

VIKING ADVISOR DTA - Associate Degree

For Students with a Direct Transfer Agreement

Registration and Planning
Guide for New Students
2020-2021



MAKE WAVES

ACADEMIC ADVISING CENTER

www.edu/advising • 360-650-3850 • Old Main 380 • advising@www.edu

WELCOME TO WESTERN!

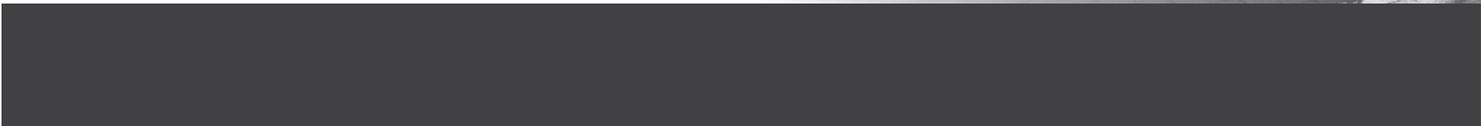
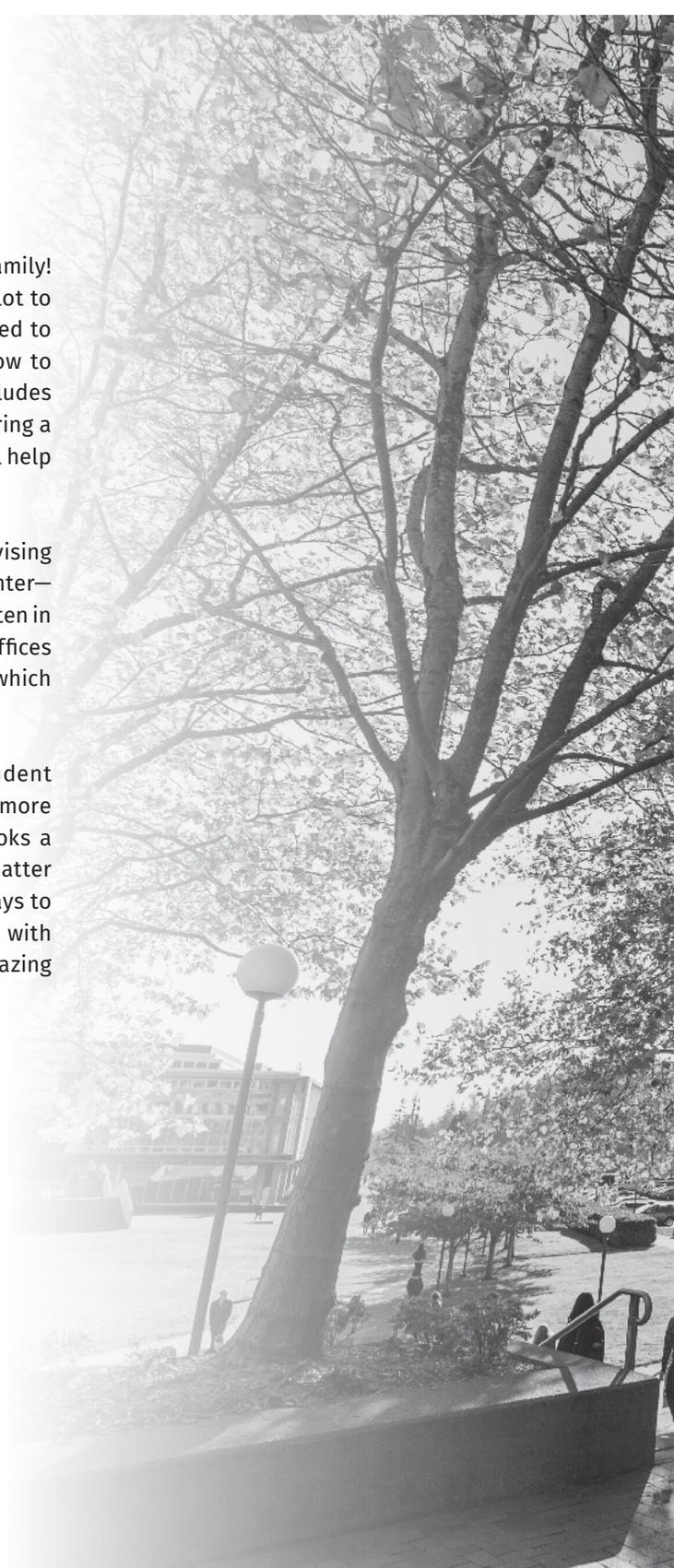
We are so very glad you've joined the Western family! As you begin your college journey here, there's a lot to take in. This booklet, the Viking Advisor, is designed to make some of your first decisions easier—like how to choose your classes and get registered. It also includes important information about requirements, declaring a major, and our degree evaluation system, which will help you keep track of your academic progress.

The Viking Advisor is created by the Academic Advising Center in partnership with the Career Services Center—two offices we hope you'll connect with early and often in your time at Western. The dedicated staff in those offices are here to help you plan an academic experience which supports a great career after graduation.

All of us in the Division of Enrollment and Student Services are here to support your success. Now, more than ever, we are here for you—although that looks a little different now than it has in years past. No matter how or where we connect, though, our goal is always to support you. Don't hesitate to reach out for help with whatever you need to succeed. I wish you an amazing year of discovery!



Melynda Huskey
Vice President, Enrollment and Student Services





MAKE WAVES.

VIKING ADVISOR

CONTENTS

Academic Advising at Western 2

Graduation Requirements 3

Why GURs or a DTA – Associate Degree? 4

Declaring a Major 5

Registration and Academic Planning

- Registration Timeline 6
- Late Course Withdrawal 6
- Online Academic Planning Resources 7
- Tips for Developing a Balanced

 - Schedule 8
 - ClassFinder 9
 - Web4U 9
 - Registration Step-by-Step 9
 - Registration Waitlist 10

Transfer Equivalency Report 10

Degree Works 11

Guide to Campus Resources 12

Planning Your Western Experience back cover

COVER/THIS PAGE:
South Campus
© Rhys Logan

ACADEMIC ADVISING AT WESTERN

The best way to maintain academic success is to meet with an advisor.



Advising at Western

Academic advising at Western Washington University is a **shared responsibility**. The Academic Advising Center's professional academic advisors, in collaboration with advisors in Student Outreach Services, Western faculty, and departmental advisors help students develop meaningful educational experiences. Advising involves students working closely with advising staff and faculty to establish and complete academic goals. Advising provides opportunities to explore the intellectual side of your life, choose among educational options, and develop plans to support academic and life objectives.

Students are not assigned an advisor until they declare their major. Until then, the Academic Advising Center and Student Outreach Services are the primary sources for general advising. Students are strongly encouraged to meet with their department of interest before they declare in order to find answers to major-related questions, declare a pre-major/Phase I major and establish relationships with their future department and faculty advisors.

Advising Terms Key

AAC – Academic Advising Center	MPA – Math Placement Assessment
AS-T – Associate of Science	SOS – Student Outreach Services
CSC – Career Services Center	TER – Transfer Equivalency Report
DTA – Direct Transfer Agreement	
GUR – General University Requirements	

What does “A Shared Responsibility” Mean?

Western's expectations of students may differ from other schools you've attended. At Western, academic advisors and faculty are well prepared to assist you but rely on you to initiate advising conversations. **We recommend that students meet with an advisor at least once per quarter.**



Student Responsibilities

It is your responsibility to take the initiative in making advising appointments. Meet with an advisor early and often to stay on track toward declaring a major and graduating. You are responsible for becoming familiar with Western's academic policies which can be found in the University Catalog. Prepare for each advising appointment by reviewing advising resources such as the University Catalog's Programs of Study and academic department websites, and writing down your questions beforehand. As a reminder, **email is an official form of WWU communication and you are responsible for monitoring your student email account.**



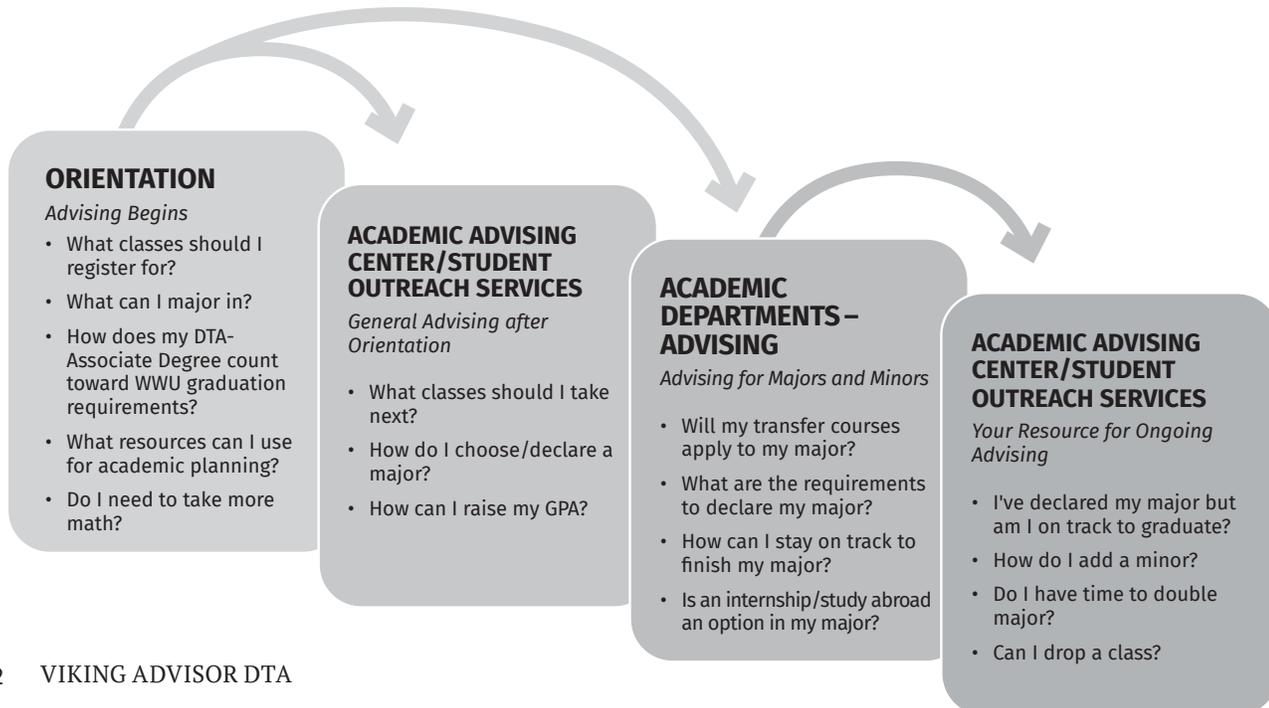
Advisor Responsibilities

Academic advisors have the responsibility of providing current and accurate information about Western's academic programs and degree requirements. They also have the responsibility of guiding you to become confident navigating Western's programs, resources, and policies.



Where to go for Academic Advising

The Academic Advising Center (Old Main 380) and Student Outreach Services (Old Main 387) are resources for general ongoing advising throughout your time at Western. You can also seek advising concerning majors and minors from academic departments at any time, regardless of class standing or declaration status. Remember it is your responsibility as a student to make advising appointments. Western recommends that you meet with an advisor at least once per quarter.



GRADUATION REQUIREMENTS

The following requirements apply to all undergraduate students. Comprehensive details are available and should be reviewed in the University Catalog: catalog.wvu.edu.

■ Complete a minimum of 180 quarter credits

These credits are comprised of General University Requirements (or a Direct Transfer Agreement (DTA) Associate Degree or Fairhaven core), major requirements, and electives.

NOTE: Western allows a maximum of 135 quarter credits, or 90 semester credits, to transfer from any combination of regionally accredited institutions, including no more than 105 lower-division—i.e. 100-200 level—quarter credits (70 semester credits).

■ Minimum of 45 credits earned through Western Washington University courses

Credit by examination and advanced placement credit are not included in this total. Additionally, a student must be registered for at least one Western course in the quarter in which the degree is to be awarded.

■ Complete at least 60 credits of upper-division study, i.e. 300-level and above

Included in this requirement are credits for majors, electives in any discipline and transfer credits taken at the 300/400 level. Transfer courses with the "NUD" attribute may not be used to satisfy this requirement.

■ Complete three "writing proficiency" points

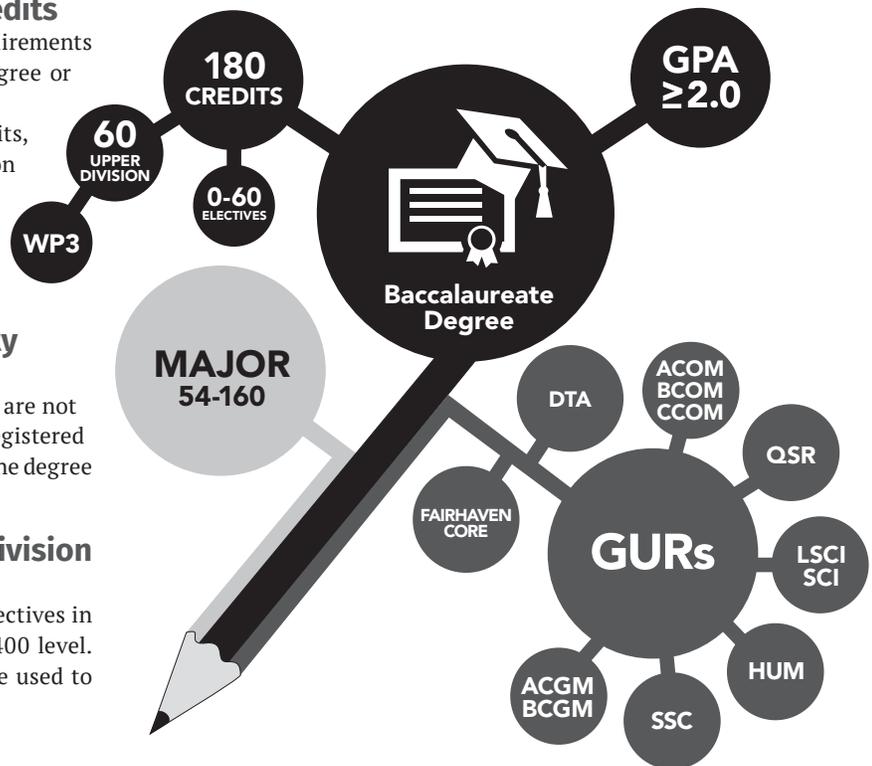
Writing proficiency (WP) courses are approved upper-division courses which emphasize learning to write in the context of a discipline. These courses must be completed at Western and passed with a grade of C- or better. Students typically register for WP courses in their majors.

■ Complete an approved academic major

Majors consist of an approved set of coursework that allows you to specialize in a specific academic area. At least half of the credits required for a major must be completed at Western. All major classes must be passed with a C- or better. Professional Education and Teaching Endorsement courses must be completed with a C (2.0) or better. Majors comprised of a large number of credits and/or highly sequential coursework may require earning more than the minimum 180 credits required for graduation.

■ Complete a minor, if required

A minor is a secondary academic discipline with a smaller credit total than a major. Some majors require completion of a minor. Classes taken for a minor must be passed with a C- or better, with at least half of the credits completed at Western.



■ Meet minimum grade point average (GPA) requirements

Students must meet the scholarship standards of their major(s), and have at least a 2.0 cumulative Western grade point average.

■ Satisfy General University Requirements (GURs)

The General University Requirements (GURs) apply to undergraduate students in all Western Washington University colleges, *except*:

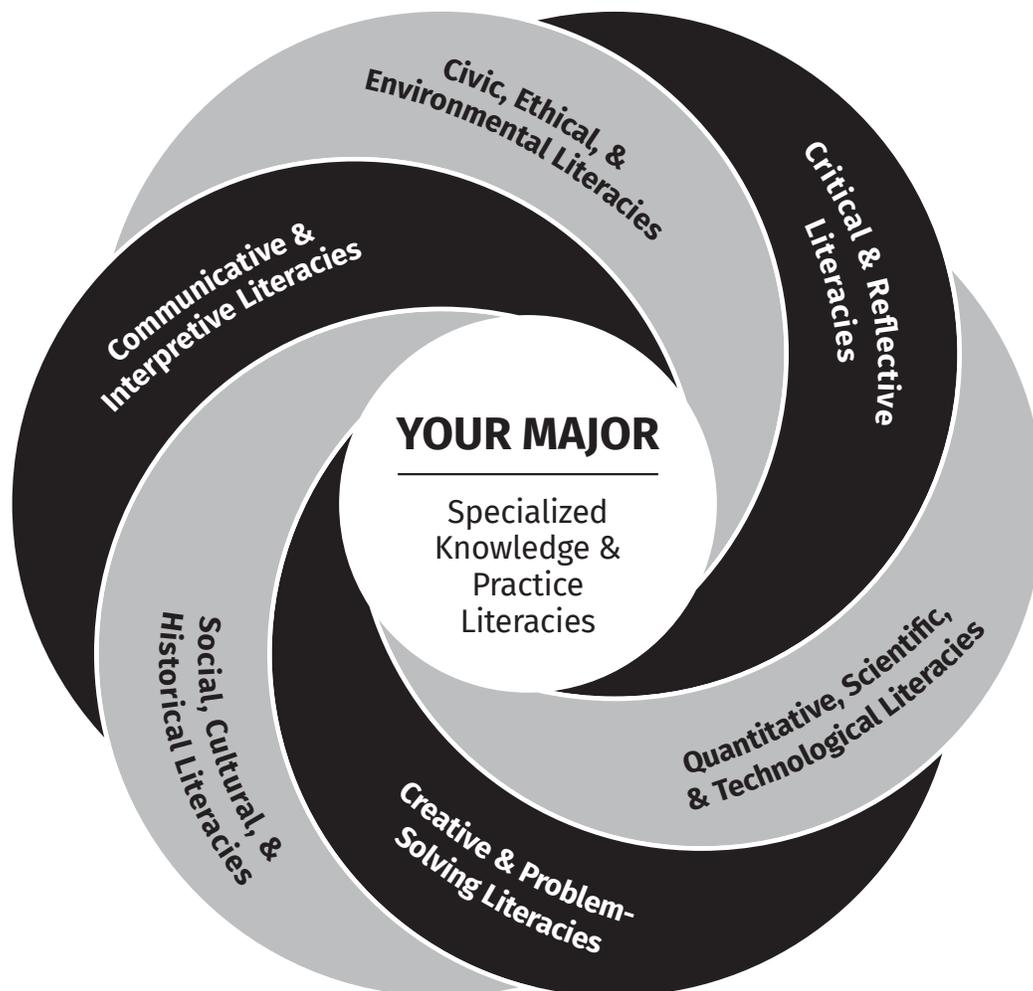
- Students transferring to Western with a Washington State Community or Technical College Direct Transfer Agreement (DTA) Associate Degree.
- Fairhaven students, who complete a separate core program. See the Fairhaven College section of the University Catalog for requirements.
- Transfer students from a Washington State Community or Technical College with an Associate in Science (AS-T) degree. These students will receive an individual evaluation from the Registrar's Office indicating the GURs that remain for the student to complete.
- Transfer students who have completed General University Requirements at another Washington state public baccalaureate institution, provided the sending institution so certifies.

WHY GURS OR A DTA – ASSOCIATE DEGREE?

Because a liberal arts education is rooted in our General University Requirements.

The General University Requirements (GURs) satisfied at Western or through a DTA are the core of a liberal arts and sciences education. These courses provide foundational knowledge and opportunities for you to further develop, integrate, and extend your skillsets so that you can thrive in your chosen major. In addition, the opportunity to explore different knowledge literacies and practices in six broad areas of study will prepare you to negotiate the dynamics of our rapidly changing world.

Areas of study: Communication, Quantitative & Symbolic Reasoning, Natural Sciences, Humanities, Social Sciences, and Comparative, Gender, Multicultural Studies.



“Being a business major, GURs allowed me to explore classes that I would never have taken otherwise. Learning about different subjects broadened my perspective and gave me a different outlook within my own major.”

Sophomore, Business major

“Some of my favorite classes were GURs because they introduced me to new ideas and challenged my thinking. As a science major, my humanities and social science classes were controversial and inspiring. They opened my eyes and made me challenge myself in ways I wouldn’t have by taking only chemistry, biology and psychology classes.”

Junior, Behavioral Neuroscience major

DECLARING A MAJOR

New transfer students work toward major declaration in their first few quarters as an essential step toward graduation.

When do I declare a Major?

The earlier, the better! There are many benefits to declaring your major early. These include:

- Advising by the academic department specific to your major including learning about requirements, scholarships, and clubs
- Access to major-restricted courses
- Graduating in a timely manner

How do I declare a Major?

The process of declaring a major varies from department to department. We encourage you to learn the steps specific to your intended major and incorporate them into your academic plan.

To begin:

- Review major declaration requirements in the University Catalog under *Programs of Study*.
- Review the department website for additional information about your intended major and specific steps to declare. (This may include completing coursework, fulfilling a minimum GPA, submitting an application, e-sign form or portfolio, scheduling an audition or interview, etc.).
- **Contact the department to initiate the major declaration process.**

What resources are available to help me choose a Major?

- *Programs of Study* in the University Catalog
- Academic department websites
- *Choosing a Major* section of the Academic Advising Center website
- *Major and Career Exploration* page of the Career Services Center website, which includes information about career assessments and Western's Graduate Outcomes Report
- *Choosing a Major and Declaring a Major workshops* co-sponsored by the Academic Advising Center and the Career Services Center

Where do I go to explore my Major options?

Schedule a **Choosing a Major** appointment with any of these offices:

- Academic Advising Center (AAC), 360-650-3850
- Career Services Center (CSC), 360-650-3240
- Student Outreach Services (SOS), 360-650-7443

180
MINIMUM
CREDITS

GRADUATE!

- 180 credits
- 60 upper division credits
- DTA Associate Degree or GURs
- Declared major
- 3 writing proficiency points

105
CREDITS
COMPLETED

Western Academic Policy

If not declared, students are required to provide a detailed plan for major declaration prior to registration starting in their second quarter.

2nd
Quarter

**Apply to your major,
if you haven't already**

1st
Quarter

Seek advising about majors

Meet with departmental advisors to determine major declaration requirements, and declare a pre-major/Phase I major if appropriate.

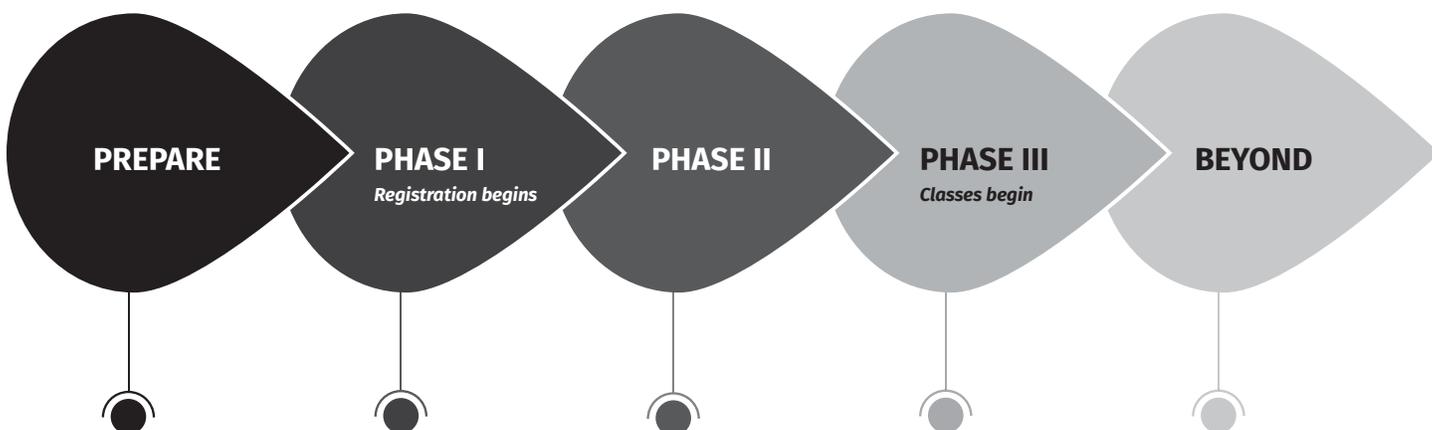
Explore majors through:

- **Choosing a Major** appointment with AAC, CSC, or SOS
- Talking to faculty in areas of interest
- Using the resources on this page

If you are considering a pre-healthcare plan of study or majors in science, engineering, languages or fine & performing arts, it is often important to begin discipline-related coursework your first year, sometimes first quarter, to graduate in a timely manner.

REGISTRATION TIMELINE

Registration occurs in phases outlined in the *Registrar's Important Dates and Deadlines*. To access the registration schedule, click *Calendar* on the top right of Western's homepage, then *Academic Calendar*.



Prepare by looking up your specific registration time in **Web4U** (page 9). Select **Student**, select **Registration**, then select **Check Your Registration Status**, then select the upcoming term, and submit. See *Tips for Developing a Balanced Schedule* (page 8) and create several possible class schedules.

Phase I marks the beginning of registration for continuing students. Registration access time is based on the number of completed credits. Students may register for no more than 18 credits during Phase I.

Phase II allows for on-line schedule changes (add/drop classes) and registration for up to 20 credits. Some departments remove restrictions at the start of Phase II. Check ClassFinder for details.

Phase III starts the first day of the quarter and ends at midnight on the fifth day of the quarter. During Phase III students can make changes to their schedule online. Online registration and the waitlist end upon the completion of Phase III.

Beginning the sixth day of the quarter, adding and withdrawing from classes must be done in person at the Registrar's Office, OM 230. Adding a class requires an instructor or department to enter an override into **Web4U**, or written instructor permission.

Professional and peer advisors in the AAC and SOS can help with scheduling classes during all registration phases.

Course Overrides (OV)

Some courses require students to obtain an override in order to register for the course. If a course is restricted in this way and requires permission, students may request override from the instructor or department office. Some departments require students to use an online form to request an override. Override restrictions are designated with an OV in the restriction column in the online TimeTable or in ClassFinder. When requesting an override, students should provide their name, W number, and the course reference number (CRN) of the class they want. Once the instructor or department has issued the override and notified the student, it is the student's responsibility to complete the registration process for the class through Web4U.

Late Course Withdrawal

- From the beginning of the third week to the end of the seventh week of the quarter, withdrawing from a class requires the use of the late course withdrawal privilege. Late course withdrawals result in a W grade on the official transcript and must be requested in person at the Registrar's Office (Old Main 230). See the Registrar's Office's Important Dates and Deadlines for each quarter's specific dates.
- Each student has two late-withdrawal privileges per academic year; unused late-withdrawal privileges are not carried over from academic year to the next.
- If you are considering using a late-withdrawal privilege, discuss the decision first with an academic advisor, and check with the Financial Aid department (OM 265) if you receive aid, loans or scholarships.
- If you are a student that has other credit requirements such as student athletes, international students, if you live on campus, or receive VA benefits, etc, check with the respective office before dropping a class.

REGISTRATION AND ACADEMIC PLANNING

Questions to ask yourself when class planning: Math & Science

There are many reasons you might need to take math courses at Western including:

- For your major or minor coursework
- As prerequisites for selected coursework in other departments

■ How do I know what math class to take?

- Determine what math is required for the major(s) you are interested in and the sequence of math courses needed to get you there.
- Check your Transfer Equivalency Report to see if any math credit has directly transferred to Western.
- Check your Advising Sheet in Web4U for math placement information.
- You may need to take the ALEKS Math Placement Assessment (oce.wvu.edu/aleks) if you have not already done so.
- Reference math and science advising information in the Advising Tools and Resources section on the Academic Advising Center website.
- For further questions, consult the Math Department in Bond Hall 202, 360-650-3785.

■ If I am interested in science, math or pre-healthcare, how do I get started?

- Determine whether you need additional math for your academic program.
- Students need to complete Math 114 or the equivalent before taking Chemistry 161.
- If required, satisfy Chemistry 161 as soon as possible.
- Seek advising from the academic department or pre-healthcare advisors located in the Career Services Center for further planning.

Next steps for math: (ex. take the ALEKS MPA)

1. _____
2. _____
3. _____

Talk to an advisor for further clarification.

Online Academic Planning Resources

In addition to the Viking Advisor, the following resources will help you to be successful at Western:

■ University Catalog

catalog.wvu.edu

This comprehensive online document provides information about degree requirements, majors, course descriptions, and prerequisites as well as University policies, resources, services, and programs. The catalog represents a contract between you and Western. Please be aware of the information it contains.

■ Western's Major and Minors – Programs of Study

[myWestern > under Academic Planning Tools > Programs of Study \(Majors and Minors\)](#)

This resource provides a comprehensive view of each major and minor offered at Western, including prerequisite classes, GPA requirements, steps toward declaration, and department contact information. Required classes within the major/minor are also listed.

■ ClassFinder

www.edu/classfinder

ClassFinder is a resource for planning course registration. It allows you to select classes by day and time, by subject, or by open classes, as well as offering a handy Scratch Sheet for trying different combinations of courses. ClassFinder also shows prerequisites and class restrictions.

■ TimeTable of Classes

www.edu/timetable

The TimeTable provides information about courses taught in the current academic year, including instructors, prerequisites, times and locations of classes, and the course reference number (CRN). Many students use the TimeTable to plan for the entire year.

■ GPA Calculator

[myWestern > under Academic Planning Tools > GPA Calculator](#)

The GPA calculator allows you to calculate a tentative GPA for the current quarter and to see how it will contribute to your cumulative GPA as well as factor in how grade replacement affects your GPA. Using this tool can help with academic planning and goal setting.

■ Pre-Professional Pathways

www.edu/careers > Health Professions Advising > Academic Pathways

This resource provides information on course requirements for select pre-professional programs of study pursued in tandem with majors.

■ Upper Division Courses with Easier Access

[myWestern > under Academic Support > Academic Advising > Advising Tools & Resources > Upper Division Courses w/ Easier Access](#)

A list of upper division courses (300/400 level) that have no or minimal prerequisites. Use ClassFinder and TimeTable to check availability.

REGISTRATION AND ACADEMIC PLANNING

Tips for Developing a Balanced Schedule



Consider Credit Load

- A typical load is 15 credits (generally three or four classes) per quarter, or 45 credits per year. Registering for fewer credits (12-13) may be appropriate when enrolling in classes with added hours for lab or studio.
- Students who register for 14-16 credits per quarter also tend to perform better academically and graduate in a timely manner.



Find Academic/Life Balance

- Plan time for out-of-class assignments and studying. Instructors typically expect students to study two hours outside the classroom for each hour spent in class. This means, for example, if you register for 15 credit hours, you will be in class for 15 hours per week and have 30 additional hours of work outside of class each week. Lab courses typically require additional time not reflected in the credit load.
- Consider the impact of other commitments (work, family, and extracurriculars, for example) on your schedule. Adjust your credit load in order to be effective in all areas of commitment.



Reference Helpful Materials

- Viking Advisor, for graduation requirements (page 3).
- Academic Advising Center website and contact information (back cover), if you have questions concerning registration.
- List of major/minor requirements (if you have one in mind), found online in the University Catalog under Programs of Study or on Degree Works (page 11) via Web4U.
- Transfer Equivalency Report (page 10), to view how classes taken elsewhere apply to your WWU degree.
- Advising Sheet, for English and math placement information including ALEKS Math Placement Assessment (MPA) scores.



Choose Your Courses

- Pay attention to prerequisites and course sequencing. Some programs have extensive credit requirements and sequential course offerings. Seek early advising and start basic courses pertaining to your major, even if the choice is tentative.
- Take a combination of large and small classes. Small classes allow in-class discussion, writing, problem solving, and other active forms of learning.
- Consider course variety. Review the types of courses you plan to take and their grading method. It may be helpful to think about the type of work you will be doing in class, day-to-day homework, and labs in math/science. You may want a variety of course subjects and types of work in your schedule.



Create Sample Schedules

- Use Scratch Sheet by clicking on the 5-digit CRN in ClassFinder (page 9) and design your own list with alternative classes and times.
- Balance major exploration and preparation with graduation requirements.
- Avoid repeating a class. Review your Transfer Equivalency Report for any credit earned from AP/IB exams or transfer classes. You cannot receive credit twice for the same course unless the University Catalog specifies the course is repeatable.
- Consider elective courses. Electives are courses selected based upon personal interests. Whether you have chosen a major or are still exploring, elective courses may introduce you to new and exciting possibilities. They apply toward the graduation requirement of 180 credits.

REGISTRATION AND ACADEMIC PLANNING

ClassFinder

An online tool students use to search for classes, check course availability, find prerequisites, and plan possible schedules.

■ Finding classes with ClassFinder

- Find ClassFinder by going to Western's homepage and clicking on **myWestern** in the top right corner. Look in the Academic Planning Tools box for the link to **ClassFinder**.
- In the top left corner, select the **Term** for which you are planning courses.
- If you know the subject of a specific course you are searching for, you can select it in the **Subject** box.
- You also have the option to search for a course based on days of the week it is offered, start and end times, instructor, and credit hours. Keep in mind entering specific criteria may yield very specific results and limit your search results.
- The **Open Sections Only** check box is helpful during registration by displaying only courses with open seats remaining. This will eliminate courses in which the waitlist is currently active.

■ Scratch Sheet for course planning

- Scratch Sheet is an option in **ClassFinder** that allows you to try different combinations of classes, and helps you avoid registering for classes that may overlap.
- To access Scratch Sheet, locate the **purple** 5-digit course reference number (CRN) for a specific course.
- Click on the CRN to place the class into Scratch Sheet. To add additional classes, click the **Return to ClassFinder** button at the bottom of the Scratch Sheet page. To return to your Scratch Sheet, click on another CRN.
- To delete a class from Scratch Sheet, click the CRN. Keep in mind if you close out of your web browser tab, Scratch Sheet does not save your schedule.
- **NOTE: Adding a class to Scratch Sheet does NOT register you for the class.**

ClassFinder Key

MJ Major Restricted	ED Admission to Woodring
OV Override required	M Monday
OL Online course	T Tuesday
WP Writing Proficiency	W Wednesday
SL Service Learning	R Thursday
PR Independent Study Group Permit Required	F Friday
FIG 1st year interest group (Freshman Only)	FR Freshman (0–44 Credits)
TBA To Be Announced	SO Sophomore (45–89 Credits)
FA Admission to Fairhaven	JR Junior (90–134 Credits)
HU Admission to Huxley	SR Senior (135+ Credits)

Pay attention to red lettering which indicates prerequisites or restrictions for courses, a closed section with a waitlist available, or fees associated with the class.

Web4U

To access Western's course registration system and your student records, select **myWestern** then choose **Web4U**.

- On the upper right side of Western's homepage (www.edu), select the **myWestern** link.
- Click on the **Web4U** icon towards the top of the page.
- Log in using your universal username and password.
- Select **Student**.

Registration Step-by-Step

■ Getting started

- Log into **Web4U** (as described above).
- Select **Registration**.
- Select **Add/Drop Classes**.
- Select the registration term; click **Submit**.

■ Adding a class

- If you know the CRN (course reference number), the five-digit number associated with each class, enter it in one of the spaces provided. It may be necessary to scroll down to find these fields.
- Click **Submit Changes**.
- If you were successful in adding a class, it will appear as **Web Registered** under **Current Schedule**. You are now registered for the class and it is added to your schedule unless you decide to manually drop the course.
- If the class was not added, you will receive a **Registration Add Error** message with details about why the class was not added.
- If you have been granted an override for a restricted course, you can view the permission under **Check Your Registration Status**. Register for a course with an override code by going to **Add/Drop Classes**, enter the CRN, and click **Submit Changes**.
- When you have finished registering, scroll down and select **Week at a Glance**, then click **Next Week** until you see your full schedule.

■ Dropping a class using Web4U

From the Action column on the **Add/Drop Classes** screen:

- Select **Web Delete** for the course(s) you wish to drop.
- Click on **Submit Changes**.

Always confirm changes to your schedule on **Current Schedule** on **Web4U**. See the Financial Aid Department with questions concerning how dropping a class might affect aid, loans or scholarships you receive.

REGISTRATION AND ACADEMIC PLANNING

Registration Waitlist

The registration waitlist is an electronic list of students waiting to register for a course section that is full. New students registering for fall quarter during Transitions and Fall Advising & Orientation sessions will not have the opportunity to waitlist for a course until Phase II (see page 11 for date). **Students are advised to register for a full course load (14-16 credits) during Transitions and Fall Advising & Orientation without relying on the waitlist.**

■ How to submit a waitlist request via Web4U registration

- From the **Add/Drop Classes** screen, enter the CRN, and click **Submit Changes**.
- If the section is full, you will receive a **Registration Add Error** message stating **Closed – Waitlist Available**.
- From the drop down menu under Action, select **WAITLIST REQUEST**.
- Click **Submit Changes**.
- If your request was successful, it will appear under your **Current Schedule** as **WAITLIST REQUEST**.

Students can waitlist more than one section of the same course. There's no limit on the number of courses a student can waitlist.

■ How to check your position on the waitlist

- Submit a waitlist request for a course.
- From the **Add/Drop Classes** page, scroll to the bottom of the page, then select the **Student Detail Schedule** link.
- Locate the course title, verify the CRN, and you will see **Waitlist Position** followed by a number indicating your waitlist position.

■ Waitlist notification

If a seat becomes available, you will be notified via your Western student email. You may choose to enable text message notifications under the **Registration** menu in Web4U by selecting **Opt-In for Waitlist Text Messaging**.

You have until the deadline noted on the email/text to register, which is 24 hours in Phase I and Phase II. If notified, you are responsible for completing the registration process via Web4U. If you miss the registration deadline you must submit a new waitlist request.

During Phase III (first 5 days of classes), the waitlist notification period is reduced to 12 hours. When Phase III ends, the waitlist for the quarter is concluded. Please see the registration waitlisting FAQs by following: www.edu/registrar > **Students** > **Registration** > **Waitlisting** for more information or contact the Academic Advising Center with questions.

Online Advising Videos

Have questions about ClassFinder, online registration, or waitlisting a class? Check out our online advising videos: www.edu/advising > **Advising Tools & Resources** > **Online Advising Videos**

Transfer Equivalency Report

Transfer Equivalency Reports (TER) are provided to students entering Western with accepted transfer credit from accredited schools or programs. The TER details previous coursework that transferred to Western, as well as Western course equivalents. This tool helps students work with their advisors to develop academic plans and prepare for registration.

You can generate your own TER at any time by completing the following steps:

- Access **Web4U** (as described on page 9).
- Select **Student**.
- Select **Student Records**.
- Select **Transfer Equivalency Report**.

The TER is based on completed coursework on official transcripts received by Western. You can run this report at any time to determine whether additional transcripts have been received and processed.

The key at the bottom of the TER provides additional details about how your coursework may be used to satisfy major or minor requirements, or prerequisites. Undergraduate students with questions about the Transfer Equivalency Report may contact:

Registrar's Office Degree Evaluators
Old Main 230
(360) 650-3985
degreeval@wwu.edu

Registration Repeat Policies

Grades in Repeated Coursework

While some courses at Western are repeatable for credit, most are not. If a course that is not designated as repeatable for credit is retaken, the last grade earned will be used in the computation of the cumulative and major grade point averages, even if it is lower than prior attempts. All grades earned, however, will remain on the student's transcript and as a part of their official record. Credit will only be awarded once. The GPA Calculator on the Academic Advising Center website can be used to calculate projected GPAs based on anticipated performance in current, future and repeated courses.

Registration Repeat Block

Students cannot register or waitlist for a course they have previously completed with a grade of P, S or C- or above until Phase III of registration. During Phase III, which begins on the first day of classes, students will be able to register and waitlist for a course they have successfully completed in order to improve their grade and cumulative GPA. Students who did not receive a P, S, or C- or better will be able to register for the course during their allotted registration time during Phase I or in Phase II. If a student is currently enrolled in a course which they want to retake in the following quarter, they will not be able to register for this course until a grade of NP, U or below C- is posted or until Phase III (for grades of P, S or C- or better). Note: This policy does not apply to courses that are designated as repeatable courses. See the University Catalog for more information.

Degree Works

myWestern > under Academic Planning Tools > Degree Works

Degree Works is an online academic planning and degree progress tool used by students and advisors to evaluate coursework fulfilling degree requirements. Degree Works produces an unofficial report reflecting academic progress toward completion of a degree or certificate in a student's declared or proposed major. Your Degree Works worksheet shows how Western courses, transfer courses, and courses in progress apply toward degree and certificate requirements.

Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

How often should I look at my information in Degree Works?

You should review your Degree Works worksheet:

1. Before you register for classes to identify outstanding requirements.
2. After you register to ensure that the classes you selected apply to your requirements as you thought they would.
3. After your grades are posted at the end of the quarter.
4. Any time you make a change to your schedule or program of study.
5. A quarter prior to applying to graduate.

Tools in Degree Works

- **What If** - see how completed and in-progress coursework could apply to a program of study, including majors, minors, or certificates. You do not need to have declared a major or minor to run a What If analysis.
- **Look Ahead** - see how the courses you are considering registering for will apply to outstanding requirements for your declared major, minor or certificate.
- **GPA Calculators** - Degree Works offers three different GPA calculators: graduation, term, and advice. You can use these calculators to help set realistic goals at the beginning of the quarter, or provide a path for meeting personal academic goals.

For additional resources and information on Degree Works — including step-by-step student instructions — visit www.edu/q/degreeworks.

Degree Works Important Reminders:

- For assistance, call or stop by the Academic Advising Center, OM 380, (360) 650-3850.
- Degree Works audits are unofficial and intended to serve as an academic planning resource, not replace meeting with an academic advisor. In order to graduate, undergraduate students must complete a major and minor evaluations with their department and submit a degree application to the Registrar's Office.
- **GPA Calculators** in Degree Works provide GPA estimations and should be viewed only as such. The transcript is the official record of grades and GPA for Western students.
- Undeclared majors and pre-majors must use the **What If** tool to view degree program requirements.

How do I stay on track?

- Go to class and maintain a strong GPA.
- Plan two hours of study time for every hour of class time.
- Explore majors early.
- Meet regularly with advisors and career counselors.
- Keep track of major and minor requirements.
- Refer to Planning Your Western Experience (back cover).
- Complete an average of 15 credits per quarter in order to make progress toward graduation.



GUIDE TO CAMPUS RESOURCES

Academic Technology & User Services (ATUS)

Haggard Hall 123, 360-650-3333, helpdesk@wwu.edu
atus.wwu.edu

The ATUS Help Desk provides technology support, information and reference materials via the web, email, phone, and in person.

Career Services Center

Old Main 280, 360-650-3240, careers@wwu.edu
wwu.edu/careers

Supports students in initial career decisions, gaining career-related experience through internships, and exploring graduate and professional school. Career counselors help students build skills and develop materials to secure employment after graduation.

CASAS Consultation and Sexual Assault Support

Old Main 585B, 360-650-3700
wwu.edu/casas

CASAS is a free, safe, and confidential service for students who have experienced any form of violence during childhood, adolescence, or adulthood. CASAS offers a full range of advocacy, support, and referral services.

Counseling Center

Old Main 540, 360-650-3164
wwu.edu/counseling

Designed to assist students with psychological concerns, personal development and other personal issues that may impede academic progress. Services include workshops and support groups, short-term individual counseling, crisis response, a self-help resource library, consultation, and referrals on-campus and in the community.

Disability Access Center

Wilson Library 170, 360-650-3083, drs@wwu.edu
disability.wwu.edu

Provides disability management counseling, enabling resources and referral information to enrolled students who possess a temporary or permanent disabling condition. For service eligibility, a complete diagnostic description from a qualified professional is required.

Education Abroad

Miller Hall 208, 360-650-3298, edabroad@wwu.edu
studyabroad.wwu.edu

Offers education opportunities through university-sponsored programs, international exchange partners and affiliated organizations in more than 75 countries around the world.

Ethnic Student Center

Multicultural Center, Viking Union 736, 360-650-7271
as.wwu.edu/esc

A student-run organization with the Associated Students that offers resources and a safe environment where students can

work on event programming, do homework or just hang out. The ESC supports ethnic clubs that assist students in transitioning to Western, developing cultural identity, providing a sense of community and being active in social justice.

Financial Aid

Old Main 265, 360-650-3470, financialaid@wwu.edu
finaid.wwu.edu

Provides information about grants, loans, work-study, scholarships, employment opportunities and personal finance.

Hacherl Research & Writing Studio

Haggard Hall, 360-650-3219, rws@wwu.edu
library.wwu.edu/rws

Offers free peer-assisted support for academic work in research and writing. Help is available for each stage of the writing and research process from getting started to drafting and editing to working on citations. Services are available in person and online.

LGBTQ+ Western

Multicultural Center, Viking Union 753, 360-650-7500
lgbtq.wwu.edu

Works to advance the holistic thriving of diverse LGBTQ+ students, faculty, and staff. Committed to learning about and celebrating sexual orientation and gender identity diversity as they intersect other aspects of identity and experience.

Math Center

Bond Hall 211A, 360-650-3813
cse.wwu.edu/mathematics/math-center

The Math Center provides tutoring in advanced mathematical subjects including calculus, linear algebra, statistics and differential equations.

Off Campus Living

Old Main 240D, 360-650-6863, offcampusliving.wwu.edu

Helps students learn about renting, tenant rights and responsibilities, and to support commuter students on and off campus. Also helps to connect students living off-campus to their neighborhood, city and WWU community.

Office of Student Life

Viking Union 547, 360-650-3706
wp.wwu.edu/officeofstudentlife

Dedicated to supporting students and creating an environment that fosters student academic and personal success. Services include: advice on academic and administrative policies, procedures, and grievances; support while experiencing a crisis; information on University resources; hardship withdrawals; and leaves of absence for non-medical emergencies.

Pre-Healthcare Professions Advising

Old Main 280, 360-650-4240
wwu.edu/careers/prehealth

Mentors and advises student interested in pursuing careers in

PLANNING YOUR WESTERN EXPERIENCE

While students enter and leave WWU at different times, here are recommendations to integrate your academic and career planning throughout your WWU student experience.

BEYOND ORIENTATION: EXPLORE

Academics

- If undecided about a major, schedule a Choosing a Major appointment with an academic advisor or career counselor.
- Talk with advisors and faculty in academic departments that interest you. Contact information can be found in the **Programs of Study**.
- Review the **Programs of Study** in the online **University Catalog** to learn about majors, prerequisites and declaration requirements.

Campus

- Identify ways of getting involved with campus life, like student clubs and intramural sports.
- Look for the latest information about events and student groups through the **Western Involvement Network (WIN)**.
- Identify potential careers and explore graduate and professional school options.

FIRST QUARTER: CONNECT

With Advising and Academics

- Attend every class and complete all assignments to maintain a good GPA.
- Seek advising to determine major declaration and degree requirements.
- Connect with the **Tutoring Center (WL 280)** to develop your study skills and succeed in your courses.

With Online and Career Resources

- Take assessments available through the **Career Services Center (OM 280)** to guide academic and career decisions.
- Use **Degree Works**, an online degree progress tool found on MyWestern, to monitor progress towards degree requirements.
- Attend Career Services Center (OM 280) events including fairs showcasing careers, internships, graduate school and volunteer opportunities to develop professional connections and interests.

FIRST YEAR: ENGAGE

With Academics and Campus

- Declare your major by or before 90 credits, if possible.
- Maintain a good GPA, especially if considering graduate school.
- Take on leadership roles in campus and community organizations.
- Research and start graduate/professional school applications. Study and take entrance exams. Identify sources for future letters of recommendation.

With Career Preparation

- Connect with **Career Services** for help with resume writing and interview skills.
- Attend quarterly career fairs and career workshops.
- Gain career-related experience and develop skills through internships and volunteering.
- Begin building a professional network by creating a LinkedIn profile and connecting with alumni through departmental networks.

SECOND YEAR: PREPARE

For Graduation

- Continue to use the online degree progress tool, **Degree Works**, and meet with advisors to stay on track for graduation.
- Apply for graduation using the **degree application** on the Registrar's Office website.

For Life after College

- Identify job search strategies and job opportunities by using Career Services Center resources and meeting with career counselors.
- Continue to update your resume or portfolio to showcase your experience and qualifications.
- Connect with potential employers at career fairs and networking events.
- Maintain contact with professors and advisors, particularly those who could write letters of recommendation.
- Apply early to jobs and graduate/professional schools.



ACADEMIC ADVISING CENTER

www.western.edu/advising • 360-650-3850 • Old Main 380 • advising@western.edu