

Checklist for Pre-Registering Advisees

___ **Send advisees an email encouraging them to set up an appointment to plan classes for the next term.**

- Use the email function in Advisor Center to contact all advisees. This is accessible by selecting Main menu>Self Service>Advisor Center> My Advisees

___ **Check placement info.** There are two ways to do this:

- Select Main menu>Self Service>Advisor Center> My Advisees then select the high school tab, OR
- Check Adviser Docs (located under Adviser Shortcuts on the sign-in page of myWWU.)

___ **Make note of any entrance deficiencies or remedial courses a student must take based on the student's placement info.** Schedule these before choosing any other classes.

___ **Review student's academic record.**

- Go to Main menu>Self Service>Advisor Center> My Advisees, then select degree audit.

___ When scheduling courses, **use the suggested program outline developed by your department/school or the [Advisement Guidebook](#).** Check the online class schedule to determine when classes are available at <https://classopen.wallawalla.edu/>

___ **Schedule classes in the following order:**

- Entrance deficiency or required remedial course (if applicable)
- Major courses
- General studies courses
- Elective/special interest courses if time and credits are available

___ **Ensure students have met pre-requisites for selected courses, and upper-division requirements prior to enrolling in upper division courses.**

- Encourage students to complete the College Writing sequence and the general studies math requirement early in their academic careers.

___ **Review schedule to ensure it is balanced and meets the student's needs.**

- In general, courses should not exceed 16 credits, including incomplete courses from previous quarters. Loads exceeding 16 credits must be carefully arranged on an individual basis. Contact the Director of Academic Advising if you have concerns about a student's course load.

___ **Develop a tentative course schedule for the following quarter/s.**

- If needed, adjust schedule of courses when planning yearlong schedule.

___ **Encourage student to put course plan in "My Planner" on myWWU.**