

OBJECTIVE: CREATE A BALANCED SCHEDULE

Aim for 14-16 credits consisting of 3-4 classes

- Pay attention to any prerequisites and course sequences for classes in your program of study.
- Pay attention to delivery methods when selecting classes. Keep in mind that 10 minutes is usually sufficient time to travel from one in-person class to the next.
- Instructors typically expect students to spend 2 hours working outside of class for each hour spent in class.

STRATEGIES TO CREATE A BALANCED SCHEDULE

1 Check your GUR progress: copy GUR credits from Transfer Equivalency Report (TER) to GUR Checklist

- For GUR areas that remain unsatisfied, check for classes that interest you in the Viking Advisor or ClassFinder.
- GURs are not required for students who have completed a DTA-Associate Degree from a Washington State community or technical college. If you have earned an AS-T Degree, look for an email from DegreeEval@wwu.edu with your remaining GURs. Questions? Email DegreeEval@wwu.edu in the Registrar's Office.
- Meet with Academic Departments to talk about how XX/TT transfer courses might apply to major or minor requirements.
- Be sure you have submitted final transcripts to Western's Admissions Office. If you have questions regarding your transfer credit articulation, email adm.creditevaluation@wwu.edu. In the email, include your name, W number and specific question.

2 Look up major and minor requirements found in the Programs of Study in the University Catalog

- Have you completed any requirements? Check your TER to avoid repeating a class.
- Check if any requirements will also satisfy any of your remaining GURs.
- Identify the courses you will need to take early on in order to declare your intended major.

3 Check your Math and English placement on the Student Advising Sheet

- Talk with an advisor to determine if you need to take math, and if so, what courses are recommended.
- Do you need to take the ALEKS Math Placement Assessment (MPA)? Talk with an advisor, if you are unsure.

4 Create several possible schedules consisting of GURs and Major Requirements using ClassFinder

- A mix of subjects, combination of class sizes or variety in evaluation/grading styles can help provide balance to a schedule.

MY NEXT STEPS

FOLLOW-UP NEEDED:	EXAMPLES OF NEXT STEPS
1)	<i>Take the Math Placement Assessment (MPA)</i>
2)	<i>Meet with Academic Department about XX/TT transfer courses</i>
3)	<i>Request an override (OV) permission to take a class</i>
4)	<i>Meet with Academic Department to declare major</i>
5)	<i>Request final transcript and/or test scores</i>

TRIAL SCHEDULE FORM

Use this worksheet to plan your class schedule for next quarter. Write down the details, including the five-digit Course Reference Number (CRN) and the times for these courses in order to fully prepare for registration. Be sure to note if the courses require any prerequisite or restriction, shown in red in ClassFinder.

Please note that not all classes are taught each quarter. You can preview future quarter schedules in ClassFinder to see when the course is offered, if you are unable to take a desired course this quarter.

DEPT/COURSE NUMBER	DAYS & TIM	LOCATION	CRN	CREDITS
Example VIKG 101	MWF 8:30-9:50am	BT 405	12345	1

ALTERNATE SCHEDULES OR COURSES

Have several alternative choices in case some of your first choice classes are full when you register:

1				
2				
3				

You may also choose to use the Scratch Sheet option in ClassFinder to help plan a weekly schedule. Please remember to print, save a screenshot, or take a picture of your Scratch Sheet for Registration.