ACADEMIC PLANNING STEPS

WHEN DO I REGISTER?
- registrar.wwu.edu/calendars/registration
- Web4U: Student > Registration > Check Your Registration Status

WHERE DO I LOOK UP CLASSES?
- MyWestern > Academic Planning Tools > ClassFinder and Timetable

WEB4U > STUDENT:

Student Records:
- Academic Interest Update Form
- Unofficial Transcript (Academic History)
- Transfer Equivalency Report (TER)
- Degree Works
- Advising Sheet (placement info)

Registration:
- Add/Drop Classes
- Check Your Registration Status
- Student Detail Schedule
  (see waitlist position)

WWU GRADUATION REQUIREMENTS:
- 180 Minimum Total Credits
- 60 Minimum Upper Division Credits
  (300 level and above)
- Three Writing Proficiency Points (WP)
- Approved Academic Major
- Complete a minor, if required
- 2.0 cumulative grade point average (GPA)
- General University Requirements (GURs)

OBJECTIVE: CREATE A BALANCED SCHEDULE

Aim for 14-16 credits consisting of 3-4 classes
- This course load will ensure you are on track to graduate in a timely manner.
- Pay attention to any prerequisites and course sequences for classes in your program of study.
- Instructors typically expect students to spend 2 hours working outside of class for each hour spent in class.

STRATEGIES TO CREATE A BALANCED SCHEDULE

1. Look up major and minor requirements found in the Programs of Study in the University Catalog
   - Have you completed any requirements? Check your TER or Degree Works to avoid repeating a class.
   - Check if any requirements will also satisfy any of your remaining GURs.
   - Identify the courses you will need to take early on in order to declare your intended major.

2. Check your Math and English placement on the Student Advising Sheet
   - Talk with an advisor to determine if you need to take math, and if so, what courses are recommended.
   - Do you need to take the ALEKS Math Placement Assessment (MPA)? Talk with an advisor, if you are unsure.

3. Create several possible schedules consisting of GURs and Major Requirements using ClassFinder
   - A mix of subjects, combination of class sizes or variety in evaluation/grading styles can help provide balance to a schedule.
   - Is a class you want full? Request to waitlist via Add/Drop Classes in Web4U.