

VIKING ADVISOR DTA - Associate Degree

For Students with a Direct Transfer Agreement

Registration and Planning
Guide for New Students
2021-2022



MAKE WAVES.

ACADEMIC ADVISING CENTER

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

WELCOME TO WESTERN!

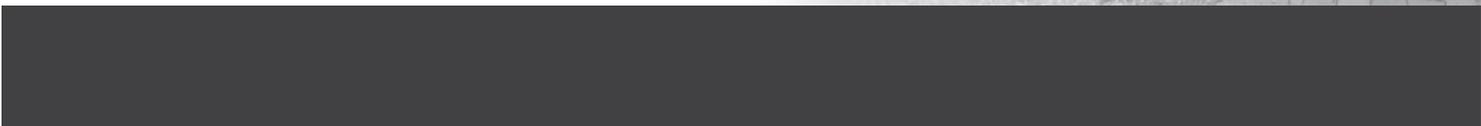
We are so very glad you've joined the Western family! As you begin your college journey here, there's a lot to take in. This booklet, the Viking Advisor, is designed to make some of your first decisions easier—like how to choose your classes and get registered. It also includes important information 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



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VIKING ADVISOR

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Red Square
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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

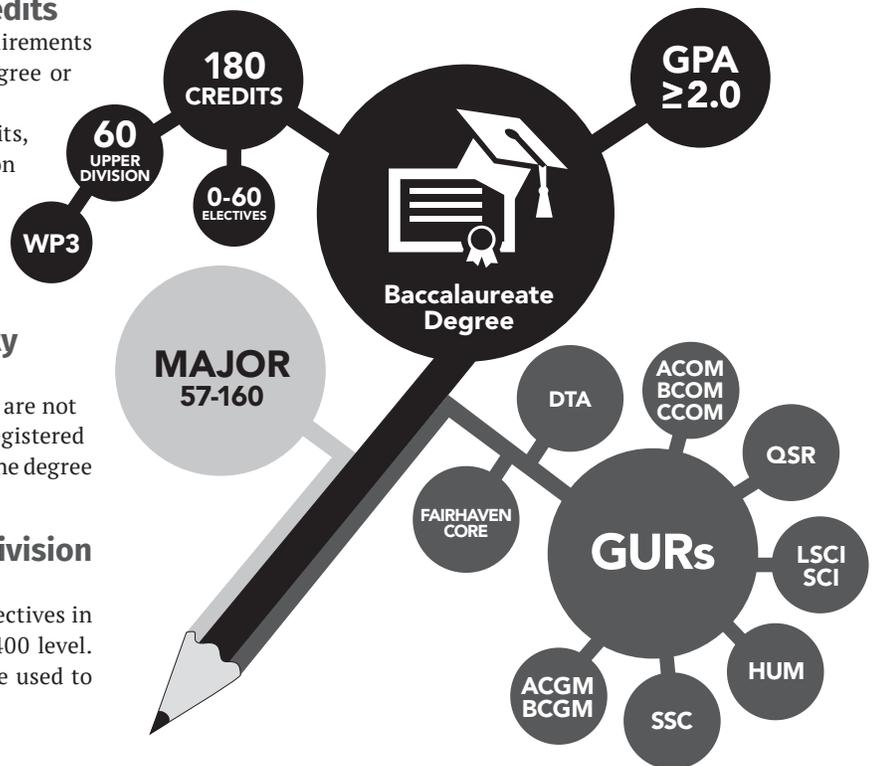
Writing proficiency (WP) courses are approved upper-division courses which emphasize learning to write in the context of a discipline. These courses must be completed at Western and passed with a grade of C- or better. Students typically register for WP courses in their majors.

■ 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*:

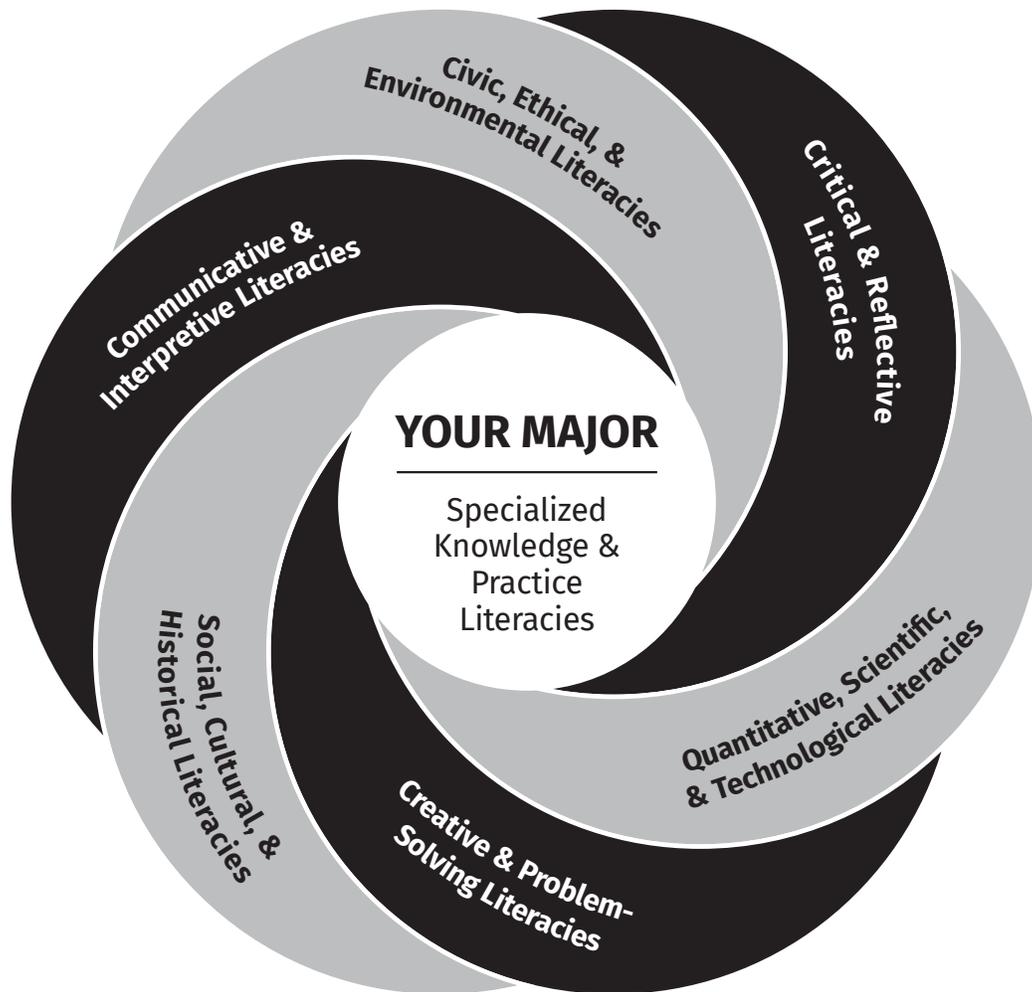
- Students transferring to Western with a Washington State Community or Technical College Direct Transfer Agreement (DTA) Associate Degree.
- Fairhaven students, who complete a separate core program. See the Fairhaven College section of the University Catalog for requirements.
- Transfer students from 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

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**. Advisors in the Academic Advising Center, Student Outreach Services, Academic Departments and Faculty work closely with students to establish and complete their academic goals.

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.**

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	

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 departments they are interested in to find answers to major-related questions, declare a pre-major/Phase I major and to establish relationships with advisors and faculty.



Student Responsibilities

- Reach out to advisors to make appointments
- Familiarize yourself with Western’s academic policies found in the University Catalog
- Prepare for advising appointments and come with questions
- Check your Western email—the official form of communication for the university.

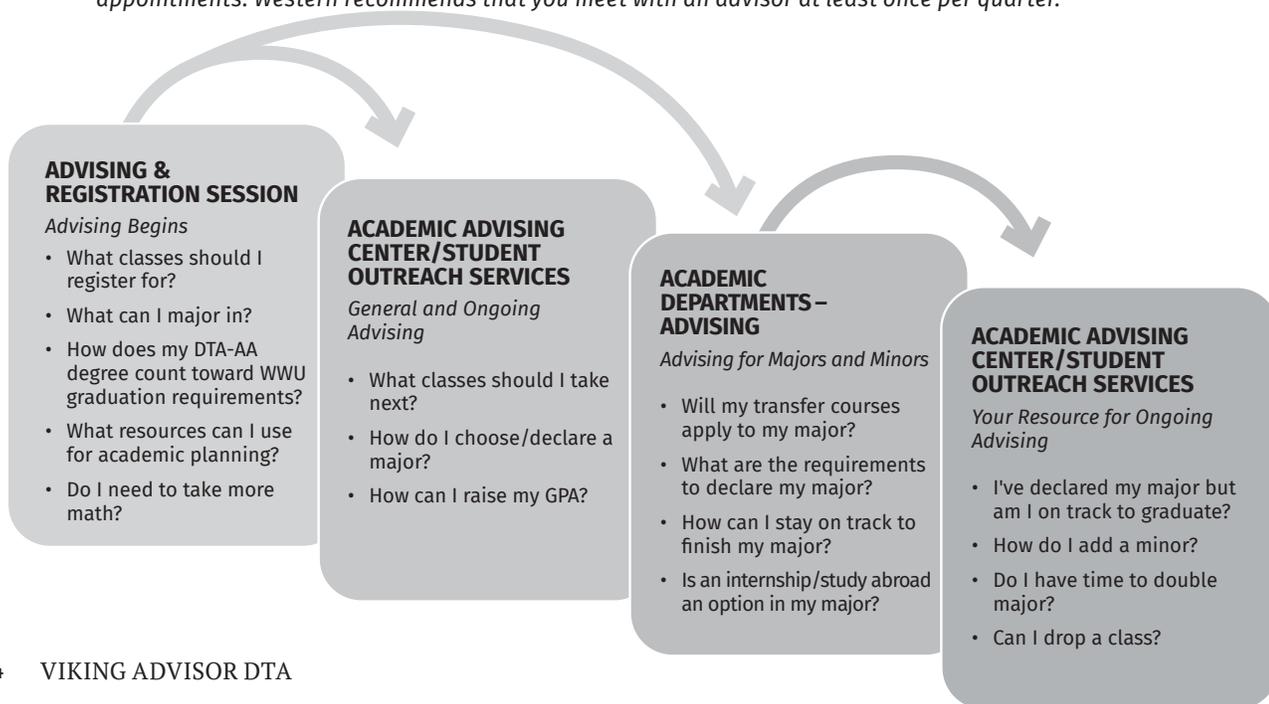
Advisor Responsibilities

- Provides accurate and current information about programs and requirements
- Guides you to navigate 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.



Tips for Developing a Balanced Schedule

Choose Your Courses

- A typical course load is **14-16 credits** (generally three or four classes) or 45 credits per year, which helps students graduate in a timely manner. Registering for fewer credits (12-13) may be appropriate when enrolling in classes with added hours for labs or studios.
- Pay attention to **prerequisites and course sequencing**.
- Consider **course variety**. Review the types of courses, their grading methods, and sizes. Think about how different subjects work together, the day-to-day homework expectations and labs in math and science.
- **Start basic courses related to your intended major** even if you aren't certain about your choice.



Find Academic/Life Balance

- **Plan time for out-of-class assignments and studying**. Expect to spend 2 hours per week outside of class for each credit hour earned. For example, plan for 10 hours of work per week outside of class for a 5-credit hour class. Lab courses typically require additional time not reflected in the credit load.
- **Consider the impact of other commitments**, like work, family, and student clubs, on your schedule. Adjust your course load to be successful in all areas of commitment.
- **Explore Western's resources** early, like the Tutoring Center, Counseling Center and Disability Access Center and others. This is your education, but you don't have to do it alone.



Reference Helpful Materials

These include:

- **Graduation requirements** in the Viking Advisor.
- **List of major/minor requirements** found in the Programs of Study (in the University Catalog) or Degree Works.
- **Transfer Equivalency Report**, to view how classes taken elsewhere apply to your Western degree.
- **Core Math Flowchart** and **ALEKS Math Placement Assessment scores** for math and science course registration.
- The **Virtual Advisor** Canvas course to prepare for (or review information from) registration.
- Contact information for the **Academic Advising Center**, in case of questions concerning course registration.



Create Sample Schedules

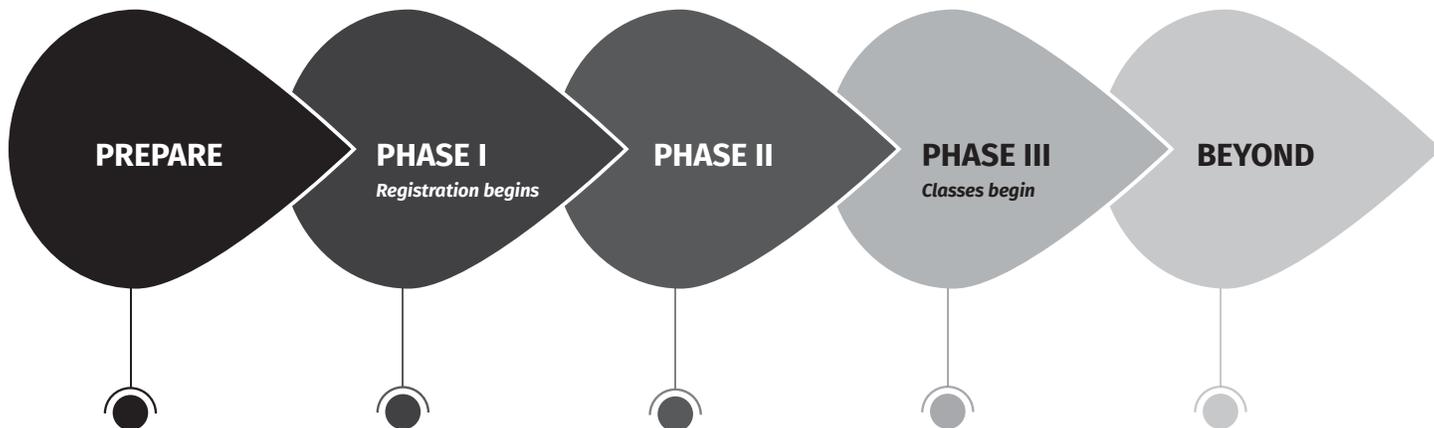


- **Balance** class sizes and types while exploring and preparing for a major.
- **Search for classes** in ClassFinder and **create several sample schedules** in ScratchSheet by clicking on the 5-digit CRN for classes of interest, in case you need alternatives.
- **Avoid repeating a class** by referencing your Transfer Equivalency Report for credit earned elsewhere.
- **Consider elective courses**, which count towards the graduation requirement of 180 credits while introducing you to new and exciting subjects.

ACADEMIC ADVISING: TIMELINES

PHASES OF REGISTRATION

Registration occurs in phases outlined in the *Registrar Office's Important Dates and Deadlines*. To access the registration schedule, look in the *Academic Planning Tools* box on myWestern.



Prepare by looking up your specific registration time in **Web4U**. Select **Student**, select **Registration**, then select **Check Your Registration Status**, then select the upcoming term, and submit. See *Tips for Developing a Balanced Schedule* 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 a class requires an instructor or department override. Around the end of the second week dropping a class involves using a late course withdrawal privilege and paying a per credit late add/drop fee.

Advisors in the AAC and SOS can help with schedule classes during all registration phases.

MAJOR DECLARATION

New students with a DTA-AA degree focus on major preparation in their first few quarters at Western.

ENTER WESTERN

Explore majors through:

- Choosing a Major appointment
- Talking to faculty in areas of interest
- Using the resources in this booklet

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.

1st Quarter

Seek advising about majors

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

DECLARING A MAJOR

When do I declare a major?

The earlier, the better! While Western wants you to apply to a major in your first few quarters, we encourage you to declare as soon as you are eligible. There are many benefits to declaring your major early. These include:

- Learning about major requirements, scholarships and clubs from advisors in your department
- Accessing major-restricted classes
- Graduating in a timely manner

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, Old Main 380, advising@wwu.edu
- Career Services Center (CSC), 360-650-3240, Old Main 280, careers@wwu.edu
- Student Outreach Services (SOS), 360-650-7443, Old Main 387, sos@wwu.edu

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 (AAC) website
- **Major and Career Exploration** page of the Career Services Center (CSC) website
- **Choosing a Major and Declaring a Major workshops** co-sponsored by the AAC and CSC

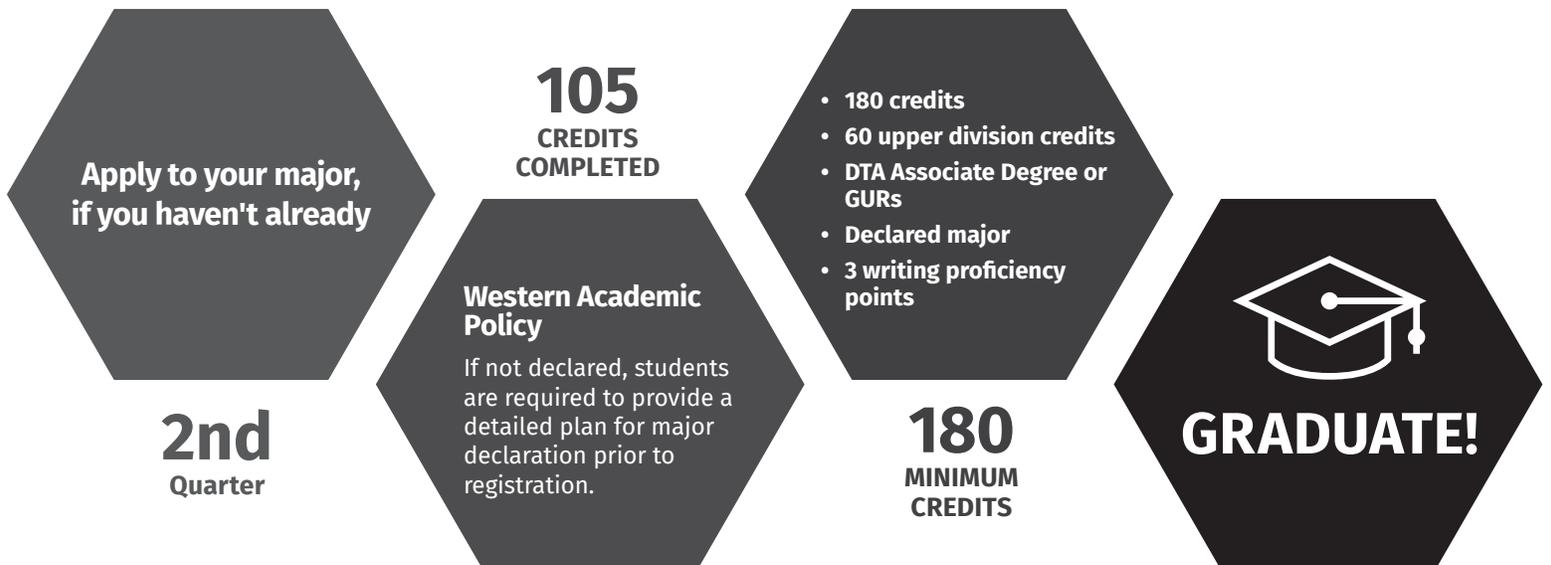


How do I declare a major?

The process of declaring a major varies by 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, among others.
- **Contact the department to initiate the major declaration process.**



REGISTRATION AND ACADEMIC PLANNING: QUESTIONS TO ASK YOURSELF WHEN CLASS PLANNING

What Online Resources Can I use for Academic Planning?

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.

■ Programs of Study - Major and Minor Requirements

[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.wvu.edu/classfinder

ClassFinder is a resource for planning course registration. It allows you to select classes by day and time, by subject, by GUR category, 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.wvu.edu/timetable

The TimeTable provides detailed information about courses taught in the current academic year. Students often use this tool to make an academic 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 that 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.wvu.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.

■ Western's Majors

www.wvu.edu/majors

Western's Majors page is a comprehensive list of programs with links to department websites, information about opportunities outside the classroom and career and graduate studies related to the major.

■ Virtual Advisor

[myWestern > Canvas > Virtual Advisor](#)

The Virtual Advisor Canvas course contains several modules with embedded videos covering graduation requirements, information about choosing and declaring majors, preparing for class registration and more. As a part of this course, students receive weekly announcements about important dates and deadlines and Western's resources.

What Academic Policies Do I Need to Know as a New Student?

Course Repeat Policy: If a course that is not considered repeatable for credit is retaken, the last grade earned will be used in GPA calculation, even if it is lower. All grades earned remain on your transcript, however, and credit is only 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: You cannot register for a course that has been completed with a grade of P, S or C- or above until Phase III of registration (the first day of the quarter). If you did not receive a P, S or C- or better, you will be able to register for the course

during Phase I or II. If you are currently enrolled in a course that you would like to repeat in the following quarter, you will not be able to register for the course until a grade of NP, U or below C- is posted or until the first day of the quarter.

Course Override (OV): Some courses require students to obtain an override to register for the course. These classes can be identified in ClassFinder by the OV restriction listed under the class title. If a course is restricted in this way, students may request an override from the instructor or department by providing their name, W number and course reference number (CRN) of the class. Once the override is given, the student can register for the class via Web4U.



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.
- Meet regularly with advisors.
- Keep track of major and minor requirements.
- Explore majors early.
- Complete an average of 15 credits per quarter in order to make progress toward graduation.
- Know the sequencing and prerequisites for courses in your possible major(s). Start taking these classes early in your time at Western.
- Connect with Career Counselors to begin planning for your career.
- Familiarize yourself with Western's resources that can help support your success as a student.

Late Course Withdrawal: Between the third and seventh week, withdrawing from a class requires using the late withdrawal privilege, which results in a "W" grade on a student's transcript. See the Important Dates and Deadlines from the Registrar's Office for each quarter's specific dates. Each student has two late withdrawal privileges per academic year. If you are considering using one of these, talk with Academic Advising and Financial Aid (if you receive aid, loans, or scholarships). Student athletes, international students, students living on campus or receiving VA benefits, should check with those offices before dropping a class.

Email as an Official Form of Communication: The default method of contacting you with information relevant to you as a student is via your Western email address. It is expected that you will regularly monitor your WWU email address and recommended to do so daily.

How do I prepare to take Math and 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 Web4U for math placement information.
- You may need to take the ALEKS Math Placement Assessment if you have not already done so.
- Reference Math Advising information 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.

Academic Honesty Policy: Academic dishonesty is not tolerated at Western Washington University. A student commits an act of academic dishonesty when they participate in representing work as their own when in fact it is the work of another. A Western student charged with academic dishonesty may face significant repercussions such as failure of the assignment and course and possibly dismissal.

REGISTRATION AND ACADEMIC PLANNING: STEP-BY-STEP GUIDES

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 at 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.

Online Advising Videos

Have questions about ClassFinder, online registration, or waitlisting a class? Check out our online advising videos: [myWestern > under Academic Planning Tools > Advising Videos](#)

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 Advising & Registration sessions will not have the opportunity to waitlist for a course until Phase II. **Students are advised to register for a full course load (14-16 credits) during their Advising & Registration session 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 your place in line.

■ Waitlist notification

If a seat becomes available, you will be notified via your Western student e-mail. 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 no longer active. 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.

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.

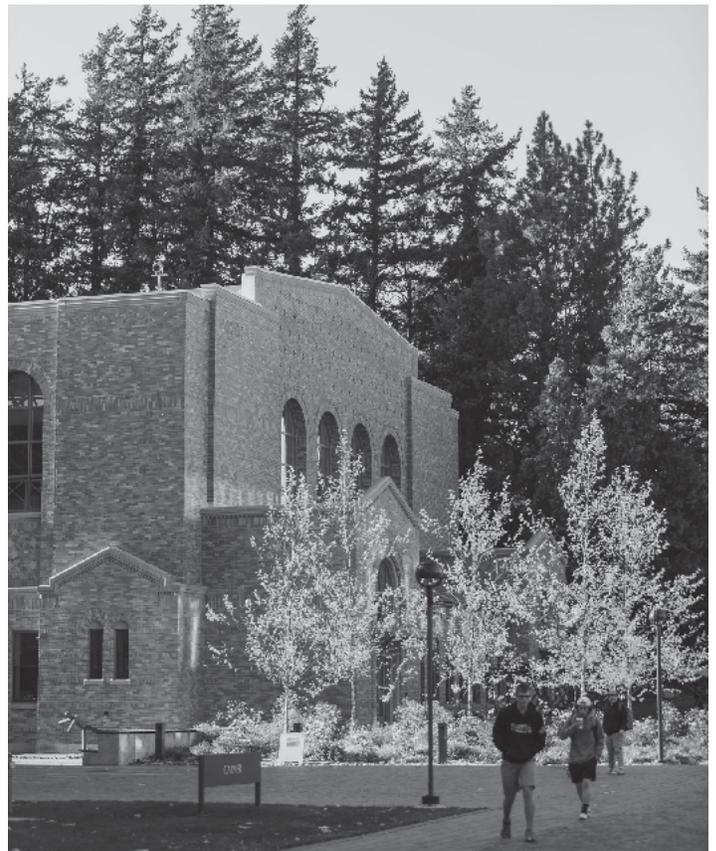
You can generate your own TER at any time by completing the following steps:

- Access **Web4U**
- 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
degreeeval@wwu.edu



DEGREE WORKS: CHECK YOUR PROGRESS TOWARD GRADUATION



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 these requirements.

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

Degree Works Important Reminders:

- For assistance, call or stop by the Academic Advising Center, Old Main 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 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 remaining 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 remaining 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 registrar.wvu.edu > **Students** > **Degree Works**.



DEGREE WORKS: UNDERSTANDING YOUR WORKSHEET

Student View as of 05/17/2021 at 12:30			
Student	Viking, Vicki	Level	Undergraduate
ID	W09999999	Degree	Bachelor of Science
Classification	Junior	College	College Science & Engineering
Advisors	Singh-Cundy, Anu Robinson, Rochelle	Major	Biology-General Emphasis

Student Summary: On the top left of your worksheet, identifying information like W number, academic interest or declared major and class standing is listed. Advisors assigned after declaring majors and minors can also be seen here.

Degree/Cert Status	
Student Email	nobody@wwu.edu
Academic Standing	Good Standing
Holds	LF - Library Fine - 360-650-3084

Student Summary: On the top right, you can view your academic standing and any holds that might prevent you from registering for classes.

Worksheets Plans

Worksheets Forms

What If Stud

Look Ahead

What if: If you have an academic interest listed or a pre-major declared, you can use the "What If" analysis to see how classes you have taken will count towards major and minor requirements.

The screenshot shows the main interface of the Degree Works system. At the top, it displays the student's name (Viking, Vicki) and ID (W09999999). Below this, there are sections for 'Degree in Bachelor of Science' and 'Major in Biology-General Emphasis, BS'. Each section lists various requirements such as 'Minimum Credits Required', 'Minimum Credits earned from Western Washington University', and 'Minimum of Ten 400-Level Biology Credits'. The interface uses checkboxes to indicate the status of each requirement: green for completed, blue for in-progress, and red for not completed. A 'What If' analysis section is also visible, allowing users to see how their current coursework applies to the degree requirements.

Degree in Bachelor of Science

Minimum Total Credits Required

Catalog Year: 2020-2021 Credits Required: 180
GPA: 3.78 Credits Applied: 145

Currently have 145 credits and need a minimum of 35 additional credits.

180 Credit Requirement: The first line of the second section shows your progress towards earning the minimum 180 credits you need to graduate and includes in-progress coursework.

Major in Biology-General Emphasis, BS

Minimum Major Credits Required

Minimum Credits earned from Western Washington University

Minimum of Ten 400-Level Biology Credits, excluding BI1496, 498

Courses in the major must be completed with a grade of C- or better.

This block approved for graduation pending remaining requirements:

Introduction to Evolution, Ecology and Biodiversity

Introduction to Cellular and Molecular Biology

Introduction to Organismal Biology

Genetics

Cell and Molecular Biology

Ecology

Biometrics

Major Requirements: Once you have declared a major, Degree Works will show how your classes will complete requirements for that program. Requirements for pre-majors and academic interests are not displayed. Categories marked with a green checkmark are complete, those marked with a blue tilde are in-progress. Open red boxes indicate that the requirement still needs to be completed.

Upper-Division

Minimum 60 Upper-Division Credits Required (300- or 400-level at the institution where the course was taken)

Upper-Division: At the bottom of the worksheet, you can check your progress towards the 60 upper division (300/400) level credits you need to graduate.

Minor in Psychology

Minimum Minor Credits Required

Minimum Credits earned from Western Washington University

Minor Requirements: If you have declared a minor, Degree Works will show how your classes will complete requirements for it.

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 ADVISING & REGISTRATION: 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

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