

# INSTRUCTIONS

## DEGREE & MODULE CHECKLISTS



Note: You must have a 'Web Academic Report' in order to complete your checklist. You can access your Web Academic Report on your Student Center. If you have trouble with this step, please see the Student Support Services Assistant in W45. We can assist you with a printed copy of your academic record.

1. In the left column, enter the first year courses you have completed.
2. Enter the required courses for your primary module in the middle column. You can view the required courses for your module on the Academic Calendar for the year you were admitted to your program. Past Academic Calendars can be found at: <http://westerncalendar.uwo.ca/Calendars.html>. Highlight any courses you are missing from this list.
3. If you have more than one module (eg. Major + Major, Specialization + Minor, etc.), enter those courses in the right column. Highlight any courses you are missing from this list.
4. Enter in any Special Permissions you have that may impact required courses listed (eg. permission to substitute one course for another).
5. Check off the boxes for the Category A, B, and C courses. Students must complete at least 1.0 courses in each of the categories to complete their breadth requirements. For more information about breadth, see "[Breadth Requirements for Bachelor Degrees](#)".
6. Enter your cumulative average and [modular average](#). Ensure that your averages meet the requirements for your program as listed on the 'Module Average Requirements' chart at the bottom of the page.

If you have further questions about your Degree Checklist, or if you would like an Advisor to look it over; you may submit a copy of this form, along with your printed Web Academic Report/Academic Record to the Student Support Services Assistant (W45). Be sure to include the questions you have along with your paperwork.

An Advisor will review your Checklist to determine if your questions can be answered by email or by scheduling an appointment. You can expect to hear back from us in 5-7 business days. This process also applies to students wishing to do a 'Graduation Check'.