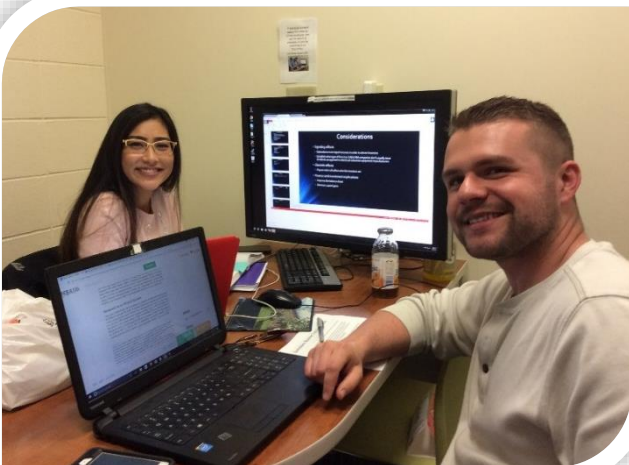
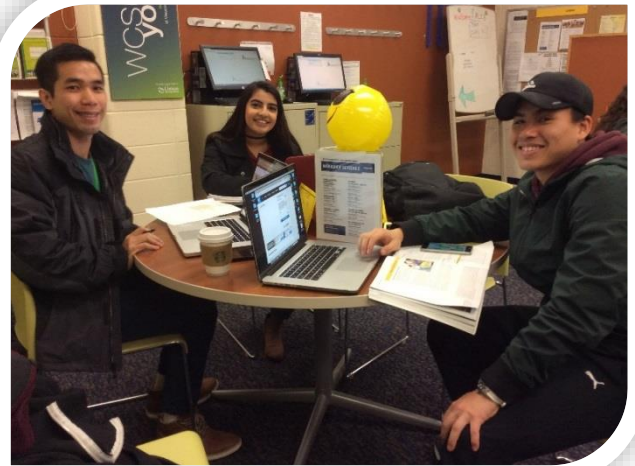




ANCELL SCHOOL OF BUSINESS
WESTERN CONNECTICUT STATE UNIVERSITY

Student Success Manual 2018-2019



AACSB
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ANCELL  **LEADS**

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WELCOME TO THE ANCELL STUDENT SUCCESS MANUAL!

How to Use This Guide

This guide is designed to supplement the Student Handbook and the wcsu.edu webpage. To make the transition to the Ancell School of Business as easy as possible, we have gathered information about many aspects of student life here on the Westside campus.

Tip: You don't have to read this manual, just skim the headings or the table of contents to look for specific areas of interest.

The Ancell web page at wcsu.edu/asb offers you in-depth info about the School of Business. Pay special attention to the drop down menu labeled "students", as it contains resources for your use.

At the WCSU web page, learn more about WestConn as a whole by exploring "WestConn Essentials" and "Current Students".

But really, the most important advice we can give you about being a student at the Ancell School of Business is to:

1. **Focus** on your education. You've invested in yourself. Make it count!
2. **Network** with other students.
3. **Visit** the Ancell Commons, which offers resources for high performance; free tutoring, study groups, TransferMation, and information about opportunities to help you get ahead. You can even reserve a small meeting room for group projects. The Commons is a welcoming place to meet people and hang out.
4. **Take advantage** of the opportunities provided for you at WCSU. If there is an event, GO!

There are many professionals available to help you, but you have to **ASK!**

College is . . . where you will learn to think critically, nurture your intellectual curiosity, and gain an appreciation of how you might contribute to your community.

You are investing a great deal of time and money in yourself, so make this experience count. Take responsibility for your education. **Go to class!**

Ancell New Student Checklist

- **YOUR CAR:** Cars do not need to be registered; however, students have designated parking areas for their use. You can plan for your parking needs by consulting the campus maps at wcsu.edu/campustour.
- **BASIC NEEDS:** Make sure housing, food, and other necessities are met.
- **ACCOMMODATIONS:** If you have a documented disability, contact **AccessAbility** (wcsu.edu/accessability) to set up accommodations. If you believe that you have a disability that has not yet been documented, you should also contact AccessAbility.
- **ACCOUNTS:** Set up your important accounts. See “**Accounts You Will Need**” on page 6 of the Ancell Student Success Manual.
- **YOUR CLASSES:** Check your course schedule on WestConduit (under WestConn Essentials on the homepage) to be sure you have registered for the right courses. Check where your classes will be held and note the location, professor name, and contact info for each course.
- **YOUR BOOKS:** Purchase your books before classes begin. Keep your receipts. Don't open anything shrink-wrapped until you get to class. If your professor allows it, consider purchasing electronic books, international editions or renting – it can save you money.
- **FINANCIAL AID:** If you receive financial aid, check WestConduit to make sure everything has been processed.
- **YOUR ADVISOR:** Find out your advisor's name. This info is on Banner (link located under WestConduit). Your advisor will not only help with your plan of study, they will provide the PIN needed to enroll in your courses each semester. Introduce yourself to your advisor. Begin to get to know him/her. Note their office hours and contact information.
- **SHUTTLE BUS:** Check the shuttle bus schedule; take a test trip to see how long it *really* takes to get from one campus to the other.
- **EMERGENCY NOTIFICATION:** Register for the **free** Emergency Notification System (www.wcsu.edu/ens). You will receive *immediate alerts* via phone, email or text when school is delayed or closed.
- **HELPFUL HINTS:** Other useful tips from WCSU: wcsu.edu/orientation/HelpfulHints.asp.
- **ANCELL DAY:** Make sure to attend Ancell Day on Wednesday, September 12, 2018, from 11:30 am – 1:30 pm (rain date Tuesday Sept. 18, 11:30 am - 1:30 pm), on the South Plaza (between the dorms and Campus Center). Have fun, meet other students, learn about clubs, and find out what Ancell has to offer. Enjoy some food and maybe win a prize or two!
- **YOUR ACADEMIC PROGRAM:** Understand courses required for your degree. View and print out your Program Sheet (link located under Current Students) and bring it to your advisor. Complete courses in a reasonable order and have prerequisites finished, as needed. Ultimately, you are responsible for your academic program, so stay in contact with your advisor and ask questions if you have concerns.
- **SOCIAL MEDIA:** The Ancell School is social, and you can find us on Facebook, Twitter, Instagram, Pinterest and YouTube. Connect with us by visiting wcsu.edu/alc, and scrolling down to our social media icons. Click on the icons to see what we post.
- **RESOURCES** such as **Tutoring**, **TransferMation** and **Ancell Mentoring** events are **free** for students: Visit the **Ancell Commons** at the Robert S. Young Library, Westside Classroom Building, Suite 433, or online at wcsu.edu/alc.

TransferMation: New Transfer Student Checklist for Success

Develop a plan for your time here at WCSU and Ansell. Goals to include:

→ Academic Planning:

- Download your program of studies and meet with your advisor to plan your course schedule.
- Meet with your advisor routinely, at a minimum of once a semester or more frequently. Their role is to help advise you with your program and with career planning.
- Check that all previous coursework has transferred to your WCSU record. See [Banner](#) for more information.
- Set GPA goals.

→ Career Planning:

- Speak with your advisor or professors in your major area for information.
- Visit the [Career Success Center](#), located on the Westside campus in the Student Center, for information on careers, companies and internships/co-ops. They have a wide variety of resources to help you.
- Join an Ansell club. Ansell has several clubs that represent all degree areas including MIS, Accounting, Finance, Justice and Law Administration (JLA), Management and Marketing. These meetings are a great place to meet people, build your network, and learn something new about your chosen field.

→ Social:

- Join Student Government-sponsored clubs or activities. Have fun and meet new people!
- Attend campus events or participate in community service.

Develop your time, course and personal management skills. These include:

→ Time Management:

- Use a calendar and/or a planner to track assignments, tests and other due dates.
- Plan to spend 2-3 hours studying outside of class per credit hour. This equates to 6-9 hours each week for a 3-credit course. A 15-credit course load means spending 30 - 45 hours each week studying.
- Understand you will need to start studying for tests well in advance (at least a week) in order to be well prepared.
- Schedule your study time, and a place, and stick to it.

→ Course Management:

- Read the course syllabi carefully. These documents are a **Contract** between you and the professor. Professors will follow the schedule as outlined, unless they announce changes.
- Attend all classes and sit up front so your professor will recognize you.
- Get to know at least one classmate in every course. Knowing fellow students has multiple benefits including access to class notes if you miss a class, and forming a study group if needed.
- Learn your professors' names and attend their office hours to ask questions about course material.
- Take notes or video/audio tape the lectures. Review them periodically.
- Start immediately on projects or papers due later in the semester. As the coursework piles up at the end of the semester, you will be glad you did.
- Do all your assignments.
- Ask for help immediately if you find yourself confused or are not handling the material well. It is easier to stay abreast of your classes than to fall behind and try to catch up. Go to your professor and sign up for tutoring.

→ Personal Management:

- Learn about academic resources available to you including tutoring (the Ansell Commons), study groups and library resources for research.
- Assess yourself. Understanding your strengths and weaknesses when it comes to learning at the university-level is key to your success.

This process, known as metacognition, is where you think about what you are learning. For more details and assistance with such skills meet with a tutor at the Ansell Commons or view the Commons website wcsu.edu/asb/learning-commons and click on [Study Resources](#). Also, watch Samford University's excellent video on student learning: samford.edu/departments/academic-success-center/how-to-study

Suggested To-Do List for Business Majors - Before You Graduate!

- Visit the [Career Success Center](#) early and often. They can help you research career paths, build a resume, copy/edit your cover letters and find jobs both now, and when you graduate. They offer workshops that cover everything from networking skills to interviewing skills and a wide variety of online tools for job hunters. Go and see for yourself.
- **Join a club.** Strengthen relationships with classmates, build your resume and gain valuable personal and/or professional experience. Enrich your education. You are investing in yourself. Make the investment count.
- Go to **Ancell Day** on Wednesday, September 12 from 11:30 am to 1:30 pm, at the South Plaza outside the Campus Center (the rain date will be Tuesday, September 18, 11:30 am to 1:30 pm, rain or shine.) — There you will find food, fun and information!
- Learn about internships and co-ops from the [Career Success Center](#). Many companies use internships as their main recruiting source.
- Find out about **Ancell Mentoring Events** at wcsu.edu/asb/mentoring. Coming Fall 2018, mentoring events will be held, often in conjunction with [Ancell Clubs](#).
- **Attend business and career events** as often as you can. Each business-related experience will better prepare you to succeed after graduation. These experiences allow you to expand your business vocabulary and enrich your knowledge about the world of business.
- Create a **LinkedIn** Account - It is recommended that students open a LinkedIn Account and begin building a professional profile as soon as possible. LinkedIn offers a free webinar to get started and other webinars to build networking skills. The [Career Success Center](#) also offers LinkedIn seminars. LinkedIn provides a professional identity and not a social forum. It is always important to conduct yourself in a professional manner on this site.
- Build **Intercultural/Global skills** by:
 - Investigating global/intercultural learning opportunities within the university, through the courses you take, the clubs you join, and the events in which you participate.
 - Investigating options for [going abroad](#), either through shortened educational trips or full semester student exchanges, such as student exchanges through [ISEP](#) (WCSU is a member). Visit WestConn's [Study Abroad](#) page for more information.
 - Attending cultural events like plays or concerts. You will be a better networker and a better person.
- Fill out an **application for graduation**. This is due the semester before you actually graduate. You will find the form and further information at: wcsu.edu/registrar/graduation.asp. Deadlines can be found on the form. If you are an Accounting, Finance, Management, MIS or Marketing major, **you will not graduate if your GPA is below a 2.3.**

Academic Honesty Policy

A student has an obligation to demonstrate honesty in carrying out his/her academic assignments. Students are responsible for maintaining the academic integrity of the university by following the academic honesty policy. The full policy can be found at <https://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf>.

AccessAbility Services

The Ancell School is committed to providing reasonable accommodations for students with documented disabilities on an individualized and flexible basis. AccessAbility Services determines reasonable accommodations through consultation with the student. Students requesting accommodations should visit AccessAbility as early as possible in the semester to obtain a letter which describes approved accommodations. The student must have their professors sign the letter and return it to AccessAbility.

Faculty need not allow accommodations retroactively. This means that students must take responsibility for arranging necessary accommodations *before* an assignment is due. Some students become disabled or are diagnosed after a semester starts, in which case they may present an accommodation letter during the course of the semester.

Should your professor decline to sign your letter, contact AccessAbility promptly.

AccessAbility Services is located on the Midtown campus, White Hall Rm. 005. The phone number is (203) 837-8225 and the website is wcsu.edu/accessability.

Accounts You Will Need

- **WestConn ID:** Your WestConn ID number is an eight-digit number beginning with a five. It is used by the university in place of your social security number. It is also referred to as your Banner ID.
- **Windows Account:** Your windows account consists of a username and password. You must have an account in order to log onto the university system.
- **WCSU Email Account:** Your email account is essential to your success. This is how the university will contact you with financial aid, registration and other opportunities. All university communications should go through your university email account. We strongly recommend that you frequently access your university email account for university communications. The format of this email address will be username@connect.wcsu.edu.
- **Microsoft Download:** Visit support.wcsu.edu to learn how to get your free Microsoft Office 365 Download.

Add/Drop – (See Changing Your Schedule)

Advisement

Why do I need an advisor?

- To ensure that you are taking the right courses at the right time.
- To provide advice on your academic and future professional career.

Prior to registering for classes, you must meet with your academic advisor who will check your proposed program to ensure that it fulfills your degree requirements. If you wish to register online (and you should!), you must receive a registration PIN from your advisor. For in-person registration at the Registrar's Office (not recommended, but sometimes required) you will need a signed card from your advisor. PINS or cards are not required for summer, intersession and spring-break courses, but you should still check your choices with your advisor.

Besides assisting you with course registration and planning, academic advisors are able to help with questions about academic policies and procedures, speak to concerns about coursework, provide contacts for tutoring or other campus services and advise about careers related to your major.

Do I have to do anything before I see my advisor? Is there anything I should bring with me?

Make an appointment by calling or emailing the professor, or go to see them during their posted office hours. Use your program sheet to identify requirements you have already met and those you haven't. Have a plan for finishing requirements and graduating. Create a proposed schedule using Open/Close. Know your registration date. You can learn more about advising at wcsu.edu/registration/current. Your advisor or academic departments may have different processes; make sure that you are familiar with them.

What is a "program sheet"? How do I get one?

All matriculated students should have a program sheet which outlines courses you must take to fulfill your academic requirements. As you take courses at the university, update the program sheet to indicate your progress and determine which requirements you still need to fulfill. Think of your program sheet as a "roadmap" toward your degree.

Students should have received a program sheet from the Admissions Office if they transferred from another school. This program sheet will indicate courses for which credit will be granted.

You can download a program sheet from the WCSU website at: wcsu.edu/academics/programsheets/default.asp?school=asb or request one from your department's office staff.

How can I do an unofficial degree audit through DegreeWorks?

You may access DegreeWorks through BannerWeb.

Ancell Commons

Located in Suite 433 of the Westside Classroom Building, inside the Robert S. Young Library, the Commons offers a variety of resources and opportunities for Ancell students. Our warm, casual environment provides students with a great place to study and receive free tutoring in all of the core business subjects including, MAT 118, ECON 211 & 213, and Justice and Law Administration (JLA) courses. You will learn study skills, and find other online and face-to-face.

New this fall! **TransferMation**, Ancell's program for transfer students, will help you gain insight and appreciation for the Ancell environment to help you create a plan for success. Get a quick start so you don't miss out on what you need to know to be successful at WCSU, and to get the professional edge you need before graduation! Find us at wcsu.edu/asb/transformation/.

The Commons provides an array of computers and printing services, and is the only place on the Westside campus that offers small-group meeting rooms that can be reserved in advance. To book a free tutor appointment or a small meeting room online, visit us at wcsu.edu/alrc for more details.

Ancell Day

Ancell Day will be held on Wednesday, September 12, 2018, from 11:30 am to 11:30 pm, on the South Plaza between the Westside Campus Center and University Blvd. The rain date will be Tuesday, September 18, 2018, rain or shine, either on the plaza or in the Campus Center Ballroom. The purpose of this event is for students to have fun and to learn a little about what's available to them at Ancell. You will be able to meet club representatives, staff from the Career Support Center, librarians from Westside's Robert S. Young Library and many, many more of the people who will help shape your future. We also offer food, free Ancell t-shirts and free raffle. This event is open to all Ancell students and is a great way to meet new people.

Ancell Mentor Events

New for the 2018-2019 academic year, the Ancell Commons is preparing to provide Mentoring Events for Ancell students in the main degree areas. As details are finalized, please check the link, wcsu.edu/asb/mentoring for more information.

Bookstore

The WCSU campus bookstore is located in the Student Center, behind Old Main, on the Midtown campus. Products offered at the bookstore include, but are not limited to, textbook rentals, books for purchase, school supplies, health and beauty aids, postage stamps and WCSU merchandise. You can explore the website, including information about required textbooks at wcsu.edu/campuscenter/bookstore.htm.

Business Student Checklist

See page 6 of this manual to find a checklist of activities we strongly recommend you complete before you graduate. It is important to take advantage of the opportunities offered. When you see a program offered, go. When you see a club inviting you to join, consider becoming a member. Every new experience will make you a better job candidate and a well-rounded student. Every positive relationship can serve to enlarge your network for future opportunities and can enrich your life.

Campus Directory

A campus **telephone directory** is available on the WCSU homepage under “Contact”. There is also an automated directory at WCSU that can be accessed by telephone at (203) 837-9411. Both faculty and students are listed in the university **email directory**. To find someone’s email address, from your email account, click on “To” on a “new email” page and the full directory will be displayed. By default, the directory is alphabetized by first name. By clicking on “more columns” searches by last name can be performed.

The Career Success Center

The first thing to know about the Career Success Center is that you should make your initial visit during your **first year** on campus. If you are a transfer student with 30 or more credits, do so **immediately**. The CSC offers extensive services, including help finding a part-time job now, researching career paths, and accessing national and international job-seeking databases. The CSC offers a powerful on-line tool for career development called WestConnWorks. Establish your account, log into WestConn Works (wcsu.edu/westconnworks), and use it to access all CSC services. PAN will help you figure out strengths and weakness in areas important to employers and then help you fill in the gaps to become more employable. You can contact CSC staff at (203) 837-8263 or wcsu.edu/careersuccess for additional information. If you wait too long, you will miss out on all kinds of opportunities. So don’t wait until junior or senior year; do it **NOW!**

Specifics regarding some CSC services can be found below:

1. **WestConn Works is your pipeline to career information and events, employment opportunities, internships and much more! Track your progress here. Every student has access to this useful tool.**
2. **Workshops and online tools** will get you started on your journey to employment. "Drop-in" hours are also held for quick questions about career or job search issues. Be sure to check out the tools available to explore career interests and improve employability.
3. **Cooperative Education/Internship Program** is for undergraduate juniors, seniors and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op positions are developed in area businesses, corporations, government and nonprofit agencies. They are the number one way to find a job. Co-ops carry elective credit, and in many cases also provide a salary.

Center for Student Involvement

Now for the fun stuff! Check wcsu.edu/studentlife to find out how you can get more involved, meet other students, take part in club activities and much, much more. Follow the links displayed in the upper left-hand side of the page. Also check out wcsu.edu/recreation to find out about intramural sports.

Changing Your Schedule

Rules for changing your schedule are specific and listed online at wcsu.edu/registrar/schange.asp. This applies to add/drop, withdrawing from a class and withdrawal from the university.

Adding and Dropping a Course:

Throughout the registration period, students may change their schedules at the registration area or on the Web. Registered students may come to the Registrar's Office to add or drop courses.

You may add or drop a class before the fourth class session (if the class meets three times per week), before the third class (if the class meets twice per week), and before the second class (if the class meets only once per week).

Withdrawing from a Course:

Students may withdraw from a full-semester course, without penalty, until the end of the tenth week of the semester. For five-week courses, it is the last day of the third week; for three-week courses, it is the last day of the second week. Contact the Registrar's Office for specific dates for each semester. Withdrawals are recorded on your transcript with a grade of "W". There is no GPA penalty attached to this grade.

Part-time students pay tuition for each credit for which they are registered. If they drop/withdraw from a course within the refund deadlines, they will receive the appropriate refund as indicated on the academic calendar inside the front cover of the registration booklet. Full-time students are eligible for a refund only if they withdraw from school. The refund deadlines for full-time students can also be found in the academic calendar.

It is possible to withdraw without penalty from a course through the withdrawal deadline by coming to the Registrar's Office and completing the necessary procedure. Withdrawal "without penalty" refers only to academic penalty (i.e., failure). **Withdrawal may affect the attainment of satisfactory progress as defined by financial aid, housing, athletic eligibility and other policies.**

If you wish to withdraw without penalty from a course after the deadline, you can do so only with the written approval of your instructor. Otherwise, you will receive a WF, a failing grade. **NOTE: You must officially withdraw from a course to avoid receiving a failing grade. If you just stop attending the class without following the necessary procedure, you will be given a failing grade.**

Withdrawal from the University

To officially withdraw from the university and/or request a leave of absence, you must go to the Dean of your school. You may still be responsible for payment unless you withdraw by the deadline.

Class Cancellations and School Closures

WCSU has a system in place for notifying students of delays, closures and cancellations. In case of inclement weather or other emergencies, students can check the WCSU homepage or listen to or watch the following media for information on delays, cancellations or closings: If you sign up for Emergency Notification System at wcsu.edu/ens, you will receive an immediate email and/or phone call announcing delays and closings.

If the university announces a delayed opening, the student will be responsible for the information that would have been covered in class. Delayed openings mean that activities beginning before the announced start time are delayed in terms of when the activity will begin. **A delayed opening does not mean that the activity is cancelled**, but rather that the activity will begin at the announced start time and conclude at the time it would normally end. For example, if classes are delayed until 9 a.m., a class scheduled from 8 a.m. - 11 a.m. would now begin at 9 a.m. but still conclude at 11 a.m. With early closings, activities that would normally run past the early closing time will end at the set early closing time, and activities that would normally begin after that time are cancelled. For example, if the early closing was set for 3 p.m., a class normally running from 2 to 5 p.m. would end at 3 p.m., a class scheduled to begin at 4 p.m. and run to 7 p.m. would be cancelled.

Closings and delays are also broadcast as follows:

TV Stations

WVIT-TV 30 Hartford, CT
WFSB-TV 3 Hartford, CT
WTNH-TV 8 New Haven, CT
WTIC-TV Fox 61 Hartford, CT

On Line

ctweather.com/

AM Radio Stations

WLAD 800 Danbury, CT

FM Stations

WXCI FM 91.7 WCSU

Clubs

Most Ancell departments have active clubs. It is highly recommended that you join the club in your professional field as you will gain marketable expertise through club activities, earn a listing for your resume, network with others in your field and become a source of information for other students.

Important: Students can join any university club, regardless of their major. This is a good chance to enjoy your hobbies and special interests.

Computer Access

Both campuses are completely wireless; however, you will need a university account to access the network. If you would like to use WCSU computers, visit wcsu.edu/iti/computers/ for locations and availability.

Cooperative Education/ Internship Program

This program is for undergraduate juniors, seniors and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op and internship positions are developed in area businesses, corporations, government and nonprofit agencies. Co-ops carry elective credit, and, in many cases, also provide a salary; internships typically provide a salary as well. See the "Career Services Center" section for more information.

Copying/Printing

Printers are located in the Ancell Commons and the Robert S. Young Library. The Young Library also has a scanner/printer so you can scan documents and then either save or print them out. The computer labs in the Westside Classroom Building and the Campus Center also have printers.

E-communication

- **Use your university email account for all communications related to your education.** Messages will be sent out to you via this account; if you are not using it, you will miss opportunities. Use this email account for all university-related communications.
- Review your Facebook page and Facebook history for anything employers might find objectionable. They check.
- Sign up for LinkedIn as a way to connect with classmates, faculty, potential employers and professional groups.
- Connect your WCSU email account to the personal email application on your cell phone or tablet to insure that you receive all university emails.
- Finally, always think before you type.

Emergency Notification System (ENS)

The WestConn Emergency Notification System (ENS) is used to convey important information to the campus community. Emergencies, weather-related closing/delay or other hazardous situations are announced via this system. Each student needs to register for this service. To access the registration page, go to wcsu.edu/ens. You can ask that notifications be sent to your home phone, cell phone and/or email account.

Financial Aid

Click on this link, wcsu.edu/finaid to find out more about financial aid and requirements to receive aid. To check on the status of your financial aid, you go to WestConnduit.

Financial Literacy

Are you good with your money? Visit libguides.wcsu.edu/c.php?g=316326 to learn about building good credit, protecting your identity and living within a budget. Hard copies of information are available in the Ancell Commons, Suite 433 of the Westside Classroom Building, within the Robert S. Young Library.

Food Services

The cafeteria and the Daily Grind café are located in the Westside Campus Center, next to the classroom building. Cafeteria and Café hours may vary during the semester. Vending machines are in the “Think Tank” located on the third floor of the Classroom Building. You can view more detailed information at wcsu.sodexomyway.com/dining-near-me/westside. For more information on dining services on the Mid-town Campus, please visit wcsu.sodexomyway.com.

Helpful Hints

Check out this link: wcsu.edu/orientation/helpfulhints.asp for important information for all students.

Incomplete

What does an incomplete grade mean and what do I do if I get one? Per the undergraduate catalog, the policy for students to receive an incomplete grade (“INC”) in a class is that they must request it from the instructor by completing a Request for Incomplete Grade form. The policy also notes that the “INC”

grade will become an “F” if it is not removed by the sixth week of the next semester the student attends or after one year if the student does not return. Students should make sure that they promptly contact their professor to determine how and when the missing work is to be made up. Waiting until the end of the six-week period to resolve the “INC” may prevent you from resolving it.

Library Services

There are two libraries at WCSU; The Haas Library, which is the main library located on the Midtown campus, and the Young Library, located on the Westside campus.

The Robert S. Young Library, at Westside, is the Business/JLA library which offers electronic reserves, research assistance, individual consultations, and much more. There are extensive online journal databases, reference materials and a business book collection available to students. A copier and a printer are also available for student use.

The Young Library is located on the fourth floor of the Westside Classroom Building. You may view information about library services at library.wcsu.edu or call (203) 837-9139 to speak directly to a librarian. You can even text questions to a librarian at 203-340-0616.

Maps

Maps of both campuses can be found at wcsu.edu/campustour.

Motorist Assistance Program

The Motorist Assistance Program (MAP) is free of charge and will help stranded motorists on both of WCSU’s campuses, particularly at night or in adverse weather. Services available under this program include retrieving keys from a locked car and jump-starting dead batteries. MAP does not employ trained mechanics, but will help you get on your way or find someone else who can help. To summon the services of MAP, call the university police department at (203) 837-9300.

Parking

Vehicles do not need to be registered, however, students do have designated parking areas for their use. You can plan for your parking needs by consulting the campus maps at www.wcsu.edu/campustour.

Recreational Facilities

As a WCSU student, you are able to attend free fitness classes and utilize recreational facilities on campus. These include the Midtown Colonial Fitness Zone, the Westside Colonial Fitness Zone in Pinney Hall, and the pool at the O’Neill Center. Visit wcsu.edu/recreation for more information on available services and class times. All programs are free to students and staff.

Registration

Registration is a very important process. It is critical that you prepare in advance, meet with your advisor, choose courses wisely, and register early. (By early, we mean as early as possible on the earliest day you are allowed to register.) Here is the link for the Registrar's Office:

wcsu.edu/registrar/

Before you can register, you must:

- Find your assigned earliest registration date. Go to [WestConnduit](#), click the [Banner](#) tab, then Student Services, then Check My Registration Status.
- Meet with your primary advisor to get your signed course approval card or registration PIN.
- Pay all past due balances.

Registration resources

- The Registration home page is the best place to start: wcsu.edu/registration
- [Course Offerings \(Open/Close\)](#) - check up-to-the-minute class schedules and available seats for your courses.
- [Course Registration Important Dates](#)
- [Undergraduate Program Sheets](#)
- [eCashier - WestConn's online payment plan](#)

Safety Escort Services

This service is available to all students and guests of the university. To obtain a safety escort, please call the police dispatcher at 203-837-9300. The dispatcher will request your name, present location, and the location to which you wish to be escorted.

Shuttle Bus Service

How do I get from campus to campus? How long does it take?

It takes time to travel between the two campuses, even using the shuttle bus system. We have included the link to the shuttle bus schedule here below. Be sure to allow plenty of extra time!

Visit wcsu.edu/shuttle for information on the shuttle, including the schedule. If classes are cancelled for the entire day due to inclement weather, the shuttle does not operate. If classes are delayed, the shuttle will begin one hour before classes begin. If classes are cancelled, the shuttle will operate for one hour after classes are cancelled.

SOS (Student Online Support)

To get tutoring, writing assistance, math help or help with research, you can use the one-stop SOS website at wcsu.edu/sos.

Student Code of Conduct

The Student Code of Conduct can be found in the university's Student Handbook wcsu.edu/studenthandbook/ and also at wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf. Please pay special attention to Part D: Prohibited Conduct.

Student Involvement

- Attend your classes and participate in them. Be prepared.
- Take responsibility for your own education.
- Join a professional club.
- Participate in some service projects like WCSU's Day of Service.
- Meet and make the effort to connect with other students.
- Join a study group at Ancell Commons or start your own.
- Attend events. Every event is an opportunity to network and to reach out.
- Complete an internship or co-op.

Student Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. Click [here](#) for Western's information on FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For more information on FERPA, please visit the U. S. Department of Education's website at [ed.gov](#).

Study Resources Online

A study resource web page has been created for Ancell students. If you are looking for information, you may find it here: wcsu.edu/asb/learning-commons/student-resources. If you don't find what you are looking for, contact the Ancell Commons by emailing budnicke@wcsu.edu or calling 203-837-8567

Syllabi

Every instructor will give you a syllabus for their class. The syllabus is **your contract** for each course. In it you will find course information including **test dates**, grading policies, contact information, and textbook requirements. After reading your syllabus and listening to your instructor's introduction to the class, you may want to ask some of the following questions: What are the main learning goals of the course? How much does each assignment count towards my grade? Does homework count? Does class participation count? **Remember: It is the STUDENT's responsibility to check due dates and to make sure assignments are handed in on time.**

Telephone Directory

You may need to call certain offices on campus. To access the telephone directory online, go to the WCSU homepage or wcsu.edu/contact.asp. You can also dial (203) 837-9411 for a phone-based directory.

Tutoring at Midtown: SOS

Need help with a non-business course, a writing assignment or your math homework? Go to wcsu.edu/sos to find out where to go for help. There you will find the Math Clinic, Tutoring Resource Center and Writing Center. You will also find a link for the Ancell Commons where you can get help with JLA and business courses, including Economics 211 and 213, MAT 118, and more.

Vending Machines

The O'Neill Center, Residence Halls, Westside Campus Center and the Westside Classroom Building "Think Tank" all offer vending machines for drinks and/or snacks.

Veterans

The VA Coordinator oversees all WCSU services for student-veterans in order to provide a consistent and unified voice. This approach eliminates the guess-work involved with determining eligibility for VA educational benefits and how to best use such benefits to earn one's degree. For more information visit: wcsu.edu/veterans and wcsu.edu/veterans/pdfs/StudentVeteransGuide.pdf

Website

Please visit the Ancell School website at wcsu.edu/asb. This website provides a wealth of information about the six departments that make up the Ancell School: Accounting, Finance, Justice and Law Administration, Management, Management Information Systems (MIS) and Marketing. Take a moment to review the student resource links specific to Ancell School.

Wellness at Western

Western Connecticut State University (WCSU) promotes organizational and individual wellness and respect among members of its campus community by fostering a wellness culture across the university's campuses, and also by building partnerships with the greater community. WCSU offers a variety of programs ranging from counseling and substance abuse to intramural activities and holistic health. Visit their website at wcsu.edu/stuaffairs/Wellness.asp.

WestConnduit

WestConnduit (conduit.wcsu.edu) will allow you to check announcements, BannerWeb, financial, course and other information easily and conveniently. You will use your Windows ID and password to access this information.

Where are my Classrooms?

If your course schedule lists the classroom as "WS" it means your class is at the Westside Campus, in the Westside Classroom Building. We suggest that you take some time to walk around the Ancell (Westside) Classroom Building and map out a route to your classes. The building is difficult to navigate; if you know where to go on the first day of class, your stress level will be lower.

Women's Center of Greater Danbury at WestConn

Located on the Middtown campus in White Hall 003A, the Women's Center provides individual and group counseling, advocacy, crisis intervention, and risk assessment at the hospital, police station, court or on campus. The Women's Center serves men, women and children. All services are free and confidential. Here's a link to the resources available (wcsu.edu/womenscenter).

Notes: