ACADEMIC PLANNING GUIDE
FOR NEW STUDENTS 2024-2025

ACADEMIC ADVISING & STUDENT ACHIEVEMENT CENTER
aasac.wwu.edu • 360-650-3100 • Old Main 387 • advising@wwu.edu
Welcome

Welcome to Western Washington University! We are excited for you to join us. This planning guide was created to help you gain a deeper understanding about your academics at Western and prepare you to register for your first quarter of classes.

The planning guide, and the included worksheets, complement your Virtual Advisor Canvas course, as well as the Academic Advising & Student Achievement Center (AASAC) website. QR codes throughout this guide provide links to key resources that help you understand graduation requirements and prepare you for registration. For most new students, your earliest opportunity to meet with an advisor and register for classes will be during your Advising & Registration (A&R) Session. All first-year students will be required to attend an A&R session in order to register; transfer students are strongly encouraged to attend.

This planning guide will help you build possible first-quarter schedules filled with classes that meet graduation requirements and make progress toward your academic goals. This is not intended to be a comprehensive resource, as every new student has unique academic needs, and you should still seek out academic advising and online resources. The AASAC and other advising services are here to support you throughout your time at Western.

QR Codes

Throughout this planning guide watch for QR codes with links to additional information, context and insights. Website URLs and pathways are also included next to QR codes.

Virtual Advisor (Canvas)
myWestern > Canvas >
Virtual Advisor

AASAC Website
aasac.wwu.edu

Table of Contents

What Goes into a Degree at Western? ............................................. 1
General University Requirements (GURs) ............................... 1
Transferring Credits to Western ............................................. 2
Degree Works ............................................................................. 2
Worksheet #1: GUR Checklist ................................................ 2-3
Worksheet #2: Major & Minor Requirements ........................... 4
Worksheet #3: Math Placement and Selection ......................... 5
Browse Classes ............................................................................. 6
Worksheet #4: Planning Your Classes ..................................... 6
Worksheet #5: Create Your First Quarter Schedule ............... 7
Plan Ahead and Registration .................................................... 8
Where to Go for Advising? ....................................................... 9
Your Next Steps Checklist ....................................................... Back Cover
What Goes into a Degree at Western?

To better understand how to build your class schedules at Western, it helps to understand what is required to graduate. The following requirements apply to all undergraduate students:

- Complete a minimum of 180 total quarter credits.
- Complete a minimum of 45 credits through WWU courses.
- Complete at least 60 credits of upper-division study (300-level and above).
- Complete three Writing Proficiency (WP) points.
- Meet minimum grade point average (GPA) requirements (a 2.0 GPA).
- Satisfy General University Requirements (GURs).
- Complete an approved academic major.
- Complete a minor, if required by your intended major.

While each degree requirement is important to understand, to begin planning your first quarter schedule, let's focus on the bottom three requirements. Over the next few pages, you will explore the General University Requirements (GURs), how college-level transfer credits may apply to your degree, where to locate major and minor requirements, and how to determine your math requirements and placement. Then you will bring all of that information together to determine a potential first-quarter class schedule with the class planning worksheets.

Comprehensive degree requirement details are available, and should be reviewed, in the University Catalog at catalog.wwu.edu or by following this QR code:

General University Requirements

General University Requirements (GURs) are a graduation requirement and the core of a liberal arts and sciences education. These courses provide foundational knowledge and opportunities to further develop, integrate, and extend your skillsets so that you can thrive in your chosen major and beyond. The GURs are composed of six broad areas of study: Communication (ACOM, BCOM, CCOM), Quantitative & Symbolic Reasoning (QSR), Natural Sciences (LSCI, SCI), Humanities (HUM), Social Sciences (SSC), and Comparative, Gender, and Multicultural Studies (ACGM, BCGM). Some students entering Western with college-level transfer credits may have already satisfied some or all of the GURs at Western. Note: If you are enrolled in the Fairhaven College of Interdisciplinary Studies, you will complete Fairhaven’s Core Curriculum instead of the GURs.

To see a full list of GUR classes, along with course descriptions, visit catalog.wwu.edu > General University Requirements.

Web4U

On the following page, you will begin reviewing information found in Web4U, which includes Western’s course registration system and your student records:

- Select myWestern on the upper right side of Western’s homepage (wwu.edu)
- Click on the Web4U icon near the top of the page
- Log in using your universal username and password

Comprehensive degree requirement details are available, and should be reviewed, in the University Catalog at catalog.wwu.edu or by following this QR code:
Transferring Credits to Western

Did you earn credits from another college or university, or through Running Start, Advanced Placement (AP), International Baccalaureate (IB), or College in the High School? Then consider your transfer credits as you plan your classes at Western. Below are three resources that will be helpful in identifying how your credits transfer to Western. Students without transfer credits may wish to proceed to the section titled, “Degree Works.” Note: If you sent transcripts to Western prior to completing any credits or degrees, then you will still need to send final official transcripts.

Transfer Equivalency Report (TER)

Transfer Equivalency Reports (TERs) are provided to students entering Western with accepted college-level transfer credit from accredited schools or programs. The TER shows previous coursework that transferred to Western, as well as Western course equivalents. You can generate your own TER at any time by completing the following steps:

- Access Web4U
- Select Students
- Select Transfer Equivalency Report

You can run this report to determine if 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. This key can also be used to help interpret the Transfer Course Equivalency Guide.

Transfer Course Equivalency Guide (TCEG)

If your TER is not up to date, the Transfer Course Equivalency Guide (TCEG) shows how courses from Washington state public colleges and universities transfer to Western. Select an institution, then search by Course Equivalencies or General University Requirements. This tool should only be used for planning purposes and does not replace sending an official transcript to WWU. Students who earned credits at institutions not listed in the TCEG can email Transfer.Credit@wwu.edu. Admissions can give insight into how the credits transfer to Western. Students should include their full name and W# in the email.

Degree Works

The graduation requirements and articulated transfer credits also appear in the online degree progress tool, Degree Works. Degree Works will keep track of completed, in-progress, and remaining requirements. Students are encouraged to track their progress with Degree Works in addition to meeting with academic advisors. The “What if” section of Degree Works can be used to display your progress toward a specific major or minor that has not yet been declared.

Worksheet #1: GUR Checklist

If you completed an Associate of Arts Direct Transfer Agreement (AA-DTA) from a Washington state two-year college, then skip this worksheet and proceed to Page 4, as you have already completed your GURs. Those who have completed an Associate of Science (AS-T) transfer degree should check their WWU email for information about remaining GURs.

Use your Transfer Equivalency Report, the Transfer Course Equivalency Guide, and/or Degree Works to identify any classes that have already fulfilled any GUR requirements. List those classes in the GUR Checklist to determine which GURs still need to be completed. You will revisit the GUR checklist for Worksheet #4. As you complete classes at Western, use the GUR checklist and Degree Works to keep track of your progress. Note: The TER includes an “Attributes” column. If any of the transfer credits count as GURs, that information will be listed in this column.
**GENERAL UNIVERSITY REQUIREMENTS CHECKLIST 2024-2025**

**NOTE ABOUT DEPARTMENTS:** A maximum of four courses from any one department may be applied to the combination of Humanities, Social Sciences, and Comparative, Gender and Multicultural sections of the GURs. Academic departments are typically defined as a subject area. **Exceptions:** Art and Art History are considered one department, as are all foreign languages. Humanities and Religion are also one department. Honors courses are exempt from this rule. The minimum passing grade for GUR courses is D-, except for ENG 101 which requires a C- or better.

**THIS PAGE DOES NOT APPLY TO STUDENTS WHO HAVE COMPLETED A DTA/AA OR AS-T DEGREE FROM A WASHINGTON STATE TWO-YEAR COLLEGE.**

<table>
<thead>
<tr>
<th>GUR</th>
<th>CLASS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (ACOM, BCOM, CCOM):</td>
<td>ACOM</td>
<td>☐ ENG 101 or ☐ AP score of 4 or 5</td>
</tr>
<tr>
<td></td>
<td>BCOM or CCOM</td>
<td></td>
</tr>
</tbody>
</table>

**Quantitative and Symbolic Reasoning (QSR):**
- Complete 1 of 5 options

Note: If choosing options 1 or 2 seek advising before completing coursework
- ☐ MATH 107, 108, 112, or MPAR
- ☐ Additional QSR course

1. MATH 107 or MATH 108 or MATH 112 and one additional course from: ANTH 335, CSCI 103, CSCI 172, DSCI 207, ENVS 201, ENVS 221, FIN 216, MATH 107, MATH 108, MATH 112, MGMT 201, PHIL 201, SOC 304
2. One transfer course with MPAR and one additional course from: ANTH 335, CSCI 103, CSCI 172, DSCI 207, ENVS 201, ENVS 221, FIN 216, MATH 107, MATH 108, MATH 112, MGMT 201, PHIL 201, SOC 304
4. One transfer course with an MSAT attribute
5. One of the following sequences: MATH 371 and MATH 372 or MATH 381 and 382

**Natural Sciences (LSCI, SCI):**
- Complete 3 courses from approved list. At least 2 of the courses must include a laboratory (noted with an LSCI or TLSC attribute)

| LSCI | ☐ 1. | ☐ 2. | ☐ 3. | ☐ |
| SCI or additional LSCI | | | | |

**Humanities (HUM):**
- 12 credits minimum;
- 3 or more approved courses from at least 2 departments

| HUM | ☐ 1. | ☐ 2. | ☐ 3. | ☐ |
| | | | | |

**Social Sciences (SSC):**
- 12 credits minimum;
- 3 or more approved courses from at least 2 departments

| SSC | ☐ 1. | ☐ 2. | ☐ 3. | ☐ |
| | | | | |

**Comparative, Gender, and Multicultural Studies (ACGM, BCGM):**
- Complete 2 courses, one from Block A and one from Block B

| ACGM | | | | |
| BCGM | | | | |
Major & Minor Requirements

In addition to the GUR degree requirements, all students must declare and complete a major before graduation. Majors at Western range from around 60 to 160 credits, depending on the program.

Programs of Study, located within the University Catalog, provides a comprehensive view of each major and minor offered at Western, including required classes, GPA requirements, how to declare or apply to the program, and department contact information. The University Catalog also has information about academic pathways such as the necessary Health Professions program prerequisites.

Find the Programs of Study and Health Professions information at catalog.wwu.edu, on the left side of the page.

Worksheet #2: Locating Major and Minor Requirements

For this exercise, visit the Programs of Study portion of the University Catalog. Majors in the Catalog are organized alphabetically by college and then by departments within a college. They can be organized by degree type instead. Note: Not every major or minor offers classes that you can take in your first quarter, so use this worksheet to help you determine the best options for you.

1. Identify a major: What majors, or academic pathways, are you interested in pursuing? List them here.

2. Identify major requirements: In Programs of Study, click on a major of interest and scroll down to locate the list of requirements. Identify two to four classes that appear to be introductory or foundational classes. (If you have already completed some of these classes through transfer work, locate classes you think you would take next.) List the classes in the left column below. Take note of the steps listed within the “How to Declare” section. Are there any steps you can take toward declaring this major now?

   Courses:  
   Example: ECON 207

   Prerequisites:  
   MATH 112, ECON 206 (or ECON 101/446/HNRS 209)

   Tip: If a course has a prerequisite that you have yet to complete, consider looking into whether you could take that prerequisite class instead. In many cases, the sooner you get started on prerequisites, the better!

3. Check for prerequisites: Now, for each of the classes you chose, click on the blue class title to view additional information about the class. Does the description box list any prerequisites you are required to complete before taking your chosen course? If it does, fill in the right column with that information. Some courses may have multiple prerequisite requirements or options. You will be able to find more detailed prerequisite and restriction information in Browse Classes, which you will practice using in a later worksheet.

4. Identify minor requirements: Some students choose to minor in a subject that interests them or to supplement their major, and some majors require a minor. If there is a minor or an additional program you are interested in, follow the same process to find one or two related courses.

   Courses:  
   
   Prerequisites:  

Want to know how to declare a major? Using the Programs of Study, you can find a section in each major or minor page called “How to Declare” where the steps are detailed out for you. Each major or minor might have a different process, so be sure to locate and follow the process for the specific program you have in mind. Be mindful of any application deadlines mentioned.
Worksheet #3: Understanding Math Placement & Selection

It can be challenging to know where to start with math as you enter college. This worksheet, and the linked resources, will help you understand which math classes you need, and the requirements they fulfill. Before you register for classes, discuss your answers with an advisor in the Academic Advising & Student Achievement Center or the Math Department to ensure that you will be taking an appropriate math course.

1. List the majors, minors, or academic pathways that interest you. See Worksheet #2, question 1 (Page 4).

2. What math classes are required for your academic interests?
   Use the Programs of Study (Page 4) to find your major or program of interest and list any required math classes here.

3. Do your areas of interest include any classes with math prerequisites in their program requirements?
   This is common in science, engineering, and business majors, as well as in pre-health pathways.
   Use the Programs of Study to find these and list them here.

4. Have you completed any college level math credits?
   List the WWU equivalents here. This could include Advanced Placement (AP), International Baccalaureate (IB), or transfer courses listed on your Transfer Equivalency Report (TER) or found in the Transfer Course Equivalency Guide (TCEG).

5. Have you taken the ALEKS Math Placement Assessment (MPA)?
   Write your proctored score here and then visit the AASAC ALEKS MPA website to check the “ALEKS MPA Eligibility Scores.” Note which classes your MPA score can place you into. If you are not sure if you need to take the MPA, visit the “Do I need to take the Math Placement Assessment?” webpage (see QR code) or contact an advisor.

6. Have you completed part or all of the Quantitative and Symbolic Reasoning (QSR) category in your General University Requirements (GURs)?
   Could classes required for possible majors or areas of interest also help fulfill your QSR? Note: If a transfer course on your TER is listed as “MPAR” or “MSAT” it means that your QSR has already been partially or fully satisfied, respectively. Students with a Direct Transfer Agreement degree (AA-DTA) do not need to complete WWU’s GURs and can skip this step. See the GUR Checklist (Page 3) for more information.

7. Based on your answers above, and using the math placement resources included, identify and list math courses that are options for you.
   Pay attention to course sequencing and prerequisites. Refer to the Core Math Flowchart to determine the math sequence(s) and where you should start based on your possible major or area of interest. Be sure to check with advisors about the math options you have identified.

For help with math advising, contact the Academic Advising & Student Achievement Center (360-650-3100) or the Math Department (360-650-3785).
Worksheet #4: Planning Your Classes

Now that you have completed the activities throughout this planning guide, you can begin to create a well-rounded schedule. Refer back to various resources covered in this guide. You will bring your top choices from this worksheet together into one cohesive schedule in Worksheet #5.

Step 1: Identify General University Requirements*

*If you are a transfer student who has completed a DTA-Associate’s Degree from a Washington state two-year college, you have completed your GURs and should move to Step 2.

- Review the [GUR checklist](#) on Page 3. For GUR areas that you have not yet completed, check [Browse Classes](#) to find up to three classes that interest you and satisfy a GUR you need. List them in the columns below.

- Does your intended major include any GUR classes? From [Programs of Study](#), click on your intended major and scroll to the [Requirements](#) section to review a list of the classes included in the program. Clicking on a class will reveal course details, including a GUR attribute if applicable.

<table>
<thead>
<tr>
<th>SUBJECT/COURSE #</th>
<th>DAYS &amp; TIMES</th>
<th>LOCATION</th>
<th>CRN</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENG 101</td>
<td>MWF 8:30-9:50</td>
<td>MH 015</td>
<td>12345</td>
<td>5</td>
</tr>
</tbody>
</table>

Step 2: Review Major and Minor Requirements in Programs of Study

- Review the [Programs of Study](#) and [Major and Minor Requirements worksheet](#) on Page 4.

- Are there any major or minor classes you can enroll in your first quarter? Do the classes for your major require any prerequisites you will need to take early on? List up to four of those classes below.

<table>
<thead>
<tr>
<th>SUBJECT/COURSE #</th>
<th>DAYS &amp; TIMES</th>
<th>LOCATION</th>
<th>CRN</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3: Review Math Placement

- Refer to the [Math Placement worksheet](#) on Page 5. Find the Math class you listed in the final question on the Math Placement worksheet, use [Browse Classes](#) to find one or two sections of this class that would work for you and list them below.

- Confirm your Math placement prior to registration by speaking with an advisor in the Academic Advising & Student Achievement Center or the Math Department.

<table>
<thead>
<tr>
<th>SUBJECT/COURSE #</th>
<th>DAYS &amp; TIMES</th>
<th>LOCATION</th>
<th>CRN</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Worksheet #5: Create Your First Quarter Schedule

Take a few of the courses you have listed in Worksheet #4 and arrange them into a well-balanced schedule using the space below. Write down the details, including the times and the five-digit Course Reference Number (CRN), to fully prepare for registration. Be sure to note if the courses require any prerequisites or have a restriction, which can be shown by clicking on the title of a class in Browse Classes and then clicking on Prerequisites or Restrictions.

TIPS FOR CREATING A BALANCED SCHEDULE:

- **Aim for 14-16 credits consisting of three to four classes**
  - Most students register for an average of 15 credits per quarter if they plan to graduate in four years.

- **Balance class types and sizes**
  - Think about class sizes and how your classes might work together. Classes with labs may take more time each week than a lecture or seminar class.

- **Plan time for out-of-class assignments and studying**
  - Instructors typically expect students to spend two hours per week working outside of class for every credit hour. For example, plan for 10 hours of work outside of class each week for a five-credit course.

- **Prioritize prerequisites and course sequencing**
  - Prerequisites are classes that need to be taken prior to taking the next course in the sequence. Course sequencing refers to a series of classes where one class follows another, such as math or language classes. Students interested in programs with course sequences, such as STEM or language programs, should begin these classes in their first quarter, when possible.

### Schedule

<table>
<thead>
<tr>
<th>SUBJECT/COURSE #</th>
<th>DAYS &amp; TIMES</th>
<th>LOCATION</th>
<th>CRN</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENG 101</td>
<td>MWF 8:30-9:50</td>
<td>MH 015</td>
<td>12345</td>
<td>5</td>
</tr>
</tbody>
</table>

### Alternative Classes

Have several alternative choices in case some of your first-choice classes are full when you register:

<table>
<thead>
<tr>
<th>SUBJECT/COURSE #</th>
<th>DAYS &amp; TIMES</th>
<th>LOCATION</th>
<th>CRN</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What Comes Next...

We hope these worksheets have helped you understand degree requirements, the process of searching for classes, and how to build a class schedule at Western. Now, let’s make sure you will be prepared to register! To do this, we can use Plan Ahead to create and save schedules, and then in the future you will use the Register for Classes portal for registration.

Plan Ahead

Plan Ahead is a tool in Web4U that allows you to create and save up to three possible schedules for the upcoming term. When you are ready to register, you can access these plans in the Register for Classes screen (Web4U > Students > Registration) and register directly from your plan. This minimizes the time spent registering for classes on your official registration day.

For a step-by-step guide on using Plan Ahead, follow the Plan Ahead instructions provided by the Registrar’s Office at registrar.wwu.edu/student-registration.

Registration

Registration occurs in Web4U. For most new students, your earliest opportunity to register for classes will be during your Advising & Registration (A&R) Session. All first year students will be required to attend an A&R session in order to register; transfer students are strongly encouraged to attend. In future quarters, you will register for classes on your own and we recommend connecting with an advisor to review your academic plan for the upcoming quarter. A step-by-step guide detailing how to register or waitlist for a class can be found on the Registrar’s website at registrar.wwu.edu/student-registration.

Phases of Registration

Registration occurs in phases outlined in the Registrar Office’s Important Dates and Deadlines, located under Academic Planning Tools on myWestern.

PREPARE

Prepare by checking your registration time in Web4U. Select Students, then Registration. Next, click Prepare for Registration, select the upcoming term, and click continue.

PHASE I

Registration begins

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 a maximum of 18 credits during Phase I.

PHASE II

Classes begin

Phase II allows for online schedule changes and registration for up to 20 credits. Some departments remove restrictions at the start of Phase II. Check Browse Classes for details.

PHASE III

Phase III starts the first day of the quarter and ends at midnight on the fifth day. During Phase III students can make changes to their schedule online. Registration and the waitlist end upon the completion of Phase III.

BEYOND

Beginning the sixth day of the quarter adding a class requires an instructor or department override. Around the end of the second week, dropping a class involves using a late course withdrawal privilege and paying a per-credit late-add/drop fee.

Advisors in the AASAC can help with scheduling classes during all registration phases.
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
- Meet regularly with advisors
- Explore majors early
- Keep track of degree requirements
- Complete an average of 15 credits per quarter (or 45 credits per academic year) if you intend to graduate in 4 years
- Know the sequencing and prerequisites for courses in your possible major(s). Start taking these classes early
- Connect with career counselors to begin planning for an internship and your career
- Familiarize yourself with Western’s resources that can help support your success as a student

Finding Textbooks
bookstore.wwu.edu > Textbooks

Students can look up books for a class in the Western Associated Students Bookstore. 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. Clicking on the title of a class in Browse Classes also displays specific information about the class section, including a direct link to the course materials in the bookstore.
### Before Attending Advising & Registration

<table>
<thead>
<tr>
<th>✓</th>
<th>POSSIBLE NEXT STEPS INCLUDE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Register for an Advising &amp; Registration session</td>
</tr>
<tr>
<td>✓</td>
<td>Complete the Virtual Advisor Canvas course</td>
</tr>
<tr>
<td>✓</td>
<td>Take the ALEKS Math Placement Assessment (MPA)</td>
</tr>
<tr>
<td>✓</td>
<td>Send Your Updated and Final Official Transcripts to the Office of Admissions</td>
</tr>
<tr>
<td>✓</td>
<td>Review the Welcome New Students steps from New Student Services and Family Outreach (NSSFO)</td>
</tr>
</tbody>
</table>

The Welcome New Students page can be found at [nssfo.wwu.edu/welcome-new-students](http://nssfo.wwu.edu/welcome-new-students) and includes the WWU Orientation Checklist.

### After Attending Advising & Registration

<table>
<thead>
<tr>
<th>✓</th>
<th>POSSIBLE NEXT STEPS INCLUDE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Meet with academic departments for possible major or minor advising</td>
</tr>
<tr>
<td>✓</td>
<td>Look up course materials and books through the Western Bookstore website</td>
</tr>
<tr>
<td>✓</td>
<td>Review class locations using a Campus Map</td>
</tr>
<tr>
<td>✓</td>
<td>Waitlist for any full classes you were interested in</td>
</tr>
<tr>
<td>✓</td>
<td>Check out the Western Libraries resources</td>
</tr>
</tbody>
</table>