

First Year and Transfer Students
Entering the 2010-2011 Academic Year

A guide for exploring majors, adjusting to college life, using web resources, and finding answers to commonly asked questions.

*the
handbook*

Academic Advising
Career Exploration
Time Management **Tutoring**
Student Survival Skills
Choosing a Major

University Advising Program for Undeclared Students
University Advising and Academic Services Center
Memorial Hall Lower Level
298-1846 * www.wiu.edu/uaasc



WESTERN
ILLINOIS
UNIVERSITY

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STUDENT SURVIVAL SKILLS

How to thrive in college:



1. **GO TO CLASS.** Skipping classes is the #1 reason students fail in college. Unless you are too sick to get out of bed, go to class. There is no substitute for regular attendance.

2. **READ THE SYLLABUS CAREFULLY FOR EACH CLASS,** and keep referring to it all semester. The syllabus contains vital information about how your grade will be determined. Don't assume that the professor will remind you when assignments are due and when tests are coming up; keep checking the syllabus.

3. **PAY ATTENTION IN CLASS.** It's easy to become distracted, to daydream or worry about other things. Be intentional about focusing on what the professor is saying. Take notes, participate in discussions, ask questions. Sitting near the front is usually helpful.

4. **PLAN YOUR SEMESTER SCHEDULE.** At first, it might seem like you have a lot more "free" time than you had in the past. Failure to plan ahead can lead to academic disaster. Use a daily planner. Record upcoming tests and assignments, and plan ahead when to study for them (set early deadlines to allow for problems). Break big projects into smaller segments and set deadlines to complete each segment. Keep looking ahead in your planner to avoid being "surprised" by a test or assignment. Your syllabus will usually have dates listed for tests and assignments so you will be able to put this information in your planner.
5. **KEEP YOUR DAILY SCHEDULE IN BALANCE.** Create a routine that includes the right amount of sleep, well balanced meals, regular exercise and time for a social life and hobbies: but remember that you are a full time student, so plan to devote about 40 hours per week going to classes and studying.
6. **KNOW THE UNIVERSITY'S RULES.** You are now responsible for your own life. Ask questions, read your mail and other written information, listen to policies explained by University officials. Don't rely on information given to you by other students until you have confirmed it with the appropriate authorized person. Call your advisor for help in understanding campus rules.
7. **MAKE A CONNECTION WITH YOUR PROFESSORS.** Learn their names. Approach them after class or during office hours so they can learn who you are. Once you've made a connection, it will be much easier to ask for assistance when you need it. Professors want to help students succeed.
8. **READ YOUR UNIVERSITY EMAIL AND "SNAIL MAIL."** Ask your Advisor if you need assistance understanding letters that you receive. For help with your University email (ECOM) account, contact the Student Assistance and Parent Service Center at 298-2092. Grades, registration advising material, and information about billing and financial aid will all be sent through email or campus mail.

For more tips, check out this website:
http://counseling.uchicago.edu/related/virtualpamphlets/study_skills.shtml

Working with Your Advisor

Why do I need to meet with an academic advisor?

- To discuss academic progress, especially if you are doing poorly in a class.
- To learn about tutoring options, and find out how and when to drop classes.
- To discuss problems with a teacher or get help with study skills.
- To explore majors and career paths.
- To select courses for an upcoming semester.
- To find out how to get assistance with other issues that may affect your success at WIU.

How many regular advising appointments do I need before I will be able to register for next semester?

- At least three times a semester for first year UA students.
- At least twice a semester for continuing UA students.
- As assigned for Academic Services students.

How do I get appointments?

- Call 298-1846 (or 298-1871 for Academic Services) to schedule appointments in advance. Your advisor will not make the appointment, you will be assisted by the front desk staff.
- Drop in appointments are available only in urgent situations. If you drop in:
 - o Office hours are 8:00-4:30, but not all advisors are available at all hours.
 - o Be prepared to wait. If possible, avoid peak hours between 10-2.
 - o Someone other than your regular advisor may help you.
 - o Your visit will not be counted as one of your regular appointments for the semester.

How should I schedule my regular advising appointments through the semester?

- Plan your first one or two appointments early in the semester to discuss academic progress and major exploration.
- Plan your pre-registration appointment about three weeks before your registration date. (Look on STARS to find your assigned registration date and time.)

What if I need to miss or am late for an appointment?

- Call 298-1846 (or 298-1871 for Academic Services) to cancel and reschedule appointments.
- When you know you must miss, please call early to free up that appointment time for another student.
- If you arrive late, your appointment may need to be rescheduled.

Do I need to do anything to prepare for my advising appointments?

- Be prepared to discuss how you are doing in each of your classes.
- Locate your Advising Portfolio and bring it with you to the appointment.
- Give some thought to what questions you want to ask about majors and/or careers.
- Before your pre-registration appointment, review the General Education Handbook and the University Catalog and make a list of potential courses to take for next semester. Be sure to include some second and third choice options in each category.

Is there anything else I should know about working with my advisor?

- Call or email your advisor whenever you need help understanding University policies or procedures.
- Contact your advisor when you are thinking about dropping a class. She or he will help you to consider all the options and consequences prior to making your decision.
- Your discussions with your advisor are kept private.

Does Your Major Matter?

The choice of a major may not be as important as it used to be. College is a basic introduction to knowledge and critical thinking. Corporate recruiters are looking for the best candidates and when asked the number one major they are looking for, they answer “any”. Recruiters want a certain type of eager, presentable young person and they aren’t all that concerned about specialized knowledge. Listed below are the top twelve skills they seek in order of preference. It’s possible for a student who is engaged and involved in college to develop these skills in any major.

- Communication skills
- Strong work ethic
- Teamwork skills
- Initiative
- Interpersonal skills
- Problem-solving skills
- Analytical skills
- Flexibility/adaptability
- Computer skills
- Technical skills
- Detail-oriented
- Organizational skills



An internship can also be a powerful tool in applying those skills learned in college to practical experience. As students prepare for the job market, it matters that they get a degree and that they study something they enjoy. Students need to ask themselves: Do they have the skills employers are seeking? Can they articulate those skills to employers? Can they communicate, solve problems, interact effectively in a group, think critically, do research, and write to professional business standards? That is what matters.

Information adapted from:

Asher, D. (n.d.). *Does your major matter?* Retrieved August 1, 2008, from <http://encarta.msn.com/encnet/departments/elearning/?article=doesmajormatter>

Famous Majors Game

Your major probably won’t determine what you will be doing the next twenty or thirty years. unless you choose a career which requires technical or specialized training. Even then many people change careers several times in their lives. Louise Paradis, Assistant Director of the Career Center at Portland State University, developed the Famous Majors Game to share with students that what they study may or may not be connected to what they ultimately end up doing. Play the game to match famous people along with their college major. You may be surprised!

An example of the Famous Majors Game can be found at <http://www.salisbury.edu/careerservices/Students/FamousMajors/FamousMajorsDefault.html>

Searching For Your Major....

The relationship between choosing a major and choosing a career

As previously mentioned, choosing a major and choosing a career are not necessarily the same process. A college education helps prepare you for the job market by allowing you to acquire skills that can be gained in any major. As you study communication, culture, history, mathematical reasoning and scientific problem solving, you will learn how to define questions, search for solutions, and articulate theories and results.

Some careers, however, do require specific training. Accounting, elementary education, and some health care fields are examples of careers which direct students to specific coursework and will require students to pass certification tests.

For more information on this topic, see <http://www.psu.edu/dus/md/mdmisper.htm> or http://www.career.virginia.edu/students/handouts/choosing_a_major.pdf and talk to your academic advisor.

Start by learning more about yourself in order to help you choose a major and career path.....



I WISH MY DAD WOULD GET OFF MY
BACK! IT'S ONLY BEEN NINE YEARS
AND HE WANTS TO KNOW IF I'VE
PICKED A MAJOR YET!

A wise career choice will be based on your abilities, interests, personality, and values. Take some time to consider this decision thoughtfully and carefully.

For most people, career decision-making is an ongoing, life-long process. The more that you know about yourself and the more transferable skills that you have, the better prepared you will be for our rapidly changing world. The average person can expect to change careers at least three times and jobs at least seven times during his/her lifetime. You need to be ready for all these changes.

Start doing some career exploration during your first semester on campus. Learn the occupational themes and potential careers that match your abilities, interests, personality, and values. Learn more about yourself and possible majors/careers. Use that knowledge to select and confirm your major/career. Contact your advisor for assistance.

Get practical experience learning about others' experiences and having your own experiences in the field are invaluable resources in choosing a major/career

- Talk to Advisors, Faculty, and Students in the majors you are considering.
- Conduct informational interviews with individuals working in your field of interest.
- Take an intro class in that major or join student organizations related to the field.
- Participate in volunteer experiences, jobs or internships related to the field.

Careers can be classified by similarities in work environments.

The exercise below is based on the work of career expert John Holland. Please read the lists under all the themes. Select the work themes that you feel best describe you and place the letters for your first, second and third choices in the appropriate blanks.

1st Choice _____

2nd choice _____

3rd choice _____

Realistic people like activities, jobs and co-workers who represent such interest areas as nature and the outdoors; mechanical, construction, and repair activities; and military activities. They are interested in action rather than thought and prefer concrete problems to ambiguous, abstract problems.

Realistic Majors

- Agriculture
- Construction Management
- Emergency Management
- Interdisciplinary Studies
- Law Enforcement and Justice Administration
- Engineering Technology
- Recreation, Park and Tourism Administration

Investigative people have a strong, scientific orientation. They enjoy gathering information, uncovering new facts or theories, and analyzing and interpreting data. They prefer to rely on themselves in their work rather than on others in a group project.

Investigative Majors

- Agriculture
- Biology
- Chemistry
- Clinical Laboratory Science
- Communication Sciences and Disorders
- Computer Science
- Dietetics, Fashion Merchandising & Hospitality
- Forensic Chemistry
- Geography
- Geology
- Health Sciences
- Interdisciplinary Studies
- Information Management

- Instructional Technology and Telecommunications
- Mathematics
- Meteorology
- Neuroscience
- Physics
- Pre-Architecture
- Pre-Engineering
- Pre-Dentistry, Medicine, Optometry
- Pre-Pharmacy, Physical Therapy
- Pre-Vet Medicine
- Psychology

Artistic people value aesthetic qualities and have a great need for self-expression. This type, more than any other, includes some people who score high more often because they enjoy being spectators or observers—in this case, of the arts—than because they actually participate. Artistic types frequently express their artistic interests in leisure or recreational activities as well as in vocational activities or environments.

Artistic Majors

- Art
- Broadcasting
- Communication
- English
- Foreign Languages – French, Spanish
- Graphic Communications
- Interdisciplinary Studies
- Instructional Design & Technology
- Journalism
- Music
- Musical Theatre
- Pre-Architecture
- Theatre



Social people like to work with people; they enjoy working in groups, sharing responsibilities, and being the center of attention. They like to solve problems through discussions of feelings and interaction with others.

Social Majors

- African American Studies
- Broadcasting
- Communication
- Communication Sciences and Disorders
- Dietetics, Fashion Merchandising, Hospitality
- Education-Bilingual/Bicultural, Early Childhood, Elementary, Secondary, Special Education
- Health Sciences
- History
- Interdisciplinary Studies
- Kinesiology
- Philosophy
- Political Science
- Pre-Nursing
- Recreation, Park and Tourism Administration
- Social Work
- Women's Studies



Enterprising people seek positions of leadership, power, and status. They enjoy working with other people toward organizational goals and economic success. They like to take financial and interpersonal risks and to participate in competitive activities.

Enterprising Majors

- Agriculture
- Broadcasting
- Communication
- Community Health & Health Services Management
- Computer Science
- Economics
- Dietetics, Fashion Merchandising, Hospitality
- Finance
- Human Resource Management
- Interdisciplinary Studies
- Information Systems
- Instructional Design & Technology
- Management
- Marketing
- Music Business
- Operations Management
- Recreation, Park and Tourism Administration
- Telecommunications Management



Conventional people, like Enterprising people, work well in large organizations but they prefer subordinate roles rather than leadership positions. They especially like activities that require attention to detail and accuracy.

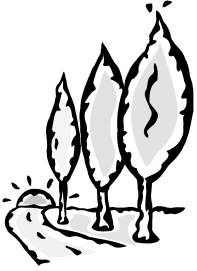
Conventional Majors

- Accountancy
- Computer Science
- Information Systems
- Instructional Design & Technology
- Interdisciplinary Studies
- Telecommunications Management

University Advising (UA).....

Q: How long do students usually stay in the University Advising Program?

A: It depends. Some students decide on a major during their first week of classes, while others do not make a final decision until they earn 45 semester hours and have to declare (see below). Although for some majors it is helpful to decide early, for other majors, students are mostly taking General Education classes during their first year anyway. Your advisor will be able to discuss with you what classes would be good to take according to what majors you are considering. Keep in mind that when you decide on a major is less important than how thoughtfully you have made that decision.



Q: When must I declare a major?

A: You may stay in the University Advising Program (i.e., not declare a major) until you have earned **more than 45 semester hours** of credit. Once you have earned more than 45 hours, there will be a hold on your registration until you have officially decided on a major. However, it is important for you to start thinking about your major long before you reach the hour limit. Your advisor will work with you to explore your options.

Q: Why am I required to meet with my advisor multiple times?

A: Advisors do more than help you select classes. They can also guide you through the process of selecting a major; alert you to important university rules and requirements; help you when you are struggling in a class; listen when you are having personal problems; and work with you when making significant school or life decisions. They want to meet with you several times during the semester so they can monitor your progress and get to know you—if they know who you are and what is important to you, they will be able to better advise you.

Q: What is an early warning notice?

A: In order to help students assess their performance and alert them to any problems, The University e-mails early warning notices (to Western ECOM addresses) around midterm to students currently receiving D's or F's in their courses. On the report, each class being taken is listed, followed by one of the following: a D or F indicating poor performance; an asterisk (*) indicating a

current grade of C or better; an "I" indicating the professor had insufficient evidence to evaluate the grade; or a blank indicating that no grade was submitted for that class.

If you receive an early warning notice, contact your advisor immediately to discuss your options and explore why you are having difficulty.

Since not every professor submits midterm grades, it is possible that you are doing poorly in a class even if you did not receive an early warning notice. Contact your advisor for more information, or talk to your professors directly.

Note: Academic Services students receive additional information on their academic performance during the semester in the form of early progress reports. See your Academic Services advisor for more information.

Q: What is an encumbrance?

A: An **encumbrance** is a hold that the university places on your account.



Types of holds that prevent you from registering:

- **Advisor**—see your advisor for the required number of meetings. (More details in the next question.)
- **Admissions/Registrar**—you must provide further transcript information.
- **Immunization**—turn in all required immunization records to Beu Health Center.
- **University Housing and Dining**—contact UHDS for further information.
- **Financial**—your account must be below \$500. You can pay by cash, check, or credit card. For more information, contact Billing and Receivables at 298-1831 or access your STARS account.

Q: I want to register for classes, but I have an advisor hold. What should I do?

A: See your advisor ASAP. An advisor hold means that you can't register for classes for the next semester because you have not met with your advisor to discuss your progress and plans. Holds are put into place to ensure that every student gets adequate advising before making decisions about classes. You will need to see your advisor the minimum number of times required before your hold can be removed.

Please keep in mind that it is YOUR responsibility

Frequently Asked Questions

to make advisor appointments; since registration is a busy time, if you have waited until the last minute, you may not be able to schedule an appointment as soon as you'd like.

Q: What do the terms good standing, academic warning, academic probation, academic suspension and academic dismissal mean?

A: Good standing: A student with a cumulative GPA of at least 2.0 is considered to be in good standing. If you begin a semester on academic warning or academic probation but earn a high enough semester GPA to raise your cumulative GPA to 2.0 or higher, then you return to good standing.



Academic warning: If you start a semester in good standing but then earn a semester GPA between 1.0 and 1.99 AND your cumulative GPA

drops below 2.0, you are placed on academic warning. Academic Services students begin at Western on academic warning.

Academic probation: If you start a semester in good standing but earn a semester GPA of less than 1.0 AND your cumulative GPA falls below 2.0, you are placed on academic probation. If you start the semester on academic warning and earn a semester GPA of at least 1.0 BUT your cumulative GPA stays below 2.0, you are placed on academic probation. If you are on academic probation and earn a semester GPA of at least 2.1 (or 2.25 if you have 60 or more semester hours) BUT your cumulative GPA stays below 2.0, then you continue on academic probation. If you are returning to Western from academic suspension, you return on academic probation. Also, some transfer students begin at WIU on probation because of poor work at a previous school.

Academic suspension: If you start the semester on academic warning and earn a semester GPA of less than 1.0, then you will be placed on academic suspension. If you are on academic probation and earn a semester GPA of less than 2.1 (or 2.25 if you have 60 or more semester hours), you are placed on academic suspension. If you are suspended, you must sit out the next regular semester at Western (you *can*, however, take Western summer classes) and then apply for re-entry.

Academic dismissal: If you have been previously suspended and while on probation fail to meet the required minimum GPA, you will be placed on academic dismissal. If you are dismissed, you may only attend WIU during the summer until your

cumulative GPA reaches at least a 2.0.

Q: If I take a course twice, which grade counts in my GPA?

A: Western does not have “grade replacement.” Once you complete a course and receive a grade for it, the initial grade is permanent and always calculated as part of your WIU GPA.

If you repeat a course that you have previously failed and for which you therefore did not earn credit, the initial grade of F and the grade you earn when repeating the course will both be calculated into your GPA (for example, if you earn an F in Biol 150 and then repeat the course and earn a B, both the F and B will count in your GPA). If you retake a course that you passed and for which you therefore received credit, the initial grade will be the only one that will be calculated into your GPA, although the new grade will appear on your transcript. Students often retake a course when they receive a D but need a C or better to take the next course in the sequence – for example, a student who earns a D in Math 128 will need to retake the course and earn a C or better before moving on to Math 129. In that case, only the D will be calculated in the student's GPA. Remember that grades of S (Satisfactory), U (Unsatisfactory), P (Pass) and W (Withdrew) have no effect on your GPA.

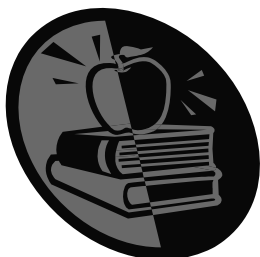
Q: Can summer school help me or hurt me academically?

A: It depends on several factors. If you took a summer class at a school other than Western your credits would transfer but your grade would not, so the class would not effect your Western standing (except for honors students, who should contact the Honors College for more information). If you take a summer course at Western, then your grade will affect your academic status here. Summer semesters are treated just like fall and spring semesters, so if you need to raise your cumulative GPA, a good grade in a summer course will help. However, if you are in danger of going on academic warning, probation, or suspension, you should be aware that low summer grades will pull your GPA down (though for students suspended at the end of the spring semester, low summer grades cannot result in your dismissal). If you are not sure whether or not you should take a summer class, contact your advisor.

University Advising (UA).....

Q: How do I apply for a scholarship?

A: The Scholarship Office keeps track of all scholarships offered by Western. Visit the Scholarship Office in Sherman 308, call 298-2001, or go to <http://www.wiu.edu/Scholarships/>.



Q: Should I get a job? How do I balance a job with school?

A: A job can help you manage your time, but remember that you need to be a student first. Be careful how many hours you take on. If you are taking 15 course hours, work no more than 10-15 hours a week. It helps to have an employer who can accommodate your needs as a student — one who will not give you more hours than you want and who will give you time off when you have important school deadlines.

Q: Where can I find a job?

A: Information about jobs on campus, both work study and regular student employment can be found at the Financial Aid Office. Stop by at 121 Sherman Hall (www.fa.wiu.edu). Other sources include Sodexo Campus Services (298-1982), Burger King (298-1999), and the Macomb Chamber of Commerce (837-4855).

Q: Can someone help me in getting my computer to work online with the Western computer system?

A: Yes. Call University Computer Support Services at 298-1177.

Q. Why is it important to use my WIU email rather than my personal email account?

A: Most University departments use the WIU email address for official information. You will be receiving monthly billing statements, Financial Aid information, and emails from faculty and Western officials. Because of recent problems with email viruses, some Western officials no longer open emails that come from unknown accounts. So your email may not get read if you send it from another account.

Q: What if my email account doesn't work or I can't remember my password?

A: Call the Student Assistance Center at 298-2092, or University Computer Support Services at 298-1177. You should also contact one of these offices if you need help accessing **Western Online**.

Q: What is Western Online?

A: Western Online is an instruction program. You can access it on the Western home page under Web Tools. Some instructors will use it, others will not. Material may include quizzes, study guides and other important information required for a class. If your instructor does use the program, it is very important to get online right away to meet the requirements of your course.

Q: What about STARS? When do I use that?

A: You will use STARS to register for your classes each semester. If you decide to drop a class (which must be done before the drop date deadline for that particular class), you must go to STARS and drop it yourself: Your Advisor cannot do that for you. STARS is also used for other Western functions related to University Housing and Dining, Billing, Payroll and other University Records. For help in learning how to use STARS, speak to your Residence Hall Staff or the Student Assistance and Parent Service Center in the Union.

Q: How can I find out about fun things to do on campus and in the community?

A: Read the Western Courier, and check out these websites:

Athletics—<http://www.wiuathletics.com/>
Student Organizations—<http://osa.wiu.edu/>
Concerts—<http://www.wiu.edu/bca/>
Fitness/Intramurals—<http://campusrec.wiu.edu/>
Events in Macomb—<http://www.macomb.com/>
Macomb Park District—<http://parks.macomb.com/>
Theatre—<http://www.wiu.edu/universitytheatre/>

Q: How Do I Drop a Class?

A: **Talk to your advisor first** about why you want to drop the class and how dropping the class may affect your academic progress and financial aid status. (Note: If you are an Academic Services student, you **MUST** meet with your advisor before dropping a class.)

If you and your advisor decide you should drop, then you will want to pay attention to some important dates. If you drop a class before the tenth day of the semester, you will not be charged for it and the class will not appear on your transcript. After the tenth day, you may drop a class up until the final drop date, which occurs around midterm. You will be charged tuition for the class and it will appear on your transcript with a "W" to indicate you dropped it, but there will be no effect on your GPA. You may NOT drop a class after the final drop day. (Note: the final drop date for 8-

Frequently Asked Questions

week courses are different from regular semester-long courses.) All important dates related to dropping a class can be found on pages 26–27 of this handbook or on STARS.

To drop a class, go on STARS and follow the directions. Be sure to follow all the steps and to double-check your schedule to make sure the class has been dropped. Contact your academic advisor if you have problems.

Warning: YOU must drop a course on STARS by the drop deadline to receive a "W." Your Advisor cannot do this for you. If you just stop going to class, but do not officially withdraw on STARS, you will get an **"F"** in the class.

Q: How Do I Register for Classes for Next Semester?

A: Use STARS to find out your registration date and time and to see if any holds have been placed on your account.

Make sure you have seen your advisor the required number of times for the semester. Call several weeks before your registration date to schedule a pre-registration appointment with your advisor, where you will discuss classes for next semester and have your advisor hold removed.

When your registration date and time arrive, register yourself for the next semester on STARS. (You don't have to register exactly at your registration time; it is simply the time when you can begin to register.) For STARS help, use a campus computer lab rather than registering on your own computer.

Q: How Do I Sign Up for Summer Courses at My Local Community College?

A: Before you register for a course, **talk to your advisor** about which courses would be best for you to take.

To find a list of equivalent classes offered at a community college in Illinois that will transfer to Western, contact your advisor or check the Illinois Articulation Initiative at <http://www.student.services.wiu.edu/admissions/info/transfer/CCHS/artind.asp>.

If you want to take a course at a two-year school outside of Illinois or at a four-year school, contact the Admissions Office (298-3157) for information.

After completing the course, be sure to have the transcript sent to Western. You *must* notify Western of all courses taken at other schools, even if you fail a course. Note: Courses taken outside of Western have no effect on your GPA at Western, unless you plan to graduate with honors.

Q: How Do I Do a Total University Withdrawal?

A: A total withdrawal means dropping all your classes for the semester. First, talk over your situation with your advisor to see what options you have. To process your withdrawal, you will need to go to Student Development and Orientation (Seal Hall 301, 298-1884). Your withdrawal must be processed by a specific date each semester. See pages 26–27 of this handbook for the exact dates and ask your advisor for more information.

Q: How Do I Declare a Major?

A: Once you have decided on a major, call your department of interest and make an appointment with its advisor. A list of phone numbers for all advisors is located in the General Education handbook or you can find the information from the directories at <http://www.wiu.edu/directory>. You may also ask your Academic Advisor for contact information.

At your appointment with the advisor for your new major, discuss your academic needs to make sure this is the right major for you. If you are ready to declare, you and your new advisor will need to fill out the Declaration of Academic Program form. This form will then be sent to your UA advisor, who will forward it to the registrar.

Check on STARS to make sure your new advisor has been assigned. Your new advisor will help you schedule classes for next semester. It's up to you to stay in touch with him/her.

Q: How Do I Run a WARD Report?

A: On STARS, go to the drop down menu and select WARD Print Request. Indicate whether you want to run the WARD as *in progress* (classes you are currently enrolled in but have not completed will be counted as completed classes). Next, indicate whether or not you want to run an *articulation* (classes you still need at Western will be matched with the equivalent classes at a community college of your choice). Follow the printing instructions on the screen. See your advisor if you need help interpreting your report or if you want to run a *What If* report (shows the requirements for any major or minor you are considering).

**A WARD (Western's Audit of Requirements for Degree Report) is an audit of requirements for your degree; it tells you requirements you have met and requirements you still need to meet to graduate.*

WIU RESOURCES: WHERE TO GO FOR HELP

Your **ACADEMIC ADVISOR** is your best resource person to contact when you have a question or concern or need a referral, but here are some other campus resources.

NOTE: There is no additional cost for any of these services; they are covered by your student fees..

TUTORING

- **HELP CENTERS** for courses in departments in the College of Arts and Sciences are available each semester. Lists of locations and times are available from the College of Arts and Sciences (MG 114), from your course instructor, or from your advisor.
- **THE WRITING CENTER** in Simpkins 341 is available for assistance with all stages of writing—from topic development to final editing—for all courses. Go by the Center, call the Center (298-1319), or call the English department (298-1103) for a schedule.
- **SMALL GROUP WEEKLY TUTORIALS** in many General Education and intro-level courses are available to all students through the **OFFICE OF ACADEMIC SERVICES** (298-1871). Stop by the office to sign up or ask your advisor for more information.
- **ASK YOUR PROFESSOR** or your advisor for additional tutoring resources for individual courses.

STUDY SKILLS ASSISTANCE

- **STUDY SKILLS SPECIALISTS** are available for one-on-one assessment and consultation at the **COUNSELING CENTER**. Stop by or call (298-2453) to set up an appointment. The Center can also provide information about learning disabilities assessments.
- **STUDY SKILLS SEMINARS** are offered through the **COUNSELING CENTER** on such topics as time management, test-taking strategies, and managing test anxiety. Sessions are held on Wednesdays at 4 p.m. each week. Contact the Center (298-2453) for a schedule of topics or ask your advisor.
- Students registered through **DISABILITY SUPPORT SERVICES** in Seal 117 can work with staff in that office. Call 298-2512 for more information or check out <http://dss.wiu.edu/>.

PERSONAL PROBLEMS, EMERGENCIES, AND CRISIS INTERVENTION

- **STUDENT DEVELOPMENT AND ORIENTATION** in Seal 301 (298-1884) can contact professors and other relevant university personnel in case of serious illnesses and other emergencies. It also offers crisis intervention and can process total university withdrawals.
- **The COUNSELING CENTER** (298-2453) offers counseling and support groups on a variety of personal and emotional problems as well as referrals to outside mental health services. It also works with a staff psychiatrist through Beu Health Center.
- **The HOTLINE** (298-3211) provides confidential telephone counseling from paraprofessional student volunteers. It is available seven days a week from 7 p.m. to 1 a.m. when school is in session.
- **BEU HEALTH CENTER'S HEALTH EDUCATION PROGRAMS** provide substance abuse counseling, the Alcohol and Other Drug Resource Center, a smoking cessation program, and weight control counseling. It also has resources on various topics such as human sexuality, relationships, and stress. For more information, call 298-1888, visit the website <http://www.student.services.wiu.edu/beu/> or stop by.

GENERAL ASSISTANCE

- **The STUDENT ASSISTANCE AND PARENT SERVICE CENTER** on the first floor of the University Union (298-2092) can help with issues such as computer access, parking permits, billing & receivables, housing and dining, ID replacements, etc. This office is also designated as the Veteran's Resource Center.

See the back page of this handbook for more listings.

WEB RESOURCES: ONLINE CAREER ASSISTANCE

<http://www.student.services.wiu.edu/careers/decision/>

Consider the questions on the main page, then go to “What can I do with this major?” This link to the University of Tennessee’s website helps you connect majors with careers. This site is for you if you like a particular major but do not know to which careers it might lead. You can find a list of typical employers for each major and strategies to maximize your job hunting success. There are also links to web information about specific majors.



<http://www.bls.gov/oco/> The Occupational Outlook Handbook gives specific information (training and education needed, earnings, job prospects, what workers do on the job, etc.) about several hundred occupations. Use the A-Z index to find the occupations you would like to research

<http://www.uncwil.edu/stuaff/career/Majors/> This University of North Carolina at Wilmington website provides a wealth of links to career information related to specific UNCW majors. Most WIU majors are included on this list. Additional information available on the site includes related career titles, possible employers, and major skills.

<http://online.onetcenter.org/> This site allows you to find occupations using keywords (knowledge, skills, abilities, interests and work values), job families or high growth industries. You can find specific information about occupations that interest you and a list of related occupations to explore.

http://www.collegeboard.com/csearch/majors_careers/profiles/ Open one of the many major categories or career categories and see a list of possible occupations. Each occupation is linked to a page of information. This site can also be used to find information about other colleges if WIU does not have the major that you seek.

<http://www.princetonreview.com/college/research/majors/majorsearch.asp> Very limited info on majors and careers. Works best when you use categories already set. You can see brief descriptions of majors with a list of other majors that might interest you. You can browse using an alphabetical list or by major categories. It is possible to start with a career and work backwards to a major.

<http://www.acinet.org/acinet/> This is a good source of employment information – salaries, job outlook, best opportunities in a particular state, etc.

<http://www.collegegrad.com/careers/> This site has info on careers and occupations searchable by keywords, career categories, career information by industry, and salary and hiring trends. Several free career tests are also available.

Career Counseling

Take advantage of several types of resources from the University Counseling Center.

Inventories

Myers-Briggs Type Indicator

Strong Interest Inventory

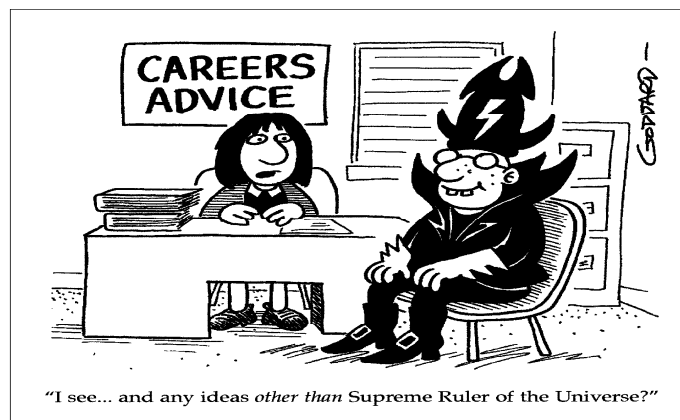
Career Decision Making System

Career Occupational Preference System

These interest inventories are available at the University Counseling Center (<http://www.ucc.wiu.edu/>). There is a small charge to process each of these inventories. If you are interested in this option, call the Counseling Center at 298-2453 to make an appointment with a career counselor. Choose the Career Counseling option under Programs & Services to find out more on their website.

Career counselors assist students with the development of individual career plans, which include: self-assessment, information gathering, decision-making, and the school-to-work process. Individual counseling is available by appointment.

Students may also participate in other career assistance offered through the Career Services (<http://www.student.services.wiu.edu/careers/>) office at Western, such as career seminars and workshops, career fairs, mock interviews, resume writing, interview, and job search skills assistance, as well as multiple online resources.



CN 241—Career and Personal Development

This course emphasizes self-exploration leading to understanding and enhancing the student's own career and personal development. Students receive exposure to methods of learning about careers, job hunting strategies, and effective ways of presenting themselves. Through internal and external exploration activities, students receive assistance in academic and career decision making. This course is two semester hours and taught by a counselor in the University Counseling Center.

HOW TO CALCULATE YOUR GPA

(Grade Point Average)

Use the following website to calculate your semester or cumulative GPA: <http://www.wiu.edu/registrar/gpa.php>

**Many majors require a GPA over a 2.0 cumulative to be in that major.
Check with your academic advisor for more details.**

FALL 2010 SEMESTER DATES

Sept 1Activities Fair
Sept 3Last day to drop classes w/no charge
Sept 6Labor Day—no classes
Sept 10-12..Balloon Rally and Mom's weekend
Sept 24-25..Homecoming Weekend
Oct 15-17 ...Family Weekend
Oct 18Second 8—week session starts
Oct 19Early Warning notices emailed
Oct 31Last day to drop a 16—week course

Oct 31..... Last day to totally withdraw from the University
Oct 31..... Daylight Savings ends—set clock back one hour
Nov 1-19 Advance registration for Spring 2011
Nov 22-26 .. Fall Break—no classes
Dec 13-17 .. Finals
Dec 18 Commencement
Dec 21 Semester grades posted on STARS

SPRING 2011 SEMESTER DATES

Jan 18.....Classes begin
Jan 21.....Last day to add classes w/out special permission.
Jan 31.....Last day to drop classes w/ no charge
Feb 12.....No Classes, Lincoln B-day observed
Mar 13Daylight Savings: set clock ahead one hour
Mar 14-18 .. Spring Break-no classes
Mar 16Early Warning notices emailed
Mar 21Second 8-week session starts

Apr 4-22..... Advance registration for Summer 2011
Apr 4-22..... Advance registration for Fall 2011
Apr 3..... Last day to drop a 16-week course
Apr 3..... Last day to totally withdraw from the University
Apr 1-3..... Dad's Weekend
May 9-13.... Finals
May 13-14.. Commencement

Types of Schedules

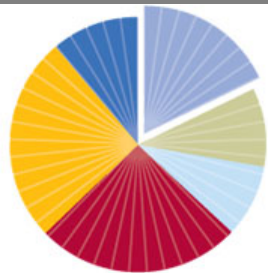
Semester calendar - use a wall or desk calendar for major exams, due dates, and meetings; the events that are required and will not change.

Agenda/planner - use an agenda or personal planner for classes, homework assignments, meetings, appointments, and errands.

Weekly schedule - use for all classes, exercise routine, work, extracurricular activities, housekeeping duties, sleeping, and eating. Leave blank spaces to fit in necessary activities as they come up.

Daily list - made each day, either when you wake up in the morning or each night before you go to bed. The list should be short and prioritized, about 5 or 6 items, both academic and personal.

Priority Pie...



If this pie represents your time, what portions would you distribute to the following activities?

- Class
- Studying/reading
- Activities
- Friends
- Family
- Work/Job
- Recreation
- Relaxation

SWELL Workshops...

Student Workshops for Excellence
in Learning and Life

These brief and helpful online workshops are specifically geared towards assisting you in becoming successful in your academic pursuits at Western Illinois University.



There are four workshops available at

<http://www.wiu.edu/universityadvising/swell/>.

- Time Management & Planning for a Successful Semester—making the most of your time, overcoming procrastination, goal setting, motivators and stress management.
- Being an Engaged Student—active classroom learning, effective listening, paying attention, note taking, communicating with your professors, speaking up and critical thinking.
- Study Skills & Class Assignments—study/reading system, memory techniques, study environment, research, writing and resources.
- Test-Taking & Presentation Skills—organizing and presenting, public speaking, group projects, test anxiety and types of tests: matching, true/false, essay.

Each workshop includes a self-assessment at the beginning to help you determine where you are at with those particular skills. They take approximately thirty minutes each to complete and participants can bookmark their progress and return later.

The SWELL workshops were developed by Graduate Students in the University Advising and Academic Services Center as part of their Graduate Assistantship.

QUICK LIST OF CAMPUS RESOURCES

Peer/Family/Personal Assistance

- **Office of Equal Opportunity & Access**—Sherman 203, 298-1977
- **Beu Health Center**—298-1888
- **Campus Ministries**—
<http://www.student.services.wiu.edu/ministries/>
- **Career Services**—298-1838
- **Community Mental Health Center**—301 E. Jefferson, 833-2191.
- **Counseling Center**—298-2453
- **Emergency**—Dial 911
- **HOTLINE** (student-staffed crisis intervention service)—298-3211 (7 p.m.-1 a.m. daily)
- **Nighttime escort services**—Mowbray, 298-1949
- **Parking Services**—Mowbray, 298-1921
- **Psychology Clinic**—Waggoner 116, 298-1919 (9-5, M-F)
- **Public Safety**—Mowbray, 298-1949
- **Student Development & Orientation**—Seal Hall 301, 298-1884 — Crisis Intervention or Total University Withdrawal
- **Student Legal Services**—University Union, 298-1003
- **University Housing** Seal Hall, 298-2461 (or contact Hall Director/Assistant Director/R.A. directly)
- **Women's Center**—Seal Hall 320, 298-2242

Check out www.wiu.edu for links to many of the services listed here.

**Still don't know where to go?
Call your advisor for a referral.**

THE STUDENT ASSISTANCE AND PARENT SERVICE CENTER

is a centralized place for information about the following areas:

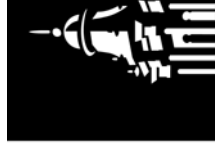
ECOM & STARS
FINANCIAL AID
REGISTRAR
CAREER SERVICES
BILLING AND RECEIVABLES
BEU HEALTH CENTER
ADMISSIONS
COUNSELING CENTER
PARKING SERVICES
SCHOLARSHIPS
HOUSING AND DINING
VETERANS ASSISTANCE
WESTEL
UNIVERSITY UNION
FIRST FLOOR
298-2092

Financial Assistance

- **Billing & Receivables**—Sherman 103/106, 298-1831
- **Financial Aid Office**—Sherman 127, 298-2446
- **Scholarship Coordinator**—Sherman 308, 298-2001
- **Student Health Insurance**—Beu Health Center, 298-1882
- **Work Study/Student Employment**—Sherman 127, 298-1996

Academic Assistance

- **CAGAS** (Council on Admission, Graduation, & Academic Standards)—Sherman 110, 298-1208
- **Disability Support Services**—298-2512
- **University Advising Program**—University Advising & Academic Services Center (UAAASC), Lower Level Memorial Hall, 298-1846 or 298-1871.
- **Tutoring**—Office of Academic Services, Lower Level Memorial Hall, 298-1871; Academic Assistance Centers—Contact instructor, academic department, or College of Arts & Sciences (Morgan 114, 298-1828)



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