

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**”
- Select “**Student Self-Service**” on the right side
- Under **Student Records** select “**Process Degree Audits/Transcripts**”
- Then click on “**Generate Degree Audit**”
- Select the **Current Term**
- Select “**Explore Different Degree Programs**”
- Enter your **Catalog Year** and Continue
- Select **Program** and Continue
- Pull down **First Major** and Submit
- Generate Request**
- Select “**Detail Requirements**” and submit
- Print** (select “Landscape” from page Setup Options first)