GoWMU
Class Registration
User Guide

Updated: September 2018
Office of the Registrar
Western Michigan University
Logging into the GoWMU portal

All student transactions are performed in GoWMU, the WMU student portal. Students must have their Bronco NetID and password.

If a student has forgotten their Bronco NetID, they can swipe their Bronco card at one of the card swipe locations listed online at oit/portalContent/remember-bronconetid.html#mc

1. Login to GoWMU by going to http://gowmu.wmich.edu
2. Enter the Bronco NetID
3. Press Enter
4. Enter the Password
5. Press Login
6. If a student has forgotten their password, click on Forgot Password? and follow the prompts.
Account Holds

With a few exceptions, students cannot register for classes if they have an account hold. All holds must be resolved prior to registration.

A student can determine what the hold is that is preventing them from registering as well as contact information from the originating office once they are logged into GoWMU.

*After the student is logged into GoWMU*

1. Expand the **All Links** header
2. Expand **Registration**

![ALL LINKS](image)

3. Choose **My Holds**
   a. Holds will not prevent a student from attending classes for which they are currently registered for, use of the residence halls, currently available dining services, or accessing GoWMU.
   b. If they have a Payment Agreement Required hold only, *they can proceed to register.*
   c. To withdraw from a course prior to the last day to withdraw, and if the student has a hold, they may request to withdraw by contacting the Registrar’s Office in person or by email at registrar-info@wmich.edu
   d. If they have further questions, they should contact the originating office to resolve and clear holds.
Registering for classes

1. Expand the Registration menu if necessary
2. Choose Course Offerings

3. Select a term from the drop down box
4. Click Submit

Select Term or Date Range

Please select the term you wish to view from the dropdown

Search by Term:
None

OR

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

Submit  Reset

RELEASE: 8.7.1

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Registering for classes – continued

5. Choose at least **one subject** (required)
6. Click Course Search

7. Each course has a selection of sections (classes). Students must look for the course number (4 digits) and then click on View Sections.
Registering for classes – continued

8. This opens a page listing all sections available for that course.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj Crse Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>40808</td>
<td>ENGL 1050 290</td>
<td>M</td>
<td>4.000</td>
<td>Thought &amp; Writing</td>
<td>MW</td>
<td>06:00 pm - 07:40 pm</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>09/06-12/17</td>
<td>DUNBR</td>
<td>Four-year college course and P1: College Level Writing</td>
</tr>
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</tr>
</tbody>
</table>

9. Register by placing a check mark in the box next to the blue 5-digit course reference number (CRN).

10. Click Register.

11. The student can review their schedule immediately.

12. To drop or withdraw (depending on where we are in the term), choose the down arrow under “Action” and select the option. Only one option will be available. If it is beyond the drop/add period, the option of Withdraw will be available.

13. Click Submit Changes to process the transaction.

If there is the letter “C” in the place of the box, that section is closed and the student must either choose a different section, place themselves on the waitlist if applicable, or contact the department offering the course.

An “SR” in the place of the box indicates a student restriction. Please see your advisor.

A box will not appear if you are already registered for that section or if it is too late to register.
Waitlists

Waitlisting is not available for all sections. If the section can be waitlisted the WL Rem column in Course Offerings will be greater than zero.

Waitlisting does not guarantee students a seat, but does reserve their place in line should a seat become available.

Students must satisfy all course restrictions and prerequisites in order to join the waitlist.

Students will not be allowed to join the waitlist if the time of the course conflicts with a course already on their schedule or if it conflicts with a course they have previously waitlisted.

1. Write down the CRN and choose the Add or Drop Courses link at the bottom of the page.

2. Enter the CRN in the empty field.
3. Click on Submit Changes.

Add Classes Worksheet

CRNs

42671

Submit Changes  Class Search  Reset
4. Select the Waitlist option from the drop down under Action.
5. Click Submit Changes to process the transaction.
6. If at any point a student wishes to be removed from the waitlist they can do so through GoWMU by going into Add/Drop Course and changing the waitlist status to Drop Course.

When a seat becomes available

If a seat becomes available an email will be sent to the student’s Western email account letting them know that the section that they have waitlisted is open. The email will include instructions on how to register for the course in GoWMU. Students will not be registered for the course automatically. The seat will be held for 24 hours from the time of notification, during which time the student can register for it through GoWMU. After that time frame the student will automatically be removed from the waitlist and the course will be offered to the next student in the waitlist queue.
Student Class Schedules

There are three formats to view student class schedules; Student Detail Schedule, Week at a Glance, and Concise Student Schedule.

1. Choose **My Schedule** under the **Registration header** in All Links (expanding as necessary).

   ![ALL LINKS]

2. This view displays the class title, credit hours, start/end date, days and times the class meets, the location (building and room), and instructor if known.

   ![Class Schedule Example]

3. Additionally, this displays student classification, college, major and department, and home address.

   ![Student Information]

4. From this display, students can choose the links Buy Books and Student Detail Schedule.
Student Schedules – continued

Detail Schedule

1. The Student Detail Schedule is simply a different format but does allow a student to change the grade mode and credit hours (if designed to do so), and email the instructor. The example below does not allow the student to change credit hours.

2. To email the instructor, the student would click on the email icon after the name.

3. From this display, students can choose from the following:

```
[ Return to Registration Menu | Course Offerings | Add or Drop Courses | Week at a Glance | Registration Fee Assessment | Buy Books ]
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Student Schedules – continued

Week at a Glance Schedule

1. The Week at a Glance is helpful for students to see their schedule in a weekday format. Classes that do not have days (such as an online class) fall to the bottom of the display.

   ![Week at a Glance Schedule](image)

   The first Monday of the fall semester is Labor Day recess. Monday classes will not show for that week. To see the full week, including the Monday classes, click the Next Week link located above Sunday.

2. Clicking on the course information link will display the detail schedule.
Registration Fee Assessment

Students can view the tuition and fee assessment by choosing the Registration Fee Assessment link at the bottom of the detail schedule display.

The tuition and fees assessment is displayed with a link to the Payment and Account Information site where students can view their account balance, make payments, review their monthly statements, and tuition invoices.

The tuition and fees display is a quote which is subject to change based on student registration activity or by tuition adjustments by the Board of Trustees.

<table>
<thead>
<tr>
<th>Detail Code Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENRL</td>
<td>Enrollment Fee $208.50</td>
</tr>
<tr>
<td>R101</td>
<td>Student Assessment Fee $42.00</td>
</tr>
<tr>
<td>SUSF</td>
<td>Sustainability Fee $8.00</td>
</tr>
<tr>
<td>TLLR</td>
<td>Tuition Lower Level Resident $349.47</td>
</tr>
<tr>
<td>Term Charges:</td>
<td>$607.97</td>
</tr>
</tbody>
</table>

You may check your current account balance, make payments, review your monthly statements and tuition invoices at our Payment and Account Information website.

The tuition and fees quoted below are subject to change by the Board of Trustees.
Purchasing Books

Students can purchase or view recommended and required books and course materials by clicking on the Buy Books link at the bottom of the page on either the concise or detail student schedule.

1. Click on the **Buy Books** link.
2. A **Security Warning** dialog box displays.

![Security Warning](image)

3. Click the **Continue** button.
4. Textbooks and other course materials will be displayed.
5. Choose the books and add to cart.
Degree Works

Degree Works is a web-based tool that will help you plan your path to graduation. Degree Works brings Western Michigan University degree requirements and the student’s completed coursework together to give a complete view of progress toward degree completion.

Degree Works is available for undergraduate students beginning with the 2010 Undergraduate Catalog. Students under a catalog prior to 2010 should see their advisor for degree information. Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

1. Expand the Academic Services header if necessary
2. Choose the Degree Works link
3. Students may have to disable pop up blockers
4. Information included on the Degree Works worksheet are as follows:
   a. WIN
   b. Classification
   c. Hours Earned
   d. Overall GPA
   e. Academic Standing
   f. Confidentiality (if the student has a confidentiality flag)
   g. Advisor (if assigned)
   h. Degree
   i. College
   j. Major
   k. Minor
   l. Holds
   m. Preferred Name