

Registration Instructions 2016

To register for classes at WMU, 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.

ABOUT A-Z CONTACT FIND PEOPLE GOWMU VISIT

Search WMU

ACADEMICS ADMISSIONS FINANCIAL AID STUDENT LIFE ATHLETICS RESEARCH

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



Step 1— Logging into GoWMU

1. Log in to GoWMU.
2. Enter your Bronco NetID and password.
3. Click "Login" or press "Enter."
4. Click the "Student Home" tab located just under your name in the upper left corner.

Student Home Alumni Home Library

W WESTERN MICHIGAN UNIVERSITY

Central Authentication Service

Enter your Bronco NetID to continue

Bronco NetID:

Warn me before logging me into other sites.

ENTER [Change your password?](#)
[Forgot password?](#)
[Forgot Bronco NetID?](#)

Getting Started

[First Time Logging in?](#)
You will need your temporary password
[Set Your Password](#)

It is the user's responsibility to utilize these services appropriately. Inappropriate use will be subject to disciplinary action as defined by University policy.

Don't Fall For Phishing!

Phishing is an online scam involving email messages that appear to be from a trusted source. WMU will never send you an email requesting your password. [See phishing for more information.](#)

Service Alerts

Current outages
Services operating normally

Planned outages
[Monthly Microsoft security updates installed Sunday May 29](#)

New To WMU?

Use your temporary password to [set a new password](#).

Setting up an Authorized User:
[Academic & Financial Aid Information](#)
[Payment & Account Information](#)

[Parents/Authorized Users](#)
For additional help, see [Help Desk](#).

Western Michigan University, Kalamazoo MI 49008-5211 USA | (269) 387-1000 [feedback](#) 1

Step 2— Address Validation

1. After you have logged into GoWMU, click on the "Course Offerings" link under your Student Home Tab. The address validation information will appear.
2. Click "Update Ethnicity" - optional to fill out but must click the submit button to move forward.
3. Review your address and check the box that you have validated your address and phone numbers.
4. Click "Submit" and click the "Back to Student Home Tab" link in the upper left.

ALL LINKS

Registration

Course Offerings

W WESTERN MICHIGAN

Back to Student Home Tab

Step 3—Register for Classes

1. After address validation, select the triangle button next to the Registration option to open the menu.
2. Then, select “Course Offerings” again.

*You may now see a “Most Visited” drop down, where you can access “Course Offerings”, as well.



Select Term or Date Range

Please select the term you wish to view from the dropdown menu. Use the browser back button to return to the previous screen

3. Select the desired term (Fall 2016) from the drop down menu and select the “Submit” button.

Search by Term:
None

OR

Search by Date Range (MM/DD/YYYY):
From: To:

Course Offerings in Detail

4. Select at least one subject (required).

Note: ANTH = Anthropology

GRN = Gerontology

5. Click “Course Search.”

Subject:

ADA/SPADA	ADA/SPADA
Acad Talented Youth Program	Acad Talented Youth Program
Accountancy	Accountancy
Aerospace Engineering	Aerospace Engineering
Africana Studies	Africana Studies
American Sign Language	American Sign Language
Anthropology	Anthropology
Arabic	Arabic
Art, Frostic School of	Art, Frostic School of
Arts and Science College of	Arts and Science College of

Look Up Classes

6. Locate the course number; click the View Sections button

Fall 2016

Anthropology	
1100	Lost Worlds/Archeol
	<input type="button" value="View Sections"/>
1200	Peoples Of The World
	<input type="button" value="View Sections"/>

Below is an example of how the sections will appear as well as a brief description of its contents

"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 a web class

Philosophy

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

how many students can enroll in the class

how many students are enrolled in the class

how many seats are still available in the class

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

7. 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.

8. 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

9. Click "Register" to immediately add the class to your schedule.

Or

Click "Add to Worksheet" if adding multiple courses.

Sections Found
Anthropology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days
<input type="checkbox"/>	44823	ANTH	1200	105	M	3.000	Peoples Of The World	TR
<input type="checkbox"/>	42991	ANTH	1200	600	M	3.000	Peoples Of The World	MW
<input type="checkbox"/>	44839	ANTH	1200	640	M	0.000	Peoples Of The World	W
Advisor Approval Required for section 44839								
<input type="checkbox"/>	44840	ANTH	1200	645	M	0.000	Peoples Of The World	W
C	44838	ANTH	1200	650	M	0.000	Peoples Of The World	W
<input type="checkbox"/>	44841	ANTH	1200	655	M	0.000	Peoples Of The World	W
<input type="checkbox"/>	44842	ANTH	1200	660	M	0.000	Peoples Of The World	W
<input type="checkbox"/>	44843	ANTH	1200	665	M	0.000	Peoples Of The World	W
<input type="checkbox"/>	44846	ANTH	1200	680	M	0.000	Peoples Of The World	F
<input type="checkbox"/>	44847	ANTH	1200	685	M	0.000	Peoples Of The World	F
C	43182	ANTH	1200	950	DE	3.000	Peoples Of The World	

Register Add to WorkSheet New Search

10. Click "Return to Registration Menu" - located at the bottom of the page.

Register Add to WorkSheet New Search

[[Return to Registration Menu](#) | [Add or Drop Courses](#) | [Week at a Glance](#)]

Common Registration Errors and Restrictions

Lecture/Lab Registration Error

Classes that are lecture and lab classes 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.

Sections Found
Anthropology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	44823	ANTH	1200	105	M	3.000	Peoples Of The World	TR	09:30 am-10:45 am	90	79	11	5	0	5	Sarah Hill (P)	09/02-12/13	BROWN 02028	Four-year college course and Area IV: Other Cultures
<input checked="" type="checkbox"/>	42991	ANTH	1200	600	M	3.000	Peoples Of The World	MW	11:00 am-11:50 am	130	85	45	0	0	0	Jon D Holtzman (P)	09/02-12/13	KNAUS 03512	Four-year college course and Area IV: Other Cultures
<input type="checkbox"/>	44839	ANTH	1200	640	M	0.000	Peoples Of The World	W	01:00 pm-01:50 pm	12	3	9	0	0	0	TBA	09/02-12/13	MOORE 01115	Four-year college course and Area IV: Other Cultures

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Link-requires registration in both lecture and lab sections	42991	ANTH	1200	600	Undergraduate	3.000	Letter Grade		Peoples Of The World

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

Sections Found
Anthropology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	44823	ANTH	1200	105	M	3.000	Peoples Of The World	TR	09:30 am-10:45 am	90	79	11	5	0	5	Sarah Hill (P)	09/02-12/13	BROWN 02028	Four-year college course and Area IV: Other Cultures
<input checked="" type="checkbox"/>	42991	ANTH	1200	600	M	3.000	Peoples Of The World	MW	11:00 am-11:50 am	130	85	45	0	0	0	Jon D Holtzman (P)	09/02-12/13	KNAUS 03512	Four-year college course and Area IV: Other Cultures
<input type="checkbox"/>	44839	ANTH	1200	640	M	0.000	Peoples Of The World	W	01:00 pm-01:50 pm	12	3	9	0	0	0	TBA	09/02-12/13	MOORE 01115	Four-year college course and Area IV: Other Cultures
Advisor Approval Required for section 44839																			
<input type="checkbox"/>	44840	ANTH	1200	645	M	0.000	Peoples Of The World	W	02:00 pm-02:50 pm	15	14	1	0	0	0	TBA	09/02-12/13	MOORE 01115	Four-year college course and Area IV: Other Cultures
C	44838	ANTH	1200	650	M	0.000	Peoples Of The World	W	01:00 pm-01:50 pm	15	15	0	0	0	0	TBA	09/02-12/13	MOORE 01121	Four-year college course and Area IV: Other Cultures
<input checked="" type="checkbox"/>	44841	ANTH	1200	655	M	0.000	Peoples Of The World	W	02:00 pm-02:50 pm	15	13	2	0	0	0	TBA	09/02-12/13	BROWN 01048	Four-year college course and Area IV: Other Cultures

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.

Sections Found
Human Performance & Health Ed

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	44079	HPHE	1530	100	M	3.000	Intro to Athletic Training	TR	09:30 am-10:45 am	30	20	10	0	0	0	Gayle A Thompson (P)	09/02-12/13	SRC 03013	Four-year college course

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Major/Minor Restriction--for students in designated majors/minors only	44079	HPHE	1530	100	Undergraduate	3.000	Letter Grade		Intro to Athletic Training

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.

Sections Found
German

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attr
<input checked="" type="checkbox"/>	40721	GER	2000	100	M	4.000	Intermed German I	TR	12:00 pm-01:40 pm	22	14	8	5	0	5	TBA	09/02-12/13	DUNBR 03210	Four

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and Test Score error	40721	GER	2000	100	Undergraduate	4.000	Letter Grade		Intermed German I

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.

COREQUISITE 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 Admission's Office at (269) 387-2000 for assistance.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed--	Section has reached capacity.	44840	ANTH	1200	645	Undergraduate	0.000	Letter	Grade Peoples Of The World

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
DUPLICATE	CRN 42817	PHIL	2200	100	Undergraduate				Critical Thinking

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Time conflict with	CRN 40349	46319	ANTH	2500	500	Undergraduate	4.000	Letter	Grade Intro Biological Anthropology

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Advisor Approval Required	44839	ANTH	1200	640	Undergraduate	0.000	Letter	Grade	Peoples Of The World

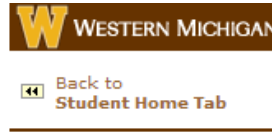
Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Campus Restriction--	Available to Honor Students Only	43801	PHIL	2200	135	Undergraduate	3.000	Letter	Grade Critical Thinking - HC

You require re-admission prior to registration.

How to print your Concise Student Schedule

After you have finished registering for your classes,
Click Back to Student Home Tab.



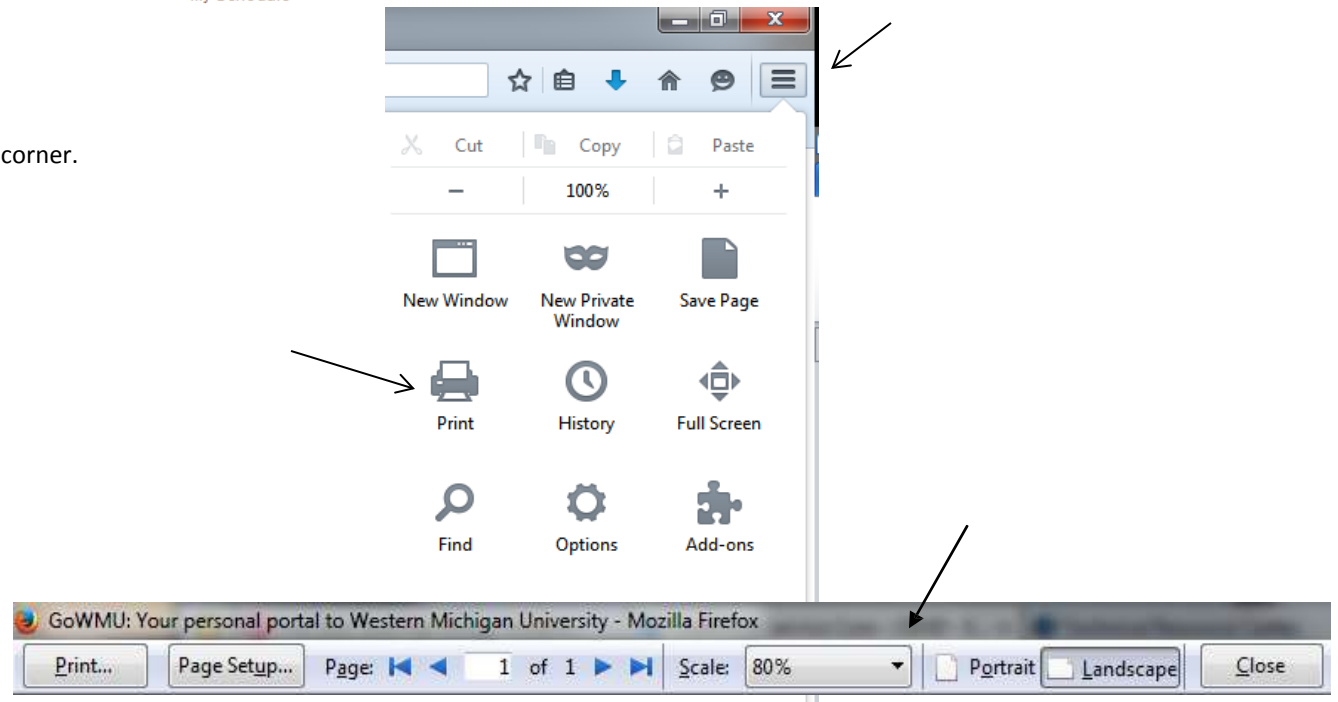
After returning to the Registration Menu, Select "My Schedule" to view your class schedule.



In order to print your schedule:

1. Click on the stacked lines in the upper right hand corner.
2. Click Print button to view your Print Preview

3. Click the drop down arrow next in the Scale section.
4. Change to between 70-90%.
5. Click "Print" to open up your printing options.



*See the white board in front (or a staff member) to know which printer to print to. Please print two copies.