Western Michigan University

Welcome to Orientation

Success Guide

2016 - 2017
WMU 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.

WMU 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.

University Officers and Faculty

For a current list of University Officers and Faculty, please see the current undergraduate catalog.

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, protected disability, veteran status, height, weight, or marital status.

Effective September 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. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products. The Tobacco-Free Campus Policy can be read in it’s at wmich.edu/tobaccofree.
# TABLE OF CONTENTS

- University Overview ................................................................. 2
- WMU Mission ......................................................................... 2
- WMU Vision ........................................................................... 2
- Non-Discrimination Policy ...................................................... 2
- Authorized User for Accounts Receivable ......................... 4
- Authorized User for Academic and Financial Aid ............... 4
- Important Dates .................................................................... 5
- Preferred Name ...................................................................... 6
- Undergraduate Catalog ......................................................... 6
- Advising .................................................................................. 7
- The Western Edge ................................................................. 8
- Degree Works ......................................................................... 9
- GoWMU System Requirements ............................................. 10
- Common Questions .............................................................. 10
- Registration Schedule .......................................................... 11
- Registration Instructions ....................................................... 12
- Registration Definitions ....................................................... 13
- Textbook, Supplies, and Other Course Tools ..................... 14
- Final Exam Week - Fall 2016 ................................................ 15
- Grades and Grading .............................................................. 16
- Calculating Your GPA .......................................................... 16
- Incomplete Grade ................................................................. 17
- Academic Standards ............................................................ 17
- Academic Standing Definitions .............................................. 17
- Inclement Weather Announcements ................................... 18
- WMU Alert System ............................................................... 18
- Official Notices .................................................................... 19
- Sexual Harassment, Criminal Sexual Conduct, and Sexual Violence ... 19
- Family Educational Rights and Privacy Act (FERPA) .......... 21
- Glossary ................................................................................. 23
- Information Technology Help Desk ................................. 29
- Help Desk contacts: ............................................................. 29
- Mobile Help Desk ................................................................. 29
**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:

**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 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 at wmich.edu/accounts-receivable/faq/authorized-user.

**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:

- Degree Works
- 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. In order 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, on the Student Home Tab by clicking on Financial Aid. Students can modify or cancel their electronic authorization and consent at any time by contacting Bronco Express. See wmich.edu/broncoexpress.

Detailed instructions to set up an authorized user can be found online at [wmich.edu/registrar/students/authorized](http://wmich.edu/registrar/students/authorized).

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 further information:

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

or

The Office of the Registrar:

(269) 387-4300

registrar-info@wmich.edu

wmich.edu/registrar
### Important Dates

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

<table>
<thead>
<tr>
<th>Event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course offerings open for viewing</td>
<td>Fall: Feb 22</td>
<td>Spring: Sep 25</td>
</tr>
<tr>
<td>Registration begins*</td>
<td>Fall: Mar 14</td>
<td>Spring: Oct 10</td>
</tr>
<tr>
<td>Advising Days</td>
<td>Fall: Sep 1 - 2</td>
<td>Spring: Jan 5 - 6</td>
</tr>
<tr>
<td>One-Stop Convenience Center</td>
<td>Fall: Aug 29 - Sep 9</td>
<td>Spring: Jan 9 - 11</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Fall: Sep 6</td>
<td>Spring: Jan 9</td>
</tr>
<tr>
<td>Tuition and fees due</td>
<td>Fall: Aug 30</td>
<td>Spring: Jan 9</td>
</tr>
<tr>
<td>Last day to drop/add classes</td>
<td>Fall: Sep 12</td>
<td>Spring: Jan 13</td>
</tr>
<tr>
<td>Census</td>
<td>Fall: Sep 13</td>
<td>Spring: Jan 17</td>
</tr>
<tr>
<td>$100 Late add fee begins</td>
<td>Fall: Sep 14</td>
<td>Spring: Jan 18</td>
</tr>
<tr>
<td>Begin recording withdrawals as “W” on transcript</td>
<td>Fall: Sep 14</td>
<td>Spring: Jan 18</td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Fall: Nov 7</td>
<td>Spring: Feb 6</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Fall: Dec 12 - 16</td>
<td>Spring: Apr 24 - 28</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Fall: Dec 17</td>
<td>Spring: Apr 29</td>
</tr>
</tbody>
</table>

### Refunds

<table>
<thead>
<tr>
<th>Event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to receive 100% refund</td>
<td>Fall: Sep 12</td>
<td>Spring: Jan 13</td>
</tr>
<tr>
<td>Last day to receive 90% refund for a complete withdrawal+</td>
<td>Fall: Sep 15</td>
<td>Spring: Jan 19</td>
</tr>
<tr>
<td>Last day to receive 50% refund for a partial withdrawal+</td>
<td>Fall: Sep 19</td>
<td>Spring: Jan 23</td>
</tr>
<tr>
<td>Last day to receive a 50% refund for a complete withdrawal+</td>
<td>Fall: Sep 30</td>
<td>Spring: Feb 6</td>
</tr>
<tr>
<td>Last day to receive a 25% refund for a complete withdrawal+</td>
<td>Fall: Oct 26</td>
<td>Spring: Mar 3</td>
</tr>
</tbody>
</table>

### Grades

<table>
<thead>
<tr>
<th>Event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>First work grades due</td>
<td>Fall: Sep 26</td>
<td>Spring: Feb 13</td>
</tr>
<tr>
<td>Midterm grades due</td>
<td>Fall: Oct 24</td>
<td>Spring: Mar 13</td>
</tr>
<tr>
<td>Final grades due**</td>
<td>Fall: Dec 20</td>
<td>Spring: May 2</td>
</tr>
</tbody>
</table>

### Holidays and Recesses

<table>
<thead>
<tr>
<th>Event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Fall: Sep 5</td>
<td>Spring: N/A</td>
</tr>
<tr>
<td>Thanksgiving recess (begins at noon)</td>
<td>Fall: Nov 23</td>
<td>Spring: N/A</td>
</tr>
<tr>
<td>Dr. Martin Luther King Jr. Day recess, convocation and activities</td>
<td>Fall: Jan 16</td>
<td>Spring: Mar 3</td>
</tr>
<tr>
<td>Spirit Day</td>
<td>Fall: Mar 3</td>
<td>Spring: N/A</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Fall: Mar 6 - 10</td>
<td>Spring: N/A</td>
</tr>
<tr>
<td>Memorial Day recess</td>
<td>Fall: N/A</td>
<td>Spring: May 29</td>
</tr>
<tr>
<td>Independence Day recess</td>
<td>Fall: N/A</td>
<td>Spring: N/A</td>
</tr>
</tbody>
</table>

* WMU uses a priority registration system. See [wmich.edu/registrar/calendars](http://wmich.edu/registrar/calendars).

** Grades may be viewed online through the student’s [GoWMU](http://GoWMU) account after 5 PM on the due date.

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

How to create, change or delete a preferred first name

Preferred names are collected during the online application process for admission. Preferred names can also be created, changed or deleted in GoWMU:

- Log onto GoWMU
- Click on View/Update My Personal Information
- Click on View/Update Preferred Name

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
- GoWMU
- Email Address
- Email Display Name
- People Search
- Bronco Card
- First-Year Experience Programs

* Preferred name will appear in addition to legal name.

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 lists, assume legal name will be used.

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 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.
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 some time and that you may make changes along the way.

As you begin your undergraduate studies at WMU, we invite you to become familiar with the advising structure. 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 towards your degree. Each of the colleges has an office staffed with professional advisors. These offices, their location and phone numbers are listed on the next page.

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

As you select a major and minor, you will meet with academic advisors within those departments. Your advisor will help you to plan the sequence of courses required in your area. Many courses do have prerequisites, so careful planning is important.

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

Advising Offices

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

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

Haworth College of Business
2310 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) 387-3270

College of Fine Arts
Art
2104 Richmond Center for the Visual Arts
(269) 387-2440

Dance and Theatre
2003 Gilmore Theatre
(269) 387-6171

Music
2132 Dalton Center
(269) 387-4672

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

Lee Honors College
Lee Honors College
(269) 387-3230

Exploratory Advising
1275 Ellsworth Hall
(269) 387-4410
The Western Edge is a strategic plan for promoting student success and keeping the quality of education offered by WMU affordable. Designed by WMU President John M. Dunn, the Western Edge reflects Western’s commitment to building a culture that puts students first.

Learn more about the Western Edge
There are four independent components to the Western Edge. Students are encouraged to select the components that work best for them—we realize that no two students are the same. Some students will want to enjoy the benefits of each component.

You receive all the benefits of the Western Edge just by being a student at WMU. The benefits and opportunities include:

1. Enhanced academic advising will help move students smoothly and quickly through their degree programs.
2. Three year bachelors programs and Five year bachelors’ to masters’ programs give students the opportunity to accelerate their time to degree as well as the opportunity to get ahead in their careers.
3. Degree Works is a web based tool available to help students plan their path to graduation. Degree Works brings WMU degree requirements and a student’s completed coursework together to provide a complete view of progress toward degree completion.
4. The Career Edge gives students the opportunity to extend their education beyond the classroom by helping them develop the skills and competencies that will help them graduate career-ready.

Other ways to save time and money:

Take general education requirements early. You should take general education courses during your freshman and sophomore years, especially if you’re not certain about picking a major. This will ensure that you are taking credits that will count toward your degree. General education courses are courses that all students must take in order to graduate. They include courses in writing, mathematics or quantitative reasoning, fine arts, humanities, cultures and issues, social and behavioral sciences, natural sciences, natural science and technology, and health and well-being.

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

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

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

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

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

Polish your time management skills. In order to graduate early or “on-time”, you need to be able to handle a busy schedule. You may have an on-campus job. You may decide to become involved in a club or join one of the many registered student organizations. You will also want to plan plenty of time for studying. Purchase a calendar and get organized early! Once you know your class schedule take a moment to enter your classes, homework deadlines and all extracurricular activities.
DEGREE WORKS

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 will help you set realistic goals at the beginning of the semester, or 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.

For more information:
wmich.edu/registrar/students/degreeworks/

For advisor information:
wmich.edu/registrar/students/advising/

The fine print: Degree Works is available for undergraduate students with a 2010 catalog year or later. Students under a catalog prior to 2010 should see their advisor for degree information. Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

Login to GoWMU and choose the Degree Works link. The worksheet will be displayed.

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.

For more information:
wmich.edu/registrar/students/degreeworks/

For advisor information:
wmich.edu/registrar/students/advising/

The fine print: Degree Works is available for undergraduate students with a 2010 catalog year or later. Students under a catalog prior to 2010 should see their advisor for degree information. Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

wmich.edu/registrar
GOWMU SYSTEM REQUIREMENTS

To login and use the system effectively, you must be using one of the following internet browsers: Windows: Firefox, Internet Explorer, Mozilla or Netscape Macintosh: OS 9, Netscape 7.0, OS X, Firefox, Mozilla, or Safari. GoWMU does not support MSN Explorer or SBC Yahoo! Browsers.

If you experience technical problems you cannot resolve while registering for courses, contact the Help Desk:
- Phone: (269) 387-4357 option 1
- E-mail: helpdesk@wmich.edu
- In person: 2nd floor UCC Building

System availability

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

When to register

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

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

How can I obtain a copy of my grades?

You can view your most recent grades through GoWMU. This online grade report is a “snapshot” of grades from the last semester or session. If a grade is 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.

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

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

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

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

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

The Dean’s List is now online so news agencies can easily obtain this information for publication. See wmich.edu/registrar/students/deans-list/ for an updated list.
REGISTRATION SCHEDULE

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

**Registration**
- Logon to GoWMU
- Enter your Bronco NetID and password
- Under the ALL header, select one of the following options:

**Registration**
- Course Offerings
- Add/Drop classes
- My Schedule
- My Holds
- Academic Calendars

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Level</th>
<th>Credit Hours or above</th>
<th>Last Name</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Oct 10</td>
<td>Graduate Students</td>
<td></td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct 11</td>
<td>Athletes, DSS, Honors, Trio</td>
<td></td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct 12</td>
<td>Seniors</td>
<td>122</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Oct 13</td>
<td>Seniors</td>
<td>104</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Oct 14</td>
<td>Seniors</td>
<td>88</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct 17</td>
<td>Juniors</td>
<td>77</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct 18</td>
<td>Juniors</td>
<td>66</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct 19</td>
<td>Juniors</td>
<td>56</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Oct 20</td>
<td>Sophomores</td>
<td>47</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Oct 21</td>
<td>Sophomores</td>
<td>38</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct 24</td>
<td>Sophomores</td>
<td>30</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Oct 25</td>
<td>Sophomores</td>
<td>26</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct 26</td>
<td>Freshmen</td>
<td>18</td>
<td></td>
<td>8 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Oct 26</td>
<td>Freshmen</td>
<td>11</td>
<td>A - M</td>
<td>Noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>Oct 27</td>
<td>Freshmen</td>
<td>0</td>
<td>N - Z</td>
<td>Noon</td>
</tr>
</tbody>
</table>
Step 1 - Logging into GoWMU
1. Login to GoWMU.
2. Enter your Bronco NetID and password.
3. Click Login or press Enter.
4. Click the Student Home tab.

Step 2 - Address Validation
After you have logged into GoWMU, click on the Course Offerings link. The address validation information will appear. You will be asked to validate your address and cell phone number each fall and spring semester.
1. Scroll down to Update Ethnicity.
   *This information is optional; however, you do need to click on the link in order to progress through the rest of the steps.*
2. Click Submit regardless of your choice.
3. Review your address(es); update as necessary.
4. Check the box that you have validated your address and phone numbers.
5. Click Submit.
6. Click the Back to the Student Home Tab link in the upper left corner.

Step 3 - Register for Classes
1. Select Course Offerings (under “Registration”).
2. Select the term from the drop down menu.
3. Select at least one subject (required).
4. Click Course Search.
5. Locate the course number; click the View Sections button.
6. Textbook information 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 (course reference number) to register for the class.
   - A “C” in the place of the box indicates the section is closed (see “Waitlisting”)
   - A “SR” in the place of the box indicates a student restriction, 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.

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 at any point 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.
**Add/Drop**

The period of time that you can add, drop or change your courses. The official drop/add period begins with the beginning of registration to 11:45 PM on the fifth day of each semester/session. You can add a course to your schedule anytime the registration system is available (after your priority registration time) by accessing GoWMU.

**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 grade mode or variable credit hours anytime the system is available by accessing GoWMU through the fifth (5th) 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/Cancelled Courses**

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

**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.

**Co-requisites and Linked Courses**

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

**Drop a Course**

The official registration drop/add period extends five business days into a semester/session. In addition, a 24-hour grace period will be provided to students who drop a course that meets the first time on or after the final day of the drop/add period.

**Duplicate Courses**

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

**Grade Mode**

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

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

A student may elect “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 12 hours.
REGISTRATION DEFINITIONS - CONTINUED

**Pre-req 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.

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

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

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

Check the 2016-17 Academic Calendar for deadlines to receive a refund for a withdrawal.

---

TEXTBOOK, SUPPLIES, AND OTHER COURSE TOOLS

Students are required to have the textbooks, supplies, and other tools prescribed in the course offerings. Students may purchase new, used or participate in the textbook 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. This information can be found online at the Western Michigan University Bookstore website.

**Textbooks Online**
Order online by selecting the titles that you need. You can choose between having your order shipped or in-store pick up. Payment required when order is placed online.

**Textbook Rental**
Save money when you rent! Many books are available in store or online. Get your books TODAY with in-store rental options — no waiting, no shipping costs! Or choose to have your rental books shipped right to you.

**In person - on campus**
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 extra help? Stop by our Book Information desk—we’re happy to help.
1. Regularly scheduled classes are not held during the final examination week.  
2. For courses having a lecture and a lab (or discussion) section, the exam time is determined by the time of the first lecture period of the week. Courses having labs only, the exam time is determined by the time of the first lab period of the week.  
3. Exam times for classes which begin on the half hour or before, will be the same as classes which begin at the previous full hour (e.g. if the class starts at 12:30 p.m., the exam time will be the same for classes that meet at noon.)  
4. Where all sections of a given class are given at one time, the exam will be given during the mass examination time in the schedule per faculty instructions.  
5. Examinations for arranged classes are to be scheduled during the examination week at the convenience of the instructor and the student.  
6. The exam time for a course not covered by the exam schedule will be arranged by the instructor. Please contact the instructor for location and time.  
7. If any student is assigned four examinations during the same day, University policy will allow the student to request one exam to be given at the make-up time.  
8. Students should receive early notification from their instructors as to the times and places of their examinations.  
9. 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.  
10. This exam schedule does not apply to courses offered through Extended University Programs. Please refer to your syllabus or ask your instructor when your final exam is scheduled.

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.

<table>
<thead>
<tr>
<th>If your class begins:</th>
<th>Day of exam</th>
<th>Date of exam</th>
<th>Time of exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Monday 8 a.m. classes</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>8 to 10 a.m.</td>
</tr>
<tr>
<td>All Monday 9 a.m. classes</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>10:15 a.m. to 12:15 p.m.</td>
</tr>
<tr>
<td>All Monday 10 a.m. classes</td>
<td>Monday</td>
<td>Dec 12</td>
<td>8 to 10 a.m.</td>
</tr>
<tr>
<td>All Monday 11 a.m. classes</td>
<td>Monday</td>
<td>Dec 12</td>
<td>10:15 a.m. to 12:15 p.m.</td>
</tr>
<tr>
<td>All Monday 12 noon classes</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>2:45 to 4:45 p.m.</td>
</tr>
<tr>
<td>All Monday 1 p.m. classes</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>12:30 to 2:30 p.m.</td>
</tr>
<tr>
<td>All Monday 2 p.m. classes</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>2:45 to 4:45 p.m.</td>
</tr>
<tr>
<td>All Monday 3 p.m. classes</td>
<td>Monday</td>
<td>Dec 12</td>
<td>12:30 to 2:30 p.m.</td>
</tr>
<tr>
<td>All Monday 4 - 5:29 p.m. classes</td>
<td>Monday</td>
<td>Dec 12</td>
<td>5 to 7 p.m.</td>
</tr>
<tr>
<td>All Monday 5:30 p.m. and After</td>
<td>Monday</td>
<td>Dec 12</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
<tr>
<td>All Tuesday 8 a.m. classes</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>10:15 a.m. to 12:15 p.m.</td>
</tr>
<tr>
<td>All Tuesday 9 a.m. classes</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>8 to 10 a.m.</td>
</tr>
<tr>
<td>All Tuesday 10 a.m. classes</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>8 to 10 a.m.</td>
</tr>
<tr>
<td>All Tuesday 11 a.m. classes</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>10:15 a.m. to 12:15 p.m.</td>
</tr>
<tr>
<td>All Tuesday 12 noon classes</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>12:30 to 2:30 p.m.</td>
</tr>
<tr>
<td>All Tuesday 1 p.m. classes</td>
<td>Monday</td>
<td>Dec 12</td>
<td>2:45 to 4:45 p.m.</td>
</tr>
<tr>
<td>All Tuesday 2 p.m. classes</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>12:30 to 2:30 p.m.</td>
</tr>
<tr>
<td>All Tuesday 3 p.m. classes</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>2:45 to 4:45 p.m.</td>
</tr>
<tr>
<td>All Tuesday 4 - 5:29 p.m. classes</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>5 to 7 p.m.</td>
</tr>
<tr>
<td>All Tuesday 5:30 p.m. and After</td>
<td>Tuesday</td>
<td>Dec 13</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
<tr>
<td>All Wednesday 4 - 5:29 p.m. classes</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>5 to 7 p.m.</td>
</tr>
<tr>
<td>All Wednesday 5:30 p.m. and After</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
<tr>
<td>All Thursday 4 - 5:29 p.m. classes</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>5 to 7 p.m.</td>
</tr>
<tr>
<td>All Thursday 5:30 p.m. and After</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
<tr>
<td>Mass Exams</td>
<td>Wednesday</td>
<td>Dec 14</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
<tr>
<td>Make up Exams</td>
<td>Thursday</td>
<td>Dec 15</td>
<td>7:15 to 9:15 p.m.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 8 12 16</td>
</tr>
<tr>
<td>BA</td>
<td>3.5 7 10.5 14</td>
</tr>
<tr>
<td>B</td>
<td>3 6 9 12</td>
</tr>
<tr>
<td>CB</td>
<td>2.5 5 7.5 10</td>
</tr>
<tr>
<td>C</td>
<td>2 4 6 8</td>
</tr>
<tr>
<td>DC</td>
<td>1.5 3 4.5 6</td>
</tr>
<tr>
<td>D</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>E</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>X</td>
<td>0 0 0 0</td>
</tr>
</tbody>
</table>

E = failure
X = unofficial withdrawal

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 2000</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 1050</td>
<td>4</td>
<td>BA</td>
<td>14</td>
</tr>
<tr>
<td>PHIL 2000</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>HPHE 1110</td>
<td>2</td>
<td>E*</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>13 (attempted)</td>
<td></td>
<td>38</td>
</tr>
</tbody>
</table>

38 honor points / 13 credit hrs = 2.92 GPA

*Because a grade of “E” was earned in the HPHE1110 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 6 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 4 - 6 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/students/deans-list.

**Grade Changes**

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

**Incomplete Grade**

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

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

**Academic Standards**

All students must earn an overall grade point average of at least 2.0 for undergraduate; 3.0 for graduate, specialist, and doctoral students to satisfy degree requirements.

---

**ACADEMIC STANDING DEFINITIONS**

**Good Standing**

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

**Warning**

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

**Probation**

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

**Extended Probation**

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

**Final Probation**

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

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

**Admitted on Probation**

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.
The safety of all students is of major concern when deciding if Western Michigan University must be closed due to inclement weather.

Western Michigan University 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 four ways:

*Go to 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 webpages 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.

In addition, subscribers to the **WMU Alert system** will receive a message about a weather closing.

**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 webpage. 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 other severe weather.

*Assume WMU is open*

In the absence of notification via one of the methods listed, all normal operations will continue as scheduled. University 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. Login to [GoWMU](#)
2. Click on the yellow and red **WMU Alert triangle**
3. Enter your phone number
4. Determine if you would like text messages, phone calls or both.
5. Click on Submit

For more information regarding the Emergency Management and preparedness for WMU, visit the [Emergency Management website](#).
WMU and Sex Discrimination

Western Michigan University is committed to an environment that is safe and free from sex discrimination, including sexual harassment and sexual violence, for all members of the campus community. Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 and the Elliot-Larson Civil Rights Act, as amended, prohibit discrimination on the basis of sex in both the workplace and educational programs and activities.

Sexual Harassment, Criminal Sexual Conduct, and Sexual Violence

Sexual Harassment

Sexual harassment is a form of prohibited discrimination. Sexual harassment is illegal under state and federal law, and also violates University policy.

As described by the Office of Civil Rights, U.S. Department of Education, sexual harassment relative to students is conduct that:
1. is sexual in nature;
2. is unwelcome; and
3. denies or limits a student’s ability to participate in or benefit from a school’s education program.

As further described by the Office of Civil Rights, sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by university employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any university program or activity and can take place in university facilities or at other off-campus locations, such as a university-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

The judgment and common sense of university faculty and administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response.

Sexual Violence

Sexual violence is synonymous with sexual assault or sexual misconduct. It may include any form of sexual activity or sexual contact, including sexual harassment, which is unwanted, that occurs as a result of intimidation, threat of force, use of force, or other coercive behavior or occurs without consent.

Resources

Contacts and resources for reporting sexual harassment and sexual violence

Several Western Michigan University offices may be contacted when a student, employee or visitor experiences unwelcome sexual contact. The following offices and designated contact persons provide information, resources and assistance for sexual harassment-related concerns, ranging from one-time incidents to pervasive behavior. Every office is responsible for taking prompt and appropriate action to complaints of sexual harassment and sexual violence involving students, faculty, staff and others on campus, including visitors. Every office takes each allegation seriously and ensures that the situation is properly investigated.

Title IX compliance

The University has a Title IX director of compliance who is responsible for monitoring and overseeing the University’s compliance with Title IX provisions, including:
1. Investigations of sexual harassment complaints involving all members (student, faculty, staff, administrators, visitors and third parties) of the campus community.
2. Administration and communication of the complaint and grievance procedures.
3. Coordination and planning of outreach and education or training to increase awareness and prevention of sexual harassment throughout the campus community.

Felicia Crawford
Director of Title IX Compliance
Office of Institutional Equity
1903 W. Michigan Ave
Kalamazoo MI 49008-5405 USA
Location: 1220 Trimpe Building
(269) 387-6316
wmich.edu/equity
Acts of sexual harassment may also constitute criminal sexual conduct or acts of sexual violence. Any acts involving sexual assault or violence should be promptly referred to law enforcement officials or reported directly to the WMU Department of Public Safety.

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

Discrimination Complaints, Procedures, and Potential Consequences

Students, faculty, staff and visitors to campus who have complaints of actions which they believe violate the University's non-discrimination policy, including regarding perceived sexual harassment, should file their complaints with the Office of Institutional Equity, 1220 Adrian Trimpe Building (269-387-6316), which will receive and investigate complaints of prohibited discrimination. As noted earlier, claims of criminal sexual conduct or sexual violence need to be referred to the law enforcement officials (if on campus, to WMU's Department of Public Safety).

Conduct by students that may violate the University's sexual harassment, discrimination, or other applicable policy will also be referred to the Office of Student Conduct and handled in accordance with the Student Code and/or other applicable law. Conduct by faculty, staff or visitors alleged to violate a contract or University policy will be addressed in accordance with applicable University contracts (including collective bargaining agreements), policies, and/or other law, rules, and regulations. (See www.wmich.edu/equity/harassment for more information.)

An act of prohibited discrimination constitutes an act of misconduct. Charges of discrimination will be investigated in accordance with University-established procedures. The alleged facts, relative position of the parties, witnesses, etc. will all be taken into account. The focus of investigation of a claimed act of discrimination is fairness to all parties involved, documentation, and the dictates of due process and equal protection. Therefore, whenever such acts are confirmed to have occurred, prompt action will be taken, which may include disciplinary action up to and including dismissal from employment or dismissal from enrollment at the University.

However, to enable the University to act through these formal procedures, employees and students are encouraged to report such incidents. Such conduct should be reported to the Office of Institutional Equity. Conduct viewed as being in violation of the Student Code and criminal law should also be reported to the Office of Student Conduct and applicable law enforcement personnel, respectively. (See www.wmich.edu/equity/harassment/reporting-sexual-harassment and www.wmich.edu/equity/harassment/reporting-sexual-violence for more information.)

The Offices of Human Resources, Institutional Equity, and Legal Affairs and General Counsel establish appropriate procedures to implement the University's non-discrimination policy. The Office of Institutional Equity shall investigate thoroughly any complaints of non-criminal alleged violations of the non-discrimination policy, including sexual harassment, make findings as to whether University policy has been violated, and report any violations of University policy to the appropriate University administrators. Conduct by students that is alleged to violate the non-discrimination policy, including student on student sexual harassment, and other University policies will also be referred to the Office of Student Conduct for investigation and handled in accordance with the Student Code. Action deemed appropriate by the University as a result of findings following claims or investigations of alleged discrimination, including sexual harassment, will be taken. Depending on the seriousness of an act found to be misconduct and/or in violation of University policy, law, contract, or rule, action may range from informal corrective action to disciplinary action, up to and including dismissal from employment or from the University.

Complaints of Retaliation

If you hesitate to file a sexual harassment or other discrimination complaint for fear of retaliation, you need to know that:

Federal and state law, as well as University policy and requirements, protect a person who has filed a complaint of sexual harassment or other prohibited discrimination from being intimidated, threatened, coerced, discriminated against, or other form of retaliation based solely on that filing of a complaint.

Likewise, protection is afforded a person who testifies, assists, or participates, in any manner, in an investigation resulting from a complaint of violation of the University non-discrimination policy (including sexual harassment) based solely on such testifying, assistance, or participation.
Therefore, individuals who believe they have been so harassed, intimidated, or otherwise retaliated against due to filing or participating regarding a complaint of prohibited discrimination may file a complaint alleging harassment, intimidation, or retaliation. Any such complaint that stems out of a report of prohibited discrimination should be filed with the Office of Institutional Equity, 1220 Adrian Trimpe Building. (269-387-6316).

Family Educational Rights and Privacy Act (FERPA)

General Information:
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment,” is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to:
1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law.

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

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

Furthermore, in accordance with the Act, WMU has specifically defined “Directory Information” and provides annual notification to students of their rights in the 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 contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Email: fferpa@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.
Family Educational Rights and Privacy Act (FERPA) - continued

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

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

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students may complete the “Invoke Privacy of Directory Information” form. It may be submitted at any time throughout the year and will immediately affect prospective disclosures. To withhold information from the printed directory (published annually), please complete the form during the fall drop and add period.

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

Telephone Directory

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

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

Confidential Hold

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

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

Important note:

The Registrar’s Office is the keeper of all education records and treats the student’s education record with the utmost confidentiality. The University Registrar is responsible for all education records and will share non-directory information about individual students with other school officials only on a need-to-know basis.

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

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

Email: registrar-info@wmich.edu

Phone: (269) 387-4300

Website: wmich.edu/registrar/ferpa

wmich.edu/registrar
**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 and 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 give parents or guardians the ability to access account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student financial and academic records may not be shared with a third party without the written consent of a student. Adding an authorized user is written consent that an individual may view account information and make payments on behalf of the student. Authorized users may also be able to access certain academic and financial aid information. Please see page 3 for instructions regarding how students can create an authorized user as well as grant access to certain academic and financial information.

*Baccalaureate-level writing requirement*

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

*Bachelor’s degree*

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

*Board*

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

*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.

*Class or credit hour load*

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

**Code of Conduct**
Responsibility for fulfilling the obligations of the code of honor is shared by the students, faculty, and every other member of the University community. For the complete Student Code of Conduct please see wmich.edu/conduct/code/.

**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-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.

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

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

**Credit hour**
A unit of academic credit measurement. One credit hour usually represents one hour of class time per week. The total number of credits for which a student registers during a semester or session is the credit load.

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

**Distribution requirement**
A General Education requirement. Each undergraduate candidate must complete at least one course in each of eight (8) distribution areas:
1. Fine Arts
2. Humanities
3. United States: Cultures and Issues
4. Other Cultures and Civilizations
5. Social and Behavioral Sciences
6. Natural Science with Lab
7. Natural Science and Technology
8. Health and Well-Being

**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) can be found online. Students who do not follow the official procedure when dropping a class will earn the grade of “X” for that course; the “X” grade carries no honor points and affects the GPA in the same manner as an “E” or failing grade. See also “Late Drop.”

**Dean’s list**
A public announcement at the end of fall and spring semesters, and the summer sessions, listing 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.

All letters or certificates are generated by the dean’s office in each college. Please contact the dean’s office in your college if you have any questions about receiving recognition.

**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.
**Degree Works**

A web-based tool that will help you plan your path to graduation. Degree Works brings Western Michigan University degree requirements and your completed coursework together to give you a complete view of your progress toward degree completion.

**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.

**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 Office 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 2.00 or better.

**Grade point**

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

**Grade point average (GPA)**

A student’s scholastic average computed by dividing total grade or honor points by total credit hours attempted.

**Graduation audit**

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

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

Students who change a graduation date need to email their graduation auditor. No fee for the change is required. The Registrar’s Office will not change a student’s graduation date unless the student communicates with their graduation auditor.

*There is no ceremony held Summer II.
Grant
Financial assistance awarded to a student which does not have to be repaid; usually based on need.

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

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

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

To be eligible for honors, undergraduate students must have earned at least fifty (50) hours of credit at WMU which must be graded by a letter grade and computed into the final cumulative grade point average.

Undergraduate students who obtain a high level of performance during their University career are awarded the following honors:
- Cum Laude: 3.50 to 3.69
- Magna Cum Laude: 3.70 to 3.89
- Summa Cum Laude: 3.90 to 4.00

Those graduating with honors are acknowledged with special accessories worn during their commencement ceremony.

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 Western’s Lee Honors College designed to pose intellectual challenge and give personal attention to particularly able students.

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

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

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

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

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

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

Major
A concentration of related courses generally consisting of thirty to fifty 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 generally consisting of a minimum of twenty semester hours of credit.

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

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

Part-time student
An undergraduate student who takes 6 - 8 credit hours during the Fall or Spring semesters or 3 - 4 credit hours during Summer I or Summer II.
**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.

**Proficiency**

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

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

**Readmission**

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

**Registration**

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

**Residence requirement**

The requirement that a minimum of 30 semester 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.

**Semester**

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

**Semester hour**

One hour of classroom (50 minutes) of 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. Western Michigan University is a public senior institution; a minimum of sixty hours toward the bachelor's degree must be completed at a senior institution.

**Session**

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

**Student Code**

Describes the boundaries of acceptable behavior and is approved by the Board of Trustees. The Student Code can be read in its entirety online. More information regarding the WMU Student Code can be found on the Office of Student Conduct website.

**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.

**Transcript**

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

**Three-Quarter Student**

An undergraduate student who enrolls for 9 - 11 credit hours during the Fall or Spring semester or 5 credit hours during Summer I or Summer II sessions.

**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.

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

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 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.

Upper division

Classification of students with 56 or more semester hours of credit earned towards a bachelor’s degree; courses at the 3000, 4000, and 5000 levels.

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.
Information Technology Help Desk

The Office of Information Technology has provided a technology help desk since the late 1980s. The help desk was greatly expanded when it moved to its present location in 2005. It is fully staffed to handle both telephone and walk-in customers and is your first point of contact for computer hardware, software, and mobile device related questions or problems.

Help Desk contacts:
Phone: (269) 387-4357, option 1
Email: helpdesk@wmich.edu
In Person: University Computing Center

Located on the ground floor of the Bernhard Center, 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.

Mobile Help Desk

The Mobile Help Desk is an extension of the Help Desk. It is staffed by the same highly skilled student technicians. The difference is, we come to you!

We set up in the lobbies and lounges of each residence hall throughout the fall and spring semesters. Hours are posted online when finalized.
Located on the second floor of Waldo Library, 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.

ENROLLMENT VERIFICATION

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

Fall/Spring
Undergraduate students must be enrolled in at least 12 credit hours to be considered full time, at least 9 credit hours to be considered three-quarter time, or at least 6 credit hours in order to be half time. Enrollment in 1-5 hours is considered less than half time.

Summer I/Summer II
Undergraduate students must be enrolled in at least 6 credit hours to be considered full time, at least 5 credit hours to be considered three-quarter time, or at least 3 credit hours in order to be half time. Enrollment in 1-2 hours is considered less than half time.

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

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

Don’t lose sight of graduation!

Let Degree Works be your guide!*

*In conjunction with your academic advisor.
Need a transcript?

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

Parchment Exchange 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 Exchange are considered official.

Questions? Check out the Registrar's Website at wmich.edu/registrar/.

Request your Western Michigan University transcript online today!

Did you know?

You can easily change or update your:
• address
• phone numbers (cell, home, etc)
• emergency contact information

Login to GoWMU

Click on the “View/Update my Personal Information”

*It is important that we have updated information about you in the event that we need to contact you or your designated contact.*
WMU's temporary One Stop Center is assembled on the second floor of the Bernhard Center each fall and spring semester to assist students and their families with an assortment of campus services in one centralized location.

Those visiting One Stop will be able to purchase parking permits and get information on financial aid and student accounts and get assistance with technology questions.

**One Stop Hours**

**August**

29  10 a.m. to 5 p.m.  
30  10 a.m. to 5 p.m.  
31  10 a.m. to 5 p.m.

**September**

1  10 a.m. to 5 p.m.  
2  10 a.m. to 5 p.m.  
5  Holiday - University Closed  
6  10 a.m. to 6 p.m.  
7  10 a.m. to 6 p.m.  
8  10 a.m. to 6 p.m.  
9  10 a.m. to 3 p.m.