

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/Location: _____ Term(s)/Year: _____

Attended Western Abroad 101: Yes No EdAbroad Advisor's Name: _____

Read and complete the following steps to ensure accurate completion of the Departmental Academic Advising Form. This form will be used by EdAbroad and the WWU Registrar's Office to document the agreement between you and your academic department regarding credit transfer and progress towards your degree.

- Attend Western Abroad 101 if you haven't already. Then meet with an EdAbroad advisor for assistance in selecting a program.
- Email your academic advisor to let them know about your interest in study abroad and set up an appointment. Ask if there are any courses in your program of study that **must be taken on campus**. Complete Step 3 prior to meeting with your advisor.
 - If you are planning to earn elective credit ONLY while abroad, skip to Step 9.**
- Locate course options on your program website that might meet major or minor requirements. We recommend printing out course descriptions for courses you believe may fulfill these requirements and bring these to your appointment with your departmental academic advisor. It can also be helpful to print out your academic history and plan of study. You may want to look over WWU's [course catalog](#) for the full list of required courses in your major or minor.
 - You can find course descriptions of WWU courses in the [course catalog](#). Look for courses through your study abroad program that correspond to courses at WWU. Think about courses that you will take after your study abroad program as well, so that you can take any requirements regarding prerequisites into account.
 - It is helpful to find more courses than you will end up taking, so that your advisor can assist in deciding which courses will best fulfill your program requirements.
 - Upon completion of your study abroad or exchange program, the Registrar will automatically scan your transcript for any courses that may fulfill GURs.
- Meet with your departmental academic advisor. Please note that the Registrar does **not** designate major/minor credit. In order to receive credit towards your major or minor, **you must meet with an academic advisor in your department.**
- Your academic advisor will review course options with you, and has jurisdiction over which WWU program requirements may be met by each of the courses you take abroad. Ask your advisor about your department's process for evaluating study abroad courses to determine whether credit may be granted. We strongly recommend that you bring back exams, written coursework, syllabi, books, etc.
- Please note that 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.
- All coursework to be applied in the major/minor must have an equivalent grade of C- or better.
- With your advisor, complete the form on Page 2, noting the courses you will take abroad, the requirements they might fulfill in your major/minor at WWU and any notes your advisor wishes to add.
- Students planning to earn elective credit only should fill in the table below. You do not need an advisor to sign off on elective credit.
- Return completed form to Miller Hall 208.**

COURSES THAT WILL BE USED AS ELECTIVES

Course Number and/or Title

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

I understand that receiving credit for any/all courses listed on this form requires successful completion of the course(s).*

I have read the instructions listed above, met with my advisor if necessary, and completed this form to the best of my ability.

Student's Signature

Date

* 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 this form or process, please contact EdAbroad at (360) 650-3298 or EdAbroad@wwu.edu.

BUSINESS MAJOR/MINOR STUDENT REQUIREMENTS

IBUS Students MUST meet with the IBUS Advisor in person to get signatures, in addition to submitting the

[Transfer Equivalency Esign Form](#).

ALL Other Business Majors/Minors aside from IBUS need ONLY submit the Business Transfer Equivalency Esign form: Please do NOT include non-business courses.

Advisor's Initials	IBUS Course Number or Title	This class might fulfill this IBUS Requirement	Advisor Notes: (please list any grade/credit expectations)

FOR IBUS Advisor: Your signature indicates that the above courses might satisfy the listed IBUS requirements.

 IBUS Advisor's Printed Name & Signature _____ IBUS _____ Date

FOR ALL OTHER MAJOR/MINOR STUDENTS:

COURSES THAT MIGHT FULFILL MAJOR REQUIREMENTS

Advisor's Initials	Course Number or Title	This class might 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 might satisfy the listed Major requirements.

 Major Advisor's Printed Name & Signature _____ Department _____ Date

COURSES THAT MIGHT FULFILL MINOR REQUIREMENTS

Advisor's Initials	Course Number or Title	This class might 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 might satisfy the listed Major requirements.

 Major Advisor's Printed Name & Signature _____ Department _____ Date

COURSES THAT MIGHT FULFILL HONOR'S REQUIREMENTS

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

FOR Honor's Advisor: Your signature indicates that the above courses might satisfy the listed Major requirements.

 Honor's Advisor's Printed Name & Signature _____ Department _____ Date