This guide is designed as a reference to help you register for classes at Western Michigan University. The example registration is performed on Mozilla Firefox. If you have any questions regarding this guide or registration, contact the CEAS Advising Office at (269) 276-3270 or by email at ceas_advstu@wmich.edu.

Step 1: Logging onto GoWMU

1. Enter your Bronco NetID and click “ENTER.”
2. Enter your password and click “ENTER.”
Step 2: Accessing the “Course Offerings” page

1. Once you have logged on, click on the arrow next to “All Links.”

2. Then, a longer menu will appear. Click on the arrow next to “Registration.”

3. Under the “Registration” link select “Course Offerings.” If you have already validated your contact information, the “Select Term” screen will appear. If you have not, you will need to validate your contact information before continuing.

4. Go through the validate contact information screen and ensure all the information is filled out and correct. Once you are finished, check the box at the bottom of the screen and click “Submit.”

5. Go back to the screen with the registration menu and select “Course Offerings” once again. You will be redirected to the “Select Term” screen.
Step 3: Registering for Classes

1. On the “Select Term” screen, select the desired registration term and click the “Submit” button.

2. Click on the “Advanced Search” button.
3. Highlight all of the “Subjects” by selecting the top course and dragging down.

4. With all of the subjects still highlighted, scroll down to “Attribute Type” and select the desired area(s). Example: Area I: Fine Arts, Area III: U.S. Cultures.

5. Click “Section Search”
6. Select your desired class by checking the box.

7. Click “Register”

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You can also find online classes through goWMU in “Advanced Search.”

1. Scroll down to the “Campus” and select “WMU – Online Education.”
2. Select “Section Search.”
3. Select the desired course by checking the box. You can tell it is an online class based on the “Location” column.

<table>
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<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
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<th>Date (MM/DD)</th>
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How to Find General Education Courses on DegreeWorks

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

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

Step 1: Logging onto GoWMU

1. Enter your Bronco NetID and click “ENTER.”
2. Enter your password and click “ENTER.”
Step 2: Accessing DegreeWorks

1. After you have logged into goWMU, select the triangle next to “Academic Services.”

2. Select “DegreeWorks”

3. Your DegreeWorks should open in a separate window. If it is not opening, check your pop-up blocker. If needed, enable pop ups.

Step 3: Locating General Education Courses

1. Once you have DegreeWorks open, scroll down to the heading “General Education Distribution Areas.”

2. The areas are on the left of your screen. To the right are the classes that will fulfill each area.
3. Click on a specific course for a course description as well as days and times it meets, CRN, and seats available.

4. Use this function to find a course you are genuinely interested in.

You may find classes offered both online and in the classroom. OnDegreeWorks, you can see this through the class’s meeting times.
In the search function, the course will look as such:

<table>
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<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
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<td>MW</td>
<td>06:00 pm-07:15 pm</td>
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<td>Four-year college course and Area I: Fine Arts</td>
</tr>
</tbody>
</table>

When you are ready to register for your general education course, please reference the registration instructions above. If you have any questions regarding this guide or registration, contact the CEAS Advising Office at (269) 276-3270 or by email at ceas_advstu@wmich.edu.