Registration Instructions

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.

To register for classes at WMU, you have to access GoWMU. This can be done by going to WMU’s homepage (wmich.edu) and clicking 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 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. You will be redirected to the “Course Offerings in Detail” page. Scroll down to the selection menu and select at least one subject.

3. Once you have selected the desired subject or subjects, click on “Course Search.”

4. Locate the desired course number and click the corresponding “View Sections” button.
Below is an example of how the sections will appear as well as a brief description of its contents

**Philosophy**

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse Sec Cmp Cred Title</th>
<th>Days Time</th>
<th>Cap Act Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>46215 PHIL 3340 100 M</td>
<td>4.000 Biomedical TR Ethics-HC</td>
<td>02:00 pm-03:40 pm</td>
<td>20 16 4 0 0 0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>SANGN 01310</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42415 PHIL 3340 500 M</td>
<td>4.000 Biomedical TR Ethics</td>
<td>12:30 pm-01:45 pm</td>
<td>50 44 6 0 0 0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>SCHDR 01280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44069 PHIL 3340 540 M</td>
<td>0.000 Biomedical W Ethics</td>
<td>10:00 am-10:50</td>
<td>25 22 3 0 0 0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>DUNBR 02212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42968 PHIL 3340 950 DE</td>
<td>4.000 Biomedical Ethics</td>
<td>TBA</td>
<td>100 97 3 0 0 0</td>
<td>TBA</td>
<td>09/08-12/19</td>
<td>WEB CLASS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select** identifies the availability of a course

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

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

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

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

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

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

"HC" indicates an Honors Section of that class. Only Honors students can enroll in Honors classes.

"WL CAP" is the waitlist capacity for each class
"WL Act" is the number of people already on the waitlist
"WL Rem" is the number of remaining waitlist seats
5. Textbook information and other important information related to the class can be found by clicking on the CRN (blue numbers). Click on the CRN to view section comments, restrictions, and additional information.

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

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

7. Click “Register” to immediately add the class to your schedule.
   Or
   Click “Add to Worksheet” if adding multiple courses.

8. If you click “Add to Worksheet,” it will bring you to the “add, drop or withdraw from a course” page. You can use this page to type class CRN’s directly into the “Add Classes Worksheet” and add multiple classes at the same time. You can also use this page to drop courses you have already registered for.
Common Registration Errors and Restrictions

Lecture/Lab Registration Error

Classes that offer lecture and lab sections MUST be registered for at the same time.

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

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

Major/Minor Restriction

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

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

Prerequisite/Test Score Error

Some classes require a course prerequisite or a required test score.
This error means that there is a prerequisite that you have not met. If you try to register for one of these classes, you will see this error.
Other Registration Errors

CLOSED section
The enrollment in the section has reached its designated capacity. See the department offering the course for questions on alternatives or an override.

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

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

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

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

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

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

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

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

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