



Welcome to
Western Illinois University
and the
College of Business and Technology
(CBT)



CBT Academic Advising Program

Chris Ramsey, Director

Please silence cell phone ringers at this time.

College of Business and Technology

Degrees and Majors

Bachelor of Arts degree

- **Economics**

Bachelor of Business degrees

- **Accountancy**
- **Economics**
- **Finance**
- **Human Resource Management**
- **Management**
- **Marketing**
- **Supply Chain Management**

Bachelor of Science degrees

- **Computer Science**

Options:

- Traditional
- Business
- **Information Systems**
- **Network Technologies**

Bachelor of Science degrees continued

- **Agriculture**

Occupational Clusters:

- Agricultural Business
- Agricultural Education
- Agricultural Science
- Agricultural Technology Management
- Agronomy
- Animal Science
- Conservation
- Farm Operations
- Horticulture
- Urban Forestry

Pre-Professional programs

- *Pre-Agricultural Engineering*
- *Pre-Forestry*
- *Pre-Veterinary*

- **Construction Management**
- **Engineering (final 2 years at Quad Cities campus)**
- **Engineering Technology**
- **Graphic Communication**



Graduation Requirements

- Grade Point Average of 2.0 or higher on a 4.0 scale
- Minimum of 120 semester hours (15 hrs each FL/SP semester)
- 42 hours of upper level courses (300 and 400-level)
- 60 hours from a four year college or university
- Minimum of 30 semester hours at WIU
- First Year Experience
- General Education
- Foreign Language/Global Issues
- Complete all major requirements

(Departmental requirements may be more rigorous)



First Year Experience

- Freshmen are required to complete one FYE course fall semester and one FYE course spring semester.
- When viewing **Course Search** on the STARS system, FYE courses will be designated with a “Y” indicator.
- You will work with your advisor to select an appropriate FYE course.

General Education

- There are a minimum of 43 semester hours of General Education courses.
- The General Education categories are: Communication Skills, Natural Sciences and Mathematics, Social Sciences, Humanities and Fine Arts, Multicultural Studies, and Human-Well Being.

(Math 099 no college credit.)

Foreign Language/Global Issues Requirement

- Students are required to complete **ONE** course that meets the Foreign Language/Global Issues requirement from the following options:
 - Completion of a college intermediate foreign language with a C grade or better; placement into a 224 language level or demonstrated equivalent proficiency – (3 years of **high school** language - C grades or better)
 - Take a general education course that is designated as a Foreign Language/Global Issues (FLGI) course;
 - Take a 300-level or higher course within the major that has been designated as a “discipline specific global issues” course;
 - Participation in an approved study abroad program

Major Requirements

- Students will complete a minimum of 24 semester hours of course work in their major field of study (some majors require more).
- This is in addition to the 43 hours of general education coursework.

Minor Requirements

- Some majors (non-comprehensive majors) require a minor in a different department or field of study.
- Typically 16 – 24 semester hours.
- Minors can complement the major or give students another area of proficiency.

Majors requiring a Minor:

Agriculture - No

Business - No

Bachelor of Arts in Economics - Yes

Computer Science - Yes

Construction Management - No

Engineering - No

Engineering Technology - No

Graphic Communications - Yes

Information Systems - Yes

Network Technologies - Yes

GradTrac Program

- Assures graduation in four years if the student complies with the GradTrac agreement.
- If the agreement is followed but the student cannot graduate in four years from a GradTrac major, there will be an appropriate substitution or waiver of the requirement.
- If no appropriate substitution or waiver can be made, there will be no additional tuition costs to the student for course(s) still needed to graduate.
- Is not automatic – student must apply for and be accepted into the GradTrac program.

Majors in the GradTrac program

Bachelor of Arts degree

- Economics

Bachelor of Business degrees

- Accountancy
- Economics
- Finance
- Human Resource Management
- Management
- Marketing
- Supply Chain Management

Bachelor of Science degrees

- Computer Science

Options:

- Traditional
- Business
- Information Systems
- Network Technologies

Bachelor of Science degrees

- Agriculture

Occupational Clusters:

- Agricultural Business
- Agricultural Education
- Agricultural Science
- Agricultural Technology Management
- Agronomy
- Animal Science
- Conservation
- Farm Operations
- Horticulture
- Urban Forestry

Pre-Professional programs

- *Pre-Agricultural Engineering*
- *Pre-Forestry*
- *Pre-Veterinary*

- Construction Management
- Engineering
- Engineering Technology
- Graphic Communication



Business Majors Enter as Pre-Business

Requirements to declare a Bachelor of Business major are:

- At least 60 semester hours earned
- Cumulative 2.5 WIU GPA
- Completion of tool courses: ACCT 201 and 202, ECON 231 and 232, MATH 137 and STAT 171

These requirements need to be completed by 60 hours or may result in the student needing to change to another major. Students not declared, may enroll in a maximum of 29 hour of business coursework only.

Student Responsibilities

Students are responsible for knowing degree requirements and enrolling in courses that will enable them to complete their degree programs. It is also their responsibility to know the University regulations for the standard of work required to continue in good academic standing.

Student Responsibilities

- Set up WIU email and STARS account
(keeping up with email is important)
- To be successful you need to buy books.
- One meeting minimum each semester is required.
- The student must schedule the appointment.
- Please schedule this meeting as early as possible each semester.

(Breakout)



STARS

Student/Alumni Records System

- Allows you to register online
- Check your grades
- Billing information
- Financial Aid information
- WARD (Western's Audit of Requirements for Degree)
- University Housing and Dining Services information (UHDS)
- Request transcripts and much more



Advisor Communication with Families

- Initial resource and referral
- General concepts, procedures and policies
- Due to the Family Educational Rights and Privacy Act (FERPA), Advisors cannot release information to family members without written authorization.

(Breakout)

Family Access to Student's Records

Best

1. Student may grant various levels of access using their STARS account.
- ~~2. Student signs a release form in Registrar's Office to grant access.~~
- ~~3. Parent files an Affidavit of Dependency with the Registrar's Office (must be renewed each year).~~



** Menu Selections **

05/30/12

Parent and Guest Account Management

01:54:21PM

Make changes and click the Update button to update a Guest account. Click the "Add Another Guest" button to display a blank form for adding a new guest.

1. First Name: Middle Initial: Last Name:

Address: City: State: Zip Code:

Relationship to Student:

Update

The screens you authorize your guest to view online are the same screens you see on STARS. Check one or more of the release of information options below.

Academic Records

- [Addresses](#) [Description](#)
- [Grades](#) [Description](#)
- [Major/Advisor Information](#) [Description](#)
- [Student Class Schedule](#) [Description](#)
- [Student Degree Plan Display](#) [Description](#)
- [Transcript](#) [Description](#)
- [WARD Print Request](#) [Description](#)

Billing and Receivables

- [B/R Account Detail](#) [Description](#)
- [B/R Additional Billing Information](#) [Description](#)
- [B/R Automated Payment Plan](#) [Description](#)
- [B/R Billing Statement](#) [Description](#)
- [B/R Payment - Online](#) [Description](#)
- [B/R Tax Relief Act 1098-T Form](#) [Description](#)

Financial Aid

- [Financial Aid Information](#) [Description](#)

Other

- [UHDS: Add Meal Plan Money and Rocky Dollars](#) [Description](#)

By activating this Guest account, you are giving your consent for representatives from the above named area(s) to disclose and discuss the confidential information selected above from your education record with the individual listed. This authorization to release information will remain in effect as long as you are enrolled at or until you graduate from Western Illinois University. You may revoke your authorization at any time by unchecking the options above and clicking the "Update" button.

Guest WIU ID Number: Guest Password: Activated: 00-00-0000

Update **Add Another Guest**

PROJECTED GRADUATION: FALL 2013

----- COLUMN 1 -----	+	----- COLUMN 2 -----
THIS WARD REPORT HAS BEEN PREPARED TO ASSIST YOU IN PLANNING YOUR ACADEMIC PROGRAM. THE RESPONSIBILITY FOR VERIFICATION OF INFORMATION AND COMPLETION OF DEGREE REQUIREMENTS RESTS WITH YOU, THE STUDENT. INCOMPLETE (I) COURSES ARE NOT COUNTED IN THE AUDIT UNTIL A GRADE IS ASSIGNED. ANY COURSE NOT SUCCESSFULLY COMPLETED MAY CHANGE THIS AUDIT. FINAL CONFIRMATION OF DEGREE REQUIREMENTS IS SUBJECT TO UNIVERSITY APPROVAL. CONSULT YOUR CATALOG, CONTACT YOUR ADVISER AND/OR THE REGISTRAR'S OFFICE IF YOU HAVE ANY QUESTIONS ABOUT THIS AUDIT. GRADUATE STUDENTS SHOULD CONTACT THE GRADUATE OFFICE.	+	***** BACHELOR OF BUSINESS DEGREE REQUIREMENTS TO DECLARE A BUSINESS MAJOR >1 MINIMUM OF 60 HOURS >2 MINIMUM CUMULATIVE GPA OF 2.5 >3 COMPLETION OF TOOL COURSES (ACCT 201 & 202, ECON 231 & 232, MATH 137 AND STAT 171) *****
->-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----<	+	BACHELOR OF BUSINESS DEGREE DIRECTED MATH/STAT REQ'T
STUDENTS NOT DECLARED AS BACHELOR OF BUSINESS MAJORS MAY ENROLL IN A MAXIMUM OF 29 TOTAL HOURS OF BUSINESS COURSEWORK. BUSINESS COURSES IN EXCESS OF 29 HOURS WILL NOT BE COUNTED TOWARD DEGREE OR GRADUATION REQUIREMENTS FOR NON-BUSINESS MAJORS.	+	IP EARNED: 1 SUB-GRP/CRS SP12 MATH137 3.0 IP APPL CALC I SP12 STAT171 3.0 IP GEN ELEM STAT
IP 1) THE FOLLOWING COURSES WOULD BE SUBJECT TO THIS LIMITATION IN THE EVENT THAT YOU ARE NOT ACTUALLY A BUSINESS MAJOR 6.00 HOURS ADDED	+	+OK BACHELOR OF BUSINESS DEGREE DIRECTED GEN ED REQ'T (SOC SCI)
IN-P ---> 6.00 HOURS FLO9 IS 125 3.0 C BUS TECH GBLB FL11 ACCT202 3.0 C+ PRIN MGRL ACCT SP12 MGT 349 3.0 IP PRIN OF MGT SP12 MKTG327 3.0 IP MKTG PRINCIPLES	+	EARNED: 1 SUB-GRP/CRS FLO9 PSY 100Y 3.0 C INTR PSYCHOLOGY FL10 ECON232 3.0 TS FL11 ECON231 3.0 B- MACROECON
NO GENERAL REQUIREMENTS FOR GRADUATION EARNED: 5 SUB-GRPS/CRS NEEDS: 2 SUB-GRPS/CRS	+	COMMUNICATION SKILLS MUST PASS ALL 3 COURSES
-R COMPLETE A MINIMUM OF 120 SEMESTER HOURS (61.00 HOURS TAKEN) IN-P ---> 16.00 HOURS NEEDS: 43.00 HOURS	+	IP EARNED: 3 SUB-GRPS/CRS FLO9 ENG 180 3.0 A COLLEGE COMP I FL10 ENG 280 3.0 TS SP12 COMM241 3.0 IP INTRO PUB SPKG
+R EARN A MINIMUM OF A 2.000 GPA OVERALL 43.00 ATTEMPTED HOURS 119.99 POINTS (2.790 GPA)	+	NATURAL SCIENCES AND MATHEMATICS SELECT AT LEAST 10 HRS FROM AT LEAST 2 DEPARTMENTS WITH NO MORE THAN 2 COURSES FROM AN AREA; NO MORE THAN 2 COURSES FROM YOUR MAJOR WILL COUNT IN GENERAL EDUCATION
+R RESIDENCY REQUIREMENT HAS BEEN SATISFIED (43.00 HOURS TAKEN) IN-P ---> 16.00 HOURS	+	IP EARNED: 4.00 HOURS 3 SUB-GRPS/CRS +IN-PROGRESS 6.00 HOURS +R 1) LABORATORY REQUIREMENT IS MET SP10 GEOL110 4.0 C INTRO TO EARTH SP12 MATH137 3.0 IP APPL CALC I SP12 STAT171 3.0 IP GEN ELEM STAT
+R CURRENT RESIDENCY REQUIREMENT HAS BEEN SATISFIED (14.00 HOURS TAKEN) IN-P ---> 16.00 HOURS	+	+OK MULTICULTURAL STUDIES NO MORE THAN 2 COURSES FROM YOUR MAJOR WILL COUNT IN GENERAL EDUCATION
+R 60 HOURS REQUIRED FROM 4-YEAR SCHOOLS (61.00 HOURS TAKEN) IN-P ---> 16.00 HOURS	+	EARNED: 3.00 HOURS 1 SUB-GRP/CRS FL10 EDUCELEC 3.0 TS DISABILITY/SOC
-R 42 UPPER DIVISION HOURS REQUIRED FROM 4-YEAR SCHOOLS (3.00 HOURS TAKEN) IN-P ---> 6.00 HOURS NEEDS: 33.00 HOURS	+	+OK SOCIAL SCIENCES SELECT AT LEAST 9 HOURS FROM AT LEAST 2 DEPARTMENTS WITH NO MORE THAN 2 COURSES FROM AN AREA; NO MORE THAN 2 COURSES FROM YOUR MAJOR WILL COUNT IN GENERAL EDUCATION
+R MATH COMPETENCY REQUIREMENT HAS BEEN MET BY AN ACTUAL COURSE OR BY PLACING INTO A MATH COURSE AT THE LEVEL OF MATH 128 OR HIGHER	+	EARNED: 12.00 HOURS 3 SUB-GRPS/CRS FL10 ECON232 3.0 TS FL11 ECON231 3.0 B- MACROECON FLO9 PSY 100Y 3.0 C INTR PSYCHOLOGY FL10 SOC 100 3.0 TS

Last Action Date: Matriculation Date: Fall 2011
 You may register for Summer/Fall classes beginning 4/18/2012 at 9:40am.
 First Program: M BUSINESS
 Major: 3F PRE-BUSINESS MANAGEMENT SCIENCES

Term	Course/ Requirement	Hours	Count	Grade earned/ Status	Description
FL 2011	CS 101 CS 101	3.0	1	A Passed	INTRO COMPUT I
FL 2011	MATH100 ELECTIVE	3.0	1	B Passed	CORE COMP MATH
FL 2011	MGT 125Y TM**007	3.0	1	B Passed	BUS TECH GLBL
FL 2011	MUS 196 *BA****F	3.0	1	B+ Passed	INTRO TO ROCK
FL 2011	PSY 100 TM**001	3.0	1	B Passed	INTR PSYCHOLOGY
Total for FL 2011		15.0	5		
SP 2012	BOT 200 T**LAB ^D	4.0	1	IP InProgress	INTR PLANT BIOL
SP 2012	ENG 180 ^C	3.0	1	IP InProgress	COLLEGE COMP I
SP 2012	HE 120 *BA****E ^{B+}	2.0	1	IP InProgress	PERS HLTH PROMO
SP 2012	KIN 151 *BA****E ^A	1.0	1	IP InProgress	BASKETBALL
SP 2012	MATH128 MATH128 ⁻	0.0	0	W Withdrawn	PRECALC ALG
SP 2012	THEA110Y FINEARTS ^A	3.0	1	IP InProgress	INTRO TO THEA
Total for SP 2012		13.0	5		
SU 2012	MATH128 MATH128	3.0	1		PRECALC ALG = <i>Elgin CC</i>
Total for SU 2012		3.0	1		<i>MTH 112</i>
<i>m</i> FL 2012	HUMANIT HUMANIT	3.0	1		HUMANITIES
<i>*FL</i> 2012	ACCT201 ACCT201	3.0	1		PRIN FIN ACCT
<i>*FL</i> 2012	ECON231 ECON231	3.0	1		PRIN MACRO
<i>m</i> FL 2012	ENG 280 ENG 280	3.0	1		COLLEGE COMP II
<i>*FL</i> 2012	MATH137 MATH137	3.0	1		APPL CALC I
Total for FL 2012		15.0	5		
<i>m</i> SP 2013	*BA****D *BA****D	3.0	1		HUMANITIES AND FINE ARTS
SP 2013	ACCT202 ACCT202	3.0	1		PRIN MGRL ACCT
<i>m</i> SP 2013	B L 230 B L 230	3.0	1		LEGAL ENVIR BUS
SP 2013	ECON232 ECON232	3.0	1		PRIN MICRO
SP 2013	STAT171 STAT171	3.0	1		GEN ELEM STAT
Total for SP 2013		15.0	5		
SU 2013	COMM241 COMM241	3.0	1		INTRO PUB SPKG
Total for SU 2013		3.0	1		
FL 2013	TM**008 TM**008	3.0	1		DS 303 OR ECON487
FL 2013	FIN 311 FIN 311	3.0	1		INTRO TO FIN
FL 2013	HRM 353 HRM 353	3.0	1		HUMAN RES MGT
FL 2013	MGT 349 MGT 349	3.0	1		PRIN OF MGT
FL 2013	MKTG327 MKTG327	3.0	1		MKTG PRINCIPLES
Total for FL 2013		15.0	5		
SP 2014	BCOM320 BCOM320	3.0	1		BUS COMMUNIC
SP 2014	CS 302 CS 302	3.0	1		SPDSHEET DBASE
SP 2014	IS 340 IS 340	3.0	1		INTRO INFO SYS
SP 2014	MGT 350 MGT 350	3.0	1		ORG BEHAVIOR
SP 2014	OM 352 OM 352	3.0	1		OPER MGT
Total for SP 2014		15.0	5		
FL 2014	TM**003 TM**003	3.0	1		BL 431 OR BL 432
FL 2014	TM**004 TM**004	3.0	1		UPPER-DIVISION BUS CRSE
FL 2014	TM**003 TM**003	3.0	1		MGT ELECTIVE

6/29

12/29

27/29



Hand
Written
Plan
Through
Graduation

Name _____ Date _____ Catalog FL2009

ID# _____ Major MGT Minor LEJA

SC11

Course	Hrs
<u>well = COD</u>	
<u>STAT 171 = MATH</u>	
<u>1635</u>	
Total Semester Hours	

FL11

Course	Hrs
<u>Humanities</u>	
<u>CS 302</u>	
<u>Fin 311</u>	
<u>LEJA minor</u>	
<u>MGT 349</u>	
<u>Mktg 327</u>	
Total Semester Hours	<u>(18)</u>

SP12

Course	Hrs
<u>LEJA minor</u>	
<u>HRM 353</u>	
<u>rel 340</u>	
<u>MGT 350</u>	
<u>OM 352</u>	
Total Semester Hours	<u>(15)</u>

FL12

Course	Hrs
<u>UD Bus</u>	
<u>DS 303 or Econ 487</u>	
<u>MGT 3-4XX</u>	
<u>BCOM 320</u>	
<u>MGT 481</u>	
Total Semester Hours	<u>(15)</u>

SP13

Course	Hrs
<u>BL 431 or 432</u>	
<u>UD Bus</u>	
<u>MGT 3-4XX</u>	
<u>MGT 490</u>	
<u>OM 455</u>	
Total Semester Hours	<u>(15)</u>

Course	Hrs
Total Semester Hours	

Course	Hrs
Total Semester Hours	

Course	Hrs
Total Semester Hours	

Course	Hrs
Total Semester Hours	

Course	Hrs
Total Semester Hours	

Course	Hrs
Total Semester Hours	

Student Signature _____

Your Advisor

- First contact for information and help
- Registration assistance
- Degree Plan questions
- Policy questions
- Good source for information
–study skills, tutoring, career fair, student activities, study abroad, etc.





Professional Advisors

Jean Bird – Business (M-Q), Computer Science, Information Systems,
and Network Technologies

Ember Keithley – Agriculture and Pre-Professional Programs:
Pre-Agricultural Engineering, Pre-Forestry and Pre-Veterinary

Andi Potter – Construction Management, Engineering Technology,
and Graphic Communication

Chris Ramsey – Business (HJ-L) and Engineering (Macomb)

Andrea Riebling – Business (A-HI)

Michelle Terry – Business (R-Z) and Study Abroad

(Breakout)



What classes will you be taking your first semester?

- First Year Experience course - "Y"
- ENG 100 or 180 depending on placement
- Math placement
- General Education courses - one or two
- Major/minor course - one or two
- University electives - example MS 111, MUS, UNIV 100, etc.

When scheduling classes group some on M,W,F and some on T,Th
Also leave time for lunch

Sample Schedule Printout

6/1/11 2:07:53PM WESTERN ILLINOIS UNIVERSITY FALL 2011
 SCHEDULE CONFIRMATION

STAR	DEPT	CRSE	SEC	HR	SESS	DAYS	TIME	LOCATION
59180	CS	101	3	3		M W F	10:00-10:50	STIPES 324
59831	ENG	180	12	3		T Th	9:30-10:45	SIMPKINS 315
58611	KIN	108	32	2		W	12:00- 1:50	BROPHY 122B
							12:00- 1:50	BROPHY POOL
60381	MATH	099N	7	4		M W F	9:00- 9:50	MORGAN 109
							8:00- 9:15	MORGAN 212
								S/U GRADED
60286	MGT	125Y	26	3		M W F	11:00-11:50	STIPES 220
60866	PSY	100	5	3		T Th	2:00- 3:15	WAGGONER 54

This schedule confirms you are officially registered for the courses listed. Therefore you are under a legal contractual obligation to make payment of any tuition and fees assessed in conjunction with this registration.

Refunds/credits are not prorated for the dropping of individual courses. Only a university withdrawal for the semester may be eligible for a prorated refund/credit. Refer to <http://www.wiu.edu/Registrar/> for more detailed information.

Fall 2011 grades will be emailed to student ECom (Zimbra) accounts and available on STARS beginning December 20. Unencumbered students may also request a copy of their grades by sending a signed transcript request to the Office of the Registrar, Western Illinois University, 1 University Circle, Macomb, IL 61455-1390.

If you are a second semester junior, you must apply for graduation. See your academic advisor.

FALL 2011 DATES TO REMEMBER: (Deadline dates vary for IRREGULAR classes)

 Aug 22 - Classes begin.
 Sep 02 - Last day to drop a class or withdraw from the University without being assessed tuition and fees for your classes or receiving a "W" grade.
 Sep 05 - Labor day. No classes.
 Oct 30 - Last day to drop a class and receive a "W" grade.
 Oct 30 - Last day to process a university withdrawal for the fall semester.
 Nov 21-25 Fall break. No classes.
 Dec 12-16 Final examination week.

CLASS DAYS, TIMES AND LOCATION SUBJECT TO CHANGE - CHECK STARS OR
[HTTP://WWW.WIU.EDU](http://www.wiu.edu) FOR UPDATES!



Students will need to keep the following:

- Student packet
- **STARS Password**
- Placement folder
- Information on dual credit
- AP or CLEP advanced placement credit
(if credits are coming in late, let your advisor know!)
- Transfer credit
- Summer enrollment
- Welcome letter

Please refrain from cell phone use with students during the next session - Thank You.

We want your suggestions

Any Questions??

- Morning advisor assistant will lead students in the afternoon.
- Please fill out a survey for us.
- One survey per family.
- Return to student to submit after morning session is complete.