

Name: \_\_\_\_\_

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Summer: \_\_\_\_\_

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Summer: \_\_\_\_\_

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Summer: \_\_\_\_\_

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

Semester \_\_\_\_\_

Req	class	credits
	Total credits	

ID#: \_\_\_\_\_

Dear Students,

At Washington State University, academic advising is an education relationship in which students and advisors are partners in planning academic, personal, and career goals. It's imperative that students understand their responsibilities, and that ultimately, students are responsible for their educational plan and progress. During Alive, you learned about advising responsibilities and the need to put together a 4 year plan. This guided worksheet will help you prepare for meetings with your advisor and additional tools and resources you'll need to become familiar with in order to plan out your courses and requirements.

We understand that your first semester at WSU might be a stressful time with lots of information to process and remember. Getting your plan to graduation done will help reduce stress and confusion. **Please follow the steps below and make sure you complete the plan prior to meeting with your advisor in the fall.**

### Step 1:

Familiarize yourself with University Requirements, College of Arts and Sciences Requirements, and UCORE Requirements:

- Read about the SEVEN University graduation requirements at:  
<https://ucore.wsu.edu/students/graduation-requirements/>
  - o What is the minimum number of credits you need to graduate?
  - o How many upper level credits do you need for graduation?
  - o What are the College of Arts and Sciences Requirements?
- Read about UCORE requirements at: <https://ucore.wsu.edu/students/categories-and-courses/>
  - o Which UCOREs are you pre-enrolled in for the Fall semester?
  - o What class would you like to take for the [DIVR] UCORE? Pencil it in on your plan.

### Step 2:

How to access your Academic Requirements Report and put together your 4 year plan:

- To access your Academic Requirements Report, log into myWSU: <http://my.wsu.edu>, select your "Student Center", and ... **(need to see fluid update)**
  - o Which requirements are "Satisfied"?
  - o Which requirements are "Not Satisfied"?
- Navigate to the WSU Catalog website: <https://catalog.wsu.edu>
  - o Find your department in the drop down menu
  - o Select "Schedules of Studies" on the right side menu
  - o Use this 4 year plan to fill out your 4 year plan worksheet
  - o Also consider options for second majors and/or minors
- Find your advisor's Blackboard Advising course, where lots of resources are posted
  - o Log into: <https://learn.wsu.edu/webapps/login/>
  - o Under "My Courses", change "Term" to "Continuous". You should see "Advising by (Advisor name)" listed as a course

### Step 3:

Locate your Advisor and schedule an appointment:

Questions for advising meeting:

- Locate your Advisor:
    - o Log into myWSU: <http://my.wsu.edu>
    - o Select your "Student Center"
    - o Your advisor is listed at the bottom of the page.
  - To schedule an appointment with your advisor:
    - o Go to: <http://ssc.campus.wsu.edu>
    - o Log in with your WSU network ID and password
    - o Click on the blue "Get Advising" button
    - o Select a time that works with your schedule
    - o Confirm your appointment
  - Bring a copy of your completed 4 year plan to your advising meeting.
- 1.
  - 2.
  - 3.
  - 4.