WHEN IS THE SENIOR OUTLINE DUE?

The Senior Outline is due at the beginning of the third quarter before graduation (excluding summer). See Academic Calendar for exact dates. For example, the due date is 10-9-17 for those graduating in June of 2018. However, it works best to complete it during the spring quarter of the junior year. [NOTE: An exception exists for fall quarter graduates, in which case the due date is the previous spring quarter after the next year’s schedule is finalized].

WHY SHOULD STUDENTS COMPLETE THE SENIOR OUTLINE ON TIME?

Completing the form before the senior year ensures appropriate planning and minimizes the chances of unhappy surprises. To encourage seniors to be punctual, a fee will be assessed if the Senior Outline is not submitted prior to the final quarter before graduation. In addition, seniors cannot run for senior class office positions until the form is turned in.

WHAT ARE THE STEPS IN COMPLETING THE SENIOR OUTLINE?

1. Consult with your academic advisor and pre-register for all remaining classes. (Any transfer courses not recorded by WWU should be handwritten in the designated space. Make sure that all transfer course transcripts are sent to WWU as soon as possible. Note that the residency requirement specifies that only 5 of the last 45 credits can be taken off-campus).

2. When registered for all remaining classes, contact Lana Van Dorn, School of Business Office Manager, to print Senior Outline. Her email is lanavandorn@wallawalla.edu and phone number is 527-2951. [Note to Lana: from the Chair Center, select “Generate App for Degree”, enter Student ID, select Search, and enter the term of expected graduation (click on magnifying glass and select term or enter 2 plus last two digits of year plus month of graduation; e.g. 2186 would be June of 2018]

3. Review the Senior Outline, indicate preferred name on diploma, and sign/date front side. On the backside, print your name and sign/date.

4. If you have a non-business minor or second major, first get the signature of the non-business chair/dean. For the convenience of the non-business chair/dean, please print a copy of your Degree Audit (showing completed non-business minor or major). The Degree Audit is accessed from the myWWU site.

5. Bring the Senior Outline to your business academic adviser, who will review it, sign it, and obtain the business dean’s signature. [Note to academic advisors: Please print out a Degree Audit in PDF format that shows that all requirements are met. For any deficiencies, write a note on the Degree Audit in red/blue pen explaining how it will be addressed. Sign the senior online, cross out the “major/minor chair/dean” and indicate “advisor” and date; then give the signed form to the business dean, along with the marked-up degree audit.]

6. After the business dean reviews and signs the form, it will be submitted on your behalf to the Academic Records Office, which will review and sign it, and send an approved copy to you.

7. You are on track to graduate as long as you successfully complete all courses listed on the approved Senior Outline. If you need to make changes, complete the Change on Application for Degree Form available in the School of Business or Academic Records Office. Have a great senior year!