

Checklist for New WIU Graduate Committee Chairs/Graduate Advisors

Welcome to your new position in the graduate program! The School of Graduate Studies has compiled the list below to help guide you in the right direction for a successful start to your graduate advising role. Please reach out to us with any questions as we are happy to help.



(309) 298-1806



Grad-Office@wiu.edu



wiu.edu/grad

- Request access to the following systems as needed:

Laserfiche: This system allows you to view imaged student records. Find the form [here](#).

Pentaho: This system allows you to run canned reports such as graduation lists, prospective student lists and major lists. Email Gretchen Sullivan (gl-sullivan@wiu.edu) to request access.

WIUP screens: Various advising screens can be requested through the Registrar's Office [online request form](#). It is important the questions in the Authorization by Supervisor section be completed as they will determine which level of access to grant you based on the responses. The Registrar's Office will provide training depending on your access level.

Screens that may be helpful include: PERM (granting registration permission), REGN (registering students), STCR (viewing the status of a course), SCHD, (viewing a student's schedule), SUMM (viewing a student's summary to include address, major and matric date), TRAN (viewing WIU transcript), DEPT (searching for course offerings by department), STID (searching for ID number by name), ADVG (advising detail overview), CPRM (viewing permissions for specific classes), and WARD (determining academic progress toward meeting degree requirements once a degree plan has been filed).

- Notify the Graduate School of the effective date for the transition to the new person in this role so we can update contact lists and transmittal recipient lists.
- Submit the [google form](#) to report any prospective student contacts made directly to you. This allows the prospects to begin receiving our automated series of emails and they will be loaded in our database. Bookmark this form!

- Contact Gretchen Sullivan (gl-sullivan@wiu.edu) to schedule a visit with the Graduate School staff to get an overview of policies and procedures. This is optional but recommended!
- Expect to receive a weekly emailed New Graduate Student Status report from Gretchen Sullivan. This report will include instructions on reading the Excel data to identify students whose admission decisions are pending and those who haven't enrolled.
- Expect to receive official University 10th Day Enrollment Reports from Gretchen Sullivan each fall and spring semester to include the list of students accepted and enrolled in your graduate program(s).
- Familiarize yourself with [Western's Audit of Requirements for Degrees](#) (WARD) reporting system. This can be accessed through WIUP using the WARD screen and is helpful when advising students who have submitted degree plans. Additionally, if there is no WARD report for a student who has earned at least 21 s.h. of graduate work this is an indicator that a [degree plan](#) needs to be submitted. Contact Megan Bennett in our office with any questions about WARD reports.
- Refer to the [FAQs](#) when advising international students as this provides helpful information. Further questions about immigration status and requirements as well as OPT/CPT may be directed to Dana Sistko, Immigration Specialist.
- Familiarize yourself with the [petition form](#) so that you may advise students as needed. Once a degree plan has been submitted, any amendments to the plan will need to be made via a petition form. Refer to the form to see what other situations may require submission of the form.
- WIU undergraduate students may take courses for [graduate](#) or [bridge](#) credit provided they meet the eligibility requirements (see forms for details).
- Refer to the [Faculty & Staff Resources link](#) on our website for information and forms pertaining to assistantships, curriculum, revalidation of coursework, and theses/dissertation process.
- Refer to the online [Graduate Catalog](#) for policies and procedures of the School of Graduate Studies. You may request a hard copy of the catalog by contacting our office.