

Welcome to...

Western Washington University!

Congratulations! Now that you are admitted to Western Washington University, what comes next?

This brochure highlights the most important Graduate School procedures. Please review the different stages involved in acquiring a degree as well as the various documents required at each stage.

Most forms and procedures are available at our website: www.wwu.edu/gradschool. Select the "Admitted Students" button.

Please plan ahead and allow time to obtain program adviser's approval and submit required forms. Most forms are processed within one or two days of receipt, although there may be exceptions.

We wish you success in achieving your academic and professional goals. If we can be of any help while you are enrolled at Western Washington University, please do not hesitate to contact us.

**Graduate Dean & Staff
Western Washington University**

Registration

How do I register for classes?

You may register on-line at: <http://www.wwu.edu/depts/registrar/registration.html>. Click on "Web for Student". If the registration deadline for the quarter has passed, you will be required to register in person at the Registrar's Office. Off-campus students should contact their program coordinators.

What is my login?

Your username is your 9-digit student number (W*****) and your PIN is the first 6 digits of your social security number. If you are an international student, use your birthdate (DDMMYY). For security reasons, please change your pin after your initial login.

Why can't I register for classes?

>Have you returned your letter indicating acceptance of admission? Contact the Graduate School office to confirm.
>Is there a hold on your registration? Contact the university office that has placed the hold.
>Did you register last quarter? If not, you must submit a Returning Student Application (RSA).

How do I enroll in independent study?

Obtain signatures of your instructor, program adviser and department chair or administrative head on the Independent Study contract. Instructors for 500 level classes must be graduate faculty. Submit the Contract and registration form to the Graduate School for approval, then register in person at the Registrar's Office. A graduate student may only have 10 credits of independent study on his/her Plan of Study.

How do I register for thesis credits?

You must obtain both departmental and Graduate School approval. Contact both offices prior to registration for override codes.

Registration Questions? Consult with your adviser regarding courses and program requirements.

Plan of Study

The plan of study form indicates all course work you will take to complete your master's degree in compliance with the program requirements.

Plans must be submitted to the Graduate School during your first quarter of enrollment for approval by the Graduate School.

Failure to submit the Plan will result in a registration hold.

Submit an "Amendment to Plan of Study" form to make changes to the plan. Forms are available on the web, from your adviser, or from the Graduate School.

Financial Aid refers to the approved plan of study to determine eligibility for financial aid. Having an approved plan of study on file by the second quarter ensures that Financial Aid can determine your eligibility more quickly and easily.

Advancement to Candidacy

You are eligible for advancement to candidacy after you have satisfied the following requirements:

- > Plan of Study approved by Graduate Dean;
- > successful completion of 12 credits (of your Plan of Study);
- > maintaining at least a 3.0 g.p.a.; and,

> any specific requirements or stipulations indicated in your admission letter and any program-specific requirements.

Contact your program adviser for information.

Thesis/Field Project Topic Approval and Oral Defense

Consult with your adviser to establish your committee.

Consult with your thesis/field project chair to identify a thesis or research topic. Obtain all signatures and submit Thesis Topic Approval card to the Graduate School.

Note: Your Topic Approval card must be approved by the Graduate School office BEFORE you may register for thesis or field project credits (see registration). Human subjects and live vertebrate animal information is available at the BFR website: <http://www.ac.wwu.edu/~bfr/>.

You and your committee will choose a date, time, and place for your defense. The Oral Defense Schedule form must be submitted to the Graduate School no later than two weeks PRIOR to your defense. You must defend your project no later than four weeks PRIOR to the end of the quarter you intend to graduate.

Thesis/Field Project Submission

After you have defended your thesis, your committee has approved it, and the signature page has been signed, you are required to submit this camera-ready copy to the Graduate School for final approval. This final copy must be submitted no later than four weeks PRIOR to the end of the quarter you intend to graduate.

Comprehensive Exams

Each department has its own requirements and procedures regarding comprehensive examinations. The department determines student eligibility if the examination is required. Consult your program adviser.

Application for Degree

The application for degree, or “Blue Card,” must be submitted by the last day of classes in the quarter PRIOR to the quarter you intend to graduate (see Deadlines list). Applications submitted after this date will not be accepted.

Please contact your graduate program adviser to be sure all graduation requirements have been met BEFORE you submit the application for degree.

Upon submission of this form, a nonrefundable \$35 graduation fee (subject to change) will be charged to your student account.

You must be registered for at least 2 credits the quarter you graduate or in the quarter prior to graduation.

Master’s Degree Recommendation

The Master’s Degree Recommendation is known as the “White Card.” The White Card must be submitted to the Graduate School no later than two weeks PRIOR to the end of the quarter you intend to graduate. The card is signed by the program adviser and the thesis/field project committee if you have completed the thesis/field project option.

Tips & Reminders

You are responsible for submitting materials on time. A hold will be placed on your registration for any missing documents. Ask your department adviser or administrative staff for a deadlines list or visit the Graduate School website.

In order to receive your degree, it is imperative that you complete all program requirements within 5 years. After 5 years, your student computer account, library privileges and all other technology services will be discontinued and all associated files will be purged.

Returning Student Application (RSA)

Once admitted to the Graduate School, you must submit a RSA if you do not register continuously. The RSA activates your student record which allows you to register.

Submit the RSA to the Graduate School the quarter before you wish to return. There is no fee for this application.

After the RSA has been processed, you will be eligible to register for classes for the quarter specified.

You may obtain an RSA from the web, your adviser, or the Graduate School.

Note: If you attended Spring Quarter and plan to register for Fall Quarter, you do not need to submit the RSA.

Deadlines to Submit RSA	
Summer Quarter	May 1st
Fall Quarter	August 1st
Winter Quarter	November 1st
Spring Quarter	February 1st

Grad School Contact Info

Address:

Graduate School
Western Washington University
516 High Street
Old Main 530
Bellingham, WA 98225-9037

Phone: (360) 650-3170

Fax: (360) 650-6811

E-mail: gradschl@wwu.edu

Website:

www.wwu.edu/gradschool

Other Important Phone Numbers

Registrar (360) 650-3430

Student Accounts (360) 650-2866

Financial Aid..... (360) 650-3470

Cashier (360) 650-2930

Student Health Center (360) 650-3400

Disability Student Services (360) 650-3844

ATUS Helpdesk (360) 650-3333

International Grad Students ... (360) 650-3571

Graduate School

PROCEDURES

Now that you’re admitted:

- Contact Information
- Registration
- Plan of Study
- Thesis/Field Project
- Comprehensive Exams
- Returning Student
- Graduation

