



# COLLEGIATE PATHWAYS HANDBOOK

Western Michigan University  
*<https://wmich.edu/extended/collegiate-pathways>  
[collegiatepathways@wmich.edu](mailto:collegiatepathways@wmich.edu)*





*Welcome!*

## Faces of Collegiate Pathways

Dr. Chuck Pearson, Director of Early College Programs

I started my career as an elementary teacher, became a middle school science teacher, and then went on to become a principal. I believe in lifelong-learning and the proven fact that high school students can succeed in college courses. My goal is to make Western Michigan University affordable and accessible for dual enrolled students across Michigan.

Kimmy Beuchler, Assistant Director of Early College Programs

After teaching high school for seven years, I am excited to help you on your educational journey through dual enrollment with Collegiate Pathways here at Western Michigan University. My job is to help you navigate through the ins and outs of admission and registration, connect you with your Student Success Coach, and maintain support structures designed to help you reach your full potential as a college student. I look forward to working with you and assisting you in any way that I can.

## Student Success Coaches and Services

What is a Student Success Coach?

Your WMU Student Success Coach has one job – to ensure you are a successful dual enrolled student. They will check in with you periodically to see how you are doing, answer your college questions and connect you to University services. Your Student Success Coach is a good resource throughout your time with WMU.

Disability Services:

Can I get assistance from the university?

The Center for Disability Services offers a range of services for students who have visual, hearing, or other learning challenges.

Students with IEP and 504 Plans:

What if I have an Individualized Educational Plan or 504 Plan at my high school?

In college, you have to ask and give permission for support services.

Self-advocate for your specific needs by telling your counselor and Student Success Coach.

Your high school and University staff will work with you to set up accommodations.

## FERPA

What is FERPA and how does it affect me?

The Family Educational Rights and Privacy Act of 1974, or FERPA, sets rules regarding the privacy of student records. FERPA governs:

- The release of student education records maintained by an institution.
- Access to these records.

This means when you begin attending a post-secondary institution such as Western Michigan University, FERPA rights transfer from your parent or guardian to you, the student, regardless of your age. It is your responsibility to contact WMU employees about your education at WMU.

You do have the right to grant your parents or guardians access to your University accounts, including grades and other student information.

To learn more about granting authorized access, please visit the Registrar website:

***[wmich.edu/registrar/students/authorized](http://wmich.edu/registrar/students/authorized)***

To learn more about access to payment or account information, please visit the Accounts Payable website:

***[wmich.edu/accounts-receivable/parents](http://wmich.edu/accounts-receivable/parents)***

## Safety

What if I feel unsafe in my WMU course?

WMU takes student safety very seriously. There are people and systems in place to listen to you and find solutions. Use the following resource links to access University safety resources:

**Precollege Programming**, (269) 387-2773

*[wmich.edu/precollege/policies/minors-on-campus](http://wmich.edu/precollege/policies/minors-on-campus)*

**WMU Department of Public Safety**, (269) 387-1000

*[wmudps.wmich.edu](http://wmudps.wmich.edu)*

**Student Life**, (269) 387-2152

*[wmich.edu/students/diversity](http://wmich.edu/students/diversity)*

**University Sexual Assault and Misconduct Policy Reporting**, (269) 387-6316

*[wmich.edu/sexualmisconduct](http://wmich.edu/sexualmisconduct)*

**Office of the Ombudsman**, (269) 387-0718

*[wmich.edu/ombudsman/](http://wmich.edu/ombudsman/)*

## GoWMU Account/Bronco Net-ID

Your welcome email will include an informational document with your acceptance letter.

The document will provide your unique Western Identification Number (WIN), your WMU email address, and Bronco NetID. Follow the directions on the sheet to set your GoWMU password.

GoWMU Account:

What is GoWMU?

Your GoWMU account gives you access to University student services. You should set up your account within a few days of admission to the university.

Accessing GoWMU provides you with your email account, online courses, grades, university libraries and class schedule. You will also use it to pay any outstanding bills, get tech help, and much more. If you need help with your GoWMU portal, contact the Help Desk at (269) 387-4357.

WMU Bronco Card

As a Western Michigan University student, you have a Western Identification Number (WIN) and can obtain a WMU Bronco Card® at the Bronco Card Center in the Bernhard Center on main campus. You will need to bring a photo ID with you to obtain your card. Your Bronco Card is a photo ID card, serving as your on-campus pass and library card. Your Bronco Card allows you to access dining services\*, main campus and regional computing centers, Bronco Transit, and sporting events.

**<https://www.wmudps.wmich.edu/bronco-card.php>**

\*Dining services are not free. Students must either purchase a meal plan or pay for individual visits to a dining hall.

WMU Services

As a WMU student, you have access to the following services:

- Bronco Transit (on campus bus transportation)
- Computer labs on all campuses
- Discounts at many businesses in the Kalamazoo area
- Discounts for shows at Miller Auditorium
- Elearning
- Free admission to athletic events
- WMU Libraries, both on campus and online

Online Learning:

How do I access my online course?

You can access your online content by logging into GoWMU and clicking on the Elearning icon or go directly to **[elearning.wmich.edu](http://elearning.wmich.edu)**.

On your Elearning home page, you can access links to order textbooks, check out books from the library, get tech help, and other how-to information. Your instructor will also post course content in Elearning.

## Tuition and Fees

*Will there be any cost to the student for tuition?*

Students who dual enroll either attend classes on main campus, regional campuses, fully online, or at your school. Depending on the particular arrangement with your school, you may be paying full tuition, partial tuition, or no out of pocket cost at all. Check with your dual enrollment coordinator and Student Success Coach to find out how it works at your school.

## Books and Course Fees

Check with your school's dual enrollment coordinator or Student Success Coach to see if your school pays for textbooks and course fees. Occasionally, students may be responsible for part or all of these costs.

## Tax Form 1098-T:

Why did my family receive a Federal Form 1098-T in the mail?

The Federal tax Form 1098-T is sent to WMU students electronically or by mail by late January each year. For more information, go to WMU Bronco Express [wmich.edu/accounts-receivable/faq/1098-t](http://wmich.edu/accounts-receivable/faq/1098-t) or to IRS Publication 970 for more about education deductions. Your tax software or preparer will advise you on how to input your tax information. You can also call Bronco Express at (269) 387-6000 to access your Form 1098-T.

## Academic Standing and Advising

As a dual enrolled student, you will receive the same treatment as any undergraduate student at Western Michigan University. You must maintain at least a 2.0 grade point average in all dual enrolled courses. If your overall GPA drops below a 2.0, the University will warn you that you are on academic probation via email and you will have one semester to show improvement. Failure to improve academic standing will result in automatic academic dismissal from the University.

In addition to the University requirements, Collegiate Pathways requires you to demonstrate academic success by maintaining a 3.0 GPA. If it drops below a 3.0, your Student Success Coach and Collegiate Pathways administrators will work with you to create a plan for improvement.

## Continuing Dual Enrolled Students

Students in good academic standing do not need to reapply each semester.

You are required to submit a new third party billing authorization form to your designated school official when you register for courses each semester.

You can find the third party billing form here: <https://goo.gl/ikHmRK>

## Advising Help

Dual enrolled students have full access to all WMU advising services. For academic questions, including choosing courses that fit your goals, see your Student Success Coach.

There are also academic program advisors available to discuss course choices.

The College of Arts and Sciences, [wmich.edu/arts-sciences/advising](http://wmich.edu/arts-sciences/advising)

Other colleges and program advisors, [wmich.edu/registrar/students/advising](http://wmich.edu/registrar/students/advising)

## Dropping or Withdrawing from a Course:

*Is this the right choice for me?*

If you find a course is too difficult or you face other challenges and need to stop out of a course, then you can choose to drop or withdraw. Ask your Student Success Coach for help with these processes, as each may have their own set of consequences.

## Student Academic Code and Conduct:

*Are there behavior and learning expectations at the University?*

Yes, you have specific rights and must follow the Student Code of Conduct, [wmich.edu/conduct/code](http://wmich.edu/conduct/code)

### *Use Email for All Correspondence*

The official way to communicate with University staff and faculty is through WMU email. You may also call or visit in person.

### *Professional Behavior*

The WMU Student Code “requires a student to become aware of, and abide by behavior standards of the University.” You have freedom of expression and are expected to honor diversity and practice civility.

### *Cheating and Plagiarism*

Plagiarism and cheating are academic violations. You should never use others’ work and present it as your own. If you are caught cheating or using others’ work without attribution, you may be removed from the University. The General University Policies section in the Undergraduate Catalog has a complete set of student rights and responsibilities.

**<http://wmich.edu/studentrights>**

## Snow Days and Closures

How will I know if my classes are cancelled?

Check the WMU website for closure announcements.

**<http://www.wmich.edu/>**

WMU will also send out email, phone, and text notifications as well as inform the local media.

If your local school is closed and your class is held at your school, then your class is cancelled. If your class is held on a WMU campus, your class will still be held if WMU has not closed. If you are still unsure, email your instructor.

## Dual Enrollment FAQ

How do I register for dual enrollment classes?

- If the class has no prerequisites and there is space available, log into your GoWMU portal, then register through the Add/Drop Classes link under Registration. **<http://gowmu.wmich.edu>**
- If the course has prerequisites or is an honors class, then you must email either Kimmy Beuchler or Dr. Chuck Pearson from your WMU account to be added to the class. In the email, you will need to include your WIN, the course name, the 5 digit Course Registration Number, and the way in which you meet any prerequisites.
- If the course is full, you can email the above information to Mrs. Beuchler or Dr. Pearson and they can determine if you can be added to the full course.

You can register for fall classes at the end of March and for spring classes at the end of November.

Course schedules are available in February and October. Check out the registrar’s page for exact dates and calendars. **<http://www.wmich.edu/registrar>**

Which WMU courses do you recommend?

Determining which courses you should dual enroll in is dependent on many factors. Some key points to consider:

- Are you looking to transfer these credits to another college or university, or simply looking to take something that interests you?

- Do you need a certain course to graduate high school?
  - Have you fulfilled your school’s requirements for your core classes?
    - English, math, science, social studies
  - Have you fulfilled your school’s requirements for foreign language and fine arts?
- What is your schedule for online courses like?
  - Do you have afternoons or mornings available?
  - Do you participate in extracurricular activities?
  - Will you have transportation if needed?

Once you have answers to these questions, you will have narrowed down your options for dual enrollment. Your Student Success Coach can work with you to select classes that fit within your constraints. You may also contact Collegiate Pathways staff with scheduling assistance.

How should I arrange my high school schedule?

Schools typically reserve an hour of the day in a student’s schedule designated for dual enrollment. Your counselor or principal will have more information about your high school schedule options.

Will I receive high school credit, college credit, or both?

You can choose to receive high school credit, college credit, or both. Typically, students choose to receive both high school and college credit for the class. You will automatically receive WMU credit for the class, but will have to check with any other colleges or universities about their specific transfer credit policy. WMU cannot guarantee all credits will transfer to another institution.

How will I receive my grades?

Your high school will receive your WMU grades by mail at the end of each WMU term. The fall term ends just before winter break and the spring term typically ends at the end of April. Grades should arrive at your school within one week of grades being due at WMU.

What is a Third Party Agreement?


You must complete a Third Party Agreement form each semester you take classes at WMU as a dual enrolled student. This form will list the courses you will be taking and how much the school will pay toward the courses. It requires the signature of a parent or guardian.

You should keep a copy of the Third Party Agreement indicating the amount of tuition help you will receive from the school. Send or fax the original copy to WMU Accounts Receivable.

What are FERPA rights?

When you attend college, your privacy and education rights transfer from your parents to you, the student, in accordance with the Family Education Rights and Privacy Act of 1974. These FERPA rights protect the education records of students who are currently enrolled, regardless of age. WMU will not release any record from which you could be identified.

- Under FERPA, items designated as directory information may be released without your written consent. This includes your name, address, telephone number, WMU email address, and enrollment status.
- If you do not want directory information released, you must file a signed confidentiality form with the registrar’s office.

- Non-directory information can be released only if you grant permission. This includes billing information, your grades, and GPA, or any other information that is not deemed as directory.
  - To grant permission to a parent/guardian to access your non-directory information, follow the instructions found here:  
**<http://www.wmich.edu/registrar/students/authorized>**
  - Other helpful links:  
**<http://www.wmich.edu/registrar/policies/ferpa>**  
 **PDF Version: <http://wmich.edu/ferpapdf>**

Please call the registrar’s office at (269) 387-4300 if you still have questions regarding FERPA.

What type of commitment should I expect to have to my dual enrolled classes?

Starting college early while you are still in high school is not an easy decision for most students. You are smart enough to do the college work, but you should also understand the following:

- You are earning college credit by participating in this program.
- As a college student, you will be earning college and high school credit simultaneously.
- Since you will earn college grades, you will be creating your college transcript.
- If you fail a course, you not only lose the money the district spent to send you to a college class, but that failing grade also goes on your college transcript. It follows you no matter what college or university you attend.
- Characteristics of a successful college student:
  - Attend every class
  - Stay organized
  - Manage study time well
  - Know how to read textbooks effectively
  - Utilize smart study skills
  - Understand how to study for and take a test
  - Advocate for yourself when you need help

## Dual Enrollment and Early College Contact Information

**Dr. Chuck Pearson, Director of Early College Programs**

[collegiatepathways@wmich.edu](mailto:collegiatepathways@wmich.edu)

(269) 387-4201

**Kimmy Beuchler, Assistant Director of Early College Programs**

[collegiatepathways@wmich.edu](mailto:collegiatepathways@wmich.edu)

(269) 387-6095

**Kelly Schultz, Main Campus Dual Enrollment Advisor**

[kelly.schultz@wmich.edu](mailto:kelly.schultz@wmich.edu)

(269) 387-3553

**WMU Admissions**

Phone: (269) 387-2000

Fax: (269) 387-2096

**WMU Accounts Receivable**

Phone: (269) 387-4251

Fax: (269) 387-4227

**WMU Registrar**

Phone: (269) 387-4300

Fax: (269) 387-3545



## Dual Enrollment Checklist

Once you decide to dual enroll at WMU:

- Download and fill out the WMU dual enrollment application packet. Sign and have your parent/guardian sign it. Turn it in to your counselor. [www.wmich.edu/admissions/guest/dualenroll](http://www.wmich.edu/admissions/guest/dualenroll)
- Discuss which courses you will take with your dual enrollment coordinator. Make sure WMU courses help fulfill your high school graduation requirements and fit your schedule.
- WMU will notify you by mail of your application decision.

Once you have been accepted to WMU:

- Log in to your GoWMU account. Information on how to access this account is included in your WMU acceptance email. Check your WMU email daily for important information. Make sure you write down your GoWMU account info and your WIN in a safe place.
- Register for your course. Check with your counselor or WMU Student Success Coach and they will make sure you are registered.
- If you are enrolling in another semester be sure to submit the Third Party Billing Form to your counselor.
- Ask your counselor about textbooks. If you need to buy your own, check the course syllabus to find out what books you need. You can purchase books online or in-person through the WMU bookstore or other online sources.
- Check your GoWMU account for payment information. Your school may pay for all your costs but if not, you will need to pay for your portion of the tuition and fees.

Once you are enrolled at WMU:

- Log in to your GoWMU account and click on the Elearning tab at the top of the page.
  - o Click on My Courses to find the courses that are supported in Elearning.
  - o Click on Elearning Student Support and familiarize yourself with the Elearning Basics and Student Tutorials.
  - o View the brief Elearning Orientation video found in the News section of your courses.
- Log in to each course at least once every day and check the communications tab to see if your instructor shared information with you.
- Study daily to keep up with readings and homework.
- When you fall behind, fail a test, or need extra tutoring or assistance, check in with your instructor and Student Success Coach for help.

To dual enroll next semester:

- Meet with your counselor to determine which courses you should take next.
- Fill out a new Third Party Billing Form and give it to your counselor.
- Register for your new courses or ask your Student Success Coach for help registering.

*For Seniors...*

*To become a degree-seeking student:*

- Take the SAT your junior year and have your scores sent directly to WMU.
- Apply to WMU. <http://www.wmich.edu/apply>
- Follow your high school's procedure for having your transcript sent to WMU after your junior year.
- WMU will notify you by mail of your application decision.