



**Western Illinois  
University**

# **NEXT STEPS GUIDE**

**FOR HIGH SCHOOL  
DUAL ENROLLMENT STUDENTS**

# CONTENTS

Class Registration.....	page 3
Email Activation.....	page 4
STARS Login.....	page 5
STARS Menu.....	page 6
STARS Course Search.....	page 7
STARS Bill Payment.....	page 8
Western Online.....	page 9
Western Online Cont.....	page 10
Course Textbooks.....	page 11
Frequently Asked Questions.....	page 12
Contact Information.....	page 13

# CLASS REGISTRATION

Contact your academic advisor to register for classes:

- Miguel Huerta for Macomb area and Online students
  - Email: [m-huerta2@wiu.edu](mailto:m-huerta2@wiu.edu)

Schedule a virtual appointment with Miguel [here](#)



- Curtis Williams for Quad Cities area students
  - Email: [cm-williams11@wiu.edu](mailto:cm-williams11@wiu.edu)
  - Schedule a virtual appointment with Curtis [here](#).



Your academic advisor can assist you with questions about placement or prerequisite requirements, transferring courses, withdrawals, and more!

# EMAIL ACTIVATION

1.) Go to [wiu.edu/activate](http://wiu.edu/activate) and enter your:

ECOM Username  
WIU ID number  
Birthdate in MMDDYYYY format

2.) Create a new password  
Create a unique, easy to remember password

\*can be same as STARS

**Recovery Options**

**Mobile Number**  
+1

**Alternate Email Address**  
rocky@gmail.edu

**Security Questions**

**Question 1**  
? ---  
Security Answer Here

**Question 2**  
? ---  
Security Answer Here

**Question 3**  
? ---  
Security Answer Here

Submit

**Account Activation**

**ECOM Username**  
ECOM Username

**WIU ID Number**  
WIU ID Number

**Birthdate**  
YYYY-MM-DD

**New Password**  
New Password

**Confirm New Password**  
Confirm Password

Once you submit, we will ask you to login ar

Submit

3.) Enter recovery options

Provide mobile number & alternate email

\*this allows you to reset your password without assistance

Select security questions

\*Your ECOM username is used to access your WIU email (through Google) and Western Online (online portal for classes). You can visit [my.wiu.edu](http://my.wiu.edu) to access these accounts.\*

# STARS LOGIN

- 1.) Go to [wiu.edu/stars](http://wiu.edu/stars) to login and enter your:  
WIU ID number  
Temporary STARS password: your birthdate in MMDDYYYY format

**STARS Sign On**

STARS is closed for nightly maintenance from Midnight to 3 am (Central Time).

New Students - If this is your first time on STARS, you may obtain your WIU ID Number and instructions for your initial password from your acceptance letter or the temporary ID card which was mailed to you upon acceptance.

WIU ID Number:  [Forgot your WIU ID?](#)

Password:  [Forgot your Password?](#)

- 2.) Create a new password  
Must be 8 characters exactly  
Include at least one letter and one number

**STARS Change Password**

WIU ID Number:

Current Password:  [Forgot your Password?](#)

New Password:

- 3.) Create security questions. Examples:  
What is your lucky number?  
What is the last name of your favorite teacher?

**Security Questions and Answers**

\* All fields are required

Question 1:

Answer 1:

Question 2:

Answer 2:

# STARS MENU

- My STARS
  - Access the Academic Calendar
  - View STARS Instructions
- My Profile
  - Update student addresses
  - Add an additional student billing email
  - Manage parent and guest access
    - Use this if you want your parent to be able to access your STARS account information)
- Financials
  - View account summary
  - Pay account balance
  - Set up an automated payment plan
- Academic
  - Access class schedule & final grades
  - View/print unofficial transcript
  - Request official transcript

The screenshot shows the STARS Academic Calendar interface. At the top, there is a navigation bar with links for My STARS, My Profile, Financials, Academic, Housing/Dining, Alumni, Employee, and Other. The main heading is "Academic Calendar" for "Spring 2021". Below the heading are two buttons: "Previous Term" and "Next Term". A "Print" link is located in the bottom right corner. The calendar content is organized by month:

**JANUARY**

- 1-15 Semester break
- 4 University reopens, Monday
- 18 Martin Luther King Holiday, NO CLASSES & University closed, Monday
- 19 Classes for Spring begin, Tuesday
- 19-25 Open registration and program changes, Tuesday-Monday
- 26-29 Restricted schedule changes / Registration by permission

**FEBRUARY**

- 1 Restricted schedule changes / Registration by permission
- 1 Last day to process a drop without being assessed tuition or receiving a "W" (withdrawal) grade; a full credit will be made of all tuition and mandatory fees for any student totally withdrawing from the University, Monday
- 12 Lincoln's Birthday, NO CLASSES & University closed, Friday

# STARS COURSE SEARCH

- 1.) Select Course Search from the drop-down menu to look for classes.
- 2.) Check the term you will register for (e.g. Fall 2022). Choose no for "Include closed classes."
  - For example, if you want to choose PSY 100 - select Psychology for the department and enter 100 for the course number.

The screenshot shows the 'Course Search Criteria' form. It includes fields for Term (Spring 2021 Semester), Location (All locations), Department or prefix (PSY - PSYCHOLOGY), Course number (100), Course level (All course levels), Course category (All categories), Courses between (6:00 AM and 11:00 PM), Meets on days (Any Day, Include Arranged), Sort results by (Begin Date), Include closed classes (No), Credit hours (All credit hours), and Instructor last name. Search and Reset buttons are at the bottom.

- 3.) Click the search button to see available options for the class you entered. There may be multiple sections of a course.
  - Class formats might include completely online (no time on Zoom or in the classroom), face-to-face, and hybrid (face time and online).

The screenshot shows the search results for 'Spring 2021 Semester' in Psychology. It includes a status legend, a table of courses, and a 'Print Screen' button.

**Status Legend:** CL - Closed HO - On-Hold SP - Special Permission R - Restricted

**All Locations Spring 2021 Semester Courses in Psychology**  
Classes begin week of January 19, 2021 and end week of May 14, 2021 unless otherwise noted ("IRR").

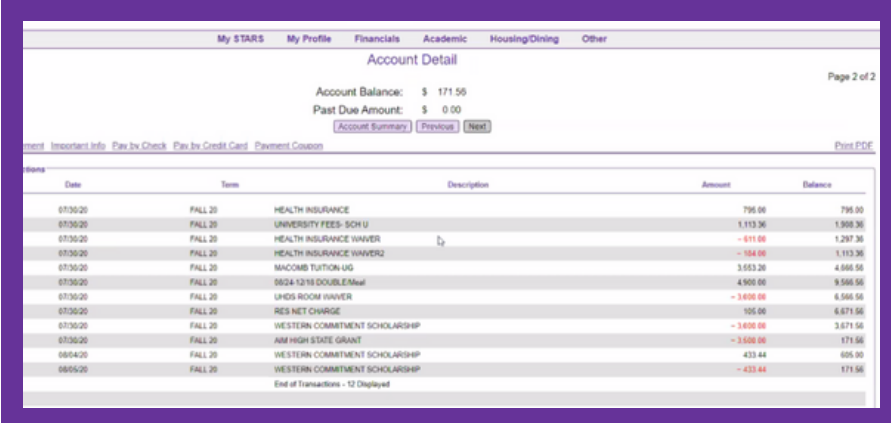
STAR	Course No/Sec	Course Name	Hours	Meets	Location	Instructor	Stat	Open
61246	PSY 100 101	INTR PSYCHOLOGY	03	Arranged	ONLINE	MCGUIRE K M		30
61599	PSY 100 102	INTR PSYCHOLOGY	03	Arranged	ONLINE	GOODWIN P		30
61244	PSY 100 104	INTR PSYCHOLOGY	03	Arranged	ONLINE	BAINTER T E		30
61243	PSY 100 L01	INTR PSYCHOLOGY	03	M.W.F... 11:00 am - 11:50 am	WAGGONER 54	BLANKENSHIP M R		50
61245	PSY 100 003	INTR PSYCHOLOGY	03	.T.Th.... 11:00 am - 12:15 pm	WAGGONER 54	HEMENOVER S H		50

5 courses listed

- 4.) Click on the course to see more info such as the description, textbook requirements, and how the class is being taught.
  - Pay close attention to the STAR number (the five-digit number to the left). You will need this number to register if you are putting your schedule together ahead of time using the Schedule Worksheet. Each course has a different number.

# STARS BILL PAYMENT

1.) Click on Account Detail under the Financials tab



Account Detail

Account Balance: \$ 171.56  
Past Due Amount: \$ 0.00

Account Summary Previous Next

Print PDF

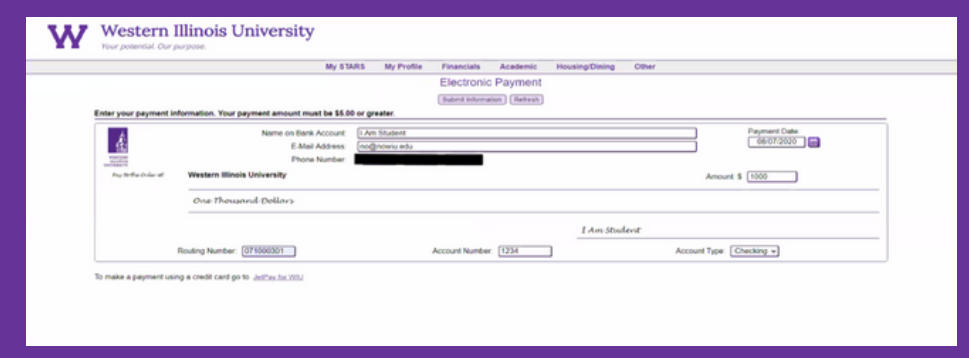
Date	Term	Description	Amount	Balance
07/30/20	FALL 20	HEALTH INSURANCE	796.00	796.00
07/30/20	FALL 20	UNIVERSITY FEES- SCH U	1,113.36	1,909.36
07/30/20	FALL 20	HEALTH INSURANCE (WVNR)	- 871.00	1,038.36
07/30/20	FALL 20	HEALTH INSURANCE (WVNR)	- 104.00	934.36
07/30/20	FALL 20	MACOMB TUITION (UG)	1,053.20	- 118.84
07/30/20	FALL 20	1824-1219 DOUBLEMAIL	4,900.00	- 5,018.84
07/30/20	FALL 20	UHDS ROOM WANNER	- 1,600.00	- 6,618.84
07/30/20	FALL 20	RES NET CHARGE	105.00	- 6,723.84
07/30/20	FALL 20	WESTERN COMMITMENT SCHOLARSHIP	- 1,600.00	- 8,323.84
07/30/20	FALL 20	AM HIGH STATE GRANT	- 1,600.00	- 9,923.84
08/04/20	FALL 20	WESTERN COMMITMENT SCHOLARSHIP	433.44	- 9,490.40
08/05/20	FALL 20	WESTERN COMMITMENT SCHOLARSHIP	- 433.44	- 9,923.84

End of Transactions - 12 Displayed

2.) To select Payment Method:

Pay by Check - enter bank account information & submit

Pay by Credit Card - external website to enter credit card payment



Western Illinois University  
Your potential. Our purpose.

My STARS My Profile Financials Academic Housing/Dining Other

Electronic Payment  
Submit Information Details

Enter your payment information. Your payment amount must be \$5.00 or greater.

Name on Bank Account: I Am Student Payment Date: 08/07/2020  
E-Mail Address: [redacted]  
Phone Number: [redacted]

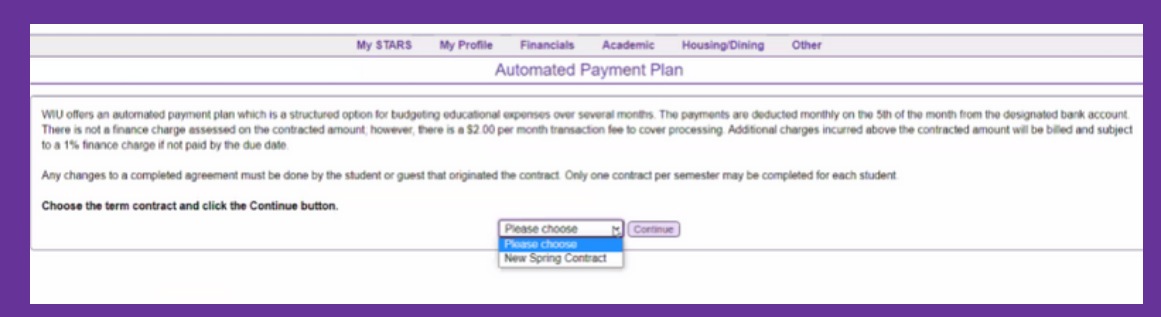
Pay to the order of: Western Illinois University Amount \$ 1000  
One Thousand Dollars

I Am Student  
Routing Number: 071000021 Account Number: 1234 Account Type: Checking

To make a payment using a credit card go to: [JadPay Inc. \(US\)](#)

3.) To set up Automated Payment Plan:

click on the option under the Financials tab



My STARS My Profile Financials Academic Housing/Dining Other

Automated Payment Plan

WU offers an automated payment plan which is a structured option for budgeting educational expenses over several months. The payments are deducted monthly on the 5th of the month from the designated bank account. There is not a finance charge assessed on the contracted amount, however, there is a \$2.00 per month transaction fee to cover processing. Additional charges incurred above the contracted amount will be billed and subject to a 1% finance charge if not paid by the due date.

Any changes to a completed agreement must be done by the student or guest that originated the contract. Only one contract per semester may be completed for each student.

Choose the term contract and click the Continue button.

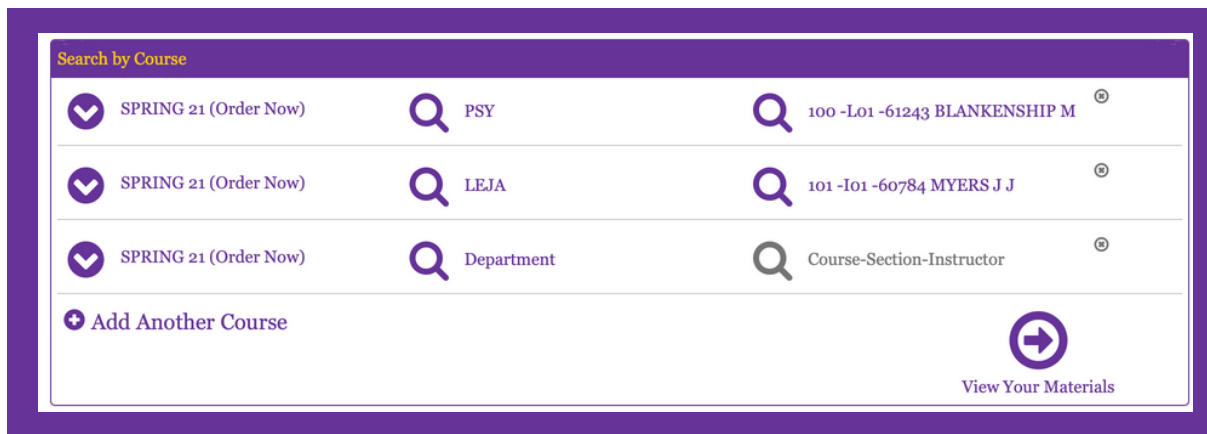
Please choose  
Please choose  
New Spring Contract

Continue

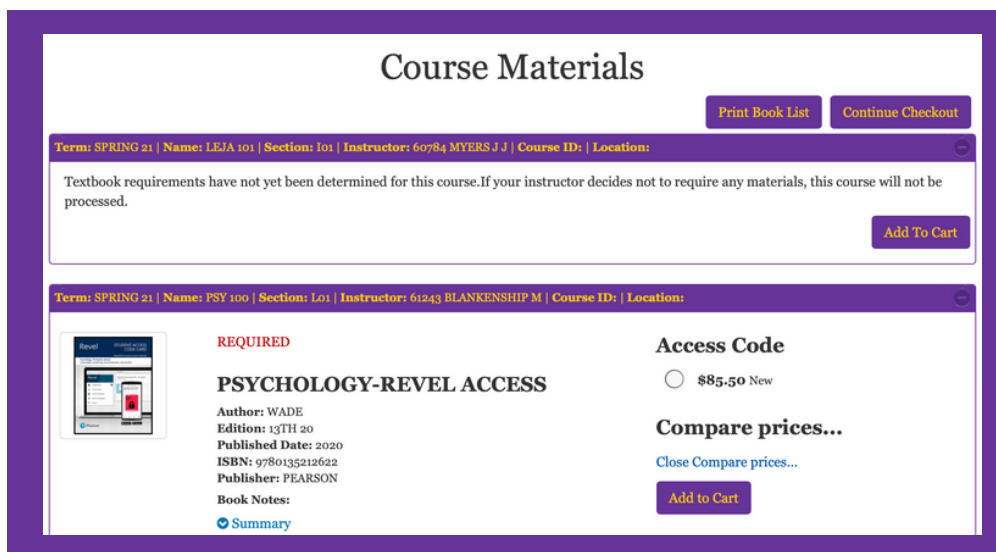


# COURSE TEXTBOOKS

- 1.) Go to wiu.edu/bookstore & select the menu bar
- 2.) Click on Order Textbooks under the Textbooks tab
- 3.) Search for textbook by Course info (on your STARS class schedule)
  - Term & Year
  - Department Abbreviation
  - Course-Section-Instructor

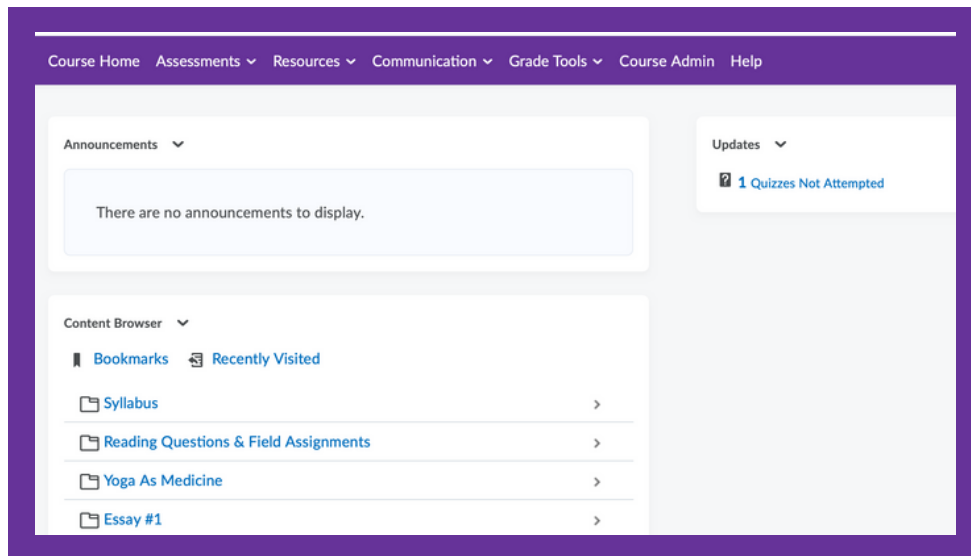


- 4.) Select View Your Materials
  - Some courses may not require a textbook
  - You will see price comparisons for other websites



# WESTERN ONLINE

- Course Home
  - Check announcements
  - View content browser
  - Receive assignment updates



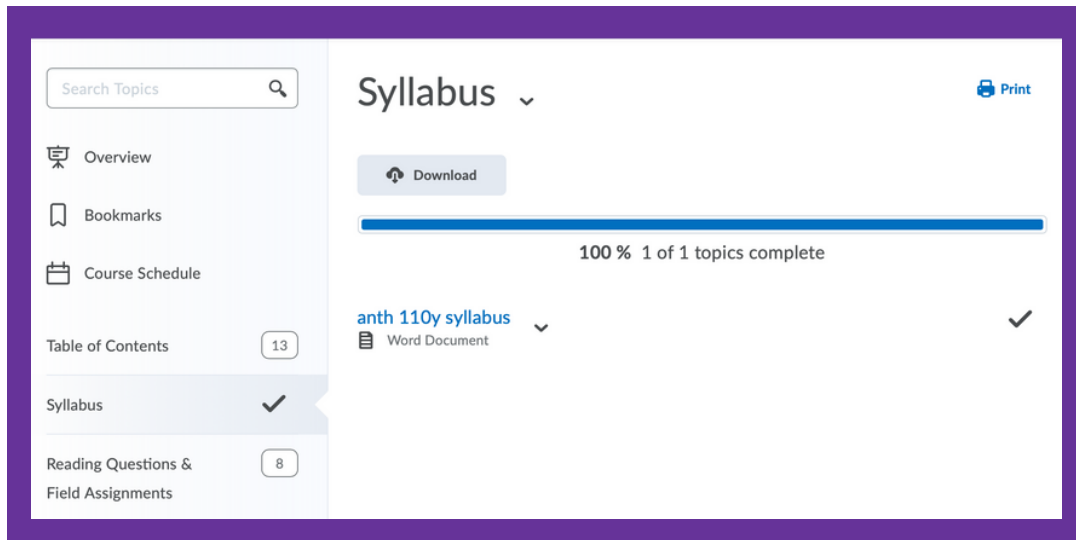
- Assessments
  - View/submit assignments
  - Access course quizzes

The screenshot shows the Assignments page with a purple header and a "Help" icon. A "View History" button is visible. The main content is a table with the following columns: Folder, Completion Status, Score, Evaluation Status, and Due Date.

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Essay #1 Closed Sep 10, 2013 10:45 AM Attachments <a href="#">Essay Exam 1.docx</a> (15.59 KB)	Not Submitted	- / 40		Sep 10, 2013 10:45 AM
Essay #2				
Essay #2 Closed Oct 15, 2013 10:50 AM Attachments	Not Submitted	- / 20		Oct 15, 2013 10:50 AM

# WESTERN ONLINE

- Resources
  - See course checklist
  - Access course content



- Communication
  - View /create discussions posts
  - Access class chat
- Grade Tools
  - View a classlist
  - Check grades

The screenshot shows the 'Grades' page in Western Online. It features a table with three columns: 'Grade Item', 'Points', and 'Grade'. The table lists 'Essay 1' and 'Exam 1', both with a score of '- / 40' and a grade of '-%'. A 'Print' button is located in the top right corner.

Grade Item	Points	Grade
Essay 1	- / 40	-%
Exam 1	- / 60	-%

# FREQUENTLY ASKED QUESTIONS

## **What will the cost be to take a class?**

Your dual enrollment class will cost  $\frac{1}{3}$  of the normal tuition rate through a special automatic scholarship offered only to dual enrollment students. For Fall 2023 or Spring 2024, a 3-credit hour class will cost you around \$326 for the semester.

You will not be charged student fees, but you are responsible for the one-time \$15 transcript fee, any required course materials (textbooks, lab fees, access codes), and a \$20 parking permit (if you are taking an on-campus course).

## **When will I receive my student bill?**

You will receive a bill in the mail and electronically a few weeks before the semester starts. Fall semester charges are due August 28th, spring semester charges are due January 28th, and summer semester charges are due June 28th.

## **How do I share my WIU grades with my high school?**

You must complete a [Transcript Release form](#) and include your high school and counselor name. This authorizes WIU to release your academic transcript to your high school at the end of each term in which you are registered for classes as a high school dual enrollment student. This form is included with your dual enrollment acceptance letter and email.

## **I want to attend WIU after high school, what do I need to do?**

Complete an [Admissions Update form](#) to be considered for admission after high school. On this form, you will include your admission type (freshman, transfer, or TAG), start term, and academic major. This form is included with your dual enrollment acceptance letter and email.

# CONTACT INFORMATION

## UNDERGRADUATE ADMISSIONS

Ries Wynn-Foster  
Macomb & Online Students  
Email: [rt-wynn-foster@wiu.edu](mailto:rt-wynn-foster@wiu.edu)  
Phone: (309) 259-0188

Cameron Ruiz  
Quad Cities Students  
Email: [cr-ruiz@wiu.edu](mailto:cr-ruiz@wiu.edu)  
Phone: (309) 259-0005

## ACADEMIC ADVISING

Miguel Huerta  
Macomb & Online Students  
Email: [m-huerta2@wiu.edu](mailto:m-huerta2@wiu.edu)

Curtis Williams  
Quad Cities Students  
Email: [cw-williams11@wiu.edu](mailto:cw-williams11@wiu.edu)

## ADDITIONAL RESOURCES

uTech Support Center  
(STARS & account help)  
Phone: (309) 298-8324  
Email: [support@wiu.edu](mailto:support@wiu.edu)

Billing & Receivables  
(payment information)  
Phone: (309) 298-1831  
Email: [billings@wiu.edu](mailto:billings@wiu.edu)

Office of the Registrar  
(student records & transcripts)  
Phone: (309) 298-1891  
Email: [r-office@wiu.edu](mailto:r-office@wiu.edu)