ACADEMIC STANDING
Dual enrolled students are treated just the same as any undergraduate. Students must maintain at least a 2.0 grade point average (GPA) in dual enrolled courses. If your GPA drops below a 2.0, the university will warn you that you are on academic probation. Ask your Student Success Coach if you are concerned or have questions.

ADVISING HELP
Dual enrolled students have full access to all university advising services. For academic questions including choosing courses that fit your goals, see your Student Success Coach. You may also discuss course choices by contacting academic program advisors.

The College of Arts and Sciences is a good place to start: wmic.edu/arts-sciences/advising
Each college and program has advisors who can answer your question. For a list of advisors follow this link: wmic.edu/registrar/students/advising

APPLYING FOR DUAL ENROLLMENT
Collegiate Pathways students attend courses online, in their high schools, in their community, or at WMU locations.

Admissions Process
First, complete a dual enrollment application found at the link below. Follow the instructions found in the application. Have it signed and then fax the completed application to WMU Admissions office. Generally, your school principal or counselor will do this for you. Check with them before sending an application on your own. https://goo.gl/ikHmRK

Test Scores
For admission to WMU, you need at least a 2.75 high school GPA and a qualifying standardized test score.
Minimum test scores: PSAT 790, SAT 1000, ACT 21
If you have at least a 3.50 (3.25 for seniors) GPA then you do not need to submit a test score.

Continuing Dual Enrolled Students
Students in good academic standing do not need to reapply each semester. Dual enrolled students are required to submit a third party billing authorization form to their designated school official when they register for classes. Form found here https://goo.gl/ikHmRK

WHAT IS COLLEGE READINESS?
There specific skills and actions that will help students be successful in any college or university.
Students who succeed in college do the following:
- Attend every class
- Are organized
- Managing study time well
- Take notes
- Know how to read textbooks
- Know smart study skills
- Know how to study for and take a test
- Ask for help whenever needed (self-advocacy)

WMU Online offers tutorials that will help you during your online courses wmic.edu/elearning/students
BOOKS AND COURSE FEES
Check with your school’s dual enrollment official or WMU Collegiate Pathways Student Success Coach to see if your school pays for textbooks and course fees. Occasionally students may be responsible for part or all text and course fees.

As a WMU student you be given a WIN (Western ID Number) and a WMU Bronco Card®. This is a photo identification card that serves as your library card, access to dining services, computing centers (including regional locations) and entry to Bronco Transit and sporting events.

GOWMU Account/BRONCO NET ID
The WMU Office of Admissions will include an info sheet with your acceptance letter. The sheet will provide your unique WIN (Western Identification Number), your WMU email address, and Bronco Net ID. Follow the directions on the sheet to set up your GOWMU password. Accessing GOWMU provides you with your email account, access to all online university services including the libraries and E-Learning (online learning platform). If you needed contact the Help Desk (269) 387-4357.

COMPUTER LABS & OTHER WMU SERVICES
As a WMU student you have access to the following services: WMU Libraries (on campus and online), E-Learning, Computer labs on all campuses, rides on campus busses, discounts for shows at Miller Auditorium, free admission to athletic events and discounts at many businesses.

STUDENT SUCCESS COACH
What is a Student Success Coach? Your WMU Student Success Coach has one job - to ensure you are a successful dual enrolled student. They will check with you periodically to see how you are doing, they will answer your college questions, connect you to university services and be a good resource throughout your time with WMU.

DISABILITY SERVICES
Can I get assistance from the university? Students often have visual, hearing, or other learning challenges. The Center for Disability Services offers a range of services. wmich.edu/disabilitycenter

STUDENTS WITH IEP AND 504 PLANS
What if I have an Individualized Educational Plan or 504 plan at my high school? In college you have to ask and give permission for support services. Self-advocate by telling your counselor and Student Success Coach. Your high school and university staff will work with you to set up accommodations.

SAFETY
What if I feel unsafe in my WMU course? WMU takes student safety very seriously. There are people and systems in place to listen to you and find solutions. Use the following resource links to access university safety resources:
Precollege Programming wmich.edu/precollege/policies/minors-on-campus (269) 387-2773
WMU Department of Public Safety wmudps.wmich.edu (269) 387- 1000
Student Life wmich.edu/students/diversity (269) 387-2152
University Sexual Assault and Misconduct Policy Reporting wmich.edu/sexualmisconduct (269) 387-6316

SNOW DAYS AND CLOSURES
How will I know if classes are cancelled due to safety issues caused by weather, etc.? http://www.wmich.edu/ or http://www.wmich.edu/extended
Check the WMU websites (links shown above) for closure announcements. WMU will also send out email, phone, and text notifications and inform local media. If your local school is closed, your class is probably cancelled. If you are still not sure then email your professor.
GOWMU ACCOUNT

What is GoWMU?
Your GoWMU account grants you access to university student services. Set up your account within a few days of being admitted to the university. With GoWMU you can access your email, your online courses, grades, and class schedule, pay a bill, link to university libraries, get tech help, and much more.

ONLINE LEARNING

How do I access my online course?
You can access your online content by logging into GoWMU and clicking on E-Learning: elearning.wmich.edu/d2l/home. On your E-Learning home page you can access links to order textbooks, check out books from the library, get tech help, and How-To’s (simply click the E-Learning Student Support link). Your professor will post course content in E-Learning.

DUAL ENROLLMENT TUTION & FEES

Will there be any cost to the student for tuition, books, and fees?
Students who dual enroll either attend classes on main campus, regional campuses, fully online, or in your school. Depending on the particular arrangement with your school you may be paying full tuition, partially, or not at all. Check with your counselor and Student Success Coach to find out for sure how it works at your school/homeschool.

DROPPING OR WITHDRAWING FROM A CLASS

How do I drop a course?
Occasionally a student needs to stop out of a course. If you find a course is too difficult or you face other challenges, then you need to stop out of a course, you can drop or withdraw. Ask your Collegiate Pathway staff for help. To drop, log into GoWMU and click on your Student Home tab. Go to Course Schedule and choose Drop Course.

STUDENT ACADEMIC CONDUCT AND CODE

Are there behavior and learning expectations at the university?
Yes, students have specific rights and must follow the Student Code of Conduct. Link: wmich.edu/conduct/code

Use Email for All Correspondence
The official way to communicate with university staff and faculty is university email. You may also call or visit in person.

Professional Behavior
The WMU Student Code “requires a student to become aware of, and abide by behavior standards of the University.” Students are expected to have and expect freedom of expression, to honor diversity, and practice civility.

Cheating & Plagiarism
Plagiarism and cheating are academic violations. You should never use other peoples work and present it as your own. Students who are caught cheating or using others work without attribution may be removed from the university. General University Policies section in the Undergraduate Catalog has a complete set of student rights and responsibilities: wmich.edu/sites/default/files/attachments/u580/2017/2017-18%20WMU%20Undergraduate%20Catalog_0.pdf

FERPA

What is FERPA (Federal Educational Rights and Privacy Act of 1974)?
You have full FERPA rights as a dual enrolled student. Check with your counselor or student success coach about granting your parent or guardian access to your university accounts including grades, and other student info. Go to the Registrar page to learn more about proxy access: wmich.edu/registrar/students/authorized. Go to Accounts Payable for access to payment and account information: wmich.edu/accounts-receivable/parents

TAX FORM 1098T

Why did my family receive a Federal form 1098T in the mail?
The Federal tax form, 1098T is mailed to WMU students (electronically or US mail) by late January each year. For more info go to WMU Bronco Express wmich.edu/accounts-receivable/faq/1098-t or to IRS Publication 970 for more about education deductions. Your tax software/preparer will advise you on how to input your tax information. Call Bronco Express at (269) 387-6000 to access your form.