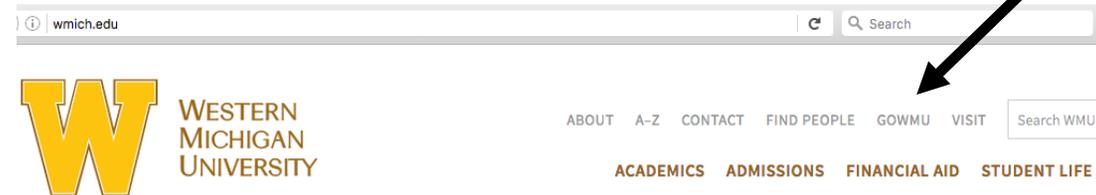


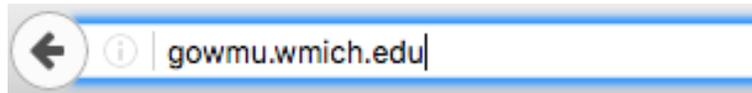
Registration Instructions

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.

To register for classes at WMU, you have to access GoWMU. This can be done by going to WMU's homepage (wmich.edu) and clicking 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."

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 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 Student Home page with a navigation bar at the top containing links for Student Home, Library, WMU Life, and Sites. Below the navigation bar is a 'My Self Service' section with two dropdown menus: 'MOST VISITED' and 'ALL LINKS'. An arrow points to the 'ALL LINKS' dropdown. Below this is a larger dropdown menu for 'ALL LINKS' with sub-links for 'Registration' and 'Payment and Account Information'. An arrow points to the 'Registration' link. Below that is another 'ALL LINKS' dropdown menu with sub-links for 'Registration', 'Course Offerings', 'Add/Drop classes', 'My Schedule', 'My Holds', and 'Academic Calendars'. An arrow points to the 'Course Offerings' link.

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. You will be redirected to the "Course Offerings in Detail" page. Scroll down to the selection menu and select at least one subject.

3. Once you have selected the desired subject or subjects, click on "Course Search."

4. Locate the desired course number and click the corresponding "View Sections" button.

Course Offerings in Detail

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

Subject:

Health Services
History
Holistic Health Care
Honors College
Human Performance & Health Ed
Indust & Entrepreneurial Engr
Interdisciplinary Hlth Science
International & Global Studies
Interprofessional Education
Italian

Course Search

Advanced Search

Course Search

Advanced Search

Fall 2016

Indust & Entrepreneurial Engr

1020 Tech Communication

View Sections

2610 Engr Statistics

View Sections

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

"Select" identifies the availability of a course

"CRN" (Course Registration Number) is the unique ID for each class. Also it links to a view of detailed class information

"Cmp" indicates on which site the class meets:
 M = Main Campus
 DE = Distance Education

"Cred" details how many credits a class is worth - if a class has "0.000" credits, it is likely a lab. Make sure to register for both the lecture AND lab sections

"Days" and "Time" tells which days the class meets and during what times
 NOTE Each day is represented by a single letter (MTWRF)
 TR= class on Tuesday AND Thursday
 W=Wednesday only class

"Location" identifies the building and room number of each class or if it is a web class

Philosophy

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

"Sec" defines the type of class.
 A section #100-499 is an all inclusive class.
 A section #500-799 requires registration in a lecture and lab
 A section #950 and above is an online class

"HC" indicates an Honors Section of that class. Only Honors students can enroll in Honors classes.

How many students can enroll in the class

How many students are enrolled in the class

How many seats are still available in the

"WL CAP" is the waitlist capacity for each class
 "WL Act" is the number of people already on the waitlist
 "WL Rem" is the number of remaining waitlist

Cap	Act	Rem	WL Cap	WL Act	WL Rem
90	76	14	5	0	5

5. Textbook information and other important information related to the class can be found by clicking on the CRN (blue numbers). Click on the CRN to view section comments, restrictions, and additional information.

6. Check the box to the left of the CRN to register for the class.

If no check box appears, a blank space or letter code indicates:

- **Blank Space:** You are currently registered for course
- **C:** Closed course section
- **SR:** Student is restricted from registering
- **NR:** Course section is not available for registration at this time

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

Or

Click "Add to Worksheet" if adding multiple courses.

Sections Found
Anthropology

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

Register Add to WorkSheet New Search

8. If you click "Add to Worksheet," it will bring you to the "add, drop or withdraw from a course" page. You can use this page to type class CRN's directly into the "Add Classes Worksheet" and add multiple classes at the same time. You can also use this page to drop courses you have already registered for.



Personal Information **Student Services** Financial Aid Proxy A

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Course Registration:

To add, drop or withdraw from a course

Common Registration Errors and Restrictions

Lecture/Lab Registration Error

Classes that offer lecture and lab sections MUST be registered for at the same time.

Sections Found																			
Engr Design Mfg & Mgmt Systems																			
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"/>	44654	EDMM	1420	500	M	3.000	Engineering Graphics	MW	12:30 pm-01:20 pm	115	110	5	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course
<input checked="" type="checkbox"/>	44657	EDMM	1420	505	M	3.000	Engineering Graphics	MW	03:30 pm-04:20 pm	115	105	10	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course
<input type="checkbox"/>	44662	EDMM	1420	510	M	3.000	Engineering Graphics	T	06:30 pm-08:20 pm	115	86	29	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course

If you try to register for only the lecture OR only the lab, you will see this error.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Link-requires registration in both lecture and lab sections	44654	EDMM	1420	500	Undergraduate	3.000	Letter Grade		Engineering Graphics

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

Sections Found																			
Engr Design Mfg & Mgmt Systems																			
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"/>	44654	EDMM	1420	500	M	3.000	Engineering Graphics	MW	12:30 pm-01:20 pm	115	110	5	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course
<input checked="" type="checkbox"/>	44657	EDMM	1420	505	M	3.000	Engineering Graphics	MW	03:30 pm-04:20 pm	115	105	10	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course
<input type="checkbox"/>	44662	EDMM	1420	510	M	3.000	Engineering Graphics	T	06:30 pm-08:20 pm	115	86	29	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD D0109	Four-year college course
<input checked="" type="checkbox"/>	44655	EDMM	1420	540	M	0.000	Engineering Graphics	T	08:30 am-11:20 am	24	22	2	0	0	0	Slobodan Urdarevik (P)	09/06-12/17	FLOYD C0226	Four-year college course

Major/Minor Restriction

Some classes are only available to students in specific majors/minors.

Sections Found																			
Mechanical Engineering																			
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"/>	46012	ME	5720	100	M	3.000	Adv Thermodynamics	T	04:00 pm-06:50 pm	20	15	5	0	0	0	Claudia M Hansford (P)	09/06-12/17	FLOYD F0115	Four-year college course

If you try to register for one of these classes, you will see this error.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Major/Minor Restriction--for students in designated majors/minors only	46012	ME	5720	100	Undergraduate	3.000	Letter Grade		Adv Thermodynamics

Prerequisite/Test Score Error

Some classes require a course prerequisite or a required test score. This error means that there is a prerequisite that you have not met. If you try to register for one of these classes, you will see this error.

Sections Found																			
Mechanical Engineering																			
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"/>	43573	ME	4700	100	M	3.000	Vehicle Structural Design	MWF	09:30 am-10:20 am	35	33	2	0	0	0	Richard B Hathaway (P)	09/06-12/17	FLOYD C0122	Four-year college course and Upper Division Course

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Prerequisite and Test Score error	43573	ME	4700	100	Undergraduate	3.000	Letter Grade		Vehicle Structural Design

Other Registration Errors

CLOSED section

The enrollment in the section has reached its designated capacity. See the department offering the course for questions on alternatives or an override.

CO-REQUISITE ERROR

Co-requisites are two different courses (with different course numbers) that must be taken during the same semester. When registering for co-requisite courses the CRN's (Course reference numbers) must be submitted at the same time.

DUPL CRSE with SEC – CRN

This error means that registration for two sections of the same course is being attempted. The system does not allow registration in more than one section of the same course, unless the sections are linked together.

CLASS restriction

This error means that the section is restricted by class standing, (freshman, sophomore, junior, or senior) which you do not match.

LEVEL restriction

This error means that the section is restricted by level, either Undergraduate or Graduate, which you do not match.

TIME CONFLICT with CRN

The section is in time conflict with another section on your schedule.

Approval required

Department, Advisor, Instructor, Regional site, or Study Abroad. See the designated office for assistance. Contact the Registrar's Office if there are questions.

Campus Restriction

In our system this means that the section is an honors section. The title of all honors courses end in HC. For example, Calculus I – HC, is the honors section of Math 1220.

Course not available for registration at this time

This error means that the section has been canceled, and is not offered this semester.

Not attended since re-admit term

Admission status is not active. Contact the Admissions' Office at (269) 387-2000 for assistance.

Registration Add Errors

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

Registration Add Errors

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

Registration Add Errors

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

Registration Add Errors

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

Registration Add Errors

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

You require re-admission prior to registration.