

HUMAN SERVICES DEPARTMENT ADVISING FORM

Student: _____

WIN# _____

Advisor: _____

Semester: _____

Classification: _____

PIN _____

To be assigned by your advisor

A student's classification is based on the number of credit hours the student has **completed** at Washburn, **courses in progress** at Washburn, and any transfer credit hours that **have been posted**. Classifications: Freshman (0-23 cr hrs), Sophomore (24-53 cr hrs), Junior (54-87cr hrs), Senior (88 or more cr hrs).

*Please complete the following information and bring this form with you to your Advanced Registration/Open Enrollment advising appointment. Feel free to make copies for future use.

Proposed Coursework:

Dept.	Course #/Section	CRN	Course Title	Days	Times	Cr.Hrs.

COME PREPARED:

*** Bring a copy of your degree audit with you to your advising appointment**

Log onto MyWashburn, select "**Student Tab**"

Under "**Academic Advising**" on the left side

Select "**Process Degree Audits**"

Then click on "**Generate Degree Audit**"

Select the **Current Term**

Select "**Your Program**"

Generate Request

Select "**Detail Requirements**" and submit

Print (select "Landscape" from page Setup Options first)