

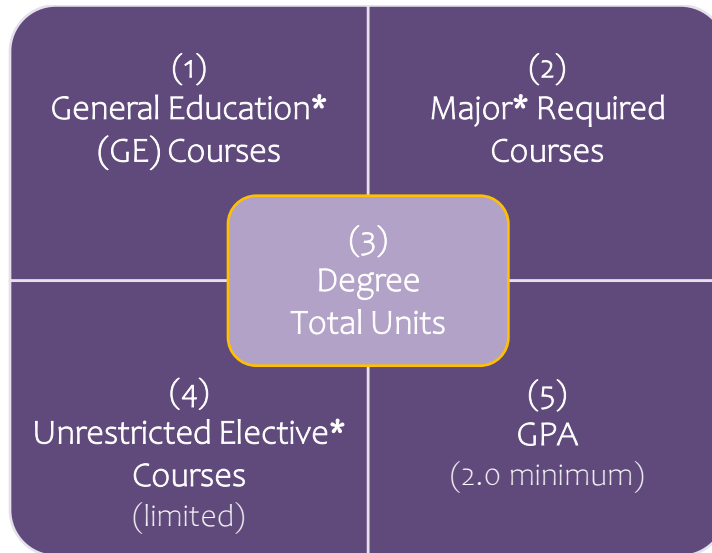
## Completing Your Degree Requirements: 5 Elements

*Any course in which you enroll should fulfill a specific requirement (no more, no fewer!)*

### Where are my required courses listed?

Your specific GE Courses and specific major courses are all listed in the **University catalog** from the year you first entered Woodbury (See Woodbury website).

Your **Major Academic Worksheet** is a helpful supplement to the catalog, and can provide insight to course sequencing.



### Order of Courses

Many courses build on the knowledge from **pre-requisite courses** so it is important you take them in applicable sequential order.

*\*Once required academic units in each category are fulfilled, no additional courses will apply in that category.*

### What are Unrestricted Electives and how many units do I need?

- Unrestricted Elective requirements are calculated by subtracting the required **GE** and **Major** units from your **Degree Total Units**.
- An unrestricted elective can be fulfilled by any academic course, including courses used for a Minor. Note: If the units required for a Minor exceed your Major's required Unrestricted Electives units, that Minor will **ADD** more units for you to complete.
- Most majors require very few unrestricted electives. They may even be filled at the point of admissions through transfer coursework.

## HOW TO GRADUATE ON TIME

1. **Keep track of your degree progress:** Compare your transcript of courses completed (Self-Service) to your remaining, required courses, found within the University catalog, your *Major Academic Worksheet*, and your *Academic Plan* (Self-Service).
2. **Monitor your GPA (grade point average)** on *Self-Service*.
3. **Consult your assigned Academic Advisor** before making course changes.
4. **Apply for graduation 3 semesters BEFORE** your anticipated grad date (Registrar).

## HOW TO UNDERSTAND YOUR GPA

Your term GPA is the product of multiplying course units attempted by grade points earned. These units and grade points are then added to previous semesters to calculate your cumulative GPA.

|          |         |            |           |
|----------|---------|------------|-----------|
| MATH 149 | 3 units | x 1.7 (C-) | = 5.1 pts |
| GDES 201 | 3 units | x 3 (B)    | = 9 pts   |
| FOUN 102 | 3 units | x 0 (F)    | = 0 pts   |
| INDS 101 | 3 units | x 4 (A)    | = 12 pts  |
| PASS 100 | 1 units | x 4 (A)    | = 4 pts   |

Units attempted: 13 units      Term grade points earned: 30.1 pts  
30.1 total grade points ÷ 13 units attempted = 2.31 term GPA

## HOW TO IMPROVE YOUR GPA

- **Seek tutoring early** (Whitten Center)
- **Contact your faculty immediately** upon receiving a grade lower than B to clarify what was missed or could be improved.
- **Repeat a course at Woodbury for “grade forgiveness”** if you earned a “D” or “F”. Your improved grade will replace the first attempted grade in your GPA. (This is more efficient than taking a new or different course.)
- **Seek resources that support your academic, physical, and mental wellness.** (Whitten Student Center)