WELCOME TO WESTERN!

We’re so glad you’re here! As you begin your academic voyage towards graduation, we know there’s a lot to take in. This booklet, the Viking Advisor, is designed to make it easier for you to understand 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. The dedicated staff in those offices are here to help you plan an academic experience which supports a great career after graduation. Stop by and introduce yourself—take full advantage of the services and opportunities they offer.

All of us in the Division of Enrollment and Student Services are here to support your success at Western. I wish you an amazing year of discovery!

Melynda Huskey
Vice President, Enrollment and Student Services
Academic 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 department 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 and establish relationships with their future department and faculty advisors.

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. 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 students are responsible for monitoring their student email accounts.

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.

Academic Advising at Western

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

Advising Terms Key

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

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.

ORIENTATION

Advising Begins

• What classes should I register for?
• What can I major in?
• How does my DTA-Associate Degree count toward WWU graduation requirements?  
• What resources can I use for academic planning?  
• Do I need to take more math?

ACADEMIC ADVISING CENTER/STUDENT OUTREACH SERVICES

General Advising after Orientation

• What classes should I take next?
• How do I choose/declare a major?
• How can I raise my GPA?

ACADEMIC DEPARTMENTS – ADVISING

Advising for Majors and Minors

• Will my transfer courses apply to my major?
• What are the requirements to declare my major?
• How can I stay on track to finish my major?
• Is an internship/study abroad an option in my major?

ACADEMIC ADVISING CENTER/STUDENT OUTREACH SERVICES

Your Resource for Ongoing Advising

• I’ve declared my major but am I on track to graduate?
• How do I add a minor?
• Do I have time to double major?
• Can I drop a class?
GRADUATION REQUIREMENTS
The following requirements apply to all undergraduate students. Comprehensive details are available and should be reviewed in the University Catalog: catalog.wwu.edu.

- Complete a minimum of 180 quarter credits
  These credits are comprised of General University Requirements (or Direct Transfer Agreement 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 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 (WP) 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
  The General University Requirements (GURs) apply to undergraduate students in all Western Washington University colleges, except:
  • Students transferring to Western with a Washington 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 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 embody Western’s belief that a liberal arts and sciences education enables people to lead fuller and more interesting lives, to perceive and to understand more of the world around and within themselves, and to participate more intelligently and deliberately in shaping that world. This belief reflects a long tradition in American higher education. In this tradition, the bachelor’s degree is comprised of an academic major and a foundational general education. This general education provides opportunities to study across many fields and to acquire the skills, experiences, and knowledge you need to thrive, to succeed in your chosen careers, and to develop a strong sense of personal and social responsibility.

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

“Weing 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
DECLARING A MAJOR

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

Timely Declaration is Essential

Benefits to declaring your major early include:

- Advising by the academic department specific to your major
- Access to major-restricted courses
- Finding out about major-related opportunities within your department such as scholarships and clubs, among others
- Graduating in a timely manner

How to Declare a Major

Majors at Western vary in the prerequisite coursework and requirements to declare. We encourage you to learn the steps specific to your intended major and incorporate them into your academic planning.

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.

Resources

- Programs of Study in the University Catalog
- Academic department websites
- Choosing a Major section of Academic Advising Center website
- Majors and Career Exploration page of Career Services Center website
  - SIGI3 – Self-paced, free online career assessment
  - What Can I Do With This Major?
- Graduate Outcomes Report – Provides employment information about recent Western graduates by major
- Choosing a Major and Declaring a Major workshops co-sponsored by the Academic Advising Center and the Career Services Center

Need Help Exploring Your Major Options?

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

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

To graduate, complete:

- 180 credits
- 60 upper division credits
- DTA-Associate Degree or General University Requirements (GURs)
- Approved major
- 3 writing proficiency points

Apply to a major

(if possible)

Western Academic Policy

If not declared, transfer students with 105 or more credits are required to provide a detailed plan for major declaration prior to registration

Seek advising about choice of major

- Meet with a departmental or academic advisor to understand course requirements for potential majors; declare a pre-major, if appropriate
- Identify requirements to declare potential majors and minors
- Talk to faculty in areas of interest

If you are considering a pre-healthcare plan of study or majors in natural sciences, engineering, languages, or fine and performing arts, it is often important to begin appropriate 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 this, click Calendar on the top right of Western’s homepage, then Academic Calendar.

PREPARE

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 online 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 (see the University Academic Policies in the University Catalog for details). 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 clearance into Web4U, or written instructor permission.

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

Professional and peer advisors in the Academic Advising Center 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 clearance from the instructor or department office. Some departments require students to use an online form accessed through MyWestern 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). 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.

Late Course Withdrawal

- From the beginning of the third week to the end of the seventh week of the quarter, late course withdrawals require 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 (OM 230). See the Registrar’s Office’s Important Dates (Page 11) for each quarter’s specific date.
- 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 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.
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 Student Advising Sheet in Web4U for math placement information.
- You may need to take the ALEKS Math Placement Assessment (ee.wwu.edu/aleks) if you have not already done so.
- Reference math and science advising information in the Advising Tools and Resources 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.wwu.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 > Catalog > Programs of Study
  
  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 and indicate if they count toward a GUR.

- **ClassFinder**
  
  www.wwu.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.wwu.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 > Advising > 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.wwu.edu/careers > Pre-healthcare 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 > Advising > Upper Division Courses with 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 timelier 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 your Degree Works worksheet (page 11) via Web4U.
- Transfer Equivalency Report (page 10), to view how classes taken elsewhere apply to your WWU degree.
- Student 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) or design your own list with alternative classes and times, in case you need alternatives.
- Balance major exploration and preparation with GURs.
- 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 and 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. Locate the Western Links menu box. ClassFinder will be directly under Registration.
  - 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.
  - In the top right corner, you have the option to search by GUR Attribute; this will bring up all courses offered in a particular quarter that would satisfy a specific GUR.
  - 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 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
- OV – Override required
- OL – Online course
- WP – Writing Proficiency
- SL – Service Learning
- PR – Independent Study
- Group Permit Required
- FIG – 1st year interest group
- (Freshman Only)
- TBA – To Be Announced
- FA – Admission to Fairhaven
- HU – Admission to Huxley
- ED – Admission to Woodring
- M – Monday
- T – Tuesday
- W – Wednesday
- R – Thursday
- F – Friday
- FR – Freshman
- (0 – 44 Credits)
- SO – Sophomore
- (45 – 89 Credits)
- JR – Junior
- (90 – 134 Credits)
- SR – Senior
- (135+ Credits)

Web4U
To access Western’s course registration system and your student records, log into myWestern then select Web4U.
- On the upper right side of Western’s homepage (wwu.edu), select the myWestern link.
- On the top left, click the blue Sign In button.
- Log in using your universal user name and password.
- Click on the Web4U icon at the top of the page.
- 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 clearance for a restricted course, you can view the permission under Check Your Registration Status. Register for a course with an override clearance 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. See the University Catalog and Registrar’s Office website FAQs for more details.

- 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.

- 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 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 concluded. Please see the registration waitlisting FAQs by following: www.edu/registrar > For Students > Registration > 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/onlinedevising_videos.shtml

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 General University Requirements, 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

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 > Web4U > Student tab > Students Records > 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.

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/degeworks.

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 evaluation 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.

IMPORTANT DATES AND DEADLINES

**Fall Quarter 2019**

- Fall orientation/registration for new freshmen who did not attend in the summer .................................................. Monday, Sept 23
- First day of classes .................................................... Wednesday, Sept 25
- Phase I of registration .................................................. May 14 – June 28
- Phase II of registration .................................................. Aug 27 – Sept 24
- Phase III of registration ................................................. Sept 25 – Oct 1
- Fall online registration ends at midnight ...................... Tuesday, Oct 1
- Full refund deadline ................................................... Tuesday, Oct 1
- Last day to drop a class without using a late-withdrawal privilege ..................................................... Friday, Oct 4
- Fall break .................................................................... Wed 9 – 13

**Winter Quarter 2020**

- Winter orientation/registration for new freshmen .......... Monday, Jan 6
- First day of classes ....................................................... Tuesday, Jan 7
- Phase I of registration .................................................. Nov 12 – 25
- Phase II of registration .................................................. Nov 26 – Jan 6
- Phase III of registration .................................................. Jan 7 – 13
- Winter online registration ends at midnight ................. Monday, Jan 13
- Full refund deadline ................................................... Monday, Jan 13
- Last day to drop a class without using a late-withdrawal privilege ......................................................... Friday, Jan 17
- Winter break .................................................................. Feb 20 – 29
- Final exams ................................................................. Mar 16 – 20
- Spring break ............................................................... Mar 21 – Mar 30

**Spring Quarter 2020**

- Spring orientation/registration for new freshmen .......... Monday, Mar 30
- First day of classes ....................................................... Tuesday, Mar 31
- Phase I of registration .................................................. Feb 25 – Mar 9
- Phase II of registration .................................................. Mar 10 – Mar 30
- Phase III of registration .................................................. Mar 31 – Apr 6
- Spring online registration ends at midnight ................. Monday, Apr 6
- Full refund deadline ................................................... Monday, Apr 6
- Last day to drop a class without using a late-withdrawal privilege ......................................................... Friday, Apr 10
- Spring break ............................................................... June 8 – 12

**Summer Quarter 2020**

- Last day for late course withdrawal ................................ Friday, May 15
- Final exams ................................................................. June 8 – 12
- Summer break ........................................................... June 13 – 22

**Winter Quarter 2020**

- Winter online registration ends at midnight ................. Monday, Jan 13
- Winter orientation/registration for new freshmen .......... Monday, Jan 6
- First day of classes ....................................................... Tuesday, Jan 7
- Phase I of registration .................................................. Nov 12 – 25
- Phase II of registration .................................................. Nov 26 – Jan 6
- Phase III of registration .................................................. Jan 7 – 13
- Winter online registration ends at midnight ................. Monday, Jan 13
- Full refund deadline ................................................... Monday, Jan 13
- Last day to drop a class without using a late-withdrawal privilege ......................................................... Friday, Jan 17
- Winter break .................................................................. Feb 20 – 29
- Final exams ................................................................. Mar 16 – 20
- Spring break ............................................................... Mar 21 – Mar 30

**Spring Quarter 2020**

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- Spring online registration ends at midnight ................. Monday, Apr 6
- Full refund deadline ................................................... Monday, Apr 6
- Last day to drop a class without using a late-withdrawal privilege ......................................................... Friday, Apr 10
- Spring break ............................................................... June 8 – 12

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 counseling.
- 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
west.wwu.edu/atus/helpdesk

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.

Office of Student Life
Viking Union 547, 360-650-3706
wp.wwu.edu/officestudentlife

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.

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
Viking Union 420, 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
Old Main 563A, 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.

Pre-Healthcare Professions Advising
Old Main 280, 360-650-4240
wwu.edu/careers/prehealth

Mentors and advises student interested in pursuing careers in medicine, dentistry, pharmacy, veterinary medicine; optometry, nursing and many other healthcare professions. A wide variety of services are offered, ranging from individual appointments through preparing students for the final application process.

Prevention and Wellness Services
Old Main 560, 360.650.2993, pws@wwu.edu
pws.wwu.edu

Offers support in improving and maintaining overall health of the student community through volunteer Peer Health Educators, a variety of self-care services, resources and information about stress, alcohol, drug or tobacco use, sexual assault and more.
GUIDE TO CAMPUS RESOURCES

Registrar’s Office
Old Main 230, 360-650-3432, registrar.office@wwu.edu
wwu.edu/registrar

Handles questions concerning credit evaluations, Degree Works, the University Catalog, registration, course requirements, adding and dropping classes, graduation requirements, commencement, grade changes, transcripts and related information requests. The degree application, required for graduation, and final exam schedule can also be found on their website.

Student Business Office
Old Main 110, 360-650-2865, sbo@wwu.edu
wwu.edu/sbo

Offers information concerning student accounts, loans and collections. The University Cashier allows you to make payments for billings, including tuition, fees, housing/dining and loans.

Student Health Center
Campus Services Building, 360.650.3400
studenthealth.wwu.edu

Staffed by a team of physicians, nurse practitioners, registered nurses and support staff who educate and assist students with preventive health care. SHC staff also evaluate, diagnose and treat physical and mental health concerns, illnesses and injuries.

Student Outreach Services
Old Main 387, 360-650-7443, sos@wwu.edu
wp.wwu.edu/sos

Works closely with first-generation students and students from underrepresented, nontraditional and multicultural backgrounds. Student Outreach Services include academic, social, cultural, career and financial advising and referral.

Testing Center
333 32nd Street - AC120, 360-650-3080, testing.center@wwu.edu
ee.wwu.edu/testing-center

Administers and proctors exams, including the ALEKS math placement assessment (ee.wwu.edu/aleks). Offers online test preparation courses for graduate and professional schools.

Tutoring Center
Wilson Library 280, 360-650-3855, tutoring.center@wwu.edu
wwu.edu/tutoring

Provides free peer-assisted tutoring for math and science GURs along with a wide variety of materials, including calculators, textbooks and solution manuals. The TC also assists students with study skills and strategies for achieving academic success.

Veteran Services
Wilson Library 165, 360-650-3324, veterans.services@wwu.edu
wp.wwu.edu/veteranservices

Assists with educational benefits, change-of-program forms and other services to support WWU veterans.

SCHEDULE PLANNING

This tool can be used, along with ClassFinder and TimeTable, to plan for upcoming quarters. Keep in mind course sequences and prerequisites when planning.

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<th>YEAR:</th>
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Total for the year
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.
• 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 to develop your study skills and succeed in your courses.

With Online and Career Resources
• Take Career assessments available through the Career Services Center to guide academic and career decisions.
• Use Degree Works, an online degree progress tool, to monitor progress towards degree requirements.
• Attend Career Services Center events to develop interests and professional connections including fairs showcasing careers, internships, graduate school and international and volunteer opportunities.

JUNIOR 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 graduate/professional school 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 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 a Viking Career Link account.

SENIOR YEAR: PREPARE

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

For Life after College
• Identify job search strategies and job opportunities by using Career Services Center resources like Viking Career Link and meeting with career counselors.
• Develop a 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.