



Reaching Out From Your Advising Center

ARE YOU READY FOR FINALS?

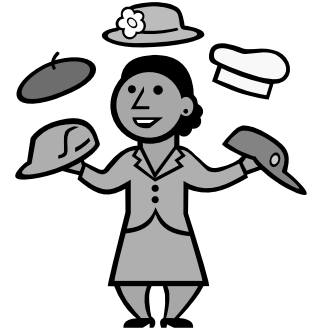
- **Do you know when and where each of your final exams will be held?** The exam week schedule is completely different from your class schedule. Exams are not always held in the same room as your class and can sometimes be held in a different building. Check the syllabus for this information. If you don't see it, or understand it, ask your instructor.
- **Are your exams "comprehensive?"** A comprehensive exam covers material from the entire semester. Other exams are limited to material covered since the last test. If you are not sure which test you will take, be sure to check with your instructor.
- **Is there a review session or a study guide?** If your instructor offers a review session, make it a priority to attend. If s/he hands out a study guide, be sure to use it to prepare for the exam. If a study guide or review session is unavailable, create your own study guide from the class notes and textbook, and take it to your instructor during his or her office hours. Ask your instructor to look it over and make suggestions about how to best prepare for your final exam.
- **If you have personal or medical problems** affecting your academic performance, call the University Counseling Center (298-2453) or Beu Health Center (298-1888), or contact your academic advisor.



Take Time During Winter Break to Learn about Careers

- ♦ **Job Shadow** people in careers that interest you. If you are not sure how to set up a job shadow experience, start by making a list of people you know in jobs that seem interesting. Next, call or email them to make arrangements. You might contact previous teachers, relatives, or parents of your friends. If there is a particular company or organization that interests you, call their main office and ask who you should speak to about job shadowing possibilities.
- ♦ **Check out these websites** for career and major information:

<http://www.student.services.wiu.edu/careers>
<http://online.onetcenter.org>
<http://www.uncwil.edu/stuaff/career/Majors>



Check out our website!

We have a lot of great resources available for students, including information on major and career exploration, tutoring and learning resources, and advising on campus for all majors.

See what the University Advising and Academic Services Center has to offer at <http://www.wiu.edu/uaasc/>



Grades for Fall 2010

- ♦ Grades will be posted to STARS on Tuesday, December 21, 2010.
- ♦ If you think there is an error in a grade, send an email inquiry to the instructor of that course and send a copy of the message to your academic advisor. Please make sure that the email is professional and courteous.
- ♦ If you find yourself on academic warning or probation, contact your academic advisor as soon as possible to review your schedule for Spring semester and to discuss strategies to help you get back into good academic standing.

Registration News

Not Registered Yet?

Even if you have some holds on your account, there are advantages to meeting with your academic advisor to talk about registration **NOW**.

- ♦ **ADVICE**—If your advising hold has not been removed, you will need to meet with your academic advisor one or more times before it will be removed to allow you to register.
- ♦ **ACTION**—If your advising hold has been removed but you still have encumbrances, your academic advisor may be able to recommend some action to get those removed.
- ♦ **ADVANCE PLAN**—If you are playing the “waiting game,” your academic advisor can help you devise a strategic plan to get registered as soon as the holds are resolved.

Registered, but didn't get the classes you hoped for?

If a class you were hoping to take closed before you were able to register, there may still be hope. Here are some possible strategies:

- ♦ **STARS**: Registration remains open until classes start in January. Seats become available when other students make schedule changes, and occasionally a department will add spaces or even open a whole new section of a course. Check STARS daily for updates.
- ♦ **Waiting Lists**: some departments have waiting lists for specific classes. If you didn't get a class you needed or really wanted, email your academic advisor now and let her or him know. Your advisor can get you in touch with the department to see if a waiting list is available.
- ♦ **Attend the class in January**: Sometimes an instructor can allow students to add a class during the first week of school. This varies by class and department, so be sure to check with your academic advisor to find out if this is possible for your desired class.

What's a prerequisite? A co-requisite?

A prerequisite is a “pre-required” course. If a course has a prerequisite, it means that a student is not allowed to take that course until s/he has completed the “pre-required” course.

Prerequisites are listed in several places, including the course description in the WIU catalog, individual course descriptions in the General Education Handbook, and the information on STARS that is accessed by clicking on the “plus” sign on the left hand side of the screen. Some courses may also have a co-requisite. A co-requisite is a course which must be completed successfully before, or studied concurrently with, the course for which it is required.

What's an “Enforced Prerequisite?”

STARS has a feature called an “enforced prerequisite” which applies to selected courses. If the course information on STARS includes the term “enforced prerequisite” the student will be automatically dropped from the course if his or her transcript does not reflect that s/he has successfully completed the prerequisite. Students in this situation will receive a warning (via WIU email) five days before the drop takes effect. If that happens to you, you need to contact your academic advisor immediately to discuss your options. In some circumstances, a waiver may be obtained to allow the student to remain in the course.

Not all departments use the “enforced prerequisite” feature of STARS so it is still important for you to check on the prerequisites yourself. If you don't, you could end up in a class for which you are not academically prepared. If you're not sure about your classes, contact your academic advisor who will be glad to help.



***Be wise –
Get Advised!***

**University Advising and Academic Services Center
Western Illinois University
Olson 248
1 University Circle
Macomb, IL 61455**

**The Advising Center
will be open during**

**Winter Break
You may email**

**Your Advisor
or call the office at
(309) 298-1846**

All Western offices will be
closed from
12/23/10—01/02/09.

Dates to Remember

December

- 13-17.... Final exam week
- 18..... Graduation ceremonies
- 21..... Semester grades emailed & posted on STARS



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January

- 18..... Classes begin
- 21..... Open registration ends
- 23-31 ... Restricted schedule changes allowed (special permission only)