

Example Email for Professional Advising:

To: advising@wwu.edu

From: StudentT@wwu.edu

Dear Advising,

I'm a transfer student trying to decide what major to declare. I'm trying to understand my transfer equivalency report. I have a number of credits completed in computer science and biology. I don't know if they satisfy as prerequisite for major restricted classes. If some of my courses don't transfer can I challenge that? Can I test out of prerequisites for classes in a major?

Thank you for your time and consideration,

Transfer Tracy

W0011111

Clearly communicate the purpose of the appointment and your questions when making the appointment so the Advisor can come to your appointment prepared with information and resources. Appointments may be conducted in person, via phone or Skype.