



Office of
**Pre-College
Programming**

WESTERN MICHIGAN UNIVERSITY

Dual Enrollment Handbook

Office of Pre-College Programming
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5233
(269) 387-3789 or (269) 387-201
wmich.edu/precollege/dual-enrollment
wmich.edu/admissions/guest/dualenroll

Welcome to Dual Enrollment



Pre-College Programming

WESTERN MICHIGAN UNIVERSITY

Message from the Vice-Provost for Enrollment Management

Welcome to Western Michigan University. On behalf of our faculty, staff and students, we are excited that you are considering enrolling in our academic institution. WMU prides itself on providing an educational experience that is supportive, intentional and consistently excellent. Our university offers one of the widest array of courses available at any institution in the state of Michigan. I encourage you to review the course options available and push yourself to experience a world that is not available to you in the high school setting. After reading the course descriptions, identify new areas of interest that promote the desire to engage and learn. I am confident that your experience at WMU will open new opportunities for growth and success.



Western Michigan University is a research intensive institution. Our faculty are world class experts in their academic disciplines. Consequently, they are passionate in their scholarly activity and committed to educating our students through cutting edge and creative educational methodologies. I encourage you to get to know our faculty. These are people who are known on the national and international level. You are a talented and highly motivated high school student. Take advantage of the opportunity to be immersed in this educational experience. Allow yourself to take advantage of both faculty members' expertise and their willingness to challenge you to become a critical thinker. Be prepared to engage in learning as a pathway to your future.

During your time on campus, I encourage you to become familiar with this community. We are a proud and distinguished university that provides the best undergraduate experience in Michigan. Our community is student centered. Your success matters and you will never become lost in the shuffle, as so often happens at the large flagship universities. You are welcomed and encouraged to participate in our scholarly activities throughout campus.

I hope you find your experience at WMU enriching and intellectually stimulating. As you think about your future, consider Western Michigan University as your university of choice.

Dr. Terrence M. Curran
Associate Provost for Enrollment Management

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WMU Dual Enrollment and Early Middle College Contacts

◆ Main Campus Classes: Dr. Kelly Schultz
(269) 387-3789
Email: kelly.schultz@wmich.edu
Office of Pre-College Programming
www.wmich.edu/precollege/dual-enrollment
2206 Ellsworth Hall
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5233

Extended University Programs
Regional Locations and Online Courses
◆ Dr. Chuck Pearson
(269) 387-4201
Email: charles.s.pearson@wmich.edu
◆ Bill Watson
(269) 387-4161
email: william.d.watson@wmich.edu

Welcome to Western Michigan University!

Kelly Schultz, Director of ATYP and dual enrollment advisor

The Office of Pre-College Programming is here to provide you with a supportive academic environment while you attend WMU for your dual enrolled classes. We hope you enjoy your time here as a student, and we will do all we can to help you meet any challenges you may face. Frequently, entering a new environment brings lots of questions. Feel free to call (269) 387-3789, email kelly.schultz@wmich.edu, or visit us on campus, and we will be happy to help.



At the first sign of problems, don't think you have to handle it alone. My job is to help you make the most of your time at WMU while you succeed in completing your studies. Whether you are struggling in a class, having trouble registering for a class, or are finding it difficult to access the resources available to you, I am here to help.

Connecting with an advisor is one of the most important things for you to do. I can help you find just the right course that will enhance your overall educational goals and get you started on your college career. It also gives me an opportunity to see how you are doing and to make sure you are enjoying your campus experience.

Family Education Rights and Privacy Act (FERPA)

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.

Education records are defined as records that are:

- directly related to a student and
- maintained by an educational agency or institution or by a party acting for the agency or institution.
- under FERPA, items defined as directory information may be released by the institution without the written consent of the student.

Students do have the right to request that directory information not be released. To do this, students need to file a request with the Office of the Registrar.

When a student begins attending a post-secondary institution such as WMU, **FERPA rights transfer from the parent to the student.** This occurs regardless of the age of the student. It is the responsibility of the dual enrolled student to contact WMU employees about their education at WMU. General questions from parents about the University and its policies can be answered by WMU employees but specific information on the student's participation in classes cannot. Only directory information about a student can be given to someone other than the student.

Your GoWMU Account

When you are admitted to the University as a dual enrolled student, you will be sent a GoWMU information sheet. This sheet has your WIN (Western Identification Number), your email address, and your Bronco NetID on it. You will need this when you access your WMU information online.

Directions on the sheet detail on how to set up your GoWMU password. Follow those instructions, and when you login into GoWMU you will be able to view your class list for the current term, your unofficial transcript for previous terms, financial information pertaining to your account, your email, and E-learning (the online course access for course content and grades). If you have difficulty logging into the GoWMU system, you must contact the Help Desk at (269) 387-HELP (4357).

WMU students have the ability to grant access to third party individuals to view certain academic and financial information. To grant access, set your parent or third party up as an authorized user. The authorized user can view your bills, make payments, enroll in the payment plan and/or view academic information. Once your authorized user has logged in, this gives us permission to speak with the authorized user regarding your student account. For instructions on how to set-up an authorized user please visit <http://www.wmich.edu/registrar/students/authorized>.

Office of Pre-College Programming Dual Enrollment

Financial Information

Payment from your school comes after you and your school fill out a Third Party Agreement (found in the dual enrollment application). This form indicates the class(es) and the amount of payment that will be covered by the school. If you have not received a copy of the Third Party Agreement from your high school counselor, ask for it. When a Third Party Agreement form is received by Accounts Receivable at WMU, the analyst:

1. Verifies that you are registered for the course;
2. Determines billing based on history for your high school (if they don't have that information, they contact your school to find out what will be paid);
3. Posts the amount to your account as a credit based on the third party payment (TPPY);
4. Sends your school an invoice (after drop/add period); then
5. Charges you for the amount the school does not pay.

Payment activity can be seen on GoWMU (gowmu.wmich.edu). Any amount of tuition and fees not paid for by the high school will be the student/family responsibility. Discuss the amount of payment that you might be assessed for the class with your counselor before you register for classes.

WMU students have the ability to grant access to third party individuals to view certain academic and financial information (see page 3 under GoWMU for more information).

Expectations

- ◆ You will use your WMU e-mail account for all correspondence.
- ◆ You will keep your address and phone information current.
- ◆ You will meet all the financial obligations of your education.
- ◆ You will give parents authorized access to your account so they can pay outstanding bills (see page 3 under GoWMU for more information).

Registration

Registration dates are based on the number of WMU credits already earned. Click on the "Calendars" link and then the Registration link on the Registrar's website (wmich.edu/registrar) to find the schedule. You will register through the GoWMU portal at gowmu.wmich.edu.

You can enroll for subsequent semesters without submitting a new application, provided you meet the University's academic criteria for continuing enrollment (see the [registration information page](#)). If you are accepted for a certain semester and don't enroll, you will have to reapply for admittance. If you take a break of a year or more, you will need to reapply as well.

The Third Party Billing Authorization for dual enrollment students form must be submitted for each semester you are enrolled.

Dual Enrollment Law

A law signed into effect by the governor in May 2012 allows all students in high school to take advantage of dual enrollment as long as they have passed all the assessments given to them. A cap of 10 total courses will be included in the payment process. Any class over the cap is not required to be paid for by the school district, but a student may elect to take the course anyway. In 9th and 10th grade, a student is only allowed to take two college classes per year.

Office of Pre-College Programming Dual Enrollment

Bronco Cards

The Bronco Card is your photo identification card for Western Michigan University. It is your access card for the university libraries and the computer centers around campus, as well as security access for some buildings on campus. The Bronco Card also enables you to ride Metro Bus Service on any route around the Kalamazoo area for free.

Your first Bronco Card is free. Replacing your Bronco Card incurs a \$25 fee. Bring a picture ID and proof of course registration to the Bronco Card Center on the main floor of the Bernhard Center (Room 109) and your Bronco Card can be printed while you wait.

Parking at WMU

Parking permits may be obtained for \$80 per semester at WMU Parking Services, 2507 W. Michigan Ave, Kalamazoo, MI 49008. Parking Services is located east of the intersection of Howard Street and W. Michigan Ave. by taking the first exit on the traffic circle. Permits may be purchased Monday through Friday, 7:30 a.m. – 5:00 p.m. Permits must be paid for at the time of purchase by cash, check, or credit card (MasterCard, Visa, and Discover). All open or unpaid WMU tickets must be paid before a permit may be obtained or purchased. Online service for dual enrolled students is not available.

All motor vehicles, including motorcycles and mopeds, parked on Western Michigan University property must be registered with the Parking Services office and shall properly display a WMU parking sticker or parking permit.

A WMU Bronco Card, driver's license, and a current vehicle registration certificate are needed to complete the vehicle registration process. Two vehicles may be listed on a permit for dual enrolled students, but copies of each vehicle registration must be produced at Parking Services at the time of purchase.

Dual enrolled students may not park at meters; most of the meters are for the exclusive use of visitors. The permit may be used by the dual enrolled student only. Violations or misuse of the dual enrolled parking permit may result in fines, loss of parking privileges, and/or impounding the vehicle.

Please contact the Parking Services Office at (269) 387-4609 with any questions or concerns.

Purchasing Books

There are many ways that books can be purchased or rented for class:

1. **ORDER or RENT** textbooks online at wmubookstore.com. You will need your schedule in hand to order. Then you can choose to “pick-up,” “ship,” or “download” your books. There are shipping and handling fees associated with this service.
2. **SHOP** at the WMU Bookstore in the Bernhard Center.
3. **ORDER** your books from an online source.

If you have questions, feel free to call the WMU Bookstore at (269) 387-3930 or email them at wmich@bkstr.com.

Safety on Campus

If you feel you are being mistreated or are in jeopardy of mistreatment, immediately call WMU's Department of Public Safety at (269) 387-5555. In a non-emergency situation, you may also inform any staff member. We want this to be a safe environment for you; always contact a staff member of the college if you feel threatened in any way.

Office of Pre-College Programming Dual Enrollment

SUGGESTED COURSES FOR DUAL ENROLLED STUDENTS

***All students must meet pre-requisite and co-requisite requirements for each course. On campus students contact the Dual Enrollment Advising office at (269) 387-3789 or kelly.schultz@wmich.edu to determine if your ACT/AP scores are on file and meet the requirements prior to registration.**

Regional and online students contact Dr. Chuck Pearson at (269) 387-4201 or charles.s.pearson@wmich.edu or Bill Watson at (269) 387-4161 or william.d.watson@wmich.edu.

AFS 2000	Introduction to Africana Studies	HIST 1000	Early Western World
ANTH 1100	Lost Worlds and Archaeology	HIST 1010	Modern Western World
ANTH 1200	Peoples of the World	HIST 3020	World History To 1500
ANTH 1500	Race, Biology, and Culture	HIST 3030	World History Since 1500
BIOS 1050	Environmental Biology	INTL 2000	Global and International Studies
BIOS 1500	Molecular and Cellular Biology	JRN 1000	Foundations of Journalism
BIOS 1910	Intro to Human Anatomy & Biology	MDVL 1450	Heroes and Villains
CHEM 1100	General Chemistry I	*MUS 1500	Music Appreciation
CHEM 1110	General Chemistry Lab I	*MUS 1520	Rock Music, Genesis
COM 1040	Public Speaking	PHIL 2000	Introduction to Philosophy
COM 1700	Interpersonal Communication	PHIL 2010	Introduction to Ethics
ECON 2010	Principles of Microeconomics	PHIL 2200	Critical Thinking
ECON 2020	Principles of Macroeconomics	PHYS 1020	Energy and the Environment
ENGL 1050	Thought and Writing	PHYS 1040/1030	Intro to the Sky & Solar System & Lab
ENGL 1100	Literary Interpretation	PHYS 1060/1050	Intro to Stars & Galaxies & Lab
ENGL 2110	Folklore and Mythology	PSCI 1050	Critical Thinking About Politics
ENGL 2220	Literature & Cultures of the U.S.	PSCI 2000	National Government
ENGL 2230	African American Literature	PADM 2000	Introduction to Nonprofit Leadership
ENGL 2520	Shakespeare	PSY 1400	Introduction to Behavior Analysis
ENGL 2660	Introduction to Creative Writing (fiction/poetry)	REL 1000	Religions of the World
ENGL 3120	Western World Literature	SOC 2000	Principles of Sociology
ENGL 3130	Asian Literature	*THEA 1000	Love, Politics & Entertainment
ENGL 3140	African Literature		
*FCS 2100	Human Sexuality		
*FCS 1030	Lifespan Development		
GEOG 1000	World Ecological Problems & Man		
GEOS 1000	Earth Studies		
*GEOS 3220	Ocean Systems		
GWS 1000	Media and the Sexes		
*GWS 2000	Intro to Gender & Women's Studies		

WORLD LANGUAGE courses require a placement test for students who have already had language instruction. Some tests are found in the GoWMU portal. Contact the language advisor for other languages.

MATH courses are by permission of the department, email steven.culver@wmich.edu.

College of Aviation

AVS 1200 Introduction to Aviation

Haworth College of Business

BUS 1750 Business Enterprise

College of Education and Human Development

HPHE 1110 Healthy Living
HPHE 1500 Foundations of Physical Education
HPHE 1700 Intro to Leisure & Recreational Services

**Course may be offered in online format*

College of Engineering and Applied Sciences

IME 1420 Engineering Graphics
CS 1000 Fluency with Information Technology
GPS 1500 Intro to Graphic & Printing Science
PAPR 1600 Intro to Environmental Technology

College of Health & Human Services

ADA 2250 Drug Use: Personal & Social Impact
HSV 2250 Human Growth, Development and Aging
*HOL 1000 Choices in Living
SPPA 2000 Communication Disorders and Sciences

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College of Arts & Sciences

College of Fine Arts

All courses are open to students if they have the prerequisites and there is space in the class. Contact Julie Rickert, Director of Advising at (269) 387-4672 or julie.rickert@wmich.edu.

Honors Courses

Some honors courses are available to dual enrolled students as well. Check out the course catalog on the honors college website (wmich.edu/honors) for course descriptions. Email kelly.schultz@wmich.edu to register or to find out if a course is available to you.

Other Advising Resources

Each college within Western Michigan University has an advising director available to help you with specific courses offered by that college or offered in your major. Here is contact information for those advisors:

College of Aviation

Sharon VanDyken (269) 387-0347 sharon.vandyken@wmich.edu

College of Arts & Sciences

Kevin Knutson (269) 387-4366 kevin.knutson@wmich.edu

Haworth College of Business

Betsy Drummer (269) 387-5075 betsy.drummer@wmich.edu

College of Education

Christine Robinson (269) 387-3479 christine.robinson@wmich.edu

College of Engineering & Applied Sciences

Dannielle Curtis (269) 276-3267 dannielle.m.curtis@wmich.edu

College of Fine Arts

Julie Rickert (269) 387-4672 julie.rickert@wmich.edu

College of Health & Human Services

Melinda Lockett (269) 387-7367 melinda.lockett@wmich.edu

Lee Honors College

Anthony Helms (269) 387-3230 anthony.p.helms@wmich.edu

Regional Locations & Online (EUP)

Dr. Chuck Pearson (269) 387-4201 charles.s.pearson@wmich.edu

Bill Watson (269) 387-4161 william_d.watson@wmich.edu

Contacting Others in the University

In order to maintain the integrity of the advising process, all advising by email needs to be done from the student's WMU email address. This ensures that we are discussing the student with the student themselves and not a parent or someone else in the family.

To request a specific class or advice about taking a class, email the appropriate advising director from your WMU email address. Always include your WIN (Western Identification Number) and the course registration number (CRN) in your email. If you use a personal email account you will be asked to email the advisor from your WMU account. If you are having difficulty logging into the WMU email system, contact the Help Desk at (269) 387-HELP.

Advanced Placement Exams

If you are taking any Advanced Placement exams that might count as prerequisites for WMU courses, please have your exam scores sent to WMU. The code for Western Michigan University is 1902. If a course has a prerequisite and you believe that your AP exam score meets the requirement to give you credit for that course, then email kelly.schultz@wmich.edu (include your WIN, the course you are interested in, and a copy of your AP score report).

Office of Pre-College Programming Dual Enrollment

Dual Enrollment Checklist:

Once you have decided to dual enroll:

- Have you downloaded, filled out, and turned in to your counselor your [Dual Enrollment Application](#) found on the dual enrollment website? Did both you and your parent sign it?
- Have you discussed with your counselor what course you want to take? Have you checked the course for prerequisites?
- Have you looked at the course schedule to see if the course will fit into your high school schedule?

Once you have received your acceptance into WMU:

- Have you logged into GoWMU and checked your personal information?
- Have you registered for your course? If you can't register yourself, have you emailed the appropriate advisor from your WMU email account (and included your WIN and the CRN)?
- Have you filled out your Third Party Agreement form and turned it into your counselor?
- Have you gotten your Bronco Card?
- Have you bought your books?
- Have you gone to public safety and bought a parking permit?
- Have you checked your schedule and found where the class will be held? Check out WMU's interactive maps (wmich.edu/maps) online to find the building on campus.
- Have you checked [GoWMU](#) for payment information? You can give your parents access to the financial information on [GoWMU](#). You must pay the remainder of the bill in order to stay in the course.

Once you are in the courses:

- Are you keeping up with the reading and homework?
- Are you attending every class?
- Don't hesitate to contact the instructor or our office if you have questions or concerns about your course or course material.

To dual enroll next semester:

- Meet with your counselor to determine which course you should take next at WMU. Registration occurs for dual enrolled students in late October (for spring term) or late March (for fall term).
- Fill out another Third Party Agreement form.
- Register for the course on [GoWMU](#) at the appropriate time.

To become a degree seeking student:

- Take the ACT in your junior year and select WMU as a school to receive your scores.
- Apply to WMU through the online system "Apply Yourself". Your fee will be waived.
- Have your counselor send a transcript after you have finished your junior year.
- You will be informed of your admittance status by mail.

Please do not hesitate to contact our on-campus office at (269) 387-3789 or kelly.schultz@wmich.edu or our online/regional office at (269) 387-4201 or charles.s.pearson@wmich.edu or (269) 387-4161 or william.d.watson@wmich.edu with questions.

More information is available at wmich.edu/precollege/dual-enrollment or wmich.edu/admissions/guest/dualenroll