and Grand Rapids Clinic: (269) 387-5105 and (616) 771-4171, respectively.
- Medical/clinical staff at Sindecuse Health Center: wmich.edu/healthcenter/clinic or (269) 387-3287.
- Forensic sexual assault examination and evidence collection, emotional support, rape crisis counselors and domestic violence resources at the YWCA (free). Must telephone in advance for access (service available 24/7): ywcakalamazoo.org or (269) 385-3587.
- Local state assistance agencies and ordained clergy/pastoral counselors.

Reporting options

All individuals are encouraged to promptly report conduct that may violate these policies to the University. In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the University and to local law enforcement. These processes are not mutually exclusive. Any University student, employee or third party who seeks to make a complaint or report may:

- Make an internal complaint/report to Institutional Equity;

FERPA

- Contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence; and/or
- Contact local law enforcement to file a criminal complaint.

Office of Institutional Equity
1903 West Michigan Avenue
Kalamazoo, MI 49008-5405 USA
Location: 1220 Trimpe Building
(Felicia Crawford, Title IX Coordinator)
Telephone: (269) 387-6316

The Online Incident Reporting Form can be found at wmich.edu/equity/reporting-forms.

Department of Public Safety
511 Monroe Street
Western Michigan University
Kalamazoo, MI 49006-5418 USA
(269) 387-5555
wmudps.wmich.edu



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 Undergraduate and Graduate Catalog published online.

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, please contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Email: ferpa@ed.gov

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 online by visiting the Family Policy and Compliance Office.

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 email 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” form. It may be submitted at any time throughout the year and will immediately affect prospective disclosures.

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 form:

Telephone Directory

Prevents the listing of student name, address, telephone number, major, and email address in the Western Michigan University Telephone Directory. To withhold your information from the campus directory, requests must be submitted to the Registrar’s Office no later than 5 p.m. on the last day of the drop and add period of the fall semester.

Confidential Hold

Prevents the disclosure of all Directory Information including name, address, telephone number, WMU email 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.

For questions regarding FERPA, please contact the Registrar’s Office:

Email: registrar-info@wmich.edu

Phone: (269) 387-4300

Web: wmich.edu/policies/ferpa

AUTHORIZED USER

We recognize that families provide a great deal of financial and emotional support to their children while they are students at WMU. However, we must balance this recognition with the fact that WMU students are legally adults and their legal rights must be fully respected, particularly with concern to their privacy rights under the Family Educational Rights and Privacy Act.

WMU students have the ability to grant access to third party individuals to view certain academic and financial aid information. In compliance with the Family Educational Rights and Privacy Act of 1974, student financial and academic records may not be shared with a third party without written consent.

There are two types of third-party access available:

1) Authorized User for Accounts Receivable

This access allows a student to give users access to view their WMU Billing account and make payments. Because of the inclusion of payment options, this account requires a separate username and password. [Instructions to create an authorized user for viewing bills and making payments can be found online.](#)

2) Authorized User for academic and financial aid

This access (also known as “Proxy Access”) allows the student to give their parent or other third-party user access to view the following academic and financial aid information:

- Enrollment Verification
- Midterm Grades
- Final Grades
- Concise Student Schedule
- Schedule of Classes
- Unofficial Transcript
- Financial Aid Requirements
- Financial Aid Award for Aid Year
- Financial Aid Payment Schedule

Information can only be viewed, not edited. To grant authorized user access to financial aid information, students must voluntarily consent to participate in electronic transactions. The consent form can be found on goWMU by clicking the Financial Aid app. Students can modify or cancel their electronic authorization and consent at any time by

contacting Bronco Express. See wmich.edu/broncoexpress for more information.

Western Michigan University values access, collaboration, research and the freedom to pursue education. As an institution, however, we are obligated to be in compliance with regulations such as:

- Family Educational Rights and Privacy Act (FERPA)
- Gramm-Leach-Bliley Act (GLBA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Payment Card Industry standards (PCI)
- Red Flag rules

For more information, please visit wmich.edu/compliance or wmich.edu/registrar. See wmich.edu/registrar/students/authorized for instructions on how to set up an authorized user.



PREFERRED NAME

Western Michigan University recognizes that some students use first names other than their legal names to identify themselves. As an inclusive and diverse community, WMU allows students to use a preferred first name different than their legal name for certain purposes and records in the course of university business, communication and education. The legal name will continue to be used where required by law or university requirements. All student information will continue to be linked to both legal name and preferred name for the purposes of university records.

Create, change or delete a preferred first name

Preferred names are collected during the online application process for admission and can also be created, changed or deleted in goWMU. To begin, log in with your Bronco NetID and password at go.wmich.edu. Click the “Apps” navigation item in the top menu bar. Scroll down to the “For students” app list and select the “Academic Services for Students” link. Expand the “Personal Information” tab and click the “Preferred Name” link.

Places where legal first name will appear:

- Transcripts
- Federal and state agency reporting
- Enrollment verifications
- Financial Aid
- Degree verifications
- Elearning
- Commencement program
- SEVIS (immigration status reporting)
- Student accounts
- Admissions correspondence

Places where preferred first name will appear:

- Instructor class lists
- Degree Works (preferred name will appear in addition to legal name)
- goWMU
- Email address
- Email display name
- People Search
- Bronco Card
- First-Year Experience Programs

It may take up to two days after establishing a preferred name for it to appear in the places listed above. For all other places not covered in the above list, assume legal name will be used.

ACADEMIC CATALOG



As you plan for your first semester of courses, you may find the online undergraduate catalog to be a valuable source of information. Choose the current catalog button for the most recent edition.

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 “My 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.

ACADEMIC ADVISING

A helping hand

As you work toward deciding on a program of study, a major, and a minor there will be many people to assist you. We recognize that the decision on what degree you pursue takes time and that you may make changes along the way.

We invite you to [become familiar with the advising structure](#). Academic advising is a responsibility shared between you and your advisor; each of you play an important role in the success of this relationship. As an undergraduate student at Western Michigan University, you will receive assistance from your college advisor as you plan your courses and work toward your degree.

Each of the colleges has an office staffed with professional advisors. These offices, along with their location and phone numbers, are listed on the following page.

To receive a bachelor’s degree from WMU, you will complete various 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 academic advisors within those departments. Your advisor will help you to plan the sequence of courses required in your area. Many courses have prerequisites, so careful planning is important.

College advisors assist you in working to meet all university requirements. The academic 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!



College of Arts and Sciences

2318 Friedman Hall
(269) 387-4366

College of Aviation

2230 Kohrman Hall
(269) 387-0347

Haworth College of Business

2350 Schneider Hall
(269) 387-5075

College of Education and Human Development

2421 Sangren Hall
(269) 387-3474

College of Engineering and Applied Sciences

E-102 Floyd Hall
(269) 276-3270

College of Health and Human Services

1435 Health and Human Services Building
(269) 387-2656

**College of Fine Arts
Frostic School of Art**

2104 Richmond Center for Visual Arts
(269) 387-2440

Dance

3123 Dalton Center
(269) 387-5845

Music

2132 Dalton Center
(269) 387-4672

Theatre

1103 Gilmore Theatre Complex
(269) 387-3210

Lee Honors College

Lee Honors College
(269) 387-3230

General University Studies

3202 Ellsworth Hall
(269) 387-4200

Exploratory Advising

1275 Ellsworth Hall
(269) 387-4410

WMU ESSENTIAL STUDIES

WMU Essential Studies is the required curriculum for all undergraduate students at Western Michigan University. Courses are designed to help you become fluent in change and driven to contribute, develop perseverance and be ready for your future.

Get ready. Anything is possible.

Preparing to move from student to professional can be daunting, but the University has you covered. As a WMU student, you will complete 12 courses from WMU Essential Studies, a program that helps you develop the general education and intellectual skills employers seek most in graduates—demonstrated complex problem solving, critical thinking, creativity, emotional intelligence, judgment and decision making. And, since WMU Essential Studies is all about your choices, the sequence of courses you select will help you succeed in your chosen major, minor, graduate degree and future career.

Level 1: Foundations—Writing; Oral and Digital Communication; Quantitative Literacy; Inquiry and Engagement

At WMU, the general education content of essential studies launches your journey through college as you develop your goals. In Level 1: Foundations, you will select one course from each of the following four categories:

- Writing
- Oral and Digital Communication
- Quantitative Literacy
- Critical Thinking in the Arts and Humanities

[See courses for Level 1](#)

Level 2: Discovery and Exploration—Personal Wellness; World Languages and Culture; Science and Technology; Scientific Literacy with Lab; Artistic Theory and Practice; Societies and Cultures

For the Level 2: Exploration and Discovery requirements of the essential studies curriculum, you will select one course from each of the following six categories:

- Personal Wellness
- Science and Technology
- Scientific Literacy with a Lab
- World Language and Culture
- Artistic Theory and Practice
- Societies and Cultures

[See courses for Level 2](#)

Level 3: Connections—Local and National Perspectives; Global Perspectives

For the Connections Level requirements, you will select two courses:

- Local and National Perspectives: In these courses, you will apply ethical, critical and informed thought within and across disciplines.
- Global Perspectives: Developing global and international knowledge, problem-solving and understanding will give you the world perspective demanded in industry today.

[See courses for Level 3](#)

Requirements

Level 1: Foundations (4 courses): Typically introductory or first-year courses, the four areas in this level build the essential skills you will need for success in college, careers and life after graduation.

Level 2: Exploration and Discovery (6 courses): The six courses you select in Level 2 will promote your intellectual growth and personal responsibility. These courses may be taken at any point in your program, although WMU recommends taking them after Level 1 courses.

Level 3: Connections (2 courses): In this level, you will complete two courses that are the culmination of the WMU Essential Studies program. They are designed to widen your perspectives, engage in local, national or global issues; and further develop the core skills introduced in Levels 1 and 2.

- Diversity and Inclusion Requirement (1 course): You'll not only learn how diversity and inclusion impacts affect yourself and others, but you will also engage in meaningful interactions and understand the historical influences that impact today's world.
- Planetary Sustainability Requirement (1 course): By analyzing the actions of community that promote or disrupt the well-being of the human and natural worlds over time, space and culture, you will discover the interconnectedness of the human and natural worlds and the concept of sustainability.

Making WMU Essential Studies work for you

Do you have a particular interest that isn't a topic in your major? Or, are you seeking to improve your skills and understanding of one of the areas as you pursue your professional goals? Check out the examples of how Western Michigan University students can make essential studies work at wmich.edu/essentialstudies/customize.

DEGREE WORKS

What is Degree Works?

Degree Works is an online tool that lets you monitor your progress toward degree completion by providing a visual checklist of requirements. You can access Degree Works by logging in to goWMU and choosing the “DegreeWorks” link in the “For students” app list. You may have to disable pop up blockers. It is recommended that you use Google Chrome or Microsoft Edge; Safari works, but Internet Explorer 11 is not supported. Firefox should work if you are not using a VPN.

W

WESTERN MICHIGAN UNIVERSITY

WORKSHEETS

EXCEPTIONS

PLANS

ADMIN

Required Cognate: PBA Core Requirements

INCOMPLETE

Credits required: 28

Credits applied: 17

Catalog year: 2020-2021

GPA: 4.00

Unmet conditions for this set of requirements:

28-30 credits are required.

A minimum grade of C is required in each Pre-Business Administration (PBA) course.

	Course	Title	Grade	Credits	Term
<div></div> <div>BUS 1000, FYE 2100, ACTY 2000, or BUS 3000: 1 Class Required</div>	Still needed:	1 Class in BUS 1000 or FYE 2100 or ACTY 2000 or BUS 3000			
	Note: Transfer students MUST take BUS 3000 in their first semester at WMU instead of taking BUS 1000, ACTY 2000, or If you have transfer credit for any one of these four courses, please see your advisor for clarification.				
<div></div> <div>Business Enterprise</div>	Still needed:	1 Class in BUS 1750			
<div></div> <div>Foundations in Written Communication</div>	ENGL 1050	Thought & Writing - AP	CR	4	Fall 2013
<div></div> <div>Business Computing</div>	Still needed:	1 Class in CIS 1020 or 1100			
<div></div> <div>Finite, Precalculus, or Calculus</div>	MATH 118	PRECALCULUS MATH	A	4	Spring 1999
<div></div> <div>Business Statistics</div>	Still needed:	1 Class in STAT 2160			

Use Degree Works to:

- Plan your class schedule.
- Determine the number of semesters it will take for you to graduate.
- Find when a class is offered and how many seats are available by clicking on a course from the worksheet.
- Help meet your academic or personal goals using the GPA calculators.
- See how the courses you schedule will be used to satisfy degree requirements by logging into Degree Works the day after you register.
- Compare your current program to others if you are considering changing your major. Degree Works will show you what additional classes may be required.

Benefits

- Uses checklists to help you easily monitor your progress online 24/7.
- Provides a clear picture of WMU degree requirements to help you navigate the most effective path to graduation.
- Helps you plan your class schedule by showing you what courses and requirements still need to be completed.
- Allows you to estimate the number of semesters it will take to graduate.

Features

What If

This feature allows you to compare your current academic history to the requirements of different programs. If you are considering changing your major or minor, the “What If” analysis will help you determine how many additional classes you may need to take.

GPA Calculator

Three different GPA calculators are available in Degree Works: Graduation, Term and Advice. The calculators are available to help students set realistic goals at the beginning of the semester and to provide a path for achieving honors, avoiding probation or meeting personal academic goals.

Look Ahead

Allows you to enter a list of classes and see how they will be applied. It is a great tool to use as part of the registration process. You can see how a course will be used before you actually register for it.

Note: Degree Works is designed to aid and facilitate academic advising, but is not intended to replace the face-to-face interaction students have with their advisor. Many students find that Degree Works can help answer some routine advising questions, as well as facilitate discussions with their advisor.

CLICK THE IMAGE TO
LEARN MORE ABOUT
DEGREE WORKS!

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First-Year Success Guide 2023-24

wmich.edu/registrar

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REGISTRATION SCHEDULE

Students can register for courses using the priority registration schedule. The schedule is posted 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. The system does not take into account the credit hours for which you are currently registered. For example, 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.”

To determine the number of earned credit hours, undergraduate students should log in to goWMU, navigate to Degree Works and find the hours earned located in the academic summary of the student view.

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

Students are responsible for their registration. 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.

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).

See the registration schedule online at wmich.edu/registrar/calendars-registration-spring.

Tentative spring 2024 registration schedule				
Day	Date	Level	Credit hours (or above)	Time
Monday	Oct. 23	Graduate students		7:30 a.m.
Tuesday	Oct. 24	Athletes, DSS, Honors, Military service members, ROTC, TRiO		7:30 a.m.
Wednesday	Oct. 25	Seniors	122	7:30 a.m.
Thursday	Oct. 26	Seniors	104	7:30 a.m.
Friday	Oct. 27	Seniors	88	7:30 a.m.
Monday	Oct. 30	Juniors	77	7:30 a.m.
Tuesday	Oct. 31	Juniors	66	7:30 a.m.
Wednesday	Nov. 1	Juniors	56	7:30 a.m.
Thursday	Nov. 2	Sophomores	45	7:30 a.m.
Friday	Nov. 3	Sophomores	36	7:30 a.m.
Friday	Nov. 3	Sophomores	26	Noon
Monday	Nov. 6	Freshmen	18	7:30 a.m.
Monday	Nov. 6	Freshmen	14	Noon
Tuesday	Nov. 7	Freshmen	12	7:30 a.m.
Tuesday	Nov. 7	Freshmen	0	Noon

REGISTRATION INSTRUCTIONS

Step 1 - Log in to goWMU

All course registration is done through goWMU. To begin, log in to goWMU with your Bronco NetID and password at go.wmich.edu. Click the “Apps” navigation item in the top menu bar. Scroll down to the “For students” app list and select the “Course Registration” link.

Step 2 - Address Validation

After you have selected the “Course Registration” link, the address validation information will appear. You will be asked to validate your address each fall and spring semester.

- Review your address and update as necessary.
- Check the box indicating that you have validated your address and phone numbers. Cell phone numbers are required.
- Click Submit.
- Click Back to the Student Home Tab.

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 **Course Search**.
5. Locate the course number; click the **View Sections** button.
6. Textbook details and other important information related to the class can be found by clicking on the Course Reference Number (CRNs are the blue five digits). It is a good practice to click on the CRN for additional department or instructor information.
7. Check the box to the left of the CRN 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, see your advisor. A check box will not appear if you are already registered for that section or it is too late to register.
8. 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.
9. Click **Return to Registration Menu**.

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

CLICK THE IMAGE
TO SEE A VIDEO
WALK-THROUGH
OF HOW TO
REGISTER!



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 box 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 email will be sent to your wmich.edu email 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 email notification you receive will contain instructions on how to register for the course.
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 you wish to be removed from the waitlist, you can do so through goWMU by going into Add or 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.

REGISTRATION DEFINITIONS

Add/Drop: A drop is initiated by the student prior to census. Students can drop courses online through goWMU. Dropped courses do not appear on the student's transcript. You can add a course to your schedule any time the registration system is available (after your [priority registration time](#)) by accessing goWMU.

Approval Required: Department, advisor, instructor, regional site or study abroad approval is required to enroll in this section. Contact the appropriate office.

Campus Restriction: Registration is being attempted in an honors section for which the student is not eligible to enroll. The title of all honors courses end in HC. For example, Calculus I-HC is the honors section of MATH 1220.

Change Course Options: You may change the grade mode or variable credit hours anytime the system is available by accessing goWMU through the fifth day of the semester/session.

Class Restriction: The section is restricted by class standing - freshmen, sophomore, junior, or senior - and the student has a different classification.

Closed/Canceled Courses: When a course receives the maximum number of registrations allowed, the system will close the section. Also, courses may be canceled 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.

Closed Waitlist: Enrollment in the section has reached its capacity and the section has been enabled for waitlisting. The number of students already on the waitlist will be displayed. If the waitlist is also at its designated capacity, the student will not be able to add themselves.

Corequisites and Linked Courses: Corequisites 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 courses, the CRNs must be submitted at the same time.

Drop a Course: A drop is initiated by the student prior to census. Students can drop courses online through goWMU. No documentation is required, but the student is encouraged to consult with the instructor, academic advisor and financial aid advisor before dropping the class. Dropped courses do not appear on the student's transcript.

A 24-hour grace period is provided to students who drop a course that meets for the first time on or after the end of the drop/add period. Students dropping a class within 24 hours of the start date should contact the Registrar's Office to make sure they receive the correct refund.

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 any time the system is available by accessing goWMU through the fifth day of the semester/session.

A student may elect "credit/no credit" for 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 Reference Number (CRN): 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."

Major Restriction: The section is restricted to students with a certain major and the student has a different major.

Maximum Hours Exceeded: Student is attempting to register for more credits than the maximum hours allowed. Fall and spring students can register for a maximum of 19 hours. Summer I and Summer II students can register for a maximum of 10 hours.

Prereq and Test Score Error: There is a prerequisite or test score requirement on the course that the student has not met. Contact the department for assistance.

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.

TEXTBOOKS

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 day of the semester/session. This designation may not be changed after the fifth 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 email account.

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 or in person from the [Office of the Ombuds](#).

Check the academic calendar for deadlines to receive a refund for a withdrawal.



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WALK-THROUGH
OF HOW TO
WITHDRAW!



Students are required to have the textbooks, supplies, and other tools prescribed in the course offerings. Students may purchase new or used textbooks or participate in the text- book rental program. Pursuant to the Higher Educational Opportunity Act, Western Michigan University is required to share required textbook information (ISBN number and price) with students at the time they register for classes.

Ordering textbooks online

Order online by selecting the titles that you need. You can choose to have your order shipped or select in-store pick up. Payment is required when the order is placed online.

Renting textbooks

Save money when you rent! Many books are available in-store or online. Get your books today with in-store rental options. You can also choose to have your rental books shipped right to you.

Textbook Alley: Located in the Bernhard Center, Textbook Alley has all of the books and coursepacks you will need. Bring your class schedule with you! You need it to find your books. Need assistance? Stop by our Book Information desk—staff members are happy to help.

FINAL EXAMS

The official exam week is at the end of each fall and spring semesters. Exams for courses are to be given during that week at specific times other than the normal class meeting time. All final exams are held in the normal classroom unless other arrangements have been made with the Registrar’s Office. Use of classrooms for review sessions must be scheduled through the Registrar’s Office.

Regularly scheduled class meeting times are not held during the exam week. For courses having both lectures and labs or discussions, the time of the exam will be determined from the time of the first lecture period of the week. For courses having labs only the exam will be determined from the time of the first lab period.

Exam times for classes that begin on the half-hour will be the same as for classes which begin on the previous hour. For example, the exam time for a class beginning at 9:30 a.m. would be scheduled with classes that start at 9 a.m., and the exam time for a class beginning at 2:30 p.m. would be with classes that begin at 2 p.m. Where all sections of a given class are given at one time, the exam will be given during the mass exam time in the schedule per faculty instructions.

Exams for arranged class times are to be scheduled during the exam week at the convenience of the instructor and the student. The instructor will arrange the exam time for a course not covered by the exam schedule. Please contact the instructor for location and time.

If a student is assigned four exams during the same day, University policy will allow the student to request one exam to be given at the make-up time. Students should receive early notification from their instructors as to the times and places of their exams.

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’s Office.



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TO VISIT OUR FINAL
EXAM PAGE!

Tentative fall 2023 final exam schedule			
If your class begins:	Day of exam	Date of exam	Time of exam
All Monday 8 a.m. classes	Wednesday	Dec 13	8 to 10 a.m.
All Monday 9 a.m. classes	Tuesday	Dec 12	10:15 a.m. to 12:15 p.m.
All Monday 10 a.m. classes	Monday	Dec 11	8 to 10 a.m.
All Monday 11 a.m. classes	Monday	Dec 11	10:15 a.m. to 12:15 p.m.
All Monday noon classes	Wednesday	Dec 13	2:45 to 4:45 p.m.
All Monday 1 p.m. classes	Tuesday	Dec 12	12:30 to 2:30 p.m.
All Monday 2 p.m. classes	Thursday	Dec 14	2:45 to 4:45 p.m.
All Monday 3 p.m. classes	Monday	Dec 11	12:30 to 2:30 p.m.
All Monday 4 through 5:29 p.m. classes	Monday	Dec 11	5 to 7 p.m.
All Monday 5:30 p.m. and after	Monday	Dec 11	7:15 to 9:15 p.m.
All Tuesday 8 a.m. classes	Thursday	Dec 14	10:15 a.m. to 12:15 p.m.
All Tuesday 9 a.m. classes	Tuesday	Dec 12	8 to 10 a.m.
All Tuesday 10 a.m. classes	Thursday	Dec 14	8 to 10 a.m.
All Tuesday 11 a.m. classes	Wednesday	Dec 13	10:15 a.m. to 12:15 p.m.
All Tuesday noon classes	Wednesday	Dec 13	12:30 to 2:30 p.m.
All Tuesday 1 p.m. classes	Monday	Dec 11	2:45 to 4:45 p.m.
All Tuesday 2 p.m. classes	Thursday	Dec 14	12:30 to 2:30 p.m.
All Tuesday 3 p.m. classes	Tuesday	Dec 12	2:45 to 4:45 p.m.
All Tuesday 4 through 5:29 p.m. classes	Tuesday	Dec 12	5 to 7 p.m.
All Tuesday 5:30 p.m. and after	Tuesday	Dec 12	7:15 to 9:15 p.m.
All Wednesday 4 through 5:29 p.m. classes	Wednesday	Dec 13	5 to 7 p.m.
All Wednesday 5:30 p.m. and after	Wednesday	Dec 13	7:15 to 9:15 p.m.
All Thursday 4 through 5:29 p.m. classes	Thursday	Dec 14	5 to 7 p.m.
All Thursday 5:30 p.m. and after	Thursday	Dec 14	7:15 to 9:15 p.m.
Mass exams	Wednesday	Dec 13	7:15 to 9:15 p.m.
Make-up exams	Thursday	Dec 14	7:15 to 9:15 p.m.

If the University should close during Monday through Thursday of final exam week, the exams scheduled on that day of closure would automatically move to Friday without affecting any other exam day. Faculty and students will be expected to report. Rescheduled exams will take place at the same times and in the same places as originally scheduled.

See the final exam schedule online at wmich.edu/registrar/calendars-exams-fall.

GRADES AND GRADING

Instructors submit their grades by noon on the Tuesday immediately following the end of the term. 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.

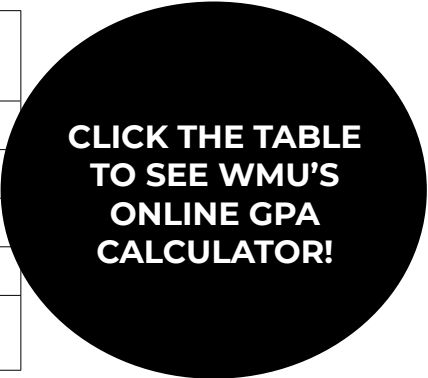
Be sure to check with your instructor if your grade does not appear as expected. You will receive one grade for each course taken. Grades combine the results of course work, projects, tests and final exams. Grades are indicated by letters, but each letter grade is assigned an honor point per credit. 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

To calculate the overall GPA, take the total honor points earned and divide it by the total hours attempted (not earned).

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



In this example, 38 honor points / 13 credit hrs = 2.92 GPA

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

Keep in mind:

- 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.
- The undergraduate repeat policy at WMU uses only the most recent grade for a repeated course in calculating a student’s grade point average.
- For more help, look at the GPA calculators in Degree Works.

Credit/No Credit

You may elect “Credit/No Credit” grade mode for 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. However, courses required for a major cannot be taken as credit/no credit. Check with your advisor if you have any questions regarding credit/no credit.

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.

The number of times a course can be repeated is limited to three, unless otherwise specified. 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 six credit hours during summer I/II for a letter grade.
- Have a grade point average of at least 3.50 for the term.

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

WMU also publishes a searchable list of students who have achieved this academic honor. This list can be found online at wmich.edu/registrar/extra/students/deans-list. The Dean's List is online so news agencies can easily obtain this information for publication.

Grade changes

If you believe that an error has been made in the assignment of a grade, contact the instructor involved within 60 business days of the end of the semester for which the grade was assigned. Failure to act within the 60-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 register again for the course in order to remove the "I".

How do 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 missing, 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 report.

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.

Academic Standing definitions

Good Standing: An undergraduate student is in good standing whenever the student's overall grade point average is at least 2.0 (3.0 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 (3.0 for graduate students), but the overall grade point average is 2.0 or above (3.0 for graduate students).

Probation: The undergraduate student will be placed on probation whenever the student's overall grade point average falls below 2.0 (3.0 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 2.0 (3.0 for graduate students) and their grade point average for the enrollment period is 2.0 (3.0 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 2.0 (3.0 for graduate students) and their grade point average for the enrollment period is 2.0 (3.0 for graduate students) or above. Once placed on final probation an undergraduate student must receive a cumulative GPA of at least 2.0 the next semester. Failure to do so will result in academic dismissal and enrollment in future classes will be prohibited.

Dismissal: Undergraduate students on probation, or extended probation, who fail to achieve at least a 2.0 (3.0 for graduate students) grade point average for the enrollment period; or students on final probation who fail to achieve a 2.0 (3.0 for graduate students) overall grade point average will be dismissed from the University.

Admitted on Probation: An undergraduate student admitted to the University on academic probation who earns a first semester grade point average below the required 2.0 minimum, but at least 0.01, will be placed on final probation. A first semester GPA of 0.0 will result in academic dismissal.

ANNOUNCEMENTS AND ALERTS

Inclement weather announcements

The safety of all students is of major concern when deciding if Western Michigan University must be closed due to inclement weather. WMU will immediately announce closings due to severe weather or emergency conditions. Assume the University is open and will continue normal operation unless notified in one of the following ways:

- **Visit wmich.edu:** Closing announcements will be posted on the WMU home page and additional information will be posted in WMU News as it becomes available. Refresh web pages to see the most-recent version.
- **Call (269) 387-1001:** Closing announcements will be available on the emergency information line.
- **Check radio and TV:** Area radio and television stations are notified as soon as a decision is made to close the University.

Subscribers to the WMU Alert system will also receive a message about a weather closing. See the next page for more information regarding the alert system.

Regional locations

For information on the status of regional locations during a closure of WMU's Kalamazoo Campus or during times of extreme weather, visit the Extended University Programs web page. Regional locations located on the campus of a partnering institution will close and reopen in alignment with the host institution. Separate regional location closings will not be posted on the main University Web page or emergency information line.

Fire Evacuations and Tornado or Severe Weather Shelter

Each building has signage prominently displayed. Please familiarize yourself with the gathering place for fire evacuations and shelter location for tornado or severe weather.

Assume WMU is open

In the absence of notification via one of the methods listed, all normal operations will continue as scheduled. Closings due to severe weather or other conditions are rare.



WMU Alert System

WMU has partnered with Rave Mobile Safety to send mass text messages and/or phone calls to all registered people in the event of an immediate campus threat to health and safety. Such threats could include but are not limited to violent weather, terrorism, shootings and hazardous material incidents.

The system will only be used in cases of extreme and immediate danger. It is the University's hope that you will never receive a text message from either 226787 or 67283 and/or a call from (269) 387-0911, the WMU Alert system, except for periodic functionality tests.

Please note: The University does not charge for the WMU Alert service. However, cell phone carriers may charge users to receive text messages. Before registering a message preference, you may want to check your phone plan.

1. Log in to goWMU.
2. Click the "Apps" navigation item in the top menu bar.
3. Scroll down to the "For everyone" app list and select the "WMU Alert Settings" link.
4. Enter your phone number.
5. Determine if you would like text messages, phone calls or both.
6. Click on the "Save Changes" button.

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.

Academic forgiveness: WMU undergraduate students who have not earned a degree, have not attended the University for at least four years and have reapplied to the University may apply for academic forgiveness through the Office of the Registrar. Students who are granted academic forgiveness may have work still applicable to their program counted toward graduation requirements, but grades will not be calculated in their grade point average. The WMU grade point average will be calculated from a minimum of 12 graded hours of work attempted after the reentry date. All other University regulations apply.

Academic standing: The academic standing of a student is determined by the student's grade point average (GPA). All undergraduate students must have a 2.0 or better grade point average to maintain "good standing". A "warning" will be issued to a student whose GPA falls below a 2.0 in any semester or session even though the overall GPA is 2.0 or better. A student will be placed on "probation" if the overall GPA falls below 2.0. The student will be placed on "extended probation" following a semester on probation if the student's GPA for the enrollment period is 2.0 or above but the overall GPA is still below 2.0. The student will be placed on "final probation" following a semester on extended probation if the student's GPA for the enrollment period is 2.0 or above but the overall GPA is still below 2.0. Students will receive a "dismissal" notice if they are on probation or extended probation and fail to achieve at least a 2.0 GPA for the enrollment period.

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.

Authorized User Access: Students can grant 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 the student. Adding an authorized user is considered 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.

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.

Board of Trustees: A governing body of Western Michigan University appointed by the governor to eight-year terms.

Capstone course or experience: A culminating holistic experience designed to review and more broadly understand the major issues, themes, theories and research findings of the student's discipline, often to enable the student to examine the relationship of the discipline to other areas.

Center: An organizational unit formed for purposes of linkage and visibility, focused on a theme, issue, or set of skills. A center will frequently be interdisciplinary in nature. A center does not offer degree programs but may, on rare occasions, offer a course or courses.

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 10 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 to 25 hours.
- Sophomore: A student credited with 26 to 55 hours.
- Junior: A student credited with 56 to 87 hours.
- Senior: A student credited with 88 or more hours.

Co-Curricular Learning: Co-curricular learning takes place outside formal academic studies. It is similar to volunteerism but includes structured reflection. (See also **Experiential learning**)

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.

Concentration: A concentration (or option or emphasis) is a thematically coherent block of courses that are more similar to one another than to others in the degree program. A concentration has a title and constitutes a significant percentage (e.g., 10%) of courses in the degree program. Concentrations (or options or emphases) may be recorded on the student transcript.

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. (See also **Prerequisite**)

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.

Credit/No Credit: A method used to evaluate performance in courses which is separate from the grade point system. Course grade does not affect GPA. “Credit” is earned for grades of “C” or better; grades of “DC” or below earn “No Credit.”

Students 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 their major or specified in their curriculum as defined in this undergraduate catalog.

Credit hour: One hour of classroom (50 minutes) or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit; or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours. (See also **Semester hour**)

Credit load: The total number of credits for which a student registers during a semester or session.

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

Deadline: The date by which certain information must be received by any given office or unit.

Dean's list: A public announcement at the end of fall and spring semesters, and the summer sessions, listing undergraduate students who have achieved a grade point average of 3.50 in at least twelve semester hours of course work during fall and spring semesters, and at least six semester hours of work during Summer I or Summer II.

Degree student: A student who has been admitted to a degree category and is seeking a bachelor's, master's, or doctoral degree in a planned course of study.

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 on the Registrar's website. 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.

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

Emphasis: A designated group of courses within a major program.

Experiential learning: Western Michigan University defines “experiential learning” as that which “informs many methodologies, in which educators purposefully engage with students in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities” [Association for Experiential Education and United Nations Educational, Scientific and Cultural Organization (UNESCO)]. Experiential learning includes, but is not limited to:

- Service learning: Service learning is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs—putting academics into practice.
- Co-curricular learning: Co-curricular learning takes place outside formal academic studies. It is similar to volunteerism but includes structured reflection.
- Volunteerism: Refers to work done without financial remuneration in order to give back to the community and may be completed by individual students or organized

group activities. It may be done on a voluntary basis or as required for an academic course, program or other campus organization.

Family Educational Rights and Privacy Act (FERPA): This act limits information which can be disclosed about individual students' records without their written permission to general Directory information (name, address, telephone number, curriculum, and major field of study). All requests for information beyond Directory information should be referred to the Registrar's Office.

Field experience, practicum, work experience, co-op:

- Field experience: Actual practice, often away from the college campus, in a practical or service situation. In a teacher education program, it is usually conducted in schools.
- Practicum: 1) A course of instruction aimed at closely relating the study of theory and practical experience, both usually carried on simultaneously; 2) an academic exercise consisting of study and practical work; and 3) supervised experience in counseling or a similar activity through such procedures as role-playing, recorded interviews, abstraction, analysis, and supervisory evaluation with interviewing techniques.
- Work experience, co-op, or internship: A sponsored learning experience in an occupational area for persons preparing for full-time employment, conducted in connection with a course of study, where the students spend a part of their time on an actual job in a school, business or industry.
- Cooperative education: A program for persons enrolled in a school that provides for parallel or alternating study in school with a job in industry or business, the two experiences being so planned and supervised cooperatively by the school and the employer that each contributes definitely to the students' development in their chosen occupation.
- Cooperative program: An organizational pattern of instruction which involves regularly scheduled employment and which gives students an opportunity to apply classroom learning.

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. Residence Life has its own regulations on the definition of hours needed to be eligible for housing contracts. Students should contact the Residence Life for this information. The above definitions are Western Michigan University regulations and may or may not be accepted by other agencies.

Gate course: A course in fundamentals in which a student must achieve a grade of "C" or "Credit" in order to qualify for enrollment in upper division courses of a curriculum.

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 2.0 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. Students should contact their academic advisor to receive approval to submit an application for graduation. Once cleared, students may apply in GoWMU. The deadlines for submitting the application are listed below.

- April 2024 graduation deadline: October 1, 2023
- June 2024 graduation deadline: February 1, 2024
- August 2024 graduation deadline: February 1, 2024
- December 2024 graduation deadline: February 1, 2024

Students who change a graduation date need to contact their graduation auditor. There is no fee to change the graduation date. The Registrar's Office will not change a student's graduation date unless the student submits this new application for graduation.

Grant: Financial assistance awarded to a student which does not have to be repaid; usually based on need.

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 undergraduate 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 semester hours of course work at Western Michigan University which was graded by a letter grade and computed into the final cumulative grade point average.

Honors College (Lee Honors College): An academic administrative unit of the University whose mission is to design and foster curricular and co-curricular programs for the academically talented student.

Honors courses: Special courses offered by the Lee Honors College designed to pose intellectual challenge and give personal attention to students.

Incomplete: A temporary course grade (“I”) granted only if a student is temporarily unable to complete course requirements because of unusual circumstances beyond the control of the student.

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.

Independent study: A course of study undertaken outside the classroom by a student under the supervision of one or more faculty members.

Institute: An organizational unit similar in nature to a center, as defined above, but which is degree-granting. Typically, an institute will be interdisciplinary. Coursework for a degree offered through an institute may include some offered by the institute itself but will be primarily comprised of courses in various disciplines/departments already in existence.

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.

Loan: Financial assistance to students which must be repaid. Low interest loans are available and financial need may or may not be a factor.

Lower division: Courses at the 1000/2000 level; freshman or sophomore standing.

Major: A concentration of related courses totaling a minimum of 24 semester hours of credit.

Michigan residence requirements: The requirements for identifying or establishing permanent residence in Michigan for tuition assessment purposes.

Minor: A concentration of courses totaling a minimum of 15 semester hours of credit.

Multi-topic or “umbrella” course: A variable topic 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.

Non-degree student: A student who has been admitted as a guest student or is not currently seeking a bachelor’s degree.

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

Portfolio: A collection of work (e.g., paintings, writings, etc.) which may be used to demonstrate competency in an academic area.

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

Prerequisite with concurrency: A requirement, usually the completion of another course, which may be taken at the same time as the course it is a prerequisite for.

Readmission: An enrollment procedure administered by the Office of Admissions that is followed by a student who was previously enrolled in good standing at Western Michigan University but who has not been enrolled for one year or more.

Re-entry: An enrollment procedure followed by a student who was previously enrolled in good standing at Western Michigan University but whose attendance was interrupted for two consecutive semesters, including the summer session.

Registration: The process of enrolling in and paying tuition and fees for courses each semester or session. For a full explanation of the registration procedures and regulations, consult the Registrar's website.

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

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

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

School: A single-discipline unit which has an identification in the public mind beyond that of a department. Schools may have significant subdivisions such that students will apply for admission and take degrees through the subdivision rather than through the central unit as a whole.

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

Semester hour: One hour of classroom (50 minutes) or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit; or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours. (See also **Credit hour**)

Senior institution: An institution of higher learning offering baccalaureate programs. WMU is a public senior institution; a minimum of sixty hours toward the bachelor's degree must be completed at a senior institution.

Service learning: Service learning is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs—putting academics into practice. (See **Experiential learning**)

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

Student employment: Part-time jobs made available to students with financial need through federally-funded programs (Work-Study) and to students without need through the Student Employment Office.

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

Three-quarter time student: Three-quarter time undergraduate students are defined as taking nine to eleven hours during a semester and five hours during a session.

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

Transfer credit: Credit earned at another accredited institution and accepted toward 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.

Unit definitions:

- **Center:** An organizational unit formed for purposes of linkage and visibility, focused on a theme, issue, or set of skills. A center will frequently be interdisciplinary in nature. A center does not offer degree programs but may, on rare occasions, offer a course or courses.
- **Institute:** An organizational unit similar in nature to a center, as defined above, but which is degree-granting. Typically, an institute will be interdisciplinary. Course work for a degree offered through an institute may include some offered by the institute itself but will be primarily comprised of courses in various disciplines/departments already in existence.
- **School:** A single-discipline organizational unit which has an identification in the public

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mind beyond that of a department. Schools may have significant subdivisions such that students will apply for admission and take degrees through the subdivision rather than through the central unit as a whole.

Unit of credit: The unit of credit is the semester hour; the number of semester hours credit given for a course generally indicates the number of periods a class meets each week.

Upper division: Classification of students with 56 or more semester hours of credit earned toward a bachelor's degree; courses at the 3000, 4000 and 5000 levels.

Volunteerism: Refers to work done without financial remuneration in order to give back to the community and may be completed by individual students or organized group activities. It may be done on a voluntary basis or as required for an academic course, program or other campus organization. (See **Experiential learning**)

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 on the Registrar's website. 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.



Bronco Express

Located within the Student Financial Aid Office in the Faunce Student Services Building, [Bronco Express](#) is your first stop for financial aid and billing questions. Bronco Express is a response to student requests for one, convenient, year-round spot to take care of everyday University business. We assist students with transactions and questions related to financial aid, making payments, student accounts and general registration information.

With no appointment needed, Bronco Express is a location where students can:

- Apply for financial aid or pick up appropriate forms.
- Check financial aid status.
- Check account balances and receive clarification on charges.
- Make payments on accounts.

Bronco Express has a drop box available for the submission of documents and check or money order payments (no cash payments.) The drop box is located outside the Bronco Express office.

A valid Bronco Card will be required for all transactions.

Bronco Study Zone

The [Bronco Study Zone](#) is a space for all Western Michigan University students that offers a comfortable learning environment in which students can receive academic support designed to enhance learning and collaboration toward the goal of academic success.

The zone offers an array of resources through a one-stop model to support students and just the right amount of structure to help keep them on track. If the zone is unable to meet a requested need, students are referred to the appropriate campus resource.

Support services offered to you while in the zone include:

- Drop-in tutoring for highly challenging courses.
- Group collaboration on course assignments.
- Logging mandatory study hours for instructors and organizations.
- Peer academic success coaching through the College of Arts and Sciences for enrolled participants.
- Assistance with coping with test anxiety, effective note-taking, time management and test taking strategies, among others.



Office of Information Technology

The Office of Information Technology (OIT) offers a wide variety of information and instructional technology-related services to students, faculty and staff. These services include online collaboration tools, two-factor authentication, classroom technology, email, network connectivity, online information security education and more. Learn about campus information technology at wmich.edu/it.

The University's portal, goWMU, allows members of the WMU community to securely access online resources. You can look up and register for classes, connect with support services, review grades, access email and Elearning, make payments, view and change personal information and more. Visit go.wmich.edu to log in.

The Technology Help Desk is your first point of contact to address technical issues or inquiries regarding computing, tablets or smartphones. To reach the Help Desk, call (269) 387-4357 or visit wmich.edu/helpdesk.

Transcripts

Western Michigan University has authorized Parchment to manage the ordering, processing and secure delivery of student transcripts.

Parchment offers:

- Secure online access to request your transcript 24/7.
- Email notification when transcripts are processed and received.
- Online request tracking ability.
- The option to request electronic delivery to any destination, including participating colleges and universities.
- All transcripts sent through Parchment are considered official.



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