

DEPARTMENTAL ACADEMIC ADVISING FORM

Student Information: Program Type: Exchange Global Learning Study Abroad Internship Independent Study

Student Name: _____ WWU ID#: _____

Major(s): _____ Minor(s): _____

Program Name: _____ Term(s)/Year: _____

Program Location: _____ EdAbroad Advisor's Name: _____

*All WWU Students must complete this form as part of the EdAbroad application process. Return the completed form to Miller Hall 208. This form will be scanned and uploaded to your EdAbroad application for future reference.

Before you complete this form:

1. Meet with an EdAbroad Advisor if you have questions.
2. **Be prepared for your appointment with your department advisor.** Research courses you plan to take abroad through your chosen program(s) and find course descriptions or syllabi for the courses.
3. List the title and course number/level of the courses you plan to take abroad in each of the appropriate tables and have an idea of which requirements you would like them to fulfill.
4. Coursework taken at the lower-division level (100- and 200-level) cannot be used to satisfy WWU's 60 credit upper-division minimum requirement even if it is given a WWU upper-division course equivalency or used as upper-division course requirement in the major/minor.
5. All coursework to be applied in the major/minor must have an equivalent grade of C- or better.

Then:

6. Meet with your department academic advisor(s) to discuss degree requirements and potential coursework transfer. Your advisor can review and sign off on courses that may fulfill major/minor requirements and note WWU course equivalencies if applicable as each Department holds jurisdiction over what courses students can take abroad to complete degree requirements.
7. It is good to ask what the department is *flexible* with you taking abroad, if there are courses that are only offered once a year, or ones that need to be taken on campus, for example. Document the important information for future reference.
8. Consult your **Degree Audit** in your (Web4u) about researching courses to fulfill GUR requirements or to consider what courses you have left to complete towards degree progress: Think about what you could take here at WWU, *then* look for similar course titles or descriptions in your program abroad.

COURSES THAT MAY FULFILL MAJOR REQUIREMENTS

Advisor's Initials	Course Number or Title	This class may fulfill this Major Requirement	Upper/Lower Division	Advisor Notes: (please list any grade/credit expectations and/or if lab course)

FOR Major Advisor: Your signature indicates that the above courses may satisfy the listed Major requirements.

Major Department Advisor's Name & Signature

Department

Date

COURSES THAT MAY FULFILL MINOR REQUIREMENTS

Advisor's Initials	Course Number or Title	This class may fulfill this Minor Requirement	Upper/Lower Division	Advisor Notes: (please list any grade/credit expectations and/or if lab course)

FOR Minor Advisor: Your signature indicates that the above courses may satisfy the listed Minor requirements.

Minor Department Advisor's Name & Signature

Department

Date

COURSES THAT MAY FULFILL WWU REQUIREMENTS (GURS)

If you want to apply study abroad courses towards GUR requirements, the Registrar's office automatically will review your credits upon receipt of your transcript. We recommend reviewing your Degree Audit in your Web4u (Student Records) to identify which GURs you still have to complete and look up similar course titles/descriptions, and 100-200 course level.

Course Number or Title	This class may fulfill this GUR Requirement	Lower Division	Notes:

COURSES THAT MAY FULFILL HONORS REQUIREMENTS

To be completed by the student and the Honors advisor.

Advisor's Initials	Course Number or Title	This class may fulfill this Honors Requirement	Advisor Notes: (please list any grade/credit expectations and/or if lab course)

FOR Honors Advisor: Your signature indicates that the above courses may satisfy the listed Honors requirements.

Honors Advisor's Name & Signature

Department

Date

COURSES THAT WILL BE USED AS ELECTIVES

* Students wishing to complete **only** Electives while abroad are not required to print this form.
Please notify your EdAbroad advisor so it can be noted in your EdAbroad application.

Course Number and/or Title

FOR Student: I understand that the courses listed as electives will not be used to fulfill specific graduation requirements but may count towards my 180 total needed for graduation.

_____ Student's Signature	_____ Date
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**Receiving credit for all courses listed requires successful completion of the courses. To aid in the course approval process it is recommended that you save all syllabi and major assignments from courses taken abroad. If you or your advisors have questions about the Departmental Academic Advising Form, please contact EdAbroad at (360) 650-3298 or EdAbroad@wwu.edu.

Please return completed form to Miller Hall 208.