

STUDENTS SPONSORED BY HCED

If you are sponsored by the Higher Committee for Education Development in Iraq (HCED), you are required to give your advisor a completed English Language Plan of Study form (new students only), proof of enrollment, and grade reports each semester.

English Language Plan of Study form

1. Come to the CELCIS office to sign the HCED FERPA form.
2. Ask to meet with either Diana Vreeland or Christie Gates so that they can help you complete the form and sign it.
3. After the form is completed it can be sent to HCED.

Enrollment Verification

1. You can verify your enrollment using Go WMU. The CELCIS office can provide you with step by step instructions.
2. You should then email your detailed schedule as an attachment to monitoring4@hcediraq.org

Grade Reports

1. CELCIS will send PDF copies of your progress reports by email as well as a hard copy by mail to HCED at the end of each semester.
2. You can also view your grade reports using Go WMU. The CELCIS office can provide you with step by step instructions.

Other Letters or Documentation

(Michigan ID, etc.)

1. Come to the CELCIS office and fill out a letter request form at the front desk.
2. After you turn in your request, you can pick up your complete letter at the CELCIS front desk after 48 hours.

If you have questions or are not sure what you need, stop by the CELCIS office.
We are happy to help!

Verify enrollment using Go WMU

Step 1: Log into your Go WMU account
[https://gowmu.wmich.edu/cp/home/
displaylogin](https://gowmu.wmich.edu/cp/home/displaylogin)



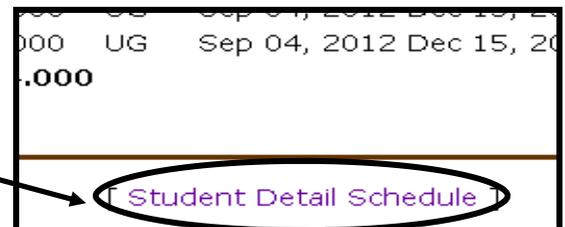
Step 2: On the left hand side of the screen under Student Tab, and then Registration, click "My Schedule"



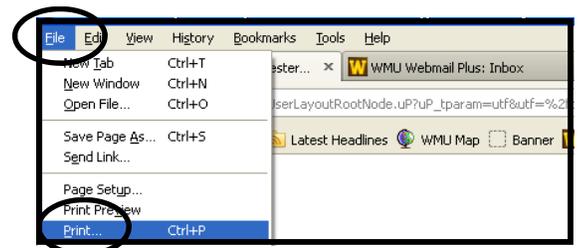
Step 3: Select the term you want to view and click submit



Step 4: At the bottom of the screen click "Student Detail Schedule"



Step 5: **For hard copy:** Click on File in the upper left hand corner of the screen and click Print. Mail it to your sponsor.



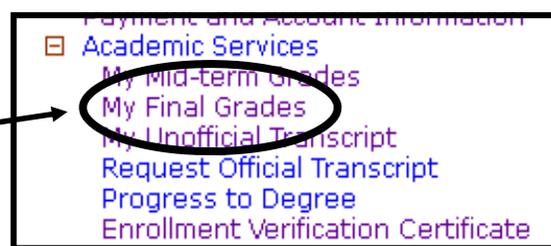
For electronic copy: Click on File and Print as a PDF. Once you have saved it to your computer send it as an attachment by email or upload it to your sponsors website.

Verify grades using Go WMU

Step 1: Log into your Go WMU account
<https://gowmu.wmich.edu/cp/home/displaylogin>



Step 2: On the left hand side of the screen under Student Tab, and then Academic Services, select “My Final Grades.”

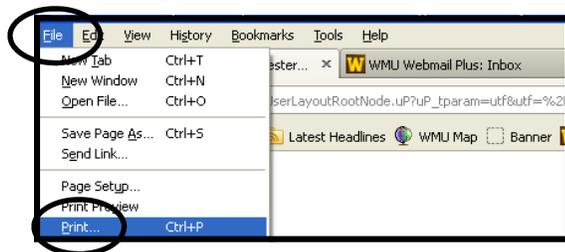


Step 3: Select the term you want to view and click submit.



Step 4: **For hard copy:** Click on File in the upper left hand corner of the screen and click Print. Mail it to your sponsor.

For electronic copy: Click on File and Print as a PDF. Once you have saved it to your computer send it as an attachment by email or upload it to your sponsors website.



Checking holds using Go WMU

Step 1: Log into your Go WMU account
<https://gowmu.wmich.edu/cp/home/displaylogin>



Secure Login

Bronco NetID:

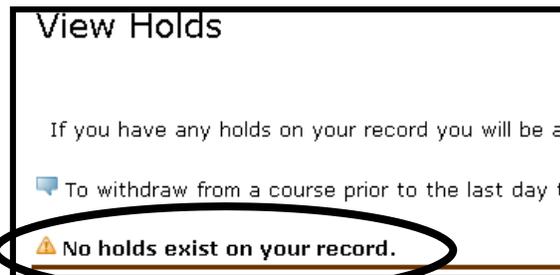
Password:

Login

Step 2: On the left hand side of the screen under Student Tab, and then Registration, select “My Holds”



Step 3: If you have holds they will be listed on this screen. If you do not have any holds it will only say “No holds exist on your account”



Checking balances using Go WMU

Step 1: Log into your Go WMU account
<https://gowmu.wmich.edu/cp/home/displaylogin>



Step 2: On the left hand side of the screen, under the Student Home tab, then registration, click “Payment and Account Information”



Step 3: If you owe money it will say how much next to “Amount Due.” If you do not owe money there will be a zero balance. You can make a payment or view account activity.

