Welcome to Western!

We’re glad you’re here and want you to get off to a good start as you begin your studies at Western. The Viking Advisor is designed to help you understand Western’s academic requirements and to provide information on how to select and register for classes using Western’s online registration system.

Included in the Viking Advisor is “Planning Your Western Experience,” a guide that will help you start thinking about how you can get the most out of what Western has to offer. You will also find guidelines and resources for declaring a major and information on Western’s degree evaluation system, a valuable tool you will want to use to track your academic progress.

The Viking Advisor comes to you from Academic and Career Development Services, a department with three units dedicated to helping students achieve success while at Western and after graduation:

Academic Advising Center
Old Main 380
360-650-3850
wwu.edu/advising
advising@wwu.edu
@WWUAdvising
Facebook.com/WWUAdvising

Tina Loudon, Director
Academic and Career Development Services
Western Washington University
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### Academic Advising at Western

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

#### Advising at Western

Academic advising at Western Washington University is a shared responsibility. The Academic Advising Center’s professional academic advisors, in collaboration with advisors in Student Outreach Services and Western faculty, 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 source of 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 your last high school, college, or university. 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**

Your responsibility is 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.

#### Advising Terms Key

AAC – Academic Advising Center  
ACDS – Academic and Career Development Services  
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 is a resource 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.

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

**ACADEMIC ADVISING CENTER**  
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**  
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?
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.
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
  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
  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 course work may require earning more than the minimum 180 credits required for graduation. Early advising and careful planning are encouraged.

- Complete a minor, if required
  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. Students completing minors need minor evaluations when they apply for their degrees.

- 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 who have completed General University Requirements at another Washington state public baccalaureate institution, provided the sending institution so certifies.
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.). To find a list of department websites, click on Academics from Western’s homepage.
- 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 Careers page of Career Services Center website
  - SIGI3 – Self-paced, free online career assessment
  - What Can I Do With This Major?
  - WWU Employment Survey – 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 & performing arts, it is often important to begin appropriate coursework your first year, sometimes first quarter, to graduate in a timely manner.
Registration and Academic Planning

Registration Timeline

- To look up your specific registration time, access Web4U as described on page 8, select Student, select Registration, then select Check Your Registration Status, select the upcoming term, and submit.

- Registration occurs in phases outlined under Registrar’s Important Dates, accessible from the Calendar link on the top right of Western’s homepage, then listed under Other Western Calendars.

- Phase I: This phase is reserved for continuing students. Registration access time is based on the number of completed credits. Students may register for no more than 17 credits during Phase I.
- Phases II and III: These phases allow online schedule changes (add/drop classes) and registration for up to 20 credits. In their first quarter, however, students are limited to 17 credits. Online registration ends promptly at 12:00 midnight on the fifth day of the quarter (see the University Catalog, under University Academic Policies, for details).
- 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 override clearance entered into the computer system by the instructor or department, or written instructor permission.
- How to request an Override (OV): If a course is restricted and requires permission, students may request override clearance from the instructor or department office. Some departments require students 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, be sure to provide information such as your 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.
- Course withdrawals occurring after the second week of the quarter result in a W grade on the official transcript. See box below for additional information on students’ withdrawal options.

Professional and peer advisors in the Academic Advising Center can help with scheduling classes during all registration phases.

Annual Late Course Withdrawal Privileges

- Course withdrawals require the use of an annual late-withdrawal privilege from the beginning of the third week to the end of the seventh week of the quarter.
- Each student has two late-withdrawal privileges per academic year; unused late-withdrawal privileges may not be carried over from one academic year to the next.
- Use of an annual late-withdrawal privilege will result in a W grade on the official transcript.
- If you are considering using an annual 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.
- To use an annual late-withdrawal privilege, a student must present a request in person at the Registrar's Office, OM 230.
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) is recommended when enrolling in classes with added hours for lab and studio.

- 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. 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.

**Gather Helpful Materials**
- **Viking Advisor**, for graduation requirements (page 4).
- **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 in your online Degree Evaluation (page 9) via Web4U.

- **Transfer Equivalency Report** (page 9), to view how coursework taken elsewhere applies to your WWU degree.

- **Possible schedule and list of alternative classes**, use Scratch Sheet by clicking on the 5-digit CRN number in ClassFinder or design your own list so you will have alternative classes and times ready if necessary. Be flexible and continue to check ClassFinder or the TimeTable to find available classes.

- **Student Advising Sheet**, for English and math placement information including ALEKS Math Placement Assessment (MPA).

**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. TimeTable allows students to view what quarters specific courses are offered throughout the academic year.

- **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, extensive reading and writing, or multiple choice tests. You may want a variety of course subjects and types of work in your schedule.

- **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.

- **Balance** major exploration and preparation with GURs.

**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**.
  - Select the **Term** for which you are planning courses in the top left corner.
  - 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/ Course 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 only displaying 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**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Week Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MJ</td>
<td>M – Monday</td>
</tr>
<tr>
<td>OV</td>
<td>T – Tuesday</td>
</tr>
<tr>
<td>OL</td>
<td>W – Wednesday</td>
</tr>
<tr>
<td>WP</td>
<td>R – Thursday</td>
</tr>
<tr>
<td>SL</td>
<td>F – Friday</td>
</tr>
<tr>
<td>PR</td>
<td>FR – Freshman</td>
</tr>
<tr>
<td>FIG</td>
<td>SO – Sophomore</td>
</tr>
<tr>
<td>TBA</td>
<td>JR – Junior</td>
</tr>
<tr>
<td>FA</td>
<td>(45 – 89 Credits)</td>
</tr>
<tr>
<td>ED</td>
<td>(90 – 134 Credits)</td>
</tr>
<tr>
<td></td>
<td>(135+ Credits)</td>
</tr>
</tbody>
</table>

Pay attention to red lettering which could indicate 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, 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 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 Summerstart 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) 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 the option 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. Please see the registration waitlisting FAQs at wwu.edu/depts./registrar/registration_waitlisting.shtml 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: wwu.edu/advising/onlineadvising_videos.shtml

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 course, 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, 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 Degree Evaluation (Degree Works)

The online Degree Evaluation (Degree Works) is an advising tool used by students and advisors to evaluate coursework fulfilling degree requirements. It produces an unofficial report reflecting academic progress toward completion of an undergraduate degree in a student’s declared or proposed major. The degree evaluation shows how completed Western courses, transfer courses, and courses in progress apply toward degree requirements. Degree Works will become available in Fall 2017. Watch university announcements for further information.

Online Degree Evaluations are unofficial and intended to serve as an academic planning resource, not replace meeting with an academic advisor. In order to graduate, undergraduate students need to complete a major evaluation with their department and submit a degree application to the Registrar’s Office.

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 8).
- 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
Drop-in hours: 10:00 a.m. to 2:00 p.m., Monday-Friday

Registration Repeat Policies

Grade Repeat Policy

For the 2017-2018 academic year, Western is implementing a new policy concerning grades in repeated courses. Starting in Fall quarter 2017, if a student repeats a course only the last grade earned will be factored into the student’s cumulative GPA, even if it is lower than prior attempts. All grades earned, however, will remain on the student’s transcript and a part of their official record. This policy will not apply to repeated courses taken prior to the implementation date.

Registration Repeat Block

Effective for Fall quarter 2017, a student will not be able to 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. 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, they will be able to register for this course for the upcoming quarter. Once the term is over, if the student earned a P, S or C- or better in the course, the Registrar has authority to remove the student from the repeated course prior to the beginning of the next term. Note: This policy does not apply to courses that are designated as repeatable courses.
Guide to Campus Resources

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

Career Services support students in initial career decisions, gaining career-related experience through internships, and exploring graduate and professional school. Career counselors assist students build skills and materials used for securing employment after graduation.

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

The Counseling Center is 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.

Dean of Students Office
Viking Union 547, 360-650-2235
wp.wwu.edu/students

The Dean of Students Office is comprised of Student Conduct and Student Assistance Services. The office is 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 Resources for Students
Old Main 120, 360-650-3083, drs@wwu.edu
wwu.edu/drs

disAbility Resources for Students (DRS) 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

Education Abroad 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

The Ethnic Student Center (ESC) is 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

Financial Aid 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

The Hacherl Research-Writing Studio 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.

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

The Registrar’s Office handles questions concerning credit and online degree evaluations, the University Catalog, registration, course requirements, adding and dropping classes, graduation requirements, commencement, grade changes, transcripts and related information requests.

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

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

Student Outreach Services (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.

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

The Tutoring Center 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
Old Main 280, 360-650-3324, veterans.affairs@wwu.edu
wwu.edu/veteranservices

Veteran Services assists with educational benefits, change-of-program forms and other services to support WWU veterans.
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 -> under Academics -> 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 declaring the major/minor, and departmental contact information. Required classes within the major/minor are also listed and indicate if they count toward a GUR.

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

- **GPA Calculator**
  myWestern -> under Academics -> Advising -> under Academic Tools and Resources -> 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. Using this tool can help with academic planning and goal setting.

- **Pre-Professional Pathways**
  myWestern -> under Academics -> Advising -> under Academic Tools and Resources -> Pre-Professional Pathways
  This resource provides information on course requirements for select pre-professional programs of study pursued in tandem with majors.

- **Finding Textbooks**
  http://store444.collegestoreonline.com
  Students can look up what books are needed for a specific class in the Associated Students Bookstore or on their webpage. While students are not required to buy their textbooks through Western’s Bookstore, this webpage can be used as a tool when determining what books you will need for a class.

### Questions to ask yourself when class planning

**Talk to an advisor for further clarification.**

- **How do I know if I need to take a math class?**
  - Determine what math is required for the major(s) you are interested in.
  - Check your Transfer Equivalency Report to see what 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 (MPA) if you have not already done so.
  - 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 121.
  - If required, satisfy Chemistry 121 as soon as possible.
  - Seek advisement from the academic department or pre-healthcare advisors located in the Career Services Center for further planning.
Important Dates and Deadlines

**Fall Quarter 2017**
- Fall orientation/registration for new freshmen who did not attend: Monday, Sept 25
- First day of classes: Wednesday, Sept 27
- Phase I of registration: May 9 – June 30
- Phase II of registration: Aug 29 – Sept 26
- Phase III of registration: Sept 27 – Oct 3
- Fall online registration ends at midnight: Tuesday, Oct 3
- Full refund deadline: Thursday, Oct 5
- Last day to drop a class without using a late-withdrawal privilege: Monday, Oct 9
- Half refund deadline: Thursday, Oct 12
- Final exams: Friday, Dec 11 – 15

**Winter Quarter 2018**
- Winter orientation/registration for new freshmen: Monday, Jan 8
- First day of classes: Tuesday, Jan 9
- Phase I of registration: Nov 14 – 30
- Phase II of registration: Dec 1 – Jan 8
- Phase III of registration: Jan 9 – 16
- Winter online registration ends at midnight: Tuesday, Jan 16
- Full refund deadline: Thursday, Jan 18
- Last day to drop a class without using a late-withdrawal privilege: Monday, Jan 22
- Half refund deadline: Thursday, Jan 25
- Final exams: Monday, Mar 19 – 23
- Spring break: Mar 24 – April 2

**Spring Quarter 2018**
- Spring orientation/registration for new freshmen: Monday, April 2
- First day of classes: Tuesday, April 3
- Phase I of registration: Feb 27 – Mar 12
- Phase II of registration: Mar 13 – April 2
- Phase III of registration: April 3 – 9
- Winter online registration ends at midnight: Monday, Apr 9
- Last day to drop a class without using a late-withdrawal privilege: Monday, Apr 13
- Half refund deadline: Wednesday, May 2
- Final exams: Friday, June 11 – 15
- Summer break: June 16 – 25

**Service Learning Opportunity:**

**COMPASS 2 CAMPUS PROGRAM**

The Compass 2 Campus Program offers a service-learning opportunity to students of every major who are interested in working with underrepresented youth. An elective class (201) is offered every quarter except summer, and involves three weeks of in-class training/lecture and seven weeks service in classrooms in local school districts working directly with children. Continuing classes (202 A-B-C-D) are offered in a course series of four, each at 3 credits, with classes available after successful completion of the first class with a C or better. 15 total credits for involvement are available for all the elective classes.

We also offer a BCGM GUR entitled Compass 2 Campus –Youth Mentoring toward Social Justice. This 5-credit GUR, offered as another beginning step into Compass 2 Campus, is an introduction to critical and cultural issues in education through service learning in local participating school districts. Required field work experiences are integrated into academic studies that connect multi-cultural civic engagement to structure research, reflection and discussion. This integrated service learning approach promotes the development of new social perspectives and broadens students’ worldviews. Participation in Compass 2 Campus is an excellent way to receive experience in a community setting working with children and developing or expanding leadership, communication and teaching/mentoring skills.

Note: Either C2C 201 or 203 may be taken before registering for 202 as prerequisites; however, students may take 203 after taking 201 for a more involved experience, but students beginning with C2C 203 may not take C2C 201 since it is the beginning course with less academic involvement.

- **C2C 201 Compass 2 Campus (3 elective credits)**
  - Offered Fall, Winter, Spring quarters
- **C2C 202 (A-B-C-D 3 elective credits each)**
  - Offered Fall, Winter, Spring quarters
- **C2C 203 (GUR) (5 credits)**
  - Offered Fall, Winter, Spring quarters

Students registering for the class must also register for one weekly 4-hour lab or two 2-hour weekly labs associated with the class. Lab hours are completed in a local participating school of choice. Students must register for both during registration process to be admitted. Transportation is required!

Note: All registered students visit the schools weekly during every quarter. In the fall quarter only students participate in the annual campus tour when 5th graders visit the WWU campus. The tour this year is scheduled for October 17, 2017.

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**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/or career counselors.
- Keep track of major and minor requirements.
- Refer to Planning Your Western Experience (back cover)
- Complete an average of 15 credits per quarter in order to make progress toward graduation.
Schedule Planning

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

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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

☑ Develop relationships with academic advisors and career counselors
☑ Review the Programs of Study in the online University Catalog to learn about majors, prerequisites, and declaration requirements
☑ Talk with advisors and faculty in academic departments that interest you
☑ Identify ways to get involved in campus life (student clubs, intramurals, Residence Hall Council, etc.)
☑ If undecided about a major, schedule a Choosing a Major appointment with an academic advisor or career counselor
☑ Identify interests, abilities, and values as a way of identifying potential careers
☑ Visit Education Abroad, located in Miller Hall 208, to explore study abroad opportunities
☑ Explore graduate and professional school options

Junior Year: Experience

☑ Maintain a good GPA (especially if graduate school is an option)
☑ Continue to build relationships with advisors and professors, especially in your major, who could write letters of recommendation
☑ Take on a leadership role in campus or community organizations
☑ Explore internship possibilities—meet with a career counselor for help
☑ Register with Viking CareerLink and Ask! mentoring program on the Career Services Center website. Use these to access internships, job postings, and networking events
☑ Build a professional network by creating a LinkedIn profile. Attend a College to Career workshop
☑ Connect with the Career Services Center for help with resume writing and interviewing skills
☑ Begin applications to professional school programs one year in advance of matriculation. Seek advice from counselors in Career Services with applications
☑ Attend quarterly Career Fairs and other Career Services Center events
☑ Ask faculty for letters of recommendation for graduate school or job applications

First Quarter: Connect

☑ Seek advising to determine major-declaration and degree requirements
☑ Attend every class, complete all assignments and maintain a good GPA
☑ Connect with the Tutoring Center to develop your study skills and succeed in your courses
☑ Take career assessments available through the Career Services Center to guide academic and career decisions
☑ Use Degree Works, an online Degree Evaluation tool (page 9), to monitor progress toward degree requirements in possible majors and/or minors
☑ Attend Career Services Center events to explore interests and develop professional connections (Community Internship Fair, Health/Law/Graduate School Fairs, International Opportunities Fair, Career Fairs)

Senior Year: Prepare

☑ Continue to use the online Degree Evaluation tool, Degree Works (page 9), to stay on track for graduation
☑ Do a research project with a professor; gain career-related experience through internships or volunteer experiences
☑ Develop a portfolio to showcase your experience and qualifications
☑ Design an effective job-search strategy by taking advantage of Career Services Center programs and services
☑ Apply early to graduate and professional schools
☑ Identify career employment opportunities using Viking CareerLink, offered by the Career Services Center
☑ Attend quarterly Career Fairs to connect with employers hiring for career positions
☑ Apply for graduation. See the Registrar’s website for the degree application