EARLY WARNING NOTICES

On March 17 Early Warning Notices will be emailed to students’ Western accounts. Warnings are sent to students who are listed as currently receiving D’s or F’s in their courses. Check your ECOM account for Early Warning Notices and read them carefully:

- D or F = your current grade is a D or F
- I = insufficient evidence: the professor did not have enough evidence to evaluate a grade
- Asterisk (*) = your current grade is C or above
- Blank = no information given; the professor did not submit a grade

If you are getting a D or F in any classes:
1. Talk to your professor to discuss how you can improve your work.
2. Talk to your advisor to discuss strategies for success and/or whether or not you need to drop the class.
3. Take advantage of the SWELL workshops located at http://www.wiu.edu/universityadvising/swell/
4. Attend the Study Skills seminars offered by the University Counseling Center. Info can be found at http://www.student.services.wiu.edu/ucc/programs/pdf/studyskills.pdf

If you did not receive any early warning Ds or Fs: not getting an Early Warning Notice does not guarantee that you are doing well: talk to your professors directly to find out how you are doing in every class.

THE LAST DAY TO DROP A CLASS IS APRIL 5

- If you are considering dropping a class, contact your academic advisor first to discuss the situation (email or make an appointment right away.)
- In order to be officially withdrawn from a class, you must go into STARS and drop it yourself. Your advisor cannot drop it for you.
- University offices are closed on Saturday & Sunday. If you plan to drop a class, it would be wise to do so before 4PM on Friday, April 3, in case you need help.
- Plan ahead. A few classes (MS 112, some science labs) require special permission to drop. Check with your Academic Advisor if you are unsure.
- After dropping the class, print a hard copy of your class schedule showing that you dropped the class and keep it in case you need documentation.
**Thinking about possible Majors and Minors?**

**When to Declare Your Major:**
You should declare a major if …
...you know **what major** you want.
...you have earned **more than 45 hours** (there will be a hold on your registration until you declare).

**How to declare a major…**
...**contact the advisor** for your intended major (email your current advisor to get contact info or check the directory online) and schedule an appointment.
...**sign the official declaration form**.
...**work with your new advisor to select courses** for registration.

*If you don't how to start the process of choosing a major...* talk with your general orientation **advisor**!

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**Career Exploration...**
Check out these websites for more information:

- http://www.student.services.wiu.edu/careers/  Start with “major decision making” and/or “what can I do with this major?”
- http://www.roadtripnation.com/  Podcasts of college students interviewing professionals in various careers.
- http://www.careervoyages.gov/  Jobs expected to be “high growth” in the future
- http://www.getintotheatre.org/jobs  Theatre jobs

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**Need to rescue your grades?**

- Check out free tutoring services.
  - Call 298-1871 to learn about weekly tutoring sessions for many classes.
  - Stop by the main floor of Malpass library on weeknight evenings for help with Math and Science.
  - Check with your Advisor to discuss these and other options for help.

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**Summer School Classes at a Community College**

- If you are considering taking a class or classes at a Community College over the summer:
  - A. Check the web for information on how to apply for admission to the Community College.
  - B. Find out what classes are being offered.
  - C. Contact your Academic Advisor to get help deciding which classes are the best choice for you.

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**Summer School Classes at Western**

- If you are considering taking a class or classes at Western this summer:
  - A. If you are on probation or warning, summer school at Western could put you in danger of academic suspension before Fall semester. Check with your Academic Advisor.
  - B. If you are suspended or dismissed at the end of Spring semester, summer school might help you raise your GPA. Check with your Academic Advisor to discuss details.
**Looking for the keys to Academic Success?**

1. **Attend all your classes.** There is no substitute for attending and participating in every class each day, every week, all semester.

2. **Talk to your Instructors.** Visit your Instructors during their office hours. Let them know that you are a concerned and motivated student. Seek (and follow) their advice on how to improve your performance in their classes.

3. **Make an appointment with your Academic Advisor.** Your Advisor can help you understand policies, discuss options, locate tutoring assistance and help you design a plan that will work for you.

4. **Contact the Counseling Center (298-2453).** Make an appointment to meet with a counselor to discuss your study skills, to conduct career exploration, or to address depression, relationship issues or other concerns that may be distracting you from your studies.

5. **Call Beu Health Center (298-1888).** Health issues can interfere with your ability to attend classes and study. Resources are available at Beu to help you deal with substance abuse issues, smoking cessation, weight control, and matters related to human sexuality.

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**Welcome to the Major Exploration Corner!**

Design the best degree for **U**

- MAJORS
- MINORS
- CERTIFICATE PROGRAMS
- INTERNSHIPS
- SERVICE
- OTHER PARTS TO MY DEGREE
- RESEARCH EXPERIENCES
Are you prepared for April registration?

Here are some things you should do to be ready:

♦ Check with your advisor to find out how many times you need to meet this semester. Most students need to meet at least two or three times (more if student is on academic warning or probation) before they can be ready to register.

♦ Placement tests: If you came to Western as a new or transfer student in January 2009, you may need to take placement tests in either English composition or Math. Check with your advisor.

♦ Call the Advising Office (298-1846) to make an appointment. Don’t procrastinate—schedules fill up quickly.

♦ Make a list of courses you are interested in taking. This should include courses that count toward General Education requirements as well as courses that may help you decide on a major or a minor.

♦ Be sure to keep your appointment! The Advisors’ schedules get very full in March and April, so if you miss your appointment you may not be able to get rescheduled before your assigned registration date.

♦ Check STARS for other holds or encumbrances (these might include Billing, Housing, Immunization, Athletics, Admissions etc.). Take whatever action is necessary to get these holds removed as soon as possible.

Call 298-1846 or 298-1871 to make an appointment with your Academic Advisor to discuss your current classes, potential majors, and any other questions you may have.