University Advising & Academic Services Center

View the entire presentation, print and complete the questionnaire. Bring the completed questionnaire with you to the major success meeting on Tuesday, August 20, 2013.
What is a University Advising student?

Our office provides services for students who are in an exploratory mode. They have chosen to delay declaring a major and spend some time researching their personal values, interests and abilities.

To help you in selecting a major, your advisor works with you to explore your likes, dislikes, values and abilities to narrow down the list of options to a manageable number.

Your advisor also provides you with valuable resources and referrals to help you succeed as a student.

“She let me know I’m not the only undecided student.”

The majority of students advised by the University Advising and Academic Services Center are University Advising students, which is the largest major for incoming freshmen.
The advisors who work with UA students are:

For more information about your advisor
go to www.wiu.edu/advising/contact-us/staff.php

University Advising Advisors:
• Bryan Barker
• Jane Coplan
• Julie O’Brien
• Linda Thomas

Academic Services Advisors:
• Bryan Barker
• Dianne Bracey
• Jane Coplan
• Niall Hartnett
• Tim Johnson
• Kelly A. Morris
• Estelle Plewa
• Renee Simpson

Graduate Assistants:
• Tessa Black
• Heather Fletcher
• Katelin Mey

Director: Michelle Yager
"Go to every class, every day, every week."

Attendance counts. Going to class makes learning easier and you are paying to be there!

Your instructor will usually tell you what is important to study, and information about upcoming assignments, exams and extra credit opportunities.

You know right away whether you understand the material while you have an expert (your instructor) right there to ask for help.
The University Advising and Academic Services Center is located in Memorial Hall on the Lower Level.

The office is open Monday - Friday from 8:00 a.m. to 4:30 p.m.

To make an appointment, call 309-298-1846 or 309-298-1871
“The first piece of advice I would give to incoming freshmen would be to be prepared for class. Lots of freshmen, like myself, came to college thinking it would be easy like high school. They underestimated the difficulty of the classes they chose to take.”
“How can I improve my study skills and better manage my time?”

A few general tips to get you started in the right direction

- Choose a good location to study regularly
- Schedule regular times to work on your classes, not just study for tests
- Break down your studying into short sessions, for example 30 minutes, so that you do not lose your focus
- Read all assignments in advance of due date
- Study well in advance of exams
- Spend most of your study time going over what you do not understand, or what you consider your hardest class
“I study and study, but I just don’t get it”

There are many resources available on campus to assist you, if you run into academic difficulty. See your advisor to discuss which programs are the most helpful.

The University Counseling Center offers FREE weekly study skills seminars on a variety of topics, including note-taking, test anxiety and time management. A study skills specialist is also available to work with you individually to improve your study techniques.

There is lots of FREE tutoring available in a variety of subjects.

The Office of Academic Services has weekly tutoring and many academic departments offer walk-in tutoring services, as well.
“It is not high school – if you want to pass, you have to study”

How much should I study? What does studying mean?

You should expect to do the majority of the work for your classes OUTSIDE of class (on your own time).

Studying includes any work you need to do for, including readings, assignments, and preparing for exams.
How much studying should I do?

Budget two to three hours of study time for each hour of class time.

If your class meets three hours a week, plan to study six to nine hours for that class each week. If you have 15 semester hours, you should study 30 hours each week.

Studying is not part of your leisure time – it is part of your work time!
Evaluate your performance...

At the end of each semester, review your work. Ask yourself how effective were your
• study habits?
• note-taking?
• time management skills?
• test taking strategies?

Were you successful in your classes? Did you accomplish your goals? Is there room for improvement?
Before you go on….
Choose the correct answer to the question below.

If you are registered for 15 hours of classes, you should plan about _______ hours per week for study time.

A. 10
B. 16
C. 30
D. 80
The correct answer is 30! You should study at least two hours for every hour of class time.
Grade Point Average

Your grade point average (GPA) is calculated by dividing the number of honor points you earned by the number of semester hours you attempted.

For example, each hour of B is worth 3 honor points, so if you took 15 semester hours and got all Bs, you have 45 honor points.

\[
\frac{45}{15} = 3.0
\]
The Registrar’s Office has an online GPA calculator that can help you determine your GPA. Go to wiu.edu/registrar/gpa.php

### GPA Calculator

This calculator is to be used for estimating GPA only. Calculations are based on anticipated grades. For more information refer to university grading policies, undergraduate grade replacement or contact your academic advisor.

**STEP 1 -- Enter Cumulative Totals**

Enter hours attempted, honor points and proceed to Step 2 to determine overall GPA. (You may skip this step and proceeding directly to Step 2 to determine GPA for one term.)

- **Hours Attempted (HA):**
- **Honor Points (HP):**

**STEP 2 -- Enter In-Progress Course Information**

Enter in-progress courses, credit hours and estimated grades in the In-Progress column. If you are an undergraduate student retaking any courses eligible for grade replacement, enter hours and original grades in Previous column. Proceed to Step 3 to calculate projected results.

<table>
<thead>
<tr>
<th>IN-PROGRESS</th>
<th>PREVIOUS (replacing a course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Hours</td>
</tr>
<tr>
<td>ENG 180</td>
<td>3</td>
</tr>
<tr>
<td>SOC 100</td>
<td>3</td>
</tr>
<tr>
<td>HIST 106</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 120</td>
<td>4</td>
</tr>
<tr>
<td>HE 120</td>
<td>2</td>
</tr>
</tbody>
</table>

**STEP 3 -- Calculate Projected Results**

- **Total Credit Hours:** 15
- **Total Honor Points:** 48.33
- **Predicted GPA:** 3.222
- **Deficiency Points:** 0

[Calculate] [Print] [Print Large] [Clear All]
At the end of each semester, the Registrar’s Office evaluates your academic performance. Your academic status is determined by your cumulative (overall) GPA, and you are placed on one of three academic standings:

**Good Standing** - Your cumulative GPA is at least 2.00 (C average). If this is your first semester at WIU, and your overall GPA is less than 2.00, you are placed on either academic warning or academic probation.

**Academic Warning** - You were in good standing, but now your cumulative GPA is between 1.00 and 1.999. You have one semester to bring your overall GPA to a 2.00 or above. For example, if you are placed on academic warning after the fall semester, you must bring your overall GPA to at least a 2.00 during the spring semester, or you are placed on academic probation.

**Academic Probation** - There are several ways to get placed on academic probation. You were in good standing, but you earned a semester GPA of less than 1.00 OR you were on academic warning, but were unable to bring your overall GPA to 2.00.
What happens if I get placed on academic probation?

As a freshman, you must earn a minimum semester GPA of 2.10 while you are on probation.

If you are on probation and you get Cs in all your classes (2.0 semester GPA), you will get suspended, even though you passed all your classes!
Academic Suspension

If you are on warning and get a semester GPA of less than 1.00
OR
If you are on probation and do not get the required semester GPA of 2.10

You will get suspended and have to sit out for one regular semester before you are eligible to apply for readmission.
“My advisor was always there when I needed help.”

If you are having trouble with a class

SEE YOUR ADVISOR

Your advisor does more than just assist you in choosing classes. He or she can help identify the problem you are having, and refer you to resources on campus that can help.

Sometimes students decide it is in their best interest to drop a class.

SEE YOUR ADVISOR before you drop a class to find out how it can affect you.
DROP DEADLINE

IF YOU DROP A CLASS AFTER August 30
YOU DO NOT NEED TO ATTEND THE CLASS, BUT YOU STILL OWE THE TUITION.

You cannot drop a class after October 27.

You must log on to STARS to drop a class.

Once it is dropped, you cannot get back into the class, so make sure you are dropping the right course before you hit “enter.”
Before you go on…
Choose the correct answer to each of the questions below.

You can drop a class any time you want.  
True  
False

The only way to drop a class is to:

A. Sign on to STARS and drop the course  
B. Have your advisor drop the course  
C. Stop going to class  
D. Tell your professor you plan to drop
The correct answer to the first question is false. You have to follow the drop date requirements. The answer to the second question is A. The only way to drop a class is to log on to STARS and drop the course. Your advisor cannot do this for you.
“She is very easy to talk to and very knowledgeable when I have questions.”

You must meet regularly with your academic advisor.

Our office requires several meetings per semester for first year students. See your advisor at least once a month.

What do we talk about in our meetings?
- Academic concerns, especially any trouble you are having
- Resources for study skills and tutoring
- Ways to explore majors and career paths
- Course selection for upcoming semesters
Come prepared!

Before you meet with your advisor, evaluate how you are doing in each of your classes. Get ready to discuss your academic performance and any trouble you are having.

Think about majors and/or careers that interest you. What information will help you make a decision?

Review the General Education Handbook, and make a list of potential courses you want to take.
Use STARS to:
• add and drop classes
• request a transcript
• add points to your meal plan
• view your financial aid or billing information
• view your housing information

If you forgot your password:
• Log onto STARS and follow the directions for changing your password or
• Contact the Student Assistance & Parent Service Center (298-2092) for assistance
ECOM

WIU has given you an email address, called an ECOM account.

It is very important that you check your ECOM account regularly.

Faculty, advisors, the Registrar, financial aid and the billing office all send important notices to you through your ECOM account.

If you are not sure how to set up your account, please contact the Student Assistance & Parent Service Center (298-2092) in the Union or University Computer Support Services (UCSS) (298-2704) on the first floor of Stipes Hall.
Before you go on…
Choose the correct answer to the question below.

ECOM accounts are used to check for the following ________.

A. Financial Aid and billing information
B. Grades
C. Messages from professors and advisors
D. All of the above
Faculty, advisors, the Registrar, financial aid and the billing offices all send important notices to you through your ECOM account. Check your ECOM account frequently!
Now for the homework!

Please print and complete the questionnaire (PDF). There are two pages at this link. Do not print them on the same page. i.e. front and back.

You MUST bring the completed questionnaire and the Student Survival Skills handout with you to the Major Success Seminar on Tuesday, August 20, 2013 at 4:00 p.m. in Morgan 109.

Good luck with your first day of classes, and see you soon!