

"Assisting students through their first year"

# LEATHERNECK LAUNCH GUIDE

Welcome

Class of 2026!



FIRST YEAR  
ADVISING CENTER

WESTERN ILLINOIS UNIVERSITY



# LEATHERNECK LAUNCH GUIDE

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Western Illinois  
University

FIRST YEAR ADVISING CENTER

## Welcome to Western Illinois University!

I'm honored to welcome you to our Leatherneck family!

Our faculty, staff, alumni, and fellow Leathernecks are ready to assist you in your journey. Western Illinois University will provide you with ample opportunities to expand your horizons, hone your talents, and discover countless possibilities.

Throughout your experience at Western take time to meet others, get involved, and learn new things. With hundreds of events, student organizations, and faculty collaborations, you'll discover numerous ways to get connected to campus and enhance your college experience.

We offer many resources to help you be successful during your time at Western Illinois University. I encourage you to explore them all and take advantage of everything your University has to offer.

I'm glad you're here. I look forward to seeing you soon!

**Guiyou Huang, Ph.D.**  
**President, Western Illinois University**



## Welcome Leathernecks!

We are extremely excited to have you join Leatherneck Nation! WIU is a wonderful place to learn, engage, and reach your educational goals.

The goal of the First Year Advising Program is to help you successfully transition and navigate the higher education experience. We know what strategies and habits you'll need to develop in order to become a master college student. We have full confidence you'll succeed if you follow our recommendations. Your First Year Advisor is knowledgeable about campus resources and will be able to point you in the right direction when you have questions or need additional help. The First Year Advising Program collaborates with all college deans and department advisors to make sure you start on the correct path towards graduation.

You will meet with your First Year Advisor multiple times during the first two semesters at WIU. Your First Year Advisor will reach out via your WIU email with instructions on how to set up your first appointment. You can also find instructions in this guide. You will also find a monthly calendar of events and important dates in this guide. Please use these calendars to make sure to meet all deadlines.

Finally, check out Purple Post on WIU's website. This is the hub of information for all student events, activities and organizations. We know that students who are involved on campus graduate on time at a greater rate and enjoy their college experience more. There are over 250 student clubs and organizations at WIU. Start exploring! I know you will find a place to belong!

Let your journey begin on becoming a leader on campus, in our community, and ultimately in your future career!

**Michelle Yager**  
**Director, First Year Advising Center**



# FIRST YEAR ADVISORS



Through multiple appointments, your First Year Advisor will guide you in your academic career by assisting you in registering for classes and helping you develop an educational plan.

To find the name of your First Year Advisor, follow these steps:

1. Sign into your STARS account at [www.wiu.edu/stars](http://www.wiu.edu/stars)
2. Hover your cursor over the "Academic" menu
3. Click the "Major/Advisor Information" menu link

Scan the QR code to make an appointment!



**Brittany Hall**



**Dakota Middendorf**



**Anna James**



**Tim Johnson**



**Kelly Morris**





**Michelle Yager**

Director



**Sara Wauer**

Office Manager



**Allison DeVolder**

Advising Graduate Assistant



# WESTERN'S TOP TEN TIPS

## How To Be Successful In College Classes

- 1. Practice self-care**  
- Stretch, stay hydrated, and clean your surroundings



- 2. Save copies of all work turned in to the professor**  
- Store your saved work on your Google Drive

**2.**

- 3. Consult with your classmates**  
- Stay engaged with your peers through discussions



- 4. Have an accountability partner**  
- Stay on task and meet deadlines

**4.**

- 5. Make daily to-do lists**  
- Stay organized and on task



- 6. Manage your time wisely**  
- Understand that time management is crucial

**6.**

- 7. Know your resources**  
- Scan the QR code for information about tutoring



- 8. Know if you are a morning person or a night person**  
- Coordinate your schedule for when you work best

**8.**

- 9. Establish a good workspace with minimal distractions**  
- Make others aware of when you're studying



- 10. Make sure you meet the technology requirements**  
- If you do not, contact your professor immediately

**10.**

# ACADEMIC SUCCESS TOOLS

Scan the QR code below for printable Academic Success Tools that are designed to help you stay organized, set goals, and succeed at WIU!

[http://www.wiu.edu/tasc/academic\\_success\\_tools.php](http://www.wiu.edu/tasc/academic_success_tools.php)



**Effective Study  
Strategies**



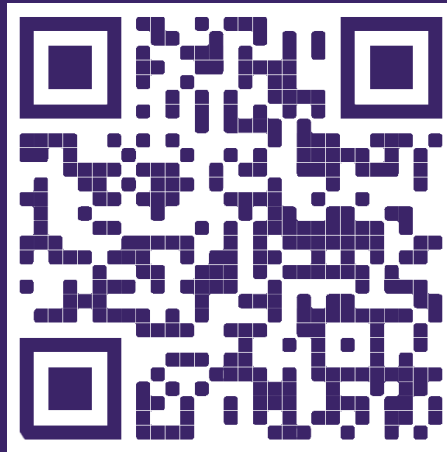
**Email Etiquette  
Guide**



**Note-Taking  
Strategies**



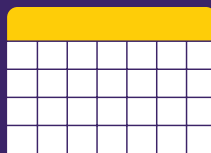
**Study Schedule  
Template**



**S.M.A.R.T. Goals  
Guide**



**Time Management  
Strategies**



**Weekly Schedule  
Template**



**Tutoring  
Sessions**

# ROCKY'S RESOURCES



**Academic Success Workshops** are designed to provide you with valuable information on how to transition to college-level thinking.

Topics include: how to prepare for exams, manage stress, note-taking, and more!

Visit our **Rocky's Resources YouTube** page for **Academic Success Workshop** videos. Also, be sure to check out the **Ask a Leatherneck** initiative, a series of interviews that highlight important campus resources.

**Rocky's Resources tutoring is FREE and conveniently offered in the University Library and via Zoom!**

In-person tutoring will be available on the 2nd floor of Malpass Library at the following time:  
Sunday: 8-10; Virtual and In-Person  
Monday and Tuesday: 5-10; In-Person only  
Wednesday and Thursday: 4-8; In-Person only  
Various subjects experts will be available during these times.  
Go to [wiu.edu/tutoring](http://wiu.edu/tutoring) for specific class times.



For virtual tutoring, simply find your course on the chart on our website for time/day details for when a tutor is available to help for a specific class. Then, click on the Zoom button when tutoring is being offered and the Rocky's Resources team will connect you to the tutor! [wiu.edu/tutoring](http://wiu.edu/tutoring)

For assistance, email [rockyresources@wiu.edu](mailto:rockyresources@wiu.edu)



# STUDENT RESOURCES

Knowing your resources is an important part of being a successful student. Scan the QR code below for a list of helpful offices and resources, especially for First Year students!

<http://www.wiu.edu/fye/resources.php>



# LEATHERNECK

## CLASSIFICATION OF STUDENTS

Students are classified by the number of semester hours earned as follows:

- Freshman: Fewer than 30
- Sophomore: 30-59
- Junior: 60-89
- Senior: 90 to completion of degree requirements

## CODE OF STUDENT CONDUCT

The Code of Student Conduct is designed to provide basic guidelines to advance the University's mission as a community of individuals dedicated to learning that will have a profound and positive impact on our changing world through the unique interaction of instruction, research, and public service as we educate and prepare a diverse student population to thrive in and contribute to our global society.

## COLLEGE

WIU offers over 100 innovative undergraduate and graduate degree programs, integrated programs, pre-professional programs, and certificate programs. All of these take place within the 5 different academic colleges on campus:

- Arts and Science
- Business and Technology
- Centennial Honors College
- Education and Human Services
- Fine Arts and Communication

## CREDIT HOUR

The semester hour value of a course and the approximate number of classroom contact hours a class meets per week. View how many credit hours a course has by looking at the Course Catalog on STARS.

## ELECTIVES

Optional courses taken by the student outside of their chosen field of study. Some, but not all, degree plans allow for elective credit. (See the notes section of your degree plan and/or contact your advisor for more information).

## EARLY WARNING NOTIFICATION

Western Illinois University provides an early

warning (mid-term) notification procedure to alert undergraduate students to poor academic performance in time for them to take corrective measures. Instructors are encouraged to identify students who are performing below C level work.

## E-MAIL/ECOM

The Electronic Communications (ECom) system is the hub for electronic communication for students, faculty, staff and organizations at Western. Your ECom username provides access to e-mail personal web space, Online courses, and servers for programming and research.

## FIRST YEAR EXPERIENCE (FYE)

The First-Year Experience (FYE) program is intended to create a positive transition to college and to encourage students who become more active and enthusiastic learners, both in and outside of the classroom. The FYE program incorporates the primary aspects of traditional students' first college year: academic, co-curricular activities, and residence hall life.

## FULL/PART TIME STUDENT

A full-time student would be enrolled in 12 or more credit hours a semester, and a part-time student would be in less than 12 credit hours a semester.

## GPA

<http://www.wiu.edu/registrar/gpa.php>

This calculator is to be used for estimating GPA only. Calculations are based on anticipated grades for more information refer to Undergraduate Grading Policies, Grade Replacement, or contact your academic advisor (also see Graduate Academic Guidelines).

# LINGO

## MODEL DEGREE PLANS

Model degree plans are to be used as guides and not to supersede University catalog requirements. The Model Degree Plan will differ for students at the Quad Cities campus. Please consult your academic advisor for details.

## PLAGIARISM

A serious offense in which a student submits another person's or entity's words or ideas as his or her own. Committing such an offense may result in permanent suspension from the university. For policies concerning academic honest and plagiarism, see the Course Catalog.

## ROCKY AND RAY

These two are an iconic English Bulldog duo representing Western Illinois University's mascot, Rocky the Bulldog. They're named after Coach Ray "Rock" Hanson, a Marine Colonel and legendary Athletic Director and Coach at WIU!

## STARS

STARS (Student/Alumni Records System) provides WIU students, alumni, and employees with online access to their university records. [www.wiu.edu/stars](http://www.wiu.edu/stars)

## STUDENT RESPONSIBILITY

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. Degree requirements are presented in this publication. Additional details about requirements, procedures, and policies are available from the academic departments and advisors.

## UNIVERSITY ADVISING (FOR UNDECLARED STUDENTS)

Many students are uncertain about their choice of a major. Western Illinois University designates these persons as University Advising students, who can remain in this category until they have earned 45 credit hours. Students are required to declare a major

at this point.

## WESTERN ONLINE

Western Online (powered by D2L Brightspace) is the course management system used at Western to provide online courses, hybrid courses, and supplements to face-to-face courses. Login to Western Online (using your WIU ECom username and password) by choosing Western Online under the myWIU link on our homepage at [wiu.edu](http://wiu.edu). When you get logged in you will see your homepage with a listing of courses that you are enrolled in for the semester. Your professor should indicate in their syllabus if they will be using Western Online. We recommend that all new students register for and complete the Western Online Student Orientation to familiarize themselves with using Western Online prior to classes. Students experiencing technical difficulties accessing or using Western Online should contact the University Technology Support Center via email at [support@wiu.edu](mailto:support@wiu.edu) / phone 309.298.TECH.

## WORK STUDY

A federally or university funded program providing work opportunities on campus for students who demonstrate financial need. For more information contact the Financial Aid Office at:

- Phone: (309)298-2446
- Email: [financial-aid@wiu.edu](mailto:financial-aid@wiu.edu)



# Welcome! Let's get started...

## August check-List!

- ◇ Print a detailed copy of your class schedule which can be found in STARS.
- ◇ Purchase required textbooks and/or online access codes after your first class meeting.
- ◇ Make an appointment with your First Year Advisor. Try to see them within the first 3 weeks of classes.
- ◇ Make sure that your STARS, WesternOnline, MyWestern and Google accounts are working.
- ◇ You will receive a syllabus for each class. Review these thoroughly and do the following for each:
  - Record exam and assignment due dates in your planner/Google Calendar.
  - Establish a regular reading and study schedule.
  - Learn your instructors' names and office hours.

## August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18 Move In Day	19	20
21 Preparing for Academic Success	22 Fall Classes Begin	23 Last Day Univ Bookstore Awards	24 Walk-In Advising Appointments	25	26 Open Registration Ends (FL 2022)	27
28 August Bill Due	29	30 Restricted Schedule Changes	31			

Scan the QR code  
for the complete  
campus calendar!







## September check-List!

- ◆ Keep going to classes. Try sitting in the front row if you find yourself getting easily distracted.
- ◆ Check WesternOnline on a daily basis for grades, course updates, content, etc.
- ◆ Are you having trouble in a class... go get free tutoring help! Check the current tutoring schedule by going to: [wiu.edu/tasc/tutoring.php](http://wiu.edu/tasc/tutoring.php).
- ◆ Identify one question or concern you have about each of your classes and visit your instructor during office hours.
- ◆ Make an appointment with your First Year Advisor to check-in on how things are going.

## September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01 Restricted Schedule Changes	02 100% Credit Withdrawal Deadline Last Day to Waive Health Insurance	03
04	05 No Classes University Closed	06 Classes Resume	07	08	09	10
11 80% Credit Withdrawal Deadline	12	13	14	15	16	17
18 70% Credit Withdrawal Deadline	19	20	21	22	23	24
25	26	27	28 September Bill Due	29	30	

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campus calendar!





## October check-List!

- ◆ Complete the 2023-2024 FAFSA in October!
- ◆ Schedule your FY advising appointment to start working on your Spring class schedule.
- ◆ Find out from your FY advisor if there are any holds on your account that will prevent you from registering for spring classes.
- ◆ Meet with your FY advisor by October 28th if you need to drop a course. The last day to drop a course is Sunday, October 30!
- ◆ Early Warning Grades come out on October 18th.
- ◆ Visit your professors and advisors to develop a plan to improve your grades while there's still time!
- ◆ Watch for announcements about homecoming!

Scan the QR code  
for the complete  
campus calendar!



## October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01 2023-2024 FAFSA Opens
02 60% Credit Withdrawal Deadline	03	04	05	06	07	08
09	10	11	12	13	14 Fall Break No Classes	15
16 50% Credit Withdrawal Deadline	17 Classes Resume Second 8-wk Courses Begin	18 Early Warning Grades Announcement	19	20	21	22
23 40% Credit Withdrawal Deadline	24	25	26	27	28 October Bill Due	29
30 Last Day to Drop Courses 30% Credit Withdrawal Deadline	31					





## November check-List!

- ◇ Schedule an appointment with your First Year Advisor before Thanksgiving Break.
- ◇ Thanksgiving break is Monday, November 21 - Friday, November 25.
- ◇ Thanksgiving Break is a great time to catch up with your coursework and to start preparing for finals week. Remember to take your books home during the break!

Scan the QR code  
for the complete  
campus calendar!



## November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01 Open Registration Begins	02 Advanced Registration by Appointment	03	04	05
06	07 Dad's Day	08	09 Advanced Registration by Appointment	10	11	12
13	14	15	16	17	18 Residence Halls close @ 7 pm	19
20	21	22	23 Thanksgiving Break No Classes	24 University Closed	25 University Closed	26
27 Residence Halls reopen at 10 am	28 Classes Resume & November Bill Due	29	30			



## December check-List!

- ◆ Review the finals schedule. Confirm the day and time with your instructor. You can check this by looking at your syllabus and/or course on WesternOnline.
- ◆ Develop a study schedule and plan ahead for how you are going to navigate finals week.
- ◆ Final labs, papers, and projects are often due the last week of classes. Be prepared!
- ◆ Your final grades will be available on STARS and will be e-mailed to your WIU ECom student account at the end of each term.
- ◆ If you have questions or need clarification on a grade, follow up with your instructors as soon as possible.
- ◆ Email your advisor if you have questions about your academic standing, GPA, or if changes need to be made to your Summer and/or Fall schedule.

Scan the QR code  
for the complete  
campus calendar!



## December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01 Housing Cancellation for Spring Due	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17 Residence Halls close @ 6 pm
18	19	20 Grades are Available	21	22	23 University Closed	24 University Closed
25 University Closed	26	27	28 December Bill Due	29	30	31

Final Exam  
Week

Semester  
Break

Semester Break  
& University Closed





## January check-List!

- ◇ Classes resume on Tuesday, January 17th.
- ◇ Purchase the required textbooks and/or access codes needed for your classes.
- ◇ Review your syllabi and insert assignments, papers, and tests in your planner/Google Calendar.
- ◇ See your First Year Advisor to make adjustments to your class schedule by Monday, January 23rd.
- ◇ Get back into the habit of checking WesternOnline and your WIU email on a daily basis.

Scan the QR code  
for the complete  
campus calendar!



## January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
			Semester Break			
08	09	10	11	12	13	14
			Semester Break			Residence Halls Open @ Noon
15	16	17	18	19	20	21
	Martin Luther King Day University Closed	Spring Classes Begin	Walk-In Advising Appointments			
22	23	24	25	26	27	28
Walk-In Advising Appointments	Walk-In Advising Appointments Open Registration Ends (SP 2023)			Restricted Schedule Changes		January Bill Due
29	30	31				
Restricted Schedule Changes	100% Credit Withdrawal Deadline Last Day to Waive Health Insurance					



## February check-List!

- ◇ Keep going to classes. Try sitting in the front row if you find yourself getting easily distracted.
- ◇ It should be a habit by now to check your Google email every day. If not, start doing so!
- ◇ Complete your 2023-2024 FAFSA before March 1st!
- ◇ Make an appointment with your First Year Advisor to report how things are going.
- ◇ Are you having trouble in a class... go get free tutoring help! Check the current tutoring schedule by going to: [wiu.edu/tasc/tutoring.php](http://wiu.edu/tasc/tutoring.php).

Scan the QR code  
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campus calendar!



## February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01 Most Freshmen Move to Dept. Advisor	02	03	04
05 80% Credit Withdrawal Deadline	06	07	08	09	10	11
12 70% Credit Withdrawal Deadline	13 Lincoln's Birthday University Closed	14 Classes Resume	15	16	17 Last Day Univ Bookstore Awards	18
19	20	21	22	23	24	25
26 60% Credit Withdrawal Deadline	27	28 February Bill Due	29	30	31	



## March check-List!

- ❖ Complete your FAFSA BEFORE the March 1st priority deadline!
- ❖ Early Warning Grades come out on March 14th. Visit your professors and advisors to develop a plan to improve your grades while there is still time!
- ❖ Schedule a registration appointment with your new academic advisor to start working on your Summer (optional) and/or Fall class schedule.
- ❖ Find out from your advisor if there are any holds on your account that will prevent you from registering for Summer and/or Fall classes.
- ❖ Meet with your advisor if you want to drop a class.

Scan the QR code  
for the complete  
campus calendar!



## March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06	07	08	09	10 First 8-WK Courses End	11 Residence Halls Close @ 10am
12	13	14 Early Warning	15 Spring Break No Classes	16	17	18
19 50% Credit Withdrawal Deadline Residence Halls Open @ 10am	20 Classes Resume Begin 2nd 8-WK Classes	21	22	23	24	25
26 40% Credit Withdrawal Deadline	27 March Bill Due	28	29	30	31	





## April check-List!

- ◆ Last day to drop a class or withdraw from the university is Sunday, April 2nd!
- ◆ If you have no holds, you will register for your Summer and/or Fall classes on your assigned date.
- ◆ Prepare for the last week of classes when final labs, projects, and papers are due.

Scan the QR code  
for the complete  
campus calendar!



## April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02 Last Day to Drop Classes and 30% Credit Withdrawal Deadline	03	04	05	06	07	08
			Advanced Registration by Appointment			
09	10	11	12	13	14	15
			Advanced Registration by Appointment			
16	17 Mom's Day	18	19	20	21	22
23	24	25	26	27	28 April Bill Due	29
30						





**Congratulations!**  
**You've Made It!**

## May check-List!

- ◇ Develop a study schedule and plan ahead on how you are going to navigate finals week.
- ◇ Final labs, papers, and projects are often due the last week of classes. Be prepared!
- ◇ Your final grades will be available on STARS and will be e-mailed to your WIU ECom student account at the end of each term.
- ◇ If you have questions or need clarification on a grade, follow up with your instructors as soon as possible.
- ◇ Email your advisor if you have questions about your academic standing, GPA, or if adjustments need to be made to your summer and/or fall schedule.
- ◇ Congratulate yourself on making it through your first year at Western Illinois University!

Scan the QR code  
for the complete  
campus calendar!



## May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
			Final Exam Week			
14 Residence Halls Close @ 10	15	16	17 Grades Are Available	18	19	20
21	22	23	24	25	26	27
28 May Bill Due	29 Memorial Day University Closed	30	31			

# MY CHECK-LIST



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