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 about declaring a major and information on Western’s degree evaluation systems, 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 dedicating to helping students achieve success while at Western and after graduation:

Academic Advising Center
Old Main 380
360-650-3850
wwu.edu/advising

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

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

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

- Academic Advising at Western .......................................... 2
- Why GURs or a DTA – Associate Degree? ............................. 3
- Graduation Requirements ..................................................... 4
- Transfer Equivalency Report ................................................... 4
- Declaring a Major ................................................................. 5

## Registration and Academic Planning
- Registration Timeline ........................................................... 6
- Annual Late Course Withdrawal Privileges ............................... 6
- Tips for Developing a Balanced Schedule ................................. 6
- ClassFinder ........................................................................... 7
- Web4U .................................................................................. 7
- Registration Step-by-Step ......................................................... 7
- Registration Waitlist ................................................................. 8
- Online Degree Evaluation ....................................................... 8
- Online Advising Resources .................................................... 9

## Planning Your Western Experience ................................. back cover
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. Students, faculty, and advisors share responsibility for academic advising at Western. 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.

What does “A Shared Responsibility” Mean?

Western’s expectations of students 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.

The Student’s 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 write down your questions beforehand.

The Advisor’s Responsibilities

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

Where to go for Academic Advising

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.
A liberal arts and sciences education is an education that provides both a broad-based and a deep foundational experience. Graduates from a 21st-century liberal arts university demonstrate that they are committed to individual achievement, to lifelong learning, and to the common good.” – WWU Teaching Learning Academy 2011-2012

Why GURs or a DTA – Associate Degree?
Because a liberal arts education is rooted in our General University Requirements.
Graduation Requirements

The following requirements apply to all undergraduate students. Comprehensive details are available and should be reviewed in the University Catalog: http://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” 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 work beyond 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, should 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.

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 7).
  • 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
Drop-in hours: 10:00 a.m. to 2:00 p.m., Monday-Friday
Declaring a Major

New transfer students work toward major declaration in their first few quarters as an essential step to progress 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
- 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 your intended program of study for additional information about the major and specific steps to declare. (This may include 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:

- University Catalog: "Programs of Study" list
- 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 academic and career assessment
  - What Can I Do With This Major?
  - Employment information of recent WWU graduates

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

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

Completed:

- 180 Credits
- 60 Upper Division Credits
- DTA-Associate Degree or General University Requirements (GURs)
- Approved Major
- 3 Writing Proficiency Points

Seek advising about choice of major

- Meet with a department or academic advisor to understand course requirements of the major
- Identify requirements to declare a major
- Talk to faculty in areas of interest
- See Resources list on this page

If you are considering majors in natural sciences, technology, fine & performing arts, or pre-healthcare plans of study, it is important to begin appropriate coursework your first year, often first quarter, to graduate in a timely manner. You should declare these majors as soon as possible.
Registration and Academic Planning

Registration Timeline

- To look up your specific registration time, access Web4U as described on page 7, 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 completed credits; students may register for no more than 17 credits during Phase I.

- Phases II and III: These phases allow for online schedule changes (add/drop classes) and registration for up to 20 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 an override clearance from the instructor or department office. 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 registration number (CRN). Once the instructor or department has issued the override and notified the student, it is the students’ 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.

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 enrolled in classes with added hours for lab, studio, or shop.

- Plan time for out-of-class assignments and to study. 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 sports, 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 phone number (back cover) to contact if you have questions during registration.

- List of major requirements (if you have one in mind) can be found online under “Programs of Study” in the University Catalog or in your online Degree Evaluation (page 8).

- Transfer Equivalency Report (page 4), to avoid repeating courses if you have earned credits elsewhere.

- Create a possible schedule and list of alternative classes. Use “Scratch Sheet” by clicking on the 5-digit CRN number in ClassFinder (page 7) 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.

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 a specific course is 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 are planning to take and grading method. It may be helpful to think about the type of work you will be doing in the 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 each quarter.

- Avoid repeating a class. Review your Transfer Equivalency Report to see what credit you may have earned for 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 and apply toward the graduation requirement of 180 credits. Whether you have chosen a major or are still exploring, elective courses may introduce you to new and exciting possibilities.

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

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

Finding classes with ClassFinder
- ClassFinder can be found by going to Western's homepage and clicking on myWestern in the top right hand corner. Locate the Western Links menu box and you will find the ClassFinder link directly under Registration section.
- Select the term in 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 hand corner, you have the option to search by GUR/Course Attribute, this will bring up all courses offered in a specific 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 not bring up courses where the waitlist is currently active.

Scratch Sheet
- Scratch Sheet is an option in ClassFinder that allows you to try different combinations of classes and help you avoid registering for classes that may overlap.
- To access Scratch Sheet you will want to locate the purple Course Registration Number (CRN) for a specific course.
- Click on the CRN and it will 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 page you will need to 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 – Prerequisite
- FIG – 1st year interest group*  
  (*Freshman Only)
- TBA – To Be Announced
- M – Monday
- T – Tuesday
- W – Wednesday
- R – Thursday
- F – Friday
- FR – Freshman
- SO – Sophomore
- (0 – 44 Credits)
- (45 – 89 Credits)
- (90 – 119 Credits)
- (120 – 180 Credits)

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 home page (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 registration number, the five-digit number associated with each class) simply enter that number 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, with details. You are then 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 the problem.
- 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, and print a confirmation.

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.
Registration and Academic Planning

Online Advising Videos

Have questions about ClassFinder, Online Registration, or Waitlisting for a class? Check out our online advising videos: www.edu/advising/onlineadvising_videos.shtml

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) during Transitions and Summerstart. (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’.

- 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.

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 www.edu/depts/registrar/registration_waitlisting.shtml for more information.

Online Degree Evaluation (CAPP)

The online Degree Evaluation (CAPP) 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 Western courses, transfer courses, and courses in progress apply toward degree requirements.

*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.

Generating a Degree Evaluation

If you are a matriculated Western student, you can request, view, and print degree evaluations for any degree program available:

- Access Web4U (as described on page 7).
- Select Student.
- Select Student Records.
- Select Degree Evaluation.
- Select a term (select current term); Continue.
- Determine the type of evaluation you would like to produce:
  - Select What-if Analysis to produce an evaluation for completion of GUR requirements; any available major, minor, or any combination.
  - Select Generate New Evaluation to produce a degree evaluation for the major/minor you have already declared.

Note: Some transfer coursework will not show up in the degree evaluation report, e.g. nontransferable courses, including failed courses and those below the 100-level.

- What-if Analysis
  This will produce a degree evaluation for any available major or minor. You do not need to have declared a major or minor to run the “What-if Analysis,” and can run a variety of combinations.
  - Entry Term: select the term of the academic year the major will be declared (requirements for future catalogs are unavailable); select Continue.
  - Program: select the type of degree and the college that offers the degree (refer to the 2015-2016 University Catalog online for the complete list, e.g. select BA—College of Fine and Performing Arts for the Bachelor of Arts in Music); Continue.
  - First Major: choose the major and the department that offers it; select Submit.
  - Evaluation Term: select your anticipated graduation term; select Generate Request; click Submit.
  - For additional information, refer to the Degree Evaluation web page at www.edu/depts/registrar/capp.shtml.

- Generate New Evaluation
  This will produce a degree evaluation for the major and/or minor you have already declared. Some degree programs are not yet available for online Degree Evaluation.
  - Program: select radio button.
  - Term: select anticipated graduation term.
  - Select Generate Request.
  - Select Submit.
Online Academic 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.

- **ClassFinder**
  https://admin.wwu.edu/pls/wwis/wwsktime.SelClass
  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**
  https://admin.wwu.edu/pls/wwis/wwskcfnd.TimeTable
  The TimeTable provides information about courses taught in the current academic year, including instructors, times and locations of classes, and the Course Registration Number (CRN). Many students use the TimeTable to plan for the entire year.

- **GPA Calculator**
  wwu.edu/advising/gpa_calculator.shtml
  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.

- **Western’s Major and Minors – Programs of Study**
  catalog.wwu.edu/content.php?catoid=10&navoid=1885
  This resource provides a comprehensive view of each major and minor offered at Western, including prerequisite classes, GPA requirements, steps to take toward declaring the major/minor, and contact information for the department. Required classes within the major/minor are also listed and indicate if they count toward a GUR.

- **Pre-Professional Pathways**
  wwu.edu/advising/preprofessionalpathways.shtml
  This resource provides information on course requirements for pre-professional programs of study.

- **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. Students are not required to buy their textbooks through Western's Bookstore, however this webpage can be used as a tool when determining what books you will need for a class.

---

**COMPASS 2 CAMPUS**

**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. Elective classes, offered every quarter except summer, involve three weeks of in-class training/lecture and seven weeks service in classrooms in local school districts working directly with children. Classes are offered in a course series of four, each at 3 credits, with continuing classes available after successful completion of the first class with a C or better. 12 total credits for involvement are available for the elective classes.

Beginning fall of 2015 C2C will also offer a BCGM GUR entitled Compass 2 Campus – Youth Mentoring toward Social Justice. This 5 credit GUR 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.

- **C2C 201 Compass 2 Campus (3 credits)**
  Offered Fall, Winter, Spring quarters

- **C2C 202 (A-B-C-3 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 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!

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 20, 2015.
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
- 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 advisor
- Begin to identify interests, abilities, and values to explore potential careers
- Review the “Programs of Study” in the University Catalog (online) to learn about majors, prerequisites, and declaration requirements
- Visit the International Programs & Exchanges Office, located in Miller Hall 208, to explore study abroad opportunities
- Investigate and explore graduate and professional school options

Junior Year: Experience
- Maintain a good GPA (especially if graduate school is an option)
- Maintain contact with faculty, staff, and advisors, particularly those who could write letters of recommendation
- Continue to build relationships with advisors and professors, especially in your major
- Take on a leadership role in campus or community organizations
- Explore internship possibilities—meet with a Career Counselor for help
- Register with the Career Services Center’s Viking CareerLink system for access to online internship listings
- Build a professional network by creating a LinkedIn profile and joining WWU’s Ask! program
- 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 (the Career Services Center can help)
- 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 “What-if Analysis” in the online Degree Evaluation tool (page 8) 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 (page 8) to stay on track for graduation
- Do a research project with a professor; gain career-related experience through internships or volunteer experiences
- Develop an e-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 the Viking CareerLink offered by the Career Services Center
- Attend quarterly Career Fairs to connect with employers hiring for career positions
- Complete the Degree Application process (see Registrar’s Website for information)