

Western Michigan University Advising Handbook

your guide from start...



to finish...

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I. ADVISING OVERVIEW

Welcome to Western, we're glad you're here! As you work toward deciding on a program of study, a major and a minor, there will be many people here to assist you. We recognize that the decision on what degree you pursue takes some time and that you may make changes along the way. The Advising staff at WMU are ready to help. This booklet will give you an overview of the process, the requirements for degrees, and the resources available to you.

As you begin your undergraduate studies at WMU, we invite you to become familiar with the advising structure here. Academic advising is a responsibility shared between you and your advisor; each of you plays an important role in the success of this relationship.

As an undergraduate student here you will receive assistance from a college advisor as you plan your courses for your first year. Each of the colleges has an office staffed with professional advisors. These offices, their locations and phone numbers are listed below:

College of Arts and Sciences
2318 Friedmann Hall
(269) 387-4366

College of Aviation
2210 Kohrman Hall
(269) 387-0347

Haworth College of Business
2130 Schneider Hall
(269) 387-5075

College of Education
2504 Sangren Hall
(269) 387-3474

College of Engineering & Applied Sciences
E102 CEAS Building
(269) 276-3270

College of Fine Arts
2132 Dalton Center
(269) 387-4672

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

University Curriculum
2041 Moore Hall
(269) 387-4410

Lee Honors College
Lee Honors College
(269) 387-3230

II. OVERVIEW OF REQUIREMENTS

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 faculty advisors within the departments offering your chosen major and minor. These faculty advisors will complete your major and minor slips with you and will help you to plan the sequence of courses required in your area. Many courses do have prerequisites, so careful planning is important.

College Advisors assist you in working to meet all university requirements. The Faculty 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!

a. 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. You can access the catalog at: <http://catalog.wmich.edu>.

Select 'Undergraduate Catalog "2008-09"' from the dropdown menu at the top right. 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.

Course descriptions are available for all courses offered at WMU, so you can look ahead to what you will be studying and what is of interest to you. This catalog is updated yearly, each spring. Previous versions will be archived and will continue to be viewable online.

b. Registration

Registration for courses is through the online system. As you attend Orientation, your advisors will help you to plan a schedule and with other staff will assist you in registering for these courses. For future semesters you will register online by a priority system based on the number of credit hours you've earned. The more credit hours you have, the sooner you can register. This schedule is published in the registration booklet for each semester and is also available on the Registrar's website, <http://www.wmich.edu/registrar>.

c. GoWMU

Access to the registration system as well as many other services is through WMU's secure intranet portal, GoWMU, <http://gowmu.wmich.edu>. Here you can:

- Register for classes
- Drop/add classes
- Withdraw from a class
- View/print your schedule
- View/print your unofficial transcript
- View/print your grade report (including midterm grades)
- View any holds on your account
- Request an official transcript
- Change your address and phone
- Update your emergency contact information
- Create an authorized user (person you authorize to view academic information and to view/pay bills)
- Financial Aid information

d. Authorized user access

(see: http://www.wmich.edu/registrar/pdf/authorizeduser_student-instructions.pdf)

WMU student's 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 (FERPA), student financial and academic records may not be shared with a third party without written consent.

- Access to this information can only be granted by the student and the student has the right revoke this access at any time.
- Access to this information is restricted to what is available in this system and has been authorized by the student.
- It does not allow the University faculty or staff to release information.
- Adding an authorized user is considered a written consent that an individual may view certain academic and financial aid information as well as make payments on behalf of the student.

In addition to giving access to view/pay bills, as a WMU student you can grant an authorized user access to view:

Enrollment Verification

- Midterm Grades
- Final Grades
- Schedule of Classes
- Unofficial Transcript
- Financial Aid Requirements
- Financial Aid Awards for Aid Year
- Financial Aid Payment Schedule

e. [wmich.edu](http://www.wmich.edu) email address

As a student at WMU you will have a [wmich.edu](http://www.wmich.edu) email address. Offices on campus, as well as faculty members, will use this email address to communicate with you. Advisors may send you information on upcoming deadlines, information on programs of interest to you. In addition, notification of holds on your account, grade changes, as well as graduation audit results will be sent to this email address.

f. Undergraduate Majors, by college:**College of Arts and Sciences****Liberal Education**

Africana Studies
 Anthropology
 Biochemistry
 Biology
 Biomedical Sciences
 Business-Oriented Chemistry
 Chemistry
 Communication Studies
 Criminal Justice
 Earth Science
 Economics
 English
 Film, Video, and Media Services
 French
 Geochemistry
 Geography
 Geology
 Geophysics
 German
 Global and International Studies
 History
 Hydrogeology
 Interpersonal Communication
 Journalism
 Latin
 Mathematics
 Organizational Communication
 Philosophy
 Physics
 Political Science
 Psychology
 Public History
 Public Relations
 Religion
 Sociology
 Spanish
 Statistics
 Telecommunications and Information Management
 Tourism and Travel

Pre-Professional Programs

Pre-Dentistry
 Pre-Law
 Pre-Medicine

Coordinate Majors

Environmental Studies
 Gender and Women's Studies

College of Aviation**Aviation Flight Science**

Aviation Flight Science

Aviation Maintenance Technology

Aviation Maintenance Technology

Aviation Science and Administration

Aviation Maintenance Administration

Haworth College of Business**Pre-Professional Administration**

Elect from Business Administration Curriculum

Business Administration

Accountancy
 Advertising and Promotion
 Computer Information Systems
 Economics
 Electronic Business Design
 Finance
 Food and Consumer Package Goods Marketing
 General Business
 Human Resource Management
 Integrated Supply Matrix Management
 Management
 Marketing
 Personal Finance Planning
 Public Administration
 Sales and Business Marketing
 Statistics
 Telecommunications and Information Management

College of Education**Career and Technical Education**

Family and Consumer Science

Teacher Education

Industrial Technology
 Industrial Education in Business
 Secondary Education in Marketing

Dietetics

Dietetics

Elementary Education

Elementary Group Minors

Elementary Music

Music Elementary

Family Studies

Family Studies
 Family Studies – Child Development Emphasis

Food Service Administration

Food Service Administration

Health, Physical Education and Recreation

Athletic Training
 Community Health
 Exercise Science
 Recreation

Industrial Education Teaching

Industrial Technology
 Technology and Design

Interior Design

Interior Design

Secondary Education

Art Education
 Biology
 Chemistry
 Earth Science
 English
 Family and Consumer Science
 French
 Geography
 German
 Health Education Teaching

History
 Industrial Technology
 Latin
 Mathematics
 Music Education
 Physical Education – Teacher/Coach
 Physics
 Secondary Education in Business
 Secondary Education in Marketing
 Spanish
 Technology and Design

Physical Education

Health Education Teaching
 Physical Education – Teaching/Coach

Special Education – Learning Disabled and Emotionally Impaired

Elementary
 Secondary

Special Education – Learning Disabled and Cognitively Impaired

Elementary
 Secondary
 Textile and Apparel Studies
 Textiles and Apparel Studies

College of Engineering and Applied Sciences**Aeronautical Engineering**

Aeronautical Engineering

Chemical Engineering

Chemical Engineering

Civil Engineering

Civil Engineering

Computer Engineering

Computer Engineering

Computer Science – General

Computer Science – General

Computer Science – Theory and Analysis

Computer Science – Theory and Analysis

Construction Engineering

Construction Engineering

Electrical Engineering

Electrical Engineering

Engineering Graphics and Design Technology

Engineering Graphics and Design Technology

Engineering Management Technology

Engineering Management Technology

General Applied Science

General Applied Science

Imaging

Imaging

Industrial Design

Industrial Design

Industrial Engineering

Industrial Engineering

Manufacturing Engineering

Manufacturing Engineering

Manufacturing Engineering Technology

Manufacturing Engineering Technology

Mechanical Engineering

Mechanical Engineering

Paper Engineering

Paper Engineering

Paper Science

Paper Science

College of Fine Arts**Art**

Art

Art Education

Art History

Graphic Design

Dance

Dance

Music

Music

Music Composition

Music Education

Music History

Music – Jazz History

Music Performance

Music Theory

Music Therapy

Music Therapy

Music Theatre Performance

Music Theatre Performance

Theatre

Theatre

College of Health and Human Services**Interdisciplinary Health Services**

Interdisciplinary Health Services

Nursing

Nursing

Nursing (RN)

Occupational Therapy

Occupational Therapy

Social Work

Social Work

Speech Pathology and Audiology

Speech Pathology and Audiology

Extended University Programs**General University Studies**

Occupational Education Studies

Non-Degree Seeking

Lee Honors College**Lee Honors College**

Any Undergraduate Major

University Curriculum

Guest Student

High School Student

Non-Degree Seeing

University Curriculum

III. Academic Policies related to Grading

Instructors submit their grades by noon on the Tuesday immediately following the end of the semester or session. 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 table 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

a. How is my GPA calculated?

In order to calculate 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
HPER 1110	2	E*	0
Total	13 (attempted)		38

$$38 \text{ honor points} / 13 \text{ credit hrs} = 2.92 \text{ GPA}$$

*Because a grade of “E” was earned in the HPER 1110 course, only 11 of the 13 hours will count toward the total hours needed for graduation.

- Keep in mind that 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 in any way.
- The repeat policy at WMU uses only the most recent grade for a repeated course in calculating a student’s grade point average.
- There is an online GPA calculator at: www.wmich.edu/registrar/gpacalc.html.

b. What is an incomplete grade?

An incomplete or an 'I' grade is a temporary grade which an 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 reregister for the course in order to remove the "I".

c. What is an 'X' grade?

A grade of 'X' may be given when any student either never attends or stops attending a course. It is computed in the gpa as a failing grade, with 0.0 honor points.

d. Can I take any course as Credit/No credit?

You 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 your major or specified in your curriculum as defined in the University Undergraduate Catalog. Again, note that courses required for a major cannot be taken for credit/no credit. It's a good idea to check with your advisor if you have any question on this.

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.

e. What happens if I repeat a course?

The most recent grade for a repeated course is used in calculating your gpa at Western. However if you receive a letter grade in a course and then take the course over and receive a grade of 'W', 'Credit', or 'No credit', the previously earned grade will remain in your gpa.

Note that the number of times a course can be repeated is limited to three, although grades of 'W', 'Credit', or 'No credit' are not counted as attempts.

Also be aware that a repeated course will not be removed from your transcript. All grades earned are shown on your transcript from WMU.

f. What is the withdrawal policy?

Withdrawals from individual courses can be done online through GoWMU from the time the drop/add period ends through the Monday of the 10th week of the semester. It is always a good idea to talk with your advisor prior to withdrawing from a course or courses at WMU; also check with a financial aid counselor if you have financial aid.

g. How are transfer course grades handled?

Grades do not transfer, so although credit may be given for a course taken at another institution, the grade does not become part of your gpa here. The Western gpa is calculated from courses taken at WMU. Also note that WMU only accepts transfer courses when the grade earned was a 'C' or better.

h. What does probation mean?

All students at Western have an academic standing which is based on your gpa. The Academic Standing rules are listed below and: <http://www.wmich.edu/registrar/AcademicStandards.html> .

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.

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: A student who is admitted to the University on academic probation and receives at least a .01 grade point average their first semester will be placed on final probation. A first semester GPA of 0.00 will result in academic dismissal.

IV. FERPA and Confidentiality

The Family Educational Rights and Privacy Act of 1974, FERPA, provides the structure for disclosure of student academic records. As directed by FERPA, Directory Information, as defined below, is subject to disclosure without the consent of the student unless the student notifies the Office of the Registrar in writing that any or all of the information designated should not be released without the student's prior consent. In order to place a restriction on the release of directory information, the student must provide written notice at the beginning of each term. Forms to invoke confidentiality, or to revoke it, as well as more information on FERPA, can be found on: <http://www.wmich.edu/registrar/FERPA.html> .

Directory Information is defined at WMU, as:

- Name
- Address
- Telephone number
- WMU e-mail address (.wmich.edu)
- Curriculum and major field of study
- Dates of attendance
- Enrollment status (full/part time)
- Degrees/Awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight/Height of members of athletic teams

Nondirectory information, such as grades and grade point averages, never released to agencies outside the University, unless required by law, without the written consent of the student. Grade and GPA information is never given out over the telephone.

Questions related to FERPA or directory information should be directed to the Office of the Registrar, 269-387-4310, or registrar-info@wmich.edu .

V. 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.

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.

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.

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 nine 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 inclusive
- Sophomore: A student credited with 26–55 hours inclusive
- Junior: A student credited with 56–87 hours inclusive
- Senior: A student credited with 88 or more hours

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.

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.

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.

<i>Numbers</i>	<i>Levels</i>
0000–0089	Non-credit courses
0090–0099	Terminal course credit that may not be applied toward degree programs
1000–1999	Primarily for first-year students
2000–2999	Primarily for Sophomores
3000–3999	Primarily for Juniors and Seniors
4000–4999	Primarily for Seniors
5000–5999	For graduate students and advanced undergraduate students
6000–6999	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: A unit of academic credit measured in semester hours or quarter hours. One credit hour usually represents one hour of class time per week. See also "semester hour." The total number of credits for which a student registers during a semester or session is the credit load.

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

Dean's list: A public announcement at the end of fall and spring semesters, and the summer sessions, listing 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.

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

1. Fine Arts
2. Humanities

3. United States: Cultures and Issues
4. Other Cultures and Civilizations
5. Social and Behavioral Sciences
6. Natural Science with Lab
7. Natural Science and Technology
8. 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 in the Registration Information booklet. 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.

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. University Housing has its own regulations on the definition of hours needed to be eligible for housing contracts. Students should contact the University Housing Office for this information. The above definitions are Western Michigan University regulations and may or may not be accepted by other agencies.

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 complete a new application for graduation. No fee for the change is required. The Registrar’s Office will not change a student’s graduation date unless the student submits this new application for graduation.

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 students who have displayed a high level of performance during their university career. Recipients of honors receive their degrees:

Cum laude: when their grade point average is 3.50 to 3.69, inclusive

Magna cum laude: when their grade point average is 3.70 to 3.89, inclusive

Summa cum laude: when their grade point average is 3.90 to 4.00, inclusive

To be eligible for honors, students must have earned at least fifty-six semester hours of credits at WMU, fifty of which, must be graded by a letter grade and computed into the final cumulative grade point average.

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 Western’s 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.

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.

Lower division: Courses at the 1000–2000 level; freshman or sophomore standing.

Major: A concentration of related courses generally consisting of thirty to fifty semester hours of credit.

Minor: A concentration of courses generally consisting of a minimum of twenty semester hours of credit.

Multi-topics or “umbrella” course: A variable topic, variable credit 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.

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

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

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

1. college-level writing
2. baccalaureate-level writing
3. college level mathematics or quantitative reasoning
4. enhanced proficiency (one of six options)

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

Registration: The process of enrolling in and paying tuition and fees for courses each semester or session.

Residence requirement: The requirement that a minimum of 30 semester hour 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.

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

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

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

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

Transfer credit: Credit earned at another accredited institution and accepted towards 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.

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.

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 in the Registration Information booklet. 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.

ONLINE RESOURCES

ACADEMIC RESOURCES

- Academic Skills
www.wmich.edu/asc/
- Academic Support Program
www.wmich.edu/casp/
- Bookstore
www.wmubookstore.com/
- Disabled Student Resources
www.dsrs.wmich.edu/
- English as a Second Language
www.wmich.edu/celcisaw/
- Library
www.wmich.edu/library/
- Study Abroad
www.wmich.edu/studyabroad/

ADMISSION APPLICATION PROCESS

- Admissions and Orientation
www.wmich.edu/admi/

ADVISING OFFICES

- Academic Advising
www.wmich.edu/registrar/advising
- College of Arts and Sciences
www.wmich.edu/cas/
- College of Aviation
www.wmich.edu/aviation/
- College of Business
www.hcob.wmich.edu/
- College of Education
www.wmich.edu/coe/
- College of Engineering and Applied Sciences
www.wmich.edu/engineer/
- College of Fine Arts
www.wmich.edu/cfa/
- College of Health and Human Services
www.wmich.edu/hhs/
- Lee Honors College
www.wmich.edu/honors/
- University Curriculum
www.wmich.edu/unv/
- Office of International Student Services
www.wmich.edu/oiss/

FINANCIAL INFORMATION

- Campus Apartments
www.wmich.edu/apartment/
- Bill Pay
www.wmich.edu/finaid/4-costs/payment
- Dining Services
www.wmich.edu/dining/options
- Financial Aid
www.wmich.edu/finaid
- Parking
www.parking.wmich.edu/

Residency Policy
www.obf.wmich.edu/documents/docs/ResidencyApplication
 Residence Hall Room and Board
www.reslife.wmich.edu/contract/rates
 Tuition
www.wmich.edu/registrar/tuition

HEALTH RESOURCES

Alcohol and Substance Abuse
www.uctc.wmich.edu/
 Counseling Resources
www.uctc.wmich.edu/
 Sindecuse Health Center
www.wmich.edu/shc/
 Unified Clinics
www.wmich.edu/hhs/unifiedclinics/

RECORDS INFORMATION

Class Schedule
<http://gowmu.wmich.edu/>
 Confidentiality
www.wmich.edu/registrar/
 Transcript Request
www.wmich.edu/registrar/transcripts
 Transfer credits (from another institution)
www.wmich.edu/admi/transfer/index

REGISTRATION INFORMATION

Academic Calendar
www.wmich.edu/registrar/calendar
 Academic Catalogs
<http://catalog.wmich.edu/>
 Academic Standards
www.wmich.edu/registrar/AcademicStandards
 e-learning courses
www.atis.wmich.edu/
 Financial Aid
www.wmich.edu/finaid/
 General Education Courses
www.wmich.edu/registrar/GenEd-F2007
 Grades Policy
www.wmich.edu/registrar/grades
 Registration Definitions
www.wmich.edu/registrar//registrationdefinitions
 VA Services
www.wmich.edu/registrar/veteransservices
 Verify Enrollment
www.wmich.edu/registrar/verification

SPECIAL NEEDS

Daycare
www.wmich.edu/childrensplace/
 Disabled Student Resources
www.dsrs.wmich.edu/
 Office of Student Conduct
www.osc.wmich.edu/
 Ombuds
www.wmich.edu/registrar/Ombuds/
 Sexual Harassment/Complaint
www.wmich.edu/oie/

STUDENT LIFE

Bus Routes
www.wmich.edu/auxiliary/busroute/
 Greek Life
www.greeks.wmich.edu/
 Housing/Apartments
www.wmich.edu/apartment/
 International Students
www.wmich.edu/oiss/
 Miller Auditorium
www.wmich.edu/miller/
 Multicultural Affairs
www.multicultural.wmich.edu/
 Residence Hall Life
www.reslife.wmich.edu/
 Student Employment
www.broncojobs.wmich.edu/
 Student Government
www.wsa.wmich.edu/
 Student Organizations
www.rso.wmich.edu/
 Student Recreation
www.src.wmich.edu/
 Student Events Calendar
<http://studentworld.wmich.edu/>

TECHNOLOGY

Bronco NetID and Password
www.wmich.edu/oit/students/bronconetid
 Change Password
www.wmich.edu/changepassword/
 Computer Labs
www.wmich.edu/oit/students/labs