



Success Guide

2019-2020

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IMPORTANT DATES

Calendars are subject to change. Dates and events are added or changed as information becomes available.	2019		2020	
	Fall	Spring	Summer I	Summer II
Course offerings open for viewing	Feb 18	Sep 30	Jan 27	Jan 27
Registration begins*	Mar 11	Oct 21	Feb 10	Feb 10
Tuition and fees due	Aug 21	Jan 2	April 27	Jun 18
Advising Days	Aug 26 - 27	Jan 2 - 3	N/A	N/A
One- Stop Convenience Center	Aug 23 - 24 Aug 26 - 30	Jan 6 - 7	N/A	N/A
Fall Welcome	Aug 24 - 27	N/A	N/A	N/A
Classes begin at 8 a.m.	Aug 28	Jan 6	May 4	Jun 25
Last day to drop/add classes	Sep 4	Jan 10	May 8	Jul 1
Census	Sep 5	Jan 13	May 11	Jul 2
\$100 Late add fee begins	Sep 6	Jan 14	May 12	Jul 3
Begin recording withdrawals with a final grade of "W" on the transcript	Sep 6	Jan 14	May 12	Jul 3
Last day to withdraw from classes	Oct 28	Mar 16	Jun 1	Jul 20
Final Exam Week	Dec 9 - 12	April 20 - 23	N/A	N/A
Semester Ends	Dec 14	Apr 25	Jun 24	Aug 14
Refunds				
Last day to receive 100% refund	Sep 4	Jan 10	May 8	Jul 1
Last day to receive 90% refund for a complete withdrawal+	Sep 6	Jan 16	N/A	N/A
Last day to receive 50% refund for a partial withdrawal+	Sep 11	Jan 21	N/A	N/A
Last day to receive a 50% refund for a complete withdrawal+	Sep 23	Feb 3	May 15	Jul 7
Last day to receive a 25% refund for a complete withdrawal+	Oct 21	Feb 28	May 29	Jul 20
Grades				
Midterm grades due	Oct 14	Mar 16	N/A	N/A
Final grades due (no later than noon)**	Dec 17	Apr 28	Jun 30	Aug 18
Holidays and Recesses				
Labor Day	Sep 2			
Fall Break	Oct 16 - 18			
Thanksgiving Break (begins at noon)	Nov 27			
Dr. Martin Luther King Jr. Day Convocation and Activities		Jan 20		
Spirit Day Break		Feb 28		
Spring Recess		Mar 2 - 6		
Memorial Day			May 25	
Independence Day				Jul 4

* WMU uses a priority registration system. See wmich.edu/registrar/calendars.

** Grades may be viewed online through the student's [GoWMU](#) account after 5 PM on the due date.

+ A complete withdrawal is withdrawing from all classes listed on the student's schedule. A partial withdrawal is withdrawing from less than all classes listed on the student's schedule.

UNIVERSITY OVERVIEW

WMU Mission

Western Michigan University is a learner-centered, research university, building intellectual inquiry and discovery into undergraduate, graduate, and professional programs in a way that fosters knowledge and innovation, and transforms wisdom into action. As a public university, WMU provides leadership in teaching, research, learning, and service, and is committed to enhancing the future of our global citizenry.

WMU Vision

Nationally and internationally recognized, the University aspires to distinguish itself as learner centered, discovery driven, and globally engaged.

Learner centered.

Western Michigan University is a university where every member of our community is responsive to and responsible for the education of our students. We challenge and engage all members of our community with a university experience that creates skilled, life-long learners.

Discovery driven.

Western Michigan University offers experiences that enable discovery, and promote creativity and research. We are committed to pursuing inquiry, disseminating knowledge, and fostering critical thinking that encourages life-long learning. Our scholarship creates new knowledge, forms a basis for innovative solutions, leads to economic development, and makes substantial contributions to society.

Globally engaged.

Western Michigan University impacts the globe positively. We are a community of learners committed to human dignity, sustainability, social responsibility, and justice. Our campus embraces a diverse population of students, faculty and staff who develop learners and leaders who are locally oriented and globally competent, culturally aware and ready to contribute to world knowledge and discovery.

University Officers and Faculty

For a current list of University Officers and Faculty, please see the current [undergraduate catalog](#).

Non-Discrimination Policy

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status (revised April 2006).



Effective September 1, 2014, the use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products. The Tobacco-Free Campus Policy can be read in its entirety at wmich.edu/tobaccofree.

OFFICIAL NOTICES

Non-Discrimination Policy

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status (revised April 2006).

Prohibited Discrimination and Harassment

The University prohibits all forms of protected class discrimination and harassment listed in the Non-Discrimination Policy, as well as retaliation for engaging in a protected activity. Unlawful protected class discrimination is prohibited by a number of federal and state regulations, including but not limited to Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973 and the Elliott-Larsen Civil Rights Act of 1976.

Sex or Gender-Based Discrimination

Unlawful sex or gender-based discrimination, including sexual harassment, sexual violence and other forms of sexual misconduct, is prohibited by Title IX of the Education Amendments of 1972. Title IX applies to all of the University's program and activities, and prohibits the University from discriminating in such a manner. In addition, the University's response to sexual assault, intimate partner violence and stalking are governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013 (VAWA).

The WMU sexual and gender-based, harassment and violence, intimate partner violence, and stalking policy and procedures (Policy) prohibits sexual discrimination, harassment, violence, and stalking committed by or against WMU community members of any gender, gender identity, gender expression, or sexual orientation. The Policy, available at wmich.edu/sexualmisconduct, provides definitions of the prohibited behaviors and detailed reporting and resolution options.

Relationships in Violation of Policy

Sexual or other intimate relationships in which one party maintains a direct supervisory or evaluative role over the other party are prohibited. In general, this includes all sexual

or other intimate relationships between students and their employers, supervisors, professors, coaches, advisors, or other non-student University employees. Similarly, University employees (faculty and staff) who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

University Response to Prohibited Discrimination and Sexual Misconduct

When an allegation of prohibited conduct is brought to the attention of Institutional Equity, a designated Responsible Employee, or any University resource or support unit that is not designated as confidential, the University will take prompt action in response to the report. Such steps may include imposing reasonably available interim measures designed to protect the parties involved. Individuals who are found responsible for violating these may face sanctions up to and including expulsion from the University (if a student) and/or termination of employment (if an employee). The University prohibits retaliation against any person or group who makes a good faith complaint, cooperates with an investigation, or participates in a grievance or related processes. Retaliation should be reported promptly to Institutional Equity for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying prohibited conduct.

Confidential Resources

- Counselors at Counseling Services in Sindecuse Health Center wmich.edu/healthcenter/counseling (269) 387-1850
- Counselors at Center for Counseling and Psychological Services in Sangren Hall (269) 387-5105, and Grand Rapids Clinic (616) 771-4171.
- Medical/clinical staff at Sindecuse Health Center wmich.edu/healthcenter/clinic (269) 387-3287.
- Forensic sexual assault examination and evidence collection, emotional support, rape crisis counselors and domestic violence resources at the YWCA; free. Must telephone in advance for access; service available 24/7. ywcakalamazoo.org (269) 385-3587)
- Local state assistance agencies and ordained clergy/pastoral counselors.

Reporting Options

All individuals are encouraged to promptly report conduct that may violate these policies to the University. In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the University and to local law enforcement. These processes are not mutually exclusive. Any University student, employee or third party who seeks to make a complaint or report may:

- Make an internal complaint/report to Institutional Equity;
- Contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence; and/or
- Contact local law enforcement to file a criminal complaint.

Office of Institutional Equity

1903 West Michigan Avenue
Kalamazoo, MI 49008-5405 USA
Location: 1220 Trimpe Building
(Felicia Crawford, Title IX Coordinator)
Telephone: (269) 387-6316

Online Incident Reporting Form wmich.edu/equity/reporting-forms

Department of Public Safety

511 Monroe Street
Western Michigan University
Kalamazoo, MI 49006-5418 USA
(269) 387-5555
wmudps.wmich.edu



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA)

General Information:

The [Family Educational Rights and Privacy Act](#) of 1974 (FERPA), also known as the “Buckley Amendment,” is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to:

1. Inspect and review their education records;
2. Request the amendment of inaccurate or misleading records;
3. Consent to disclosure of personally identifiable information contained in their education record; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with this law.

FERPA also authorizes the release of “Directory Information” without a student’s prior consent, under certain conditions which are set forth in the Act.

Western Michigan University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records.

Furthermore, in accordance with the Act, WMU has specifically defined “Directory Information” and provides annual notification to students of their rights in the Undergraduate and Graduate Catalog published online.

What are education records?

Education records are records that are directly related to a student and maintained by an educational agency.

What is personally identifiable information?

Personally identifiable information includes but is not limited to: the student’s name; the name of the student’s parent(s) or other family member; the address of the student or student’s family; a personal identifier, such as the student’s social security number or Western Identification Number; a list of personal characteristics that would make the student’s identity easily traceable; or other information that would make the student’s identity easily traceable.

How is compliance monitored?

The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by WMU to comply with the requirements

of the Act. Failure to comply may result in a loss of federal funding for financial aid and educational grants and/or civil litigation.

To file a complaint with the FPCO contact:

[Family Policy Compliance Office](#)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Email: ferpa@ed.gov

To whose records does FERPA apply?

FERPA applies to the education records of persons who are or have been in attendance, regardless of their age or status in regard to parental dependency. FERPA also includes students in cooperative programs, study abroad, or study elsewhere.

To what records does FERPA apply?

FERPA applies to all educational records in whatever medium which are maintained by WMU or by a party acting for the University, and directly related to a student.

Is prior consent always necessary before releasing information from a student’s education record?

Prior consent is not necessary to release or confirm “Directory Information” from a student’s education record unless the student has placed a “non disclosure” or “confidential hold” request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is WMU’s policy that information from a student’s education record be released only by the Registrar’s Office and within constraints.

Upon request, WMU may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student’s enrollment or transfer.

Where can I get a copy of the law?

A full text of the law is available online by visiting the [Family Policy and Compliance Office](#).

Directory Information

[Directory information](#) may be disclosed by the University without the student’s prior consent under the conditions set forth in the Family Educational Rights and Privacy Act of 1974 (FERPA).

Directory Information is defined as: Name, address, tele-

phone number, WMU email address, curriculum and major field of study; dates of attendance/enrollment status (full- or part-time); degree/awards received; most recent previous education agency or institution attended; participation in officially recognized activities and sports; weight/height of members of athletic teams.

Note: Directory information is information that WMU may disclose, but it is not required to do so. It is the policy of WMU to refrain from actively disclosing addresses, and telephone numbers. However, this information is routinely verified. WMU does not disclose social security numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions nor the number of credits enrolled in a given semester or session.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students may complete the “[Invoke Privacy of Directory Information](#)” form. It may be submitted at any time throughout the year and will immediately affect prospective disclosures.

Western Michigan University assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure. The following two categories of directory information may be withheld for current students, upon receipt of the form:

Telephone Directory

Prevents the listing of student name, address, telephone number, major, and email address in the Western Michigan University Telephone Directory. To withhold your information from the campus directory, requests must be submitted to the Registrar’s Office no later than 5 p.m. on the last day of the drop and add period of the fall semester.



Confidential Hold

Prevents the disclosure of all Directory Information including name, address, telephone number, WMU email address, curriculum and major field of study; dates of attendance/enrollment status (full- or part-time); degree/awards received; most recent previous education agency or institution attended; participation in officially recognized activities and sports; weight/height of members of athletic teams.

Students who elect this category must conduct all university business in person with a picture ID. Please note: Students’ names will not be published in the commencement program unless the student revokes the confidentiality request in writing. Students in this category will continue to be able to use GoWMU to drop/add courses, request transcripts, make payments, etc.

Important note:

The Registrar’s Office is the keeper of all education records and treats the student’s education record with the utmost confidentiality. The University Registrar is responsible for all education records and will share non-directory information about individual students with other school officials only on a need-to-know basis.

This information has been developed by the Registrar’s Office to give general information about FERPA and to acquaint students, parents, faculty and staff with some of the privacy issues surrounding students’ educational records. This information is not intended, nor is it a substitute for legal advice on any particular issue.

For questions regarding FERPA, please contact the Registrar’s Office:

Email:

registrar-info@wmich.edu

Phone:

(269) 387-4300

Website:

wmich.edu/registrar/ferpa

AUTHORIZED USER

We recognize that families provide a great deal of financial and emotional support to their children while they are students at WMU. However, we must balance this recognition with the fact that WMU students are legally adults and their legal rights must be fully respected, particularly with concern to their privacy rights under the Family Educational Rights and Privacy Act.

WMU students have the ability to grant access to third party individuals to view certain academic and financial aid information. In compliance with the Family Educational Rights and Privacy Act of 1974, student financial and academic records may not be shared with a third party without written consent.

There are two types of third party access available:

Authorized User for Accounts Receivable

This access allows a student to give users access to view their WMU Billing account and make payments. Because of the payment options, this account requires a separate username and password. Instructions to create an authorized user for viewing bills and making payments can be found online at wmich.edu/accounts-receivable/students/student-authorized-user.

Authorized User for Academic and Financial Aid

This access, also known as “Proxy Access” allows the student to give their parent or other third party user access to view the following academic and financial aid information:

- ◆ Degree Works
- ◆ Enrollment Verification
- ◆ Midterm Grades
- ◆ Final Grades
- ◆ Concise Student Schedule
- ◆ Schedule of Classes
- ◆ Unofficial Transcript
- ◆ Financial Aid Requirements
- ◆ Financial Aid Award for Aid Year
- ◆ Financial Aid Payment Schedule

Information can only be viewed, not edited. In order to grant authorized user access to financial aid information, students must voluntarily consent to participate in electronic transactions. The consent form can be found on GoWMU, on the Student Home Tab by clicking on Financial Aid. Students can modify or cancel their electronic authorization and consent at any time by contacting Bronco Express. See wmich.edu/broncoexpress.

Detailed instructions to set up an authorized user can be found online at wmich.edu/registrar/students/authorized.



Western Michigan University values access, collaboration, research, and the freedom to pursue education. As an institution, however, we are obligated to be in compliance with regulations such as:

- ◆ Family Educational Rights and Privacy Act (FERPA)
- ◆ Gramm-Leach-Bliley Act (GLBA)
- ◆ Health Insurance Portability and Accountability Act (HIPAA)
- ◆ Payment Card Industry standards (PCI)
- ◆ Red Flag rules

For further information:

wmich.edu/compliance

or

The Office of the Registrar:

(269) 387-4300

registrar-info@wmich.edu

wmich.edu/registrar

PREFERRED NAME

Western Michigan University recognizes that some students use first names other than their legal names to identify themselves. As an inclusive and diverse community, WMU allows students to use a [preferred first name](#) different than their legal name for certain purposes and records in the course of university business, communication, and education.

The legal name will continue to be used where required by law or university requirements. All student information will continue to be linked to both legal name and preferred name for the purposes of university records.

Create, change or delete a preferred first name

Preferred names are collected during the online application process for admission. Preferred names can also be created, changed or deleted in GoWMU.

- ◆ Login to **GoWMU**
- ◆ Click on **View/Update My Personal Information**
- ◆ Click on **View/Update Preferred Name**

Places where legal first name will appear:

- ◆ Transcripts
- ◆ Federal and State Agency Reporting
- ◆ Enrollment Verifications
- ◆ Financial Aid
- ◆ Degree Verifications
- ◆ Elearning
- ◆ Commencement Program
- ◆ SEVIS (immigration status reporting)
- ◆ Student Accounts
- ◆ Admissions Correspondence

Places where preferred first name will appear:

- ◆ Instructor Class Lists
- ◆ Degree Works*
- ◆ GoWMU
- ◆ Email Address
- ◆ Email Display Name
- ◆ People Search
- ◆ Bronco Card
- ◆ First-Year Experience Programs

* Preferred name will appear in addition to legal name.

It may take up to two days after establishing a preferred name for it to appear in the places listed above. For all other places not covered in the above list, assume legal name will be used.



UNDERGRADUATE CATALOG

As you plan for your first semester of courses, you may find the [online undergraduate catalog](#) to be a valuable source of information. Choose the current catalog button for the most recent edition.

This completely searchable catalog includes all programs at WMU as well as all requirements and all academic policies. Use it to find out what is available in areas of interest to you.

For example, if you are interested in Biology, select 'Entire content' in the first field under Catalog Search, and Biology in the second field. A list of all courses, programs, departments, which include 'Biology' will be returned.

The list can be narrowed by choosing programs or courses from the first field, then Biology in the second.

Use the [portfolio feature](#) to save programs and course information of interest to you. Information saved in your portfolio is for your benefit and can be deleted or added to at any time.



ACADEMIC ADVISING

As you work toward deciding on a program of study, a major, and a minor there will be many people to assist you. We recognize that the decision on what degree you pursue takes time and that you may make changes along the way.

We invite you to become familiar with the [advising](#) structure. Academic advising is a responsibility shared between you and your advisor; each of you play an important role in the success of this relationship. As an undergraduate student at Western Michigan University you will receive assistance from your college advisor as you plan your courses and work towards your degree.

Each of the colleges has an office staffed with professional advisors. These offices, along with their location and phone numbers are listed below.

To receive a bachelor's degree from WMU, you will complete all [General Education](#) requirements as well as at least one major and one minor. Some students have multiple majors and/or minors. Some majors require specific minors and some programs have additional requirements. Your college advisor will answer your questions, help you choose the best courses for you, and ensure that you are on track toward successful completion of a degree from WMU.

As you select a major and minor, you will meet with academic advisors within those departments. Your advisor will help you to plan the sequence of courses required in your area. Many courses have prerequisites, so careful planning is important.

College advisors assist you in working to meet all university requirements. The **academic advisors** provide assistance with the specific requirements in your major and minor. Both play an important role and have a depth of knowledge to share with you. Together they will ensure that you make the most of the opportunities available to you at WMU!



College of Arts and Sciences

2318 Friedman Hall
(269) 387-4366

College of Aviation

2230 Kohrman Hall
(269) 387-0347

Haworth College of Business

2350 Schneider Hall
(269) 387-5075

College of Education and Human Development

2421 Sangren Hall
(269) 387-3474

College of Engineering and Applied Sciences

E-102 Floyd Hall
(269) 276-3270

College of Health and Human Services

2125 Health and Human Services Building
(269) 387-2656

College of Fine Arts

Frostic School of Art
2104 Richmond Center for Visual Arts
(269) 387-2440

Dance

3123 Dalton Center
(269) 387-5845

Music

2132 Dalton Center
(269) 387-4672

Theatre

1103 Gilmore Theatre Complex
(269) 387-3210

Lee Honors College

Lee Honors College
(269) 387-3230

General University Studies

3202 Ellsworth Hall
(269) 387-4200

Exploratory Advising

1275 Ellsworth Hall
(269) 387-4410

Plan It 4-Ward

Plan for Success. Use this sheet to record some initial thoughts about the four most important aspects of your future at WMU.

FINANCIAL

What do I expect my costs to be?
How am I planning to pay for college?
wmich.edu/financial/costs

How can this tool assist me?
Bronco Express can answer questions about Financial Aid and Billing such as:

- Do I have enough aid to attend WMU?
- Are my financial aid requirements satisfied?
- What other options do I have to pay my bill?
- How can I give others permission to access my student account?
- How can I budget my funds for the semester?

ACADEMIC

Which majors interest me? Why?
What are my academic strategies?
What strategies do I use to do well in my classes?
wmich.edu/academics

Why should I use this tool to develop a plan for academic success?

- Meet with academic advisor at least once a year.
- Use Degree Works to stay on track with your academic program(s).
- Become familiar with academic success resources:
 - Center for Academic Success Programs
 - Bronco Study Zone
 - Writing Center



CAREER

What experiences and skills will help me become career ready?
wmich.edu/career/students

What are the resources available to me on campus?

Have you:

- Registered with BroncoJOBS to search for on- and off-campus jobs?
- Visited the Career Zone in Ellsworth Hall to work on your resume and cover letter?
- Participated in a practice interview?
- Searched for an internship or job shadow experience?
- Attended a Job Fair?
- Used FOCUS2 to align your values, interest, skills and personality to your career interest?

ENGAGEMENT

What campus experiences will I get involved with outside class?
wmich.edu/students

What are the benefits of getting involved on campus?

- Opportunities to meet new people.
- Explore your interests and passions.
- Gain transferrable skills to prepare you for your future.

A few ways to get started:

- Attend Bronco Bash
- Join a Registered Student Organization
- Explore opportunities on ExperienceWMU (wmich.collegiatelink.net)
- Visit the Office of Student Engagement



DEGREE WORKS

Benefits

- ◆ Uses checklists to help you easily monitor your progress online 24/7.
- ◆ Provides a clear picture of WMU degree requirements to help you navigate the most effective path to graduation.
- ◆ Helps you plan your class schedule by showing you what courses and requirements still need to be completed.
- ◆ Allows you to estimate the number of semesters it will take to graduate.

Features

What If

This feature allows you to compare your current academic history to the requirements of different programs. If you are considering changing your major or minor, the “What If” analysis will help you determine how many additional classes you may need to take.

GPA Calculator

Three different GPA calculators are available in Degree Works: Graduation, Term and Advice. The calculators will help you set realistic goals at the beginning of the semester, or provide a path for achieving honors, avoiding probation, or meeting personal academic goals.

Look Ahead

Allows you to enter a list of classes and see how they will be applied. It is a great tool to use as part of the registration process. You can see how a course will be used before you actually register for it.

For more information:

wmich.edu/registrar/students/degreeworks/

For advisor information:

wmich.edu/registrar/students/advising/



Login to GoWMU and choose the Degree Works link. The worksheet will be displayed.



The Student View is the default worksheet format type. It provides information about your completed and remaining degree requirements, grouped into logical blocks.



Buster navigates his path to graduation!

GOWMU

GoWMU, Western Michigan University's intranet, is the way to stay up to date on what is happening on campus, registering for classes, and much more. First time and returning users can find a wealth of information and assistance by navigating to the [GoWMU Self Help](#) page.

If you experience technical problems you cannot resolve while registering for courses, contact the Help Desk:

- ◆ Phone: (269) 387-4357 option 1
- ◆ E-mail: helpdesk@wmich.edu
- ◆ In person: 2nd floor [UCC Building](#)

System availability

The registration system is available twenty-four hours Monday through Saturday and Sunday from noon until midnight.

When to register

You may begin registration at or after your [priority time](#) during published days for registration. You are encouraged to register during your assigned day to maintain your priority into courses.

You may not register if you...

- ◆ do not have current admission status
- ◆ have been academically dismissed
- ◆ attempt to register before your priority time
- ◆ have a University hold



COMMON QUESTIONS . . .

How can I obtain a copy of my grades?

You can view your most recent grades through GoWMU. This online grade report is a "snapshot" of grades from the last semester or session. If a grade is missing, it is because the instructor has not submitted it. If you have a grade change, that change will only appear on your transcript, not on the final grade report.

What are the requirements for inclusion on the Dean's List?

Undergraduate students who complete at least twelve credit hours (Fall or Spring) or six credit hours (Summer I or II) of work for a letter grade and have a grade point average of at least 3.50 for the semester.

Can I get a copy of my Dean's List letter or certificate?

All letters or certificates are generated by the dean's office in each college 4-6 weeks after the end of the semester. If you do not receive the letter after that time, please contact your college dean's office.

Do you send Dean's List information to our hometown newspaper?

The Dean's List is online so news agencies can easily obtain this information for publication.

See wmich.edu/registrar/students/deans-list/ for an updated list.

REGISTRATION SCHEDULE

Students can register for courses using the [priority registration schedule](#) (see below). The schedule is posted several weeks prior to the start of registration. As an undergraduate, you may register any time the system is available after your priority registration time.

The priority registration schedule is based on **earned** hours only. So, if you are registered for 16 credit hours this semester, and have completed 60 hours, the system only recognizes the 60 hours. If you are trying to access the registration system before your time allows, you will receive the error message: "You are not permitted to register at this time." Remember, you are responsible for your own registration. Please make sure that you are aware of important dates for dropping or withdrawing. If you do not attend your class or do not withdraw by the deadline, you will jeopardize your record (GPA) by possibly receiving a letter grade of "X" or "E". (See Grades and Grading section).

Registration

- ◆ Login to **GoWMU**
- ◆ Enter your **Bronco NetID** and **password**
- ◆ Under the **ALL** header, select one of the following options:

Registration

- ◆ Course Offerings
- ◆ Add/Drop classes
- ◆ My Schedule
- ◆ My Holds
- ◆ Academic Calendars

Payment and Account Information

Academic Services

- ◆ My Mid-term Grades
- ◆ My Final Grades
- ◆ My Unofficial Transcript
- ◆ Request Official Transcript
- ◆ Enrollment Verification Certificate
- ◆ Degree Works
- ◆ Application for Graduation
- ◆ Guest Application
- ◆ Authorized User - Academic and Financial Aid

Financial Aid

- ◆ Requirements
- ◆ Award Amounts
- ◆ Award Payment Schedule

View/update My Personal Information

Course/Instructor Evaluation System (ICES online)

Google Apps

User Information Lookup

and more. . .

Students are responsible for their registration. Courses are not dropped for non-payment. It is the sole responsibility of the student to drop or officially withdraw if necessary. Students who sign payment agreements are subject to the rules stated in that agreement.

SPRING 2020 REGISTRATION SCHEDULE	Day	Date	Level	Credit Hours or above	Last Name	Time	
	Monday	Oct 21	Graduate Students				7:30 a.m.
	Tuesday	Oct 22	Athletes, DSS, Honors, Military Service Members, ROTC, TRiO				7:30 a.m.
	Wednesday	Oct 23	Seniors	122		7:30 a.m.	
	Thursday	Oct 24	Seniors	104		7:30 a.m.	
	Friday	Oct 25	Seniors	88		7:30 a.m.	
	Monday	Oct 28	Juniors	77		7:30 a.m.	
	Tuesday	Oct 29	Juniors	66		7:30 a.m.	
	Wednesday	Oct 30	Juniors	56		7:30 a.m.	
	Thursday	Oct 31	Sophomores	47		7:30 a.m.	
	Friday	Nov 1	Sophomores	38		Noon	
	Monday	Nov 4	Sophomores	30		7:30 a.m.	
	Tuesday	Nov 5	Sophomores	26		Noon	
	Wednesday	Nov 6	Freshmen	18		7:30 a.m.	
	Thursday	Nov 7	Freshmen	11		Noon	
	Friday	Nov 8	Freshmen	0	A - M	7:30 a.m.	
Friday	Nov 8	Freshmen	0	N - Z	Noon		

REGISTRATION INSTRUCTIONS

Step 1 - Logging into GoWMU

1. Login to [GoWMU](#).
2. Enter your **Bronco NetID** and **password**.
3. Click **Login** or press **Enter**.
4. Click the **Student Home** tab.

Step 2 - Address Validation

After you have logged into GoWMU, click on the **Course Offerings** link. The address validation information will appear. You will be asked to validate your address and cell phone number each fall and spring semester.

1. Review your address(es); update as necessary.
2. Check the box that you have validated your address and phone numbers.
3. Click **Submit**.
4. Click the **Back to the Student Home Tab** link in the upper left corner.

Step 3 - Register for Classes

1. Select **Course Offerings** (under “Registration”).
2. Select the **term** from the drop down menu.
3. Select at least **one subject** (required).
4. Click **Course Search**.
5. Locate the course number; click the **View Sections** button.
6. Textbook information and other important information related to the class can be found by clicking on the Course Reference Number (CRNs are the blue five digits). It is a good practice to click on the CRN for additional department or instructor information.
7. Check the box to the left of the CRN (course reference number) to register for the class.
 - ~ A “C” in the place of the box indicates the section is closed (see “Waitlisting”).
 - ~ A “SR” in the place of the box indicates a student restriction, see your advisor.
 - ~ A check box will not appear if you are already registered for that section - or it is too late to register.
8. Click “Register” to immediately add the class to your schedule or click “Add to Worksheet” if adding multiple courses. **Please note:** entering a CRN on the worksheet does not reserve the seat until you click on **Register** and receive a confirmation web registered and the date. If the course is a linked lecture/lab combination or has a co-requisite, the CRNs need to be submitted at the same time.
9. Click **Return to Registration Menu**.

Waitlisting

Waitlisting is not available for all sections. To join a waitlist you must:

1. Attempt to add the section to your schedule in GoWMU by entering the CRN to the worksheet and click “Submit.” If the course is closed, you will see an error message, “Closed - # waitlisted,” where the # represents the number of students already on the waitlist.
2. Using the drop down box under action, change the status to “Waitlisted” and click “Submit Changes.” Please note: You will only be permitted to join the waitlist if you satisfy all course restrictions and prerequisites.
3. If the time of the course conflicts with a course already on your schedule, or if it conflicts with a course you have previously waitlisted, you will not be allowed to join the waitlist.
4. Waitlisting will not guarantee you a seat, but if a seat becomes available an email will be sent to your wmich.edu email account letting you know that the section you have waitlisted is open and you can register through GoWMU.
5. You will not automatically be registered for the course. The email notification you receive will contain instructions on how to register for the course.
6. Once notified that a seat is available, the course will be held for you for 24 hours. After that time frame, you will automatically be removed from the waitlist and the course offered to the next student in the waitlist queue.*
7. If at any point you wish to be removed from the waitlist, you can do so through GoWMU by going into Add or Drop Course and changing the waitlist status to Drop Course.

*If you miss the 24-hour deadline and the course is offered to the next person on the list, you will need to add yourself back to the waitlist.



REGISTRATION DEFINITIONS

Add/Drop

A drop is initiated by the student prior to census. Students can drop courses online through GoWMU. Dropped courses do not appear on the student's transcript. (see "Drop a Course") You can add a course to your schedule anytime the registration system is available (after your [priority registration time](#)) by accessing GoWMU.

Approval Required

Department, advisor, instructor, regional site, or study abroad approval is required to enroll in this section. Contact the appropriate office.

Campus Restriction

Registration is being attempted in an honors section for which the student is not eligible to enroll. The title of all honors courses end in HC. For example, Calculus I-HC is the honors section of MATH 1220.

Change Course Options

You may change the grade mode or variable credit hours anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session.

Class Restriction

The section is restricted by class standing - freshmen, sophomore, junior, or senior - and the student has a different classification.

Closed/Cancelled Courses

When a course receives the maximum number of registrations allowed, the system will close the section. Also, courses may be canceled by the department for other reasons. Western Michigan University reserves the right to add or delete courses from its [offerings](#) and to change meeting times, locations and instructors.

Closed Waitlist

Enrollment in the section has reached its capacity and the section has been enabled for waitlisting. The number of students already on the waitlist will be displayed. If the waitlist is also at its designated capacity, the student will not be able to add themselves.

Co-requisites and Linked Courses

Co-requisites are two different courses (e.g. ED 2000 and ED 3000) that must be taken during the same semester/session. Linked courses are two different sections (e.g. MATH 1090) of the same course that must be taken concurrently. When registering for co-requisite or linked courses, the CRNs must be submitted at the same time.

Drop a Course

A drop is initiated by the student prior to census. Students can drop courses online through GoWMU. No documentation is required, but the student is encouraged to consult with the instructor, academic advisor and financial aid advisor before dropping the class. Dropped courses do not appear on the student's transcript.

A 24-hour grace period is provided to students who drop a course that meets for the first time on or after the end of the drop/add period. Students dropping a class within 24 hours of the start date should contact the Registrar's Office to make sure they receive the correct refund.

Duplicate Courses

The registration system will not permit students to enroll in more than one section of the same course. In those cases where enrollment in duplicate sections is appropriate, (e.g. multi-topic courses), the student must contact the department for approval.

Grade Mode

The grade mode for most courses may be letter grade, credit/no credit or audit. Most courses, except mandatory credit/no credit courses will default to letter grade. If a grade mode can be changed, once you register for your courses, simply click on the grade mode link (Letter Grade). Select the appropriate grade mode in the drop down box next to the course you wish to change and submit the change.

You may change the grade mode anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session.

A student may elect "credit/no credit" for any course approved for General Education or General Physical Education credit, as well as other courses not counting toward his/her major or specified in his/her curriculum as defined in the University Undergraduate Catalog.

Invalid Course Reference Number (CRN)

If you enter an invalid CRN, you will receive an error message "CRN does not exist". Check the number by selecting the link to "Course Search."

Major Restriction

The section is restricted to students with a certain major and the student has a different major.

Maximum Hours Exceeded

Student is attempting to register for more credits than the maximum hours allowed. Fall and spring students can register for a maximum of 19 hours. Summer I and Summer II students can register for a maximum of 10 hours.

Pre-req and Test Score Error

There is a prerequisite or test score requirement on the course that the student has not met. Contact the department for assistance.

Time Conflicts

The registration system will not allow registration in courses that create a time conflict. However, if you have an exception, please contact the appropriate department or regional site to register.

University Holds

Certain circumstances will prevent you from registering (e.g. if you have an outstanding balance). If there is a University hold on your account, the registration system will instruct you to call the specific office involved.

Variable Credit

If a course offers variable credit hours, once you register for your course, select the credit hours link (3.00 – 12.0) which will open a screen with all your registered courses. Locate the course you wish to change and enter the appropriate number of credit hours in the credit hour field.

You may change credit hours anytime the system is available by accessing GoWMU through the fifth (5th) day of the semester/session. This designation may not be changed after the fifth (5th) day of the semester/session.

Waitlisting

Waitlisting allows you to reserve your place in line in closed sections of a course. Waitlisting will not guarantee you a seat, but if a seat becomes available you will be notified through your wmich.edu email account.

Withdraw From a Course

You may withdraw from a course through the Monday of the tenth week of the fall/spring semester and the fifth week of Summer I/Summer II sessions. Withdrawals can be processed online through GoWMU.

A non-punitive “W” grade (Official Withdrawal) will be reflected on your transcript. Students may not withdraw from any courses beyond the last day to withdraw.

Students who have a genuine hardship, such as illness or death in the immediate family, may file a written appeal for a late withdrawal. The forms may be obtained online or in person from the [Office of the Ombudsman](#).

Check the [Academic Calendar](#) for deadlines to receive a refund for a withdrawal.

TEXTBOOK, SUPPLIES, AND OTHER COURSE TOOLS

Students are required to have the textbooks, supplies, and other tools prescribed in the course offerings. Students may purchase new or used textbooks or participate in the textbook rental program.

Pursuant to the Higher Educational Opportunity Act, Western Michigan University is required to share required textbook information (ISBN number and price) with students at the time they register for classes.

Textbooks Online

Order online by selecting the titles that you need. You can choose to have your order shipped or select in-store pick up. Payment is required when the order is placed online.



Textbook Rental

Save money when you rent! Many books are available in store or online. Get your books TODAY with in-store rental options — no waiting, no shipping costs! You can also choose to have your rental books shipped right to you.

In person - on campus

Located in the [Bernhard Center](#), Textbook Alley has all of the books and coursepacks you will need. Bring your class schedule with you! You need it to find your books. Need extra help? Stop by our Book Information desk—we're happy to help.

FINAL EXAM WEEK - FALL 2019

1. Regularly scheduled classes are not held during the final examination week.
2. For courses having a lecture and a lab (or discussion) section, the exam time is determined by the time of the first lecture period of the week. Courses having labs only, the exam time is determined by the time of the first lab period of the week.
3. Exam times for classes which begin on the half hour or before, will be the same as classes which begin at the previous full hour (e.g. if the class starts at 12:30 p.m., the exam time will be the same for classes that meet at noon).
4. Where all sections of a given class are given at one time, the exam will be given during the mass examination time in the schedule per faculty instructions.
5. Examinations for arranged classes are to be scheduled during the examination week at the convenience of the instructor and the student.
6. The exam time for a course not covered by the exam schedule will be arranged by the instructor. Please contact the instructor for location and time.
7. If any student is assigned four examinations during the same day, University policy will allow the student to request one exam to be given at the make-up time.
8. Students should receive early notification from their instructors as to the times and places of their examinations.
9. A “mass exam” may be scheduled when multiple sections of the same course take the same exam at the same time. Permission to offer a mass exam may be granted by the chairperson of the department if certain criteria are met and if space is available as determined by the Registrar.
10. This exam schedule does not apply to courses offered through Extended University Programs. Please refer to your syllabus or ask your instructor when your final exam is scheduled.

If the university should close during Monday through Thursday of final exam week, the exams scheduled on that day of closure would automatically move to Friday without affecting any other exam day. Faculty and students will be expected to report. Rescheduled exams will take place at the same times and in the same places as originally scheduled.

If your class begins:	Day of exam	Date of exam	Time of exam
All Monday 8 a.m. classes	Wednesday	Dec 11	8 to 10 a.m.
All Monday 9 a.m. classes	Tuesday	Dec 10	10:15 a.m. to 12:15 p.m.
All Monday 10 a.m. classes	Monday	Dec 09	8 to 10 a.m.
All Monday 11 a.m. classes	Monday	Dec 09	10:15 a.m. to 12:15 p.m.
All Monday 12 noon classes	Wednesday	Dec 11	2:45 to 4:45 p.m.
All Monday 1 p.m. classes	Tuesday	Dec 10	12:30 to 2:30 p.m.
All Monday 2 p.m. classes	Thursday	Dec 12	2:45 to 4:45 p.m.
All Monday 3 p.m. classes	Monday	Dec 09	12:30 to 2:30 p.m.
All Monday 4 - 5:29 p.m. classes	Monday	Dec 09	5 to 7 p.m.
All Monday 5:30 p.m. and After	Monday	Dec 09	7:15 to 9:15 p.m.
All Tuesday 8 a.m. classes	Thursday	Dec 12	10:15 a.m. to 12:15 p.m.
All Tuesday 9 a.m. classes	Tuesday	Dec 10	8 to 10 a.m.
All Tuesday 10 a.m. classes	Thursday	Dec 12	8 to 10 a.m.
All Tuesday 11 a.m. classes	Wednesday	Dec 11	10:15 a.m. to 12:15 p.m.
All Tuesday 12 noon classes	Wednesday	Dec 11	12:30 to 2:30 p.m.
All Tuesday 1 p.m. classes	Monday	Dec 09	2:45 to 4:45 p.m.
All Tuesday 2 p.m. classes	Thursday	Dec 12	12:30 to 2:30 p.m.
All Tuesday 3 p.m. classes	Tuesday	Dec 10	2:45 to 4:45 p.m.
All Tuesday 4 - 5:29 p.m. classes	Tuesday	Dec 10	5 to 7 p.m.
All Tuesday 5:30 p.m. and After	Tuesday	Dec 10	7:15 to 9:15 p.m.
All Wednesday 4 - 5:29 p.m. classes	Wednesday	Dec 11	5 to 7 p.m.
All Wednesday 5:30 p.m. and After	Wednesday	Dec 11	7:15 to 9:15 p.m.
All Thursday 4 - 5:29 p.m. classes	Thursday	Dec 12	5 to 7 p.m.
All Thursday 5:30 p.m. and After	Thursday	Dec 12	7:15 to 9:15 p.m.
Mass Exams	Wednesday	Dec 11	7:15 to 9:15 p.m.
Make up Exams	Thursday	Dec 12	7:15 to 9:15 p.m.

GRADES AND GRADING

Instructors submit their grades by noon on the Tuesday immediately following the end of the term. Once all grades have been submitted, they are posted to your student record. You can generally view your final semester grades online through your GoWMU account around 5 p.m. on that Tuesday. Be sure to check with your instructor if your grade does not appear as expected. You will receive one grade for each course taken. Grades combine the results of course work, projects, tests and final exams. Grades are indicated by letters, but each letter grade is assigned an honor point per credit – see the example below.

Letter Grade	Credit Hours			
	1	2	3	4
A	4	8	12	16
BA	3.5	7	10.5	14
B	3	6	9	12
CB	2.5	5	7.5	10
C	2	4	6	8
DC	1.5	3	4.5	6
D	1	2	3	4
E	0	0	0	0
X	0	0	0	0

E = failure
X = unofficial withdrawal

Calculating your GPA

In order to calculate the overall GPA, take the total honor points earned and divide it by the total hours attempted (not earned). See example below:

Course	Credit Hours	Grade	Honor Points
SOC 2000	3	A	12
ENGL 1050	4	BA	14
PHIL 2000	4	B	12
HPHE 1110	2	E*	0
Total	13 (attempted)		38

38 honor points / 13 credit hrs = 2.92 GPA

*Because a grade of “E” was earned in the HPHE1110 course, only 11 of the 13 hours will count toward the total hours needed for graduation.

Keep in mind:

- ◆ A letter grade of “X” (unofficial withdrawal) is the same as an “E” (failed) in calculating the GPA.
- ◆ An ‘I’ (Incomplete) is not figured in the GPA until it is replaced with a grade.
- ◆ Courses taken Credit/No Credit do not affect the GPA.
- ◆ The undergraduate repeat policy at WMU uses only the most recent grade for a repeated course in calculating a student’s grade point average.
- ◆ For more help, look at the GPA calculators in Degree Works.

Credit/No Credit

You may elect “Credit/No Credit” grade mode for any course approved for General Education or General Physical Education credit, as well as other courses not counting toward your major or specified in your curriculum as defined in the University Undergraduate Catalog. However, courses required for a major cannot be taken as credit/no credit. Check with your advisor if you have any questions regarding credit/no credit.

Also note:

- ◆ Credit will be given for a grade of ‘C’ or better in a course taken for credit/no credit.
- ◆ No credit will be given for any grade below a ‘C’ in a course taken for credit/no credit.
- ◆ Your instructor will not know whether or not you have registered for the course on a credit/no credit basis or for a letter grade.
- ◆ You may change from a letter grade status to credit/no credit, or from credit/no credit to a letter grade only during the drop/add period of the semester or session.

The number of times a course can be repeated is limited to three, unless otherwise specified. Also be aware that a repeated course will not be removed from your transcript. All grades earned are shown on your transcript from WMU.

Dean’s List

To gain a place on the Dean’s List for a semester, an undergraduate student must:

- ◆ Be registered for at least 12 credit hours during fall or spring for a letter grade and/or be registered for at least 6 credit hours during summer I/II for a letter grade.
- ◆ Have a grade point average of at least 3.50 for the term.

GRADES AND GRADING - CONTINUED

All letters or certificates are generated by the dean's office in each college 4 - 6 weeks after the end of the semester. If you do not receive the letter after that time, please contact your dean's office.

WMU also publishes a searchable list of students who have achieved this academic honor. This list can be found online at wmich.edu/registrar/students/deans-list.

Grade Changes

If you believe that an error has been made in the assignment of a grade, contact the instructor involved within sixty business days of the end of the semester for which the grade was assigned. Failure to act within the sixty day time period may disqualify you from further consideration of the matter.

Incomplete Grade

This is a temporary grade which the instructor may give to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. This grade may not be given as a substitute for a failing grade.

A grade of "I" must be removed by the instructor who gave it or, in exceptional circumstances, by the department chairperson. If the unfinished work is not completed and the "I" grade removed within one calendar year of the assignment of the "I", the grade shall be converted to an "E" (failure). Students who receive an incomplete grade in a course must not register again for the course in order to remove the "I".

Academic Standards

All students must earn an overall grade point average of at least 2.0 for undergraduate; 3.0 for graduate, specialist, and doctoral students to satisfy degree requirements.

ACADEMIC STANDING DEFINITIONS

Good Standing

An undergraduate student is in good standing whenever the student's overall grade point average is at least 2.00 (3.00 for graduate students).

Warning

A warning is issued to the undergraduate student whenever the grade point average for any enrollment period is less than 2.0 (3.00 for graduate students), but the overall grade point average is 2.0 or above (3.00 for graduate students).

Probation

The undergraduate student will be placed on probation whenever the student's overall grade point average falls below 2.0 (3.00 for graduate students).

Extended Probation

The undergraduate student will be placed on extended probation when following a semester on probation their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Final Probation

The undergraduate student will be placed on final probation when, following a semester on extended probation, their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

Once placed on final probation an undergraduate student must receive a cumulative GPA of at least 2.0 the next semester. Failure to do so will result in academic dismissal and enrollment in future classes will be prohibited.

Dismissal

Undergraduate students on probation, or extended probation, who fail to achieve at least a 2.00 (3.00 for graduate students) grade point average for the enrollment period; or students on final probation who fail to achieve a 2.00 (3.00 for graduate students) overall grade point average will be dismissed from the University.

Admitted on Probation

An undergraduate student admitted to the University on academic probation who earns a first semester grade point average below the required 2.0 minimum, but at least 0.01, will be placed on final probation. A first semester GPA of 0.0 will result in academic dismissal.

INCLEMENT WEATHER ANNOUNCEMENTS

The safety of all students is of major concern when deciding if Western Michigan University must be closed due to inclement weather.

Western Michigan University will immediately announce closings due to severe weather or emergency conditions. Assume the University is open and will continue normal operation unless notified in one of four ways:

Visit wmich.edu

Closing announcements will be posted on the WMU home page and additional information will be posted in WMU News as it becomes available. Refresh webpages to see the most-recent version.

Call (269) 387-1001

Closing announcements will be available on the emergency information line.

Check radio and TV

Area radio and television stations are notified as soon as a decision is made to close the University.

In addition, subscribers to the **WMU Alert system** will receive a message about a weather closing.

Regional locations

For information on the status of regional locations during a closure of WMU's Kalamazoo Campus or during times of extreme weather, visit the Extended University Programs webpage. Regional locations located on the campus of a partnering institution will close and reopen in alignment with the host institution. Separate regional location closings will not be posted on the main University Web page or emergency information line.

Fire Evacuations and Tornado or Severe Weather Shelter

Each building has signage prominently displayed. Please familiarize yourself with the gathering place for fire evacuations and shelter location for Tornado or other severe weather.

Assume WMU is open

In the absence of notification via one of the methods listed, all normal operations will continue as scheduled. University closings due to severe weather or other conditions are rare.

WMU ALERT SYSTEM

WMU has partnered with Rave Mobile Safety to send mass text messages and/or phone calls to all registered people in the event of an immediate campus threat to health and safety. Such threats could include but are not limited to violent weather, terrorism, shootings and hazardous material incidents.

The system will only be used in cases of extreme and immediate danger. It is the University's hope that you will never receive a text message from either 226787 or 67283 and/or a call from (269) 387-0911, the WMU Alert system, except for periodic functionality tests.

Please note: The University does not charge for the WMU Alert service. However, cell phone carriers may charge users to receive text messages. Before registering a message preference, you may want to check your phone plan.

1. Login to **GoWMU**
2. Click on the yellow and red **WMU Alert triangle**
3. **Enter** your phone number
4. Determine if you would like text messages, phone calls or both.
5. Click on **Submit**

For more information regarding the Emergency Management and preparedness for WMU, visit the [Emergency Management website](#).



**Register for
WMU alerts**

GLOSSARY

Academic advisor

A faculty or professional staff member trained to help students select courses and plan programs.

Academic dismissal

Dismissal from a college or program for not maintaining the required grade point average (GPA). Dismissal indicates that a student is no longer a member of the University community.

Academic forgiveness

WMU undergraduate students who have not earned a degree and have not attended the University for at least four years, and have reapplied to the University, may apply for academic forgiveness through the Office of the Registrar. Students who are granted academic forgiveness may have work still applicable to their program counted toward graduation requirements, but grades will not be calculated in their grade point average. The WMU grade point average will be calculated from a minimum of 12 graded hours of work attempted after the reentry date. All other University regulations apply.

Academic standing

The academic standing of a student is determined by the student's grade point average (GPA). All undergraduate students must have a 2.0 or better grade point average to maintain "good standing". A "warning" will be issued to a student whose GPA falls below a 2.0 in any semester or session even though the overall GPA is 2.0 or better. A student will be placed on "probation" if the overall GPA falls below 2.0. The student will be placed on "extended probation" following a semester on probation if the student's GPA for the enrollment period is 2.0 or above but the overall GPA is still below 2.0. The student will be placed on "final probation" following a semester on extended probation if the student's GPA for the enrollment period is 2.0 or above but the overall GPA is still below 2.0. Students will receive a "dismissal" notice if they are on probation or extended probation and fail to achieve at least a 2.0 GPA for the enrollment period.

Advanced placement

Credit granted for examination programs or for transfer work.

Audit

Registering for and attending class(es) regularly without being held responsible for the work required for credit. Not eligible to sit for examinations. No credit hours are earned and full tuition must be paid. The grade "AU" appears on the record.

Authorized User Access

Students can grant parents or guardians the ability to access account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student financial and academic records may not be shared with a third party without the written consent of the student. Adding an authorized user is considered written consent that an individual may view account information and make payments on behalf of the student. Authorized users may also be able to access certain academic and financial aid information.

Please see page 6 for instructions regarding how students can create an authorized user and grant access to a third party of their choosing.

Baccalaureate-level writing requirement

An upper-division requirement for all students. Each academic department designates courses to fulfill this requirement.

Bachelor's degree

A degree granted after completing a specified amount of academic study beyond the completion of high school and fulfilling all graduation requirements.

Board

A term used for the meal plan (as in, room and board) at the University.

Board of Trustees

A governing body of Western Michigan University appointed by the governor to eight-year terms.

Capstone course or experience

A culminating holistic experience designed to review and more broadly understand the major issues, themes, theories, and research findings of the student's discipline, often to enable the student to examine the relationship of the discipline to other areas.

Center

An organizational unit formed for purposes of linkage and visibility, focused on a theme, issue, or set of skills. A center will frequently be interdisciplinary in nature. A center does not offer degree programs but may, on rare occasions, offer a course or courses.

Class or credit hour load

The number of credit hours carried by a student each semester or session. A first semester freshman may not enroll for more than eighteen hours of work except by special permission, which is seldom granted unless the curriculum demands it. This regulation applies to total credit for work taken by extension or in some other institution, in addition to credit earned in residence at Western. The normal maximum load for the Summer I or Summer II session is 10 hours.

Class standing

A classification based on the number of credit hours earned which indicates the level of a student:

- ♦ Freshman: A student credited with 0—25 hours.
- ♦ Sophomore: A student credited with 26—55 hours.
- ♦ Junior: A student credited with 56—87 hours.
- ♦ Senior: A student credited with 88 or more hours.

Co-Curricular Learning

Co-curricular learning takes place outside formal academic studies. It is similar to volunteerism, but includes structured reflection. (See also Experiential Learning)

Cognate

A course, or courses, related in some way to courses in a major. Cognates may be, and often are, courses outside the department of the degree program.

College

An administrative division of the University housing one or more academic departments or schools.

College-level writing requirement

A lower-division writing requirement for all students. On the basis of test scores a basic writing course may be required as a prerequisite.

Concentration

A concentration (or option or emphasis) is a thematically coherent block of courses that are more similar to one another than to others in the degree program. A concentration has a title and constitutes a significant percentage (e.g., 10%) of courses in the degree program. Concentrations (or options or emphases) may be recorded on the student transcript.

Coordinate major

A major—often interdisciplinary—that must be taken in conjunction with another major.

Corequisite

A course that must be taken at the same time as another course. (See also Prerequisite)

Course numbering system

The course numbering system is limited to four digits. Undergraduate courses are numbered from 1000 through 4999. Graduate courses are numbered 6000 through 7999. Courses numbered 5000 through 5999 are for graduate and advanced undergraduate students.

Course Numbers Levels

0000—0089	Non-credit courses
0090—0099	Terminal course credit that may not be applied toward degree programs
1000—1999	Courses primarily for first-year students
2000—2999	Courses primarily for Sophomores
3000—3999	Courses primarily for Juniors and Seniors
4000—4999	Courses primarily for Seniors
5000—5999	Courses for graduate students and advanced undergraduate students
6000—6999	Courses for graduate students only
7000—7999	Graduate seminars, theses, independent research, etc.

Credit/No Credit

A method used to evaluate performance in courses which is separate from the grade point system. Course grade does not affect GPA. “Credit” is earned for grades of “C” or better; grades of “DC” or below earn “No Credit.”

Students may elect for Credit/No Credit any course approved for General Education or General Physical Education credit, as well as other courses not counting toward their major or specified in their curriculum as defined in this undergraduate catalog.

Credit hour

One hour of classroom (50 minutes) or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit; or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (See also semester hour)

Credit load

The total number of credits for which a student registers during a semester or session.

Curriculum

A complete program of studies, as defined by a college, leading to a baccalaureate (undergraduate) degree.

Deadline

The date by which certain information must be received by any given office or unit.

Dean's list

A public announcement at the end of fall and spring semesters, and the summer sessions, listing undergraduate students who have achieved a grade point average of 3.50 in at least twelve semester hours of course work during fall and spring semesters, and at least six semester hours of work during Summer I or Summer II.

Degree student

A student who has been admitted to a degree category and is seeking a bachelor's, master's, or doctoral degree in a planned course of study.

Distribution requirement

A General Education requirement. Each undergraduate candidate must complete at least one course in each of eight (8) distribution areas:

- ♦ Fine Arts
- ♦ Humanities
- ♦ United States: Cultures and Issues
- ♦ Other Cultures and Civilizations
- ♦ Social and Behavioral Sciences
- ♦ Natural Science with Lab
- ♦ Natural Science and Technology
- ♦ Health and Well-Being

Drop

An official procedure for withdrawing from individual classes without removing registration from all classes. The deadline for the last day to drop a course without academic penalty (grade of "W" is on the transcript) is noted each semester or session on the Registrar's website. Students who do not follow the official procedure when dropping a class will earn the grade of "X" for that course; the "X" grade carries no honor points and affects the GPA in the same manner as an "E" or failing grade. (See also late drop)

Elective

A course which will count as credit toward a degree but is not a specific program requirement.

Emphasis

A designated group of courses within a major program.

Experiential Learning

Western Michigan University defines "experiential learning" as that which "informs many methodologies, in which educators purposefully engage with students in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities" [Association for Experiential Education and United Nations Educational, Scientific and Cultural Organization (UNESCO)]. Experiential learning includes, but is not limited to:

Service Learning: Service learning is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs—putting academics into practice.

Co-Curricular Learning: Co-curricular learning takes place outside formal academic studies. It is similar to volunteerism, but includes structured reflection.

Volunteerism: Refers to work done without financial remuneration in order to give back to the community and may be completed by individual students or organized group activities. It may be done on a voluntary basis or as required for an academic course, program or other campus organization.

Family Educational Rights and Privacy Act (FERPA)

This act limits information which can be disclosed about individual students' records without their written permission to general Directory information (name, address, telephone number, curriculum, and major field of study). All requests for information beyond Directory information should be referred to the Registrar's Office.

Field experience, practicum, work experience, co-op

Field experience: Actual practice, often away from the college campus, in a practical or service situation. In a teacher education program, it is usually conducted in schools.

Practicum: 1) A course of instruction aimed at closely relating the study of theory and practical experience, both usually carried on simultaneously; 2) an academic exercise consisting of study and practical work; and 3) supervised experience in counseling or a similar activity through such procedures as role-playing, recorded interviews, abstraction, analysis, and supervisory evaluation with interviewing techniques.

Work experience, co-op, or internship: A sponsored learning experience in an occupational area for persons preparing for full-time employment, conducted in connection with a course of study, where the students spend a part of their time on an actual job in a school, business, or industry.

Cooperative education: A program for persons enrolled in a school that provides for parallel or alternating study in school with a job in industry or business, the two experiences being so planned and supervised cooperatively by the school and the employer that each contributes definitely to the students' development in their chosen occupation.

Cooperative program: An organizational pattern of instruction which involves regularly scheduled employment and which gives students an opportunity to apply classroom learning.

Full-time student

An undergraduate student who enrolls for twelve credit hours during Fall or Spring or for six credit hours during Summer I or Summer II. The University does allow full-time status to some co-op and intern classes, when it is the only class allowed a student during a semester or session. Residence Life has its own regulations on the definition of hours needed to be eligible for housing contracts. Students should contact the Residence Life for this information. The above definitions are Western Michigan University regulations and may or may not be accepted by other agencies.

Gate course

A course in fundamentals in which a student must achieve a grade of "C" or "Credit" in order to qualify for enrollment in upper division courses of a curriculum.

Good standing

A designation that signifies that a student is eligible to continue, to return, or to transfer elsewhere. It implies good academic standing; that is, an overall GPA of 2.00 or better.

Grade point

The numerical value given to letter grades. For example an "A" is equivalent to 4 points per semester hour, a "BA" to 3.5 points, a "B" to 3 points and so on. No points are earned for an "E" grade. Also referred to as "honor points."

Grade point average (GPA)

A student's scholastic average computed by dividing total grade or honor points by total credit hours attempted.

Graduation audit

A formal, required evaluation of the student's academic record and program of study to determine the student's eligibility for graduation. The audit, initiated by a student's application for graduation, determines whether all University, degree, and program requirements have been met satisfactorily.

Deadlines for all degree recipients to apply for graduation are August 1 for December graduation, December 1 for April graduation, February 1 for June graduation, and February 1 for August graduation.

Students who change a graduation date need to contact their graduation auditor. There is no fee to change the graduation date. The Registrar's Office will not change a student's graduation date unless the student submits this new application for graduation.

Grant

Financial assistance awarded to a student which does not have to be repaid; usually based on need.

Guest student

A degree student from another college who is taking courses at Western Michigan University for one semester. The credits earned are usually transferred back to the student's home institution. A guest student may also wish to enroll in WMU courses for reasons other than seeking a degree. Guest student status does not constitute admission to a degree or certificate program.

Hold

A barrier placed on a student's ability to register for classes as a result of an unfulfilled monetary obligation or other action by the University.

Honors

Designation indicated on the college degree and transcript to reflect outstanding scholarship. Honors are conferred upon graduating undergraduate students who have displayed a high level of performance during their university career. Recipients of honors receive their degrees:

- ♦ Cum laude 3.50 to 3.69
- ♦ Magna cum laude 3.70 to 3.89
- ♦ Summa cum laude 3.90 to 4.00

To be eligible for honors, students must have earned at least fifty semester hours of course work at Western Michigan University which was graded by a letter grade and computed into the final cumulative grade point average.

GLOSSARY - CONTINUED

Honors College (Lee Honors College)

An academic administrative unit of the University whose mission is to design and foster curricular and co-curricular programs for the academically-talented student.

Honors courses

Special courses offered by Westerns Lee Honors College designed to pose intellectual challenge and give personal attention to particularly able students.

Incomplete

A temporary course grade (“I”) granted only if a student is temporarily unable to complete course requirements because of unusual circumstances beyond the control of the student.

Independent studies or readings courses

Independent studies or readings courses are courses in which a contract is developed between a faculty member and a student to complete research in, or readings on, a specific topic. The student is responsible for proposing the topic and contacting the appropriate faculty member.

Independent study

A course of study undertaken outside the classroom by a student under the supervision of one or more faculty members.

Institute

An organizational unit similar in nature to a center, as defined above, but which is degree-granting. Typically an institute will be interdisciplinary. Course work for a degree offered through an institute may include some offered by the institute itself but will be primarily comprised of courses in various disciplines/departments already in existence.

Intellectual skills requirements

The requirement that all students demonstrate entry-level competency in reading, writing, and mathematics by test or course.

Interdisciplinary

Designating a combination of subject matter from two or more disciplines within a course or program.

Internship

Work in a firm or agency related to a student’s major program and/or career plans. Usually involves earning college credit and may involve receiving payment.

Late drop

An official procedure for withdrawing from individual classes without removing registration from all classes that takes place after the last day to drop a course without academic penalty.

Loan

Financial assistance to students which must be repaid. Low interest loans are available and financial need may or may not be a factor.

Lower division

Courses at the 1000/2000 level; freshman or sophomore standing.

Major

A concentration of related courses totaling a minimum of 24 semester hours of credit.

Michigan residence requirements

The requirements for identifying or establishing permanent residence in Michigan for tuition assessment purposes.

Minor

A concentration of courses totaling a minimum of 15 semester hours of credit.

Multi-topic or “umbrella” course

A variable topic course that focuses on a current or a special interest in a specific field or academic area. The course may be repeated for credit with different topics.

Non-degree student

A student who has been admitted as a guest student or is not currently seeking a bachelor’s degree.

Part-time student

An undergraduate student who takes fewer than twelve hours during a semester or fewer than six hours during a session.

Portfolio

A collection of work (e.g., paintings, writings, etc.) which may be used to demonstrate competency in an academic area.

Prerequisite

A requirement, usually the completion of another course, which must be met before a student may register for a course.

Prerequisite with concurrency

A requirement, usually the completion of another course, which may be taken at the same time as the course it is a prerequisite for.

Proficiency

A General Education requirement. Each undergraduate candidate must show proficiency in four (4) areas:

- ♦ college-level writing
- ♦ baccalaureate-level writing
- ♦ college level mathematics or quantitative reasoning
- ♦ enhanced proficiency (one of six options)

Readmission

An enrollment procedure administered by the Office of Admissions that is followed by a student who was previously enrolled in good standing at Western Michigan University but who has not been enrolled for one year or more.

Re-entry

An enrollment procedure followed by a student who was previously enrolled in good standing at Western Michigan University but whose attendance was interrupted for two consecutive semesters, including the summer session.

Registration

The process of enrolling in and paying tuition and fees for courses each semester or session. For a full explanation of the registration procedures and regulations, consult the Registrar's website.

Reinstatement

An appeal procedure for a student who has been dismissed. Consult your college advising office to begin the procedure. Readmission must be sought in the area of intended study.

Residence requirement

The requirement that a minimum of 30 semester hours of course work for the bachelor's degree be completed at Western Michigan University. In addition, 10 of the last 30 credits must be completed at WMU.

Scholarship

Financial assistance to students awarded on the basis of academic achievement. Financial need may or may not be a factor.

School

A single-discipline unit which has an identification in the public mind beyond that of a department. Schools may have significant subdivisions such that students will apply for admission and take degrees through the subdivision rather than through the central unit as a whole.

Semester

A unit of time, 15 weeks long, in the academic calendar.

Semester hour

One hour of classroom (50 minutes) or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit; or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (See also credit hour)

Senior institution

An institution of higher learning offering baccalaureate programs. Western Michigan University is a public senior institution; a minimum of sixty hours toward the bachelor's degree must be completed at a senior institution.

Service Learning

Service learning is a mutually beneficial endeavor in which course learning objectives are met by addressing community-identified needs—putting academics into practice. (See Experiential Learning)

Session

A unit of time, 7-1/2: weeks long, in the academic calendar.

Student employment

Part-time jobs made available to students with financial need through federally-funded programs (Work-Study) and to students without need through the Student Employment Office.

Teachable major/minor

A state-approved major/minor program for teacher certification at the secondary and/or elementary level.

Three-quarter time student

Three-quarter time undergraduate students are defined as taking nine to eleven hours during a semester and five hours during a session.

Transcript

A copy of a student's permanent academic record at a particular institution.

Transfer credit

Credit earned at another accredited institution and accepted toward a Western Michigan University degree. Grades earned at another institution do not transfer and hence do not affect the WMU GPA.

Transfer credit evaluation

An official statement which indicates the number and type of transfer credits awarded.

Tuition

The amount of money which must be paid for courses based on the number of credits for which the student registers.

Unit definitions

Center: An organizational unit formed for purposes of linkage and visibility, focused on a theme, issue, or set of skills. A center will frequently be interdisciplinary in nature. A center does not offer degree programs but may, on rare occasions, offer a course or courses.

Institute: An organizational unit similar in nature to a center, as defined above, but which is degree-granting. Typically an institute will be interdisciplinary. Course work for a degree offered through an institute may include some offered by the institute itself but will be primarily comprised of courses in various disciplines/departments already in existence.

School: A single-discipline organizational unit which has an identification in the public mind beyond that of a department. Schools may have significant subdivisions such that students will apply for admission and take degrees through the subdivision rather than through the central unit as a whole.

Unit of credit

The unit of credit is the semester hour; the number of semester hours credit given for a course generally indicates the number of periods a class meets each week.

Upper division

Classification of students with 56 or more semester hours of credit earned towards a bachelor's degree; courses at the 3000, 4000, and 5000 levels.

Volunteerism

Refers to work done without financial remuneration in order to give back to the community and may be completed by individual students or organized group activities. It may be done on a voluntary basis or as required for an academic course, program or other campus organization. (See Experiential Learning)

Withdrawal

An official procedure for withdrawing from the University for at least the remainder of the current semester or longer. The deadline for the last day to withdraw from all courses without academic penalty (grade of "W" is on the transcript) is noted each semester or session on the Registrar's website. Students who do not follow the official procedure when withdrawing from the University will earn the grade of "X" for all courses; the "X" grade carries no honor points and affects the GPA in the same manner as an "E" or failing grade.





Bronco Express

Located on the ground floor of the Bernhard Center, [Bronco Express](#) is your first stop for financial aid and billing questions.

Bronco Express is a response to student requests for one, convenient, year-round spot to take care of everyday University business. We assist students with transactions and questions related to financial aid, making payments, student accounts and general registration information.

With no appointment needed, Bronco Express is a location where students can:

- ◆ Apply for financial aid or pick up appropriate forms.
- ◆ Check financial aid status.
- ◆ Check account balances and receive clarification on charges.
- ◆ Make payments on accounts.

Bronco Express has a drop box available for the submission of documents and check or money order payments (no cash payments.) The drop box is located outside the Bronco Express office.

A valid Bronco Card will be required for all transactions.

Information Technology

Information Technology has provided a technology help desk since the late 1980s. The help desk was greatly expanded when it moved to its present location in 2005. It is fully staffed to handle both telephone and walk-in customers and is your first point of contact for computer hardware, software, and mobile device related questions or problems.

Help Desk contacts:

Phone: (269) 387-4357, option 1

Email: helpdesk@wmich.edu

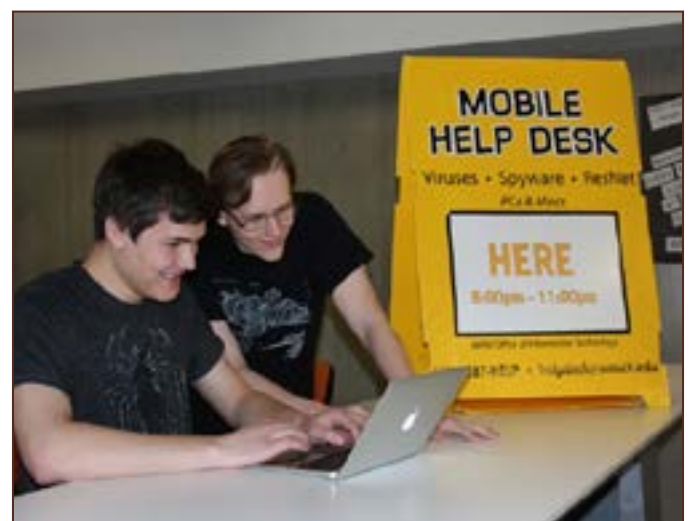
In Person: University Computing Center



Mobile Help Desk

The Mobile Help Desk is an extension of the Help Desk. It is staffed by the same highly skilled student technicians. The difference is, we come to you!

We set up in the lobbies and lounges of each residence hall throughout the fall and spring semesters. Hours are posted online when finalized.



Need a transcript?

Western Michigan University has authorized Parchment to manage the ordering, processing, and secure delivery of student transcripts.

Parchment offers:

- ◆ Secure online access to request your transcript 24/7.
- ◆ Email notification when transcripts are processed and received.
- ◆ Online request tracking ability.
- ◆ The option to request electronic delivery to any destination, including participating colleges and universities.
- ◆ All transcripts sent through Parchment are considered official.

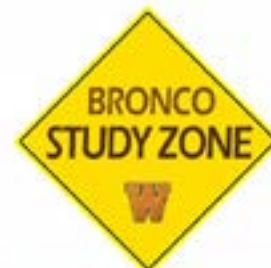
Questions? Check out the Registrar's Website at wmich.edu/registrar/.

Request your Western Michigan University transcript online today!

Bronco Study Zone

Located in Rood Hall, room 3374, the [Bronco Study Zone](#) is a space for all Western Michigan University students that offers a comfortable learning environment in which students can receive academic support designed to enhance learning and collaboration toward the goal of academic success.

The zone offers an array of resources through a one-stop model to support students and just the right amount of structure to help keep them on track. If the zone is unable to meet a requested need, students are referred to the appropriate campus resource.



Get In Get It Done.

Support services offered to you while in the zone include:

- ◆ Drop-in tutoring for highly challenging courses.
- ◆ Group collaboration on course assignments.
- ◆ Logging mandatory study hours for instructors and organizations.
- ◆ Peer academic success coaching through the College of Arts and Sciences for enrolled participants.
- ◆ Assistance with coping with test anxiety, effective note taking, time management and test taking strategies among others.

Did you know?

You can easily change or update your:

- address
- phone numbers (cell, home, etc)
- emergency contact information

Login to GoWMU

Click on the "View/Update my Personal Information"

It is important that we have updated information about you in the event that we need to contact you or your designated contact.

ENROLLMENT VERIFICATION

[Enrollment verification](#) serves as documentation that a student is currently enrolled at the University for a particular semester or session as a full-time, three-quarter time, half-time, or less than half-time student. *This form is frequently requested to prove enrollment for loan deferments, insurance companies, and employers.*

Fall/Spring

Undergraduate students must be enrolled in at least 12 credit hours to be considered full time, at least 9 credit hours to be considered three-quarter time, or at least 6 credit hours in order to be half time. Enrollment in 1-5 hours is considered less than half time.

Summer I/Summer II

Undergraduate students must be enrolled in at least 6 credit hours to be considered full time, at least 5 credit hours to be considered three-quarter time, or at least 3 credit hours in order to be half time. Enrollment in 1-2 hours is considered less than half time.

An online enrollment verification certificate is available for students with an active Bronco NetID. To get a copy of the enrollment certificate follow these steps:

- Login to GoWMU using your Bronco NetID.
- Click on Enrollment Verification Certificate under Academic Services on the My Self Service tab.

Enrollment verifications are available anytime after the sixth day of each semester or session.

ALL LINKS

Registration

Payment and Account Information

Academic Services

My Mid-term Grades

My Final Grades

My Unofficial Transcript

Request Official Transcript

Enrollment Verification Certificate

Degree Works

Application for Graduation

Graduation Ceremony RSVP

Guest Application

Authorized User - Academic and Financial Aid



2019 Bronco Football - home games

For schedule updates, see <https://wmubroncos.com/schedule.aspx?path=football>.

See you at the game!

ARBOR FINANCIAL YOUTH DAY



AUG 31 (SAT) / TBA

VS MONMOUTH UNIVERSITY

COMMUNIVERSITY



SEP 14 (SAT) / TBA

VS GEORGIA STATE UNIVERSITY

HALL OF FAME WEEKEND



SEP 20 (SAT) / TBA

VS CENTRAL MICHIGAN UNIVERSITY

MAC

HOMECOMING/FAMILY WEEKEND



OCT 12 (SAT) / TBA

VS MIAMI UNIVERSITY (OH)

MAC

SALUTE TO HEROES



OCT 26 (SAT) / TBA

VS BOWLING GREEN

MAC

INDOOR TAIL GATE



NOV 5 (TUE) / TBA

VS BALL STATE UNIVERSITY

MAC