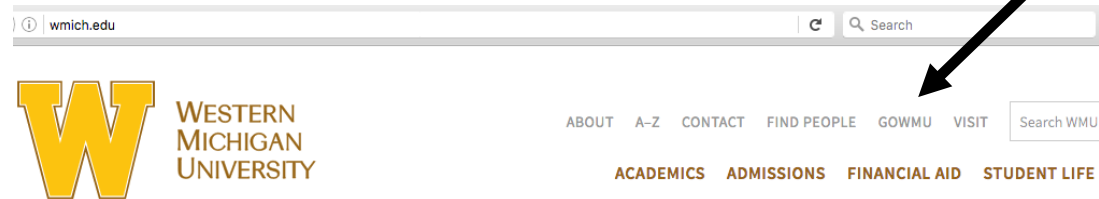


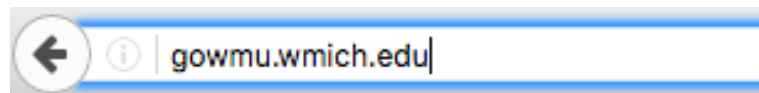
# General Education Registration Instructions

This guide is designed as a reference to help you register for classes at Western Michigan University. The example registration is performed on Mozilla Firefox. If you have any questions regarding this guide or registration, contact the CEAS Advising Office at (269) 276-3270 or by email at [ceas\\_advstu@wmich.edu](mailto:ceas_advstu@wmich.edu).

To register for classes at WMU, you have to access GoWMU. This can be done by going to WMU's homepage ([wmich.edu](http://wmich.edu)) and clicking the GoWMU button found at the top of the screen.



OR you can type [gowmu.wmich.edu](http://gowmu.wmich.edu) into your browser bar and press enter.



## Step 1: Logging onto GoWMU

1. Enter your Bronco NetID and click "ENTER."
2. Enter your password and click "ENTER."

A screenshot of the GoWMU login page. The page has a dark brown header with the WMU logo and 'WESTERN MICHIGAN UNIVERSITY'. Below the header is a white box titled 'Central Authentication Service' with the text 'Enter your Bronco NetID to continue'. There is a text input field for the Bronco NetID, a checkbox for 'Warn me before logging me into other sites.', and an 'ENTER' button. To the right of the input field are links for 'Change your password?', 'Forgot password?', and 'Forgot Bronco NetID?'. Below the login section is a 'Getting Started' section with links for 'First Time Logging in?', 'You will need your temporary password', and 'Set Your Password'. To the right of the login section is a 'Don't Fall For Phishing!' warning box. Below that is a 'Service Alerts' section with links for 'Current outages', 'Services operating normally', and 'Planned outages'. To the right of the service alerts is a 'New To WMU?' section with links for 'Use your temporary password to set a new password.', 'Setting up an Authorized User:', 'Academic & Financial Aid Information', 'Payment & Account Information', and 'Parents/Authorized Users'. At the bottom of the page is a footer with the text 'Western Michigan University, Kalamazoo MI 49008-5211 USA | (269) 387-1000' and a 'feedback' link.

## Step 2: Accessing the "Course Offerings" page

1. Once you have logged on, click on the arrow next to "All Links."

2. Then, a longer menu will appear. Click on the arrow next to "Registration."

3. Under the "Registration" link select "Course Offerings." If you have already validated your contact information, the "Select Term" screen will appear. If you have not, you will need to validate your contact information before continuing.

4. Go through the validate contact information screen and ensure all the information is filled out and correct. Once you are finished, check the box at the bottom of the screen and click "Submit."

5. Go back to the screen with the registration menu and select "Course Offerings" once again. You will be redirected to the "Select Term" screen.

The screenshot shows the 'My Self Service' menu with the following structure:

- Student Home | Library | WMU Life | Sites
- My Self Service (with help, home, and close icons)
- MOST VISITED (dropdown arrow)
- ALL LINKS (dropdown arrow) - **Arrow points to this dropdown**

When the 'ALL LINKS' dropdown is expanded, it shows:


- ALL LINKS (with up arrow)
- Registration (with down arrow) - **Arrow points to this dropdown**
- Payment and Account Information

When the 'Registration' dropdown is expanded, it shows:

- ALL LINKS (with up arrow)
- Registration (with down arrow)
- Course Offerings - **Arrow points to this link**
- Add/Drop classes
- My Schedule
- My Holds
- Academic Calendars

---

## Select Term or Date Range

 Please select the term you wish to view from the

**Search by Term:**

Fall 2016

Submit

Reset

### Step 3: Registering for Classes

1. On the “Select Term” screen, select the desired registration term and click the “Submit” button.

2. Click on the “Advanced Search” button.

**Subject:**


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

Course Search

Advanced Search


3. Highlight all of the “Subjects” by selecting the top course and dragging down.

### Advanced Search

 Use the selection options to search the class s when your selection is complete.

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

### Advanced Search

 Use the selection options to search the class s when your selection is complete.

**Subject:** Psychology  
Public Administration  
Religion, Comparative  
Russian  
Science Education  
Social Work  
Sociology  
Spanish  
Special Education  
Speech Pathology and Audiology

4. With all of the subjects still highlighted, scroll down to “Attribute Type” and select the desired area(s). Example: Area I: Fine Arts, Area III: U.S. Cultures.

**Instructor:**

All  
Abbott, Kevin William  
Abdelaziz, Wessam Ibrahim Saad

**Attribute Type:**

All  
Area I: Fine Arts  
Area II: Humanities

**Start Time:**

Hour 00

Minute 00

am/pm am

**End Time:**

Hour 00

Minute 00

am/pm am

**Days:**

Mon

Tue

Wed

Thur

Fri

Sat

Sun

5. Click “Section Search”



6. Select your desired class by checking the box.



7. Click "Register"



| Music                               |       |      |      |     |     |       |                             |      |                   |     |     |     |         |         |         |                       |              |             |                   |
|-------------------------------------|-------|------|------|-----|-----|-------|-----------------------------|------|-------------------|-----|-----|-----|---------|---------|---------|-----------------------|--------------|-------------|-------------------|
| Select                              | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title                       | Days | Time              | Cap | Act | Rem | Wl. Cap | Wl. Act | Wl. Rem | Instructor            | Date (MM/DD) | Location    | Attribute         |
| <input checked="" type="checkbox"/> | 41023 | MUS  | 1500 | 100 | M   | 4.000 | Music Apprec-Live           | MW   | 07:00 pm-08:40 pm | 250 | 79  | 171 | 0       | 0       | 0       | Robert White (P)      | 09/06-12/17  | KNAUS 03502 | Area I: Fine Arts |
| <input type="checkbox"/>            | 41025 | MUS  | 1520 | 100 | M   | 3.000 | Rock Music: Genesis & Devel | MW   | 06:00 pm-07:15 pm | 280 | 195 | 85  | 0       | 0       | 0       | Daniel C Jacobson (P) | 09/06-12/17  | KNAUS 02452 | Area I: Fine Arts |
| <input type="checkbox"/>            | 41332 | MUS  | 4500 | 100 | M   | 3.000 | Mus Apprec: Symphony        | TR   | 12:30 pm-01:45 pm | 80  | 38  | 42  | 5       | 0       | 5       | Igor Fedotov (P)      | 09/06-12/17  | DALTN 01110 | Area I: Fine Arts |

| Philosophy               |       |      |      |     |     |       |                   |      |                   |     |     |     |         |         |         |                        |              |             |                   |
|--------------------------|-------|------|------|-----|-----|-------|-------------------|------|-------------------|-----|-----|-----|---------|---------|---------|------------------------|--------------|-------------|-------------------|
| Select                   | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title             | Days | Time              | Cap | Act | Rem | Wl. Cap | Wl. Act | Wl. Rem | Instructor             | Date (MM/DD) | Location    | Attribute         |
| <input type="checkbox"/> | 46449 | PHIL | 3120 | 100 | M   | 3.000 | Philosophy Of Art | TR   | 12:30 pm-01:45 pm | 25  | 25  | 0   | 0       | 0       | 0       | Christopher Dolson (P) | 09/06-12/17  | DUNBR 04201 | Area I: Fine Arts |

You can also find **online classes** through goWMU in "Advanced Search."

1. Scroll down to the "Campus" and select "WMU – Online Educaton."
2. Select "Section Search."

**Campus:** WMU - Metro Detroit  
WMU - Muskegon  
**WMU - Online Education**

**Course Level:** All  
English Second Language  
Graduate

**Part of Term:** All  
Non-date based courses only  
Full Term

**Instructor:** All  
Abbott, Kevin William  
Abdelaziz, Wessam Ibrahim Saad

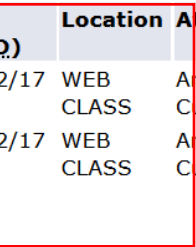
**Attribute Type:** Area VI: Natural Science-Lec  
Area VII: Natural Sci & Tech  
Area VIII: Health & Well-Being

Start Time: Hour 00 Minute 00  
End Time: Hour 00 Minute 00  
Days:  Mon  Tue  Wed  Thur



3. Select the desired course by checking the box. You can tell it is an online class based on the "Location" column.

| Gerontology              |       |      |      |     |     |       |                               |      |      |     |     |     |           |           |           |                       |                 |              |                            |
|--------------------------|-------|------|------|-----|-----|-------|-------------------------------|------|------|-----|-----|-----|-----------|-----------|-----------|-----------------------|-----------------|--------------|----------------------------|
| Select                   | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title                         | Days | Time | Cap | Act | Rem | WL<br>Cap | WL<br>Act | WL<br>Rem | Instructor            | Date<br>(MM/DD) | Location     | Attribute                  |
| <input type="checkbox"/> | 43512 | GRN  | 1000 | 950 | DE  | 3.000 | Introduction to Aging Studies | TBA  |      | 50  | 46  | 4   | 0         | 0         | 0         | Delores D Walcott (P) | 09/06-12/17     | WEB<br>CLASS | Area III: U.S.<br>Cultures |
| <input type="checkbox"/> | 44288 | GRN  | 1000 | 951 | DE  | 3.000 | Introduction to Aging Studies | TBA  |      | 50  | 23  | 27  | 0         | 0         | 0         | Delores D Walcott (P) | 09/06-12/17     | WEB<br>CLASS | Area III: U.S.<br>Cultures |



# How to Find General Education Courses on DegreeWorks

To pull up DegreeWorks, you have to access GoWMU. This can be done by going to WMU's homepage (wmich.edu) and pressing the GoWMU button found at the top of the screen.



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



## Step 1: Logging onto GoWMU

1. Enter your Bronco NetID and click "ENTER."
2. Enter your password and click "ENTER."

**W** WESTERN MICHIGAN UNIVERSITY

### Central Authentication Service

Enter your Bronco NetID to continue

Bronco NetID:

Warn me before logging me into other sites.

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

#### Getting Started

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

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

#### Don't Fall For Phishing!

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

#### Service Alerts

**Current outages**  
*Services operating normally*

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

#### New To WMU?

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

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

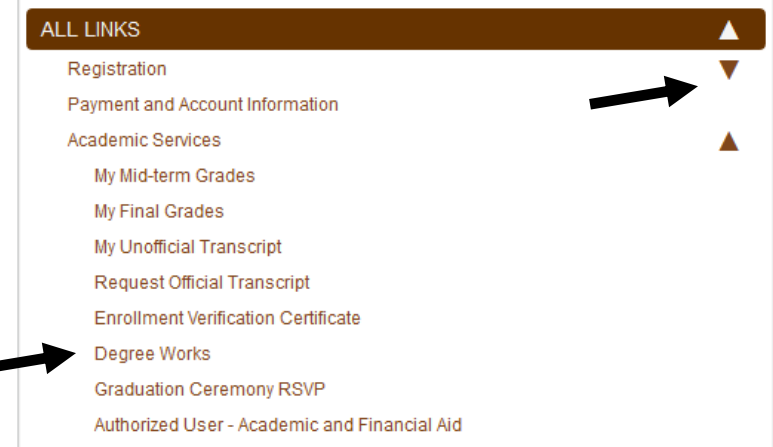
[Parents/Authorized Users](#)

For additional help, see [Help Desk](#).

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

## Step 2: Accessing DegreeWorks

1. After you have logged into goWMU, select the triangle next to “Academic Services.”
2. Select “DegreeWorks”
3. Your DegreeWorks should open in a separate window. If it is not opening, check your pop-up blocker. If needed, enable pop ups.



## Step 3: Locating General Education Courses

1. Once you have DegreeWorks open, scroll down to the heading “General Education Distribution Areas.”
2. The areas are on the left of your screen. To the right are the classes that will fulfill each area.

| General Education Distribution Areas  |               | Catalog Year: 2014-2015 Credits Required: 21  |
|---|---------------|---|
| <b>Unmet conditions for this set of requirements:</b>   |               | 21-35 credits are required. You currently have 19.<br>****STILL NEEDED: A MINIMUM OF 6 CREDITS OF 3000-4000 LEVEL COURSEWORK WITHIN THE DISTRIBUTION AREAS IS REQUIRED. YOU HAVE TAKEN 0.****   |
| Three tips for completing General Education ----->1.) No more than 2 classes from any one department may be used to satisfy the General Education Requirements ----->2.) INTL 3300 and INTL 3310 must be approved by College General Education advisor (not major/minor advisor). ----->3.) If Areas I-VIII are complete but you still need two 3000-4000 level courses, please click here to go to the list of approved General Education courses. |               |   |
| <b>GENERAL EDUCATION DISTRIBUTION AREAS</b>   |               |   |
| <input type="checkbox"/> Area I: Fine Arts  | Still Needed: | 3 to 9 Credits in ART 1200 or 1300 or 1400 or 1480 or 2200 or 2210 or CHIN 2800 or DANC 1450 or ED 2300 or ENGL 1100* or 2100 or HIST 3015 or 3150 or MUS 1480 or 1500 or 1510 or 1520 or 4500 or PHIL 3120 or THEA 1000  |
| <input type="checkbox"/> Area II: Humanities  | Still Needed: | 3 to 9 Credits in AFS 2800 or ENGL 1120 or 2110 or 2520* or 3070 or 3080 or 3110 or 3120 or 3150 or 3830* or 4160* or ES 2800 or GWS 1000 or HIST 1000 or 1010 or 1450 or 3000 or 3010 or 3300 or 3360 or 3790 or LANG 3500 or 3510 or 3530 or 3750 or 4040 or MDVL 1450 or NUR 3220 or PHIL 2000 or 2010 or 3000 or 3010 or 3030 or 3110 or 3140 or 3160 or PSCI 3600 or 3610 or 3620 or REL 1000 or 2050 or 2070 or 3115 or 3125 or 3135 or 3180 or 3240 or 3320 or RUSS 3100                               |
| <input type="checkbox"/> Area III: US Culture & Issues  | Still Needed: | 3 to 9 Credits in AFS 2000 or 3000 or 3010 or 3100 or 3140 or 3600* or 3950 or ANTH 2600 or 3470* or 3480 or BLS 3050 or COM 3070 or CORP 2560 or ECON 3090* or ENGL 2220 or 2230 or 4840* or GRN 1000 or GWS 2000 or 2010 or 3500 or HIST 2100 or 2110 or 2120 or 2125 or 3160 or 3200 or 3230 or 3260 or 3280 or HNRS 3301 or 3302 or 3303 or HSV 3550 or LWIR 3000 or MUS 3500 or NUR 3550 or PHIL 3070 or 3150 or PSCI 2000 or 3000 or 3200 or 3630 or REL 2065 or 3015 or SPAN 2650 or 2750 or THEA 1050 |



3. Click on a specific course for a course description as well as days and times it meets, CRN, and seats available.

4. Use this function to find a course you are genuinely interested in.

Course Information - Mozilla Firefox  
https://bdwp.cc.wmich.edu/dw/IRISLink.cgi

**MUS 1510** 4 Credits **Jazz in American Culture** Print

Introduction to the history and traditions of jazz. The history of jazz, the nature of improvisation, stylistic evolution, and the great masters of the art form are examined. African diaspora and African American sociology will be examined through: the slave trade, race relations, social sciences and racial diversity. The evolution of early African American musical forms (work songs, field hollers, prison songs, and the blues) will be investigated within the context of a specific cultural group.

May Not Be Elected By Music Majors. (except students pursuing the Multimedia Arts Technology - Music program) Concert attendance expected.

Attributes: 4YR, D3

| Term      | Crn   | Section | Seats Open       | Meeting Times       |
|-----------|-------|---------|------------------|---------------------|
| Fall 2016 | 41024 | 100     | 193 (out of 250) | Tu Th 12:00 - 13:40 |

ANTH 1100 Lost Worlds/Archeo

You may find classes offered both online and in the classroom. On DegreeWorks, you can see this through the class's meeting times.

Course Information - Mozilla Firefox  
https://bdwp.cc.wmich.edu/dw/IRISLink.cgi

**MUS 1520** 3 Credits **Rock Music: Genesis & Devel** Print

A study of rock and roll music since its inception in the mid-1950s. The impact of black rhythm and blues, jazz forms, and radio and television upon early rock will be studied as well as further evolutionary developments such as "do-wop", soul music, folk rock, psychedelic rock, jazz rock, the various English schools, heavy metal, and punk styles, to mention but a few. The course will cover the material of rock from 1955 to present.

May Not Be Elected By Music Majors. (except students pursuing the Multimedia Arts TEchnology - Music program)

Attributes: 4YR, D1

| Term      | Crn   | Section | Seats Open      | Meeting Times     |
|-----------|-------|---------|-----------------|-------------------|
| Fall 2016 | 41025 | 100     | 86 (out of 280) | M W 18:00 - 19:15 |
|           | 42642 | 950     | 0 (out of 55)   | TBA               |

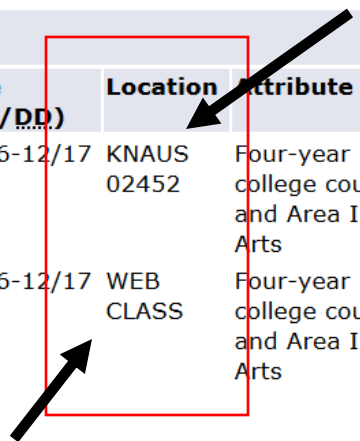
MUS 3500 or NUR 3550 or PHIL 3070 or 3

Online Course

In the search function, the course will look as such:

**Sections Found**

| Music                    |       |      |      |     |     |       |                             |      |                   |     |     |     |     |     |     |                       |              |             |  |
|--------------------------|-------|------|------|-----|-----|-------|-----------------------------|------|-------------------|-----|-----|-----|-----|-----|-----|-----------------------|--------------|-------------|--|
| Select                   | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title                       | Days | Time              | Cap | Act | Rem | WL  | WL  | WL  | Instructor            | Date (MM/DD) | Location    | Attribute                                      |
|                          |       |      |      |     |     |       |                             |      |                   |     |     |     | Cap | Act | Rem |                       |              |             |  |
| <input type="checkbox"/> | 41025 | MUS  | 1520 | 100 | M   | 3.000 | Rock Music: Genesis & Devel | MW   | 06:00 pm-07:15 pm | 280 | 194 | 86  | 0   | 0   | 0   | Daniel C Jacobson (P) | 09/06-12/17  | KNAUS 02452 | Four-year college course and Area I: Fine Arts |
| C                        | 42642 | MUS  | 1520 | 950 | DE  | 3.000 | Rock Music: Genesis & Devel | TBA  |                   | 55  | 55  | 0   | 5   | 0   | 5   | Daniel C Jacobson (P) | 09/06-12/17  | WEB CLASS   | Four-year college course and Area I: Fine Arts |




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When you are ready to register for your general education course, please reference the registration instructions above. If you have any questions regarding this guide or registration, contact the CEAS Advising Office at (269) 276-3270 or by email at ceas\_advstu@wmich.edu.

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