

### **To Print Your Class List**

1. Open a browser\* and go to <http://gowmu.wmich.edu>.
2. Enter your Bronco NetID and password and click the "Login" button.
3. From the Home Tab, select the "Faculty" link on the Academic Services channel.
4. Click the link from My Self-Service.
5. Click the link "Faculty/Advisor Services".
6. Select "Summary Class List".
7. Select a Term, click submit.
8. Select the appropriate CRN/Title, click submit.
9. To print the class list, use the print option in your browser, OR copy the class list to a spreadsheet.

#### PC users:

- Highlight the list of names
- Select Copy
- Open a spreadsheet
- Select Paste
- Perform a "save as" and/or print

#### Mac Users:

- Highlight the list of names
- Select Copy
- Open a spreadsheet
- Select Paste/Special
- Perform a "save as" and/or print

10. To choose another course, scroll to the bottom of the screen and click on "Return to Previous".
11. Select the appropriate CRN/Title, click submit.
12. Select "Summary Class List".
13. Follow steps 9 through 12 for additional courses.

When you have completed viewing your class rosters, log out of GoWMU and close the browser.

#### **Need Help?**

Logon/Technical Support:

Contact the OIT Help Desk at 269-387-HELP.

Class Roster Questions:

Contact the Office of the Registrar at 269-387-4300.

\*use only the most updated version.